

COUNCIL COMMITTEE

The Regular Session of the Council Committee of the Municipality of the County of Colchester was conducted virtually, via Zoom Meetings, on Thursday, April 9, 2020 beginning at 6:00 pm.

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

Rob Simonds, Chief Administrative Officer (CAO)
 Scott Fraser, Director of Corp. Services/Acting Director of Solid Waste
 Michelle Newell, Director of Public Works
 Crawford Macpherson, Director of Community Development
 Dennis James, Municipal Solicitor
 Tracey Veno, Recording Secretary
 Mark Austin, Economic Development Officer
 Paul Smith, Manager of Planning Services
 Devin Trefry, Research, Policy and Community Engagement Officer
 Tim Smith, Manager of Information Services
 Craig Burgess, Recreation Manager
 Kelly Gratto McCarthy, HR Specialist
 Dave Westlake, Emergency Management/Protective Services Coordinator

Approval of Agenda

Moved by Councillor Gibbs
 Seconded by Councillor Cooper

“That the agenda be approved, as presented.”

Motion Carried Unanimously.

Approval of Minutes

Moved by Councillor Gregory
 Seconded by Councillor Boutilier

“That the minutes of meeting held on March 12, 2020, be approved as presented.”

Motion Carried Unanimously.

Business Arising from Minutes

There was no business arising from the meeting held on March 12, 2020.

ACTION ITEMS**Updating Budget Meeting Dates**

Scott Fraser, Director of Corporate Services, advised that the Maintenance Budget meeting was originally scheduled for April 2nd but due to circumstances with the COVID-19 Pandemic, the meeting was deferred. Staff looked for other possible dates and suggested April 16th as the alternative date. April 23rd and 27th have already been approved and would remain in place for the Additions and Deletions Budget meetings. One of the benefits of deferring this meeting was that staff have made some necessary adjustments relative to the COVID-19 situation, to the budget.

A question was raised regarding whether projections were being made for the financial implications of COVID-19. Mr. Fraser confirmed that this is part of what staff have been considering.

Councillor Boutilier indicated that later in the meeting he planned on bringing forward the possibility of having future Council meetings on all Thursdays where regular meetings are not currently scheduled, which would conflict with the dates referred to in the motion. He requested consideration be given to saving the Thursday dates and selecting other dates for budget meetings. It was suggested that as some of the dates were previously approved for the budget meetings, these dates be kept and if necessary, items that need to be dealt with relative to the COVID-19 situation, can be added to the budget meeting agendas.

Given the direction of the discussion, Council Committee agreed to move Item No. 13, Future Meetings, up on the agenda to be dealt with during the debate on Updating Budget Meeting Dates.

Discussion was held on the importance and duty of Council meeting more frequently during these unprecedented times; clarification on the frequency of meetings; what would be discussed and the need for establishing structure for these meetings; continuing with budget meetings on days other than Thursdays; and needing projections on the financial implications before any decisions can be made.

Moved by Mayor Blair
Seconded by Councillor Gregory

“That Council proceed with budget deliberations, virtually, on April 16th for Maintenance Budget, April 23rd for Additions and Deletions, and April 27th if necessary, as a carryover for Additions and Deletions.”

Due to technical difficulties, Councillor Gregory was not available for this vote.

Motion **DEFEATED**. (*Councillors Boutilier, Masters, Cooper, Gibbs, Taggart and Parker opposed*)

Due to technical difficulties, Councillor Gregory was not available for this vote.

Moved by Councillor Boutilier
Seconded by Councillor Masters

“That during these unprecedented and historic times, Council meet weekly on Thursdays where regular meetings are not scheduled, during and until the state of emergency in Nova Scotia is over.”

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

Further discussion was held on having agendas for these additional meetings available on Tuesdays, as well as other possible dates for budget meetings.

Moved by Councillor Cooper
Seconded by Councillor Boutilier

“That Monday, April 20th and Monday, April 27th, be set for budget meetings.”

Motion Carried Unanimously.

The CAO advised that staff could provide a high-level overview about the budget during the meeting on April 16th allowing for more focused discussions on the 20th and 27th.

**Interpretive Concept and
Feasibility Study – Award of
Tender**

Paul Smith, Manager of Planning Services, provided a summary of this item indicating that Council had previously approved funding in their capital budget for the Fundy Discovery Site, which included an Interpretive Concept and Feasibility Study. A Request for Proposals (RFP) was issued with three responses received by the closing date. Staff recommend awarding the contract for the Interpretive Concept and Feasibility Study to AldrichPears Consulting Team.

Brief discussion was held regarding a funding request through Tourism NS for half the project cost, but Mr. Smith indicated that no response has been received yet. It was noted that at its meeting on March 26th, Council granted authority to Council Committee to award this contract.

Moved by Councillor Taggart
Seconded by Councillor Gibbs

“That Council Committee award the Interpretive Concept and Feasibility study contract to the AldrichPears Consulting Team, at a contract price of \$70,000, excluding HST.”

Motion Carried Unanimously.

**Appointment of Citizen
Representative to the Audit
Committee**

The Nominating Committee met earlier this evening to review applicants for the citizen appointee to the Audit Committee.

Moved by Mayor Blair
Seconded by Councillor Parker

“That Jessica Colley be appointed as the citizen representative to the Audit Committee for the remainder of the 2016-2020 term of Council.”

Motion Carried Unanimously.

It was noted that at their meeting on March 26th, Council granted authority to Council Committee to make final decision on this matter.

Personnel Policy – Volunteer Firefighters Leave

Kelly Gratto McCarthy, HR Specialist, provided Council with an overview of the proposed personnel policy on Volunteer Firefighters Leave noting that the policy establishes fair and consistent practices and procedures regarding Volunteer Firefighters leave. The draft policy, as presented, has been vetted through legal.

Brief discussion was held on process approvals and requirements, as well as employees not being able to respond to calls while performing “on call” duties for the Municipality. Further discussion was held on staff investigating the inclusion of Ground Search and Rescue and Special Hazards Response Unit Volunteers (SHRU) under this policy. It was confirmed that SHRU volunteers would be classed with Volunteer Firefighters.

Moved by Councillor Gibbs
Seconded by Councillor Boutilier

“That Council Committee recommends to Council that Policy 6.07 Volunteer Firefighter Leave, be approved, with amendments to include Ground Search and Rescue Volunteers.”

Motion Carried Unanimously.

The HR Specialist will review and identify any concerns with the amendments when it is brought forward for approval at the end of the month.

Correspondence – RECC

The CAO advised that this letter was received at the first of the month and because it has budget implications, staff wanted to bring it before Council prior to the budget meetings. The request will be referred to budget deliberations.

Given the current situation with COVID-19 and the RECC being closed, brief discussion was held on any required upgrades being done now during the shutdown. Council agreed that the CAO reach out to discuss this with the RECC General Manager.

Spring Clean-up

Scott Fraser, Acting Director of Solid Waste, advised that due to concerns raised by staff and commercial haulers related to COVID-19, Spring Clean-up as it has usually been done is not a viable option. An option for consideration would be cancelling Spring Clean-up this year and allowing one additional large item per collection cycle for the next year. There would be some cost benefits to doing this but the main issue for the change is due to COVID-19. With Spring Clean-up set to start later this month, staff wanted to bring the issue before Council for consideration.

Brief discussion was held on total number of large items allowed per collection cycle; estimated cost savings of eliminating Spring Clean-up; and, parameters of the existing contract as it relates to collection during winter months for bulky items. The Municipal Solicitor advised that the current contract allows for the collection of one bulky item year-round. Discussion was also held on the possibility of having electronics picked up and stored

until such time that the depots reopen. Mr. Fraser indicated that he would look into this. The Municipal Solicitor indicated that this is not part of the existing contract and would have to be negotiated.

Moved by Councillor Cooper
Seconded by Mayor Blair

“That Council Committee recommends to Council that Spring Clean-up be replaced with allowing an additional item per collection cycle for the next year.”

Motion Carried Unanimously.

Future Meeting Platforms

Tim Smith, Manager of Information Services, advised that this item deals with different meeting platform options for Council consideration. The options, as detailed in the Action Item, range from simple platforms with Zoom Meetings to more comprehensive platforms using Zoom Webinars, which have features to allow for audience viewing and participation. Staff recommend Options 2 and 4, depending on the type of meeting.

A number of considerations were reviewed including number of attendees/participants permitted, control mechanisms for the various options, security issues, internet and phone in capabilities, and public engagement component to meet Public Hearing requirements,

The Executive Committee reviewed the options earlier this week and agreed with the recommendation of staff.

Moved by Councillor Boutilier
Seconded by Mayor Blair

“That Council Committee recommends to Council that Option 2 and Option 4, as outlined in the Action Item, be the approved meeting platforms, depending on the level of participation that is required for the meeting.”

Motion Carried Unanimously.

FCM Elections

Councillor Taggart indicated that with the cancellation of the Annual Conference, FCM is still in the process of determining FCM Board Elections. However, deadline for submissions for the Election is still May 18th and Councillor Taggart indicated that he is once again seeking Council support to put his name forward.

Moved by Councillor Gregory
Seconded by Councillor Parker

“That Council Committee recommends to Council that the following resolution be approved:

**2020 FEDERATION OF CANADIAN MUNICIPALITIES
ELECTION TO THE BOARD OF DIRECTORS**

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the prestige required to carry the municipal message to the federal government; and

BE IT RESOLVED that Council of the **MUNICIPALITY OF COLCHESTER** endorse **COUNCILLOR TOM TAGGART** to stand for election on FCM's Board of Directors for the period starting in June 2020 and ending **JUNE 2021**; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with **COUNCILLOR TOM TAGGART** attending FCM's Board of Directors meetings."

Motion Carried Unanimously.

Future Meetings

This item was moved forward on the agenda and dealt together with Item No. 5 – Updating Budget Meeting Dates.

Executive Meetings

Councillor Boutilier requested clarification on how Executive Committee minutes go to Council. The Recording Secretary indicated that the minutes usually are forwarded to Council through the agenda of the regular Council meetings at the end of the month. The minutes would be either under agenda item Standing Committee Reports and Recommendations, or in Closed Session for matters of a confidential nature.

Given the circumstances with COVID-19, Councillor Boutilier indicated that it might be helpful to members of Council to receive the minutes sooner, suggesting the day after the Executive meeting.

Council members expressed concern with the added amount of pressure this would be on staff and discussed possible options to get information to Council in a more timely manner. The CAO suggested that with Council's decision to move to weekly meetings, this might help to address the issue of getting information to Council. The Mayor indicated that efforts will be made to bring items forward to Council regularly, be it in writing or verbally at meetings. A suggestion was made that Executive Committee agendas be forwarded to Council following the meeting.

Recycling

Councillor Boutilier withdrew this item from the agenda as it was addressed earlier in the meeting.

INFORMATION ITEMS

**Community Trail Funding
Program Update**

At their meeting on March 26th, Council requested clarification on funding for the Community Trail Funding Program winter applications. Specifically, Council asked if the funding for the approved applications, as presented, would be from the 2019/20 budget or the yet approved 2020/21 budget.

Staff confirmed that there were sufficient funds in the 2019/20 budget to cover the applications. As in past practice, an amount will be put forth for consideration in the upcoming budget deliberations to replenish funds in the reserve.

COVID-19 Update

As per the request of Council at the March 26th Council meeting, this item serves to provide Council with ongoing operational and administrative updates and implications relative to the COVID-19 Pandemic.

Director's Report

A report from the Director of Community Development was circulated in the package for tonight's meeting. Crawford Macpherson, Director of Community Development, advised that staff are currently working on the Climate Action Plan with the aim to get it before Council at the end of the month.

Discussion was held regarding Debert activities including Debert Airport, archaeology and plans for residential development. Mr. Macpherson talked about past directives of Council focussing on updating infrastructure, development of commercial lands, the round-about and the airport. There has never been direction on a plan for residential development. If Council would like to make a motion or give direction to that effect, staff would begin to investigate.

CLOSED SESSION

Moved by Councillor Gregory
Seconded by Councillor Gibbs

"That the meeting go into closed session at 8:39 pm."

Motion Carried Unanimously.

Moved by Councillor Boutilier
Seconded by Councillor Gibbs

"That the meeting reconvene in open session at 9:50 pm."

Motion Carried Unanimously.

Property Matter

It was noted that at their meeting on March 26, 2020, Council granted authority to April Committee to make a decision on this matter.

Moved by Councillor Parker
Seconded by Councillor Cooper

"That Council authorizes the CAO to execute the agreement as discussed in Closed Session."

Motion Carried Unanimously.

ADJOURNMENT

Moved by Councillor Gregory
Seconded by Councillor Pash

"That the meeting adjourn at 9:54 pm."

Motion Carried Unanimously.

Tracey Veno
Recording Secretary