

## COUNCIL COMMITTEE

The Regular Session of the Council Committee of the Municipality of the County of Colchester was conducted virtually, via Zoom Webinars on Wednesday, November 10, 2021, beginning at 6:00 pm.

Due to a directive by the Minister of Municipal Affairs and Housing pursuant to the provincial State of Emergency related to COVID-19, all Colchester Council meetings being held remotely by teleconference or on a virtual platform must have draft minutes posted within twenty-four hours of the meeting. This is to ensure transparency and honour the commitment for Colchester Council to conduct its business in public. These minutes will not be reviewed and approved until the next regularly scheduled meeting of Colchester Council Committee on December 9, 2021. Until formally approved by Council Committee, these minutes cannot be relied on as an official record of the November 10, 2021, meeting.

In peace and friendship, and in the spirit of truth and reconciliation, Deputy Mayor Stewart acknowledged that the Municipality of Colchester is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq.

### Roll Call

The roll was called with the following Councillors in attendance:

Mayor Christine Blair	
Councillor Eric Boutilier	District 1
Councillor Laurie Sandeson	District 2
Deputy Mayor Geoff Stewart, Chair	District 3
Councillor Mike Cooper	District 4
Councillor Tim Johnson	District 5
Councillor Karen MacKenzie	District 6
Councillor Michael Gregory	District 7
Councillor Lisa Patton	District 8
Councillor Marie Benoit	District 9
VACANT	District 10
Councillor Wade Parker	District 11

### Staff Present

Rob Simonds, Chief Administrative Officer (CAO)  
 Scott Fraser, Director of Corp. Services/Acting Director of Solid Waste  
 Paul Smith, Acting Director of Community Development  
 Jennifer Hamilton Upham  
 Tracey Veno, Recording Secretary  
 Devin Trefry, Research, Policy and Community Engagement Officer  
 Jenn Mantin, Acting Economic Development Officer  
 Darlyne Proctor, Waste Reduction Manager  
 Dave Westlake, Emergency Management/Protective Services Coordinator  
 Mollie MacBurnie-Haas, IT Support Technician

### **Nova Scotia Federation of Municipalities Long Service Award**

Annually, the Nova Scotia Federation of Municipalities recognize and honour members for long service with municipal government. On behalf of NSFMM, Deputy Mayor Stewart presented Mayor Blair with a certificate recognizing her 16 years of dedicated service.

Deputy Mayor Stewart welcomed Councillor-Elect Lomond, who was online for viewing this evening's meeting.

### **Approval of Agenda**

Moved by Councillor Sandeson and seconded by Councillor Patton

"That the agenda be approved with the following amendments:

- Add Item #12b, Attendance and Accountability; and,
- Add Item #12c, Wind Turbines.” Carried unanimously.

**Approval of Minutes**

Moved by Councillor Cooper and seconded by Councillor Johnson

“That the minutes of the meetings held on October 5, 14, and November 2, 2021, be approved as presented.” Carried unanimously.

**Business Arising from Minutes**

None

**ACTION ITEMS****Colchester Clean**

Darlyne Proctor, Waste Reduction Manager, and Jenn Mantin, Economic Development Officer, presented information on a proposed litter clean-up campaign and strategy for Colchester County to help address the ongoing problem of litter. Details of the Colchester Clean Campaign included initiatives such as the Spring Community Clean-Up; the summer student roadside clean-up and ramps; year-round dedicated maintenance person for the Debert Business Park; Community Clean-Ups; continued support of the NS Adopt-A-Highway and Great NS Pick-Me-Up Programs; and, an app, Litterati, that could help engage our entire community & identify litter by object, material, and brand. Also included as part of the presentation was options for consideration; resource implications; confirmed funding in the amount of \$17,500 received under the Community Works Program which would go towards the hiring of staff for the Debert Business Park; and staff recommendations.

Detailed discussion was held on eligible groups under the Community Clean-Ups initiative; department responsible for collection of existing garbage in the Debert area; inclusion of Lancaster as an area for dedicated removal stations; location/roads flexibility for group clean-ups; logistics regarding safety and end destination of materials collected; cost and accessible placement of waste bins in Debert; and possible involvement of stakeholders.

Moved by Councillor Benoit and seconded by Councillor Patton

“That Council Committee recommends that Council support an annual ‘Colchester Clean’ campaign that will complement the Provincial Adopt-A-Highway and Great Nova Scotia Pick Me Up Programs; and,

That the Municipality hire a person to continue throughout the year to maintain the beautification of the Debert Business Park.” Carried unanimously.

**Appeal Committee – Commercial Dog Care Kennel Facility By-law**

Paul Smith, Acting Director of Community Development, introduced this item noting that it relates to the Commercial Dog Care and Kennel Facility By-law which came into effect in early 2020. Section 5.4 of the By-law speaks to the appeal process if an applicant is refused a license, and a Committee of Council that will hear and make a decision on an appeal.

To date, no committee has been established. The first application under the By-law has been submitted and an Appeal Committee should be in place to function within the timelines of the By-law if it becomes necessary. Options included striking a new committee to hear appeals under the By-law, and

assigning duties of the Appeal Committee to an existing Committee. Staff also noted that there are currently several Appeal Committees and it may be more efficient to form one Committee to hear all appeals. This would require some changes to existing By-laws/Policies and would be a longer-term solution. For the purpose of dealing with the current application and potential appeal, staff recommend assigning duties of the Appeal Committee to the Council appointees of the Planning Advisory Committee (PAC).

At their meeting on October 28, 2021, Council granted authority to November Committee to decide on a committee for the purposes of hearing appeals under the Commercial Dog Care and Kennel By-law.

Clarification was sought on possible conflict of interest if assigned to the PAC. Mr. Smith advised that PAC was instrumental in the development of the By-law however, administering it falls to the Development Officer so PAC would not be in conflict. Discussion was also held on advantages of having specific expertise with multiple committees; some committees being excluded due to legislation; and should Council wish to pursue the option of one Appeal Committee, staff would do a thorough investigation and report back to Council for consideration.

Moved by Mayor Blair and seconded by Councillor Cooper

“That Council Committee approve designating Council appointments of the Planning Advisory Committee to hear and decide on appeals pursuant to the Commercial Dog Care and Kennel Facility By-law; and,

That staff be directed to begin background work with a view to establishing a single committee to adjudicate appeals.” Carried Unanimously.

#### **Council Proceedings and Committees Policy Amendments**

Devin Trefry, Research, Policy and Community Engagement Officer, provided a brief overview of the proposed amendments to the Council Proceedings and Committees Policy. The amendments as presented clarify the voting process for the appointments of Committee Chair to the Planning Advisory Committee, Dangerous and Unightly Premises Committee; Flood Advisory Committee; Sewer Use Appeals Committee; and the Livestock Control Appeals Committee. This process basically replicates that in the Deputy Mayor Policy.

During staff review, minor deficiencies were noted in the Deputy Mayor Policy. If the amendments to the Council Proceedings Policy are approved, staff will bring forth corresponding updates in the Deputy Mayor Policy at a future date.

Moved by Councillor Benoit and seconded by Councillor Patton

“That Council Committee recommends to Council that the amendments to the Council Proceedings and Committees Policy be approved as presented.” Carried unanimously.

Mr. Trefry noted that additional amendments may need to come forward at a later time to deal with the Appeals Committees as discussed earlier this evening.

#### **Lighting of Municipal Buildings Policy**

Mr. Trefry advised that as a result of recent requests for lighting of municipal facilities, staff were directed to draft a policy for consideration to deal with

such requests in future. The draft Lighting of Municipal Landmarks Policy identifies what buildings will be illuminated and provides a basis for who can make requests and for what types of causes or occasions.

Moved by Councillor Benoit and seconded by Mayor Blair

“That Council Committee recommend to Council that the Lighting of Municipal Buildings Policy be adopted as presented.” Carried unanimously.

### **Municipal Awareness Week Proclamation**

Moved by Mayor Blair and seconded by Councillor Gregory

“That Council Committee proclaims November 22-28, 2021, as Municipal Awareness Week.” Carried unanimously.

### **Logo Policy**

Mr. Trefry advised that the purpose of this item is to establish a policy that will govern the use of the Colchester logo, tagline/slogan and coat of arms and restrict their use to official or authorized purposes. Included in the Action Item was details on existing legislation addressing use of municipal logos, limitations, information on registering as a trademark and official marks, estimated costs, and options for consideration.

Discussion was held on the importance of registering other municipal logos such as the Debert Business Park and the Fundy Discovery Site. Jennifer Upham Hamilton, Municipal Solicitor, advised that the Debert Business Park is registered, however, it did not appear that the Fundy Discovery Site was registered and noted there would be additional costs to do this.

Moved by Councillor Sandeson and seconded by Councillor Johnson

“That Council Committee recommend to Council that the Colchester logo and tagline, as well as the Fundy Discovery Site name be registered; and,

That the Logo, Slogan, and Coat of Arms Policy be adopted with a minor amendment to acknowledge registration status as official marks.” Carried unanimously.

Mr. Trefry noted that the Fundy Discovery Site may not need to be referenced in the proposed Policy but would be investigated prior to it coming forward at the end of the month Council meeting for approval.

### **Media Training**

*Councillor Cooper assumed the role of Chair to allow Deputy Mayor Stewart to address Council on this issue.*

Deputy Mayor Stewart advised that at a recent REMAC training exercise, there was discussion regarding media and Council roles in the event of emergencies. It was suggested that it would be beneficial to offer media training to all members of Council.

Moved by Deputy Mayor Stewart and seconded by Councillor Benoit

“That staff look into media training for all members of Council.” Carried unanimously.

*At this point, Deputy Mayor Stewart resumed the role of Chair.*

**Civic Numbering**

Councillor Johnson brought forward the issue of lack of civic numbering signage throughout the County which can be problematic for emergency service providers. He would like to see a program in place with 100% coverage of uniform civic signs, consistently placed, on all properties in the County. The process could possibly be started at the stage when building permits are issued. It was also suggested that insurance companies could somehow be involved as they are ones that could benefit from this.

A number of points were raised during discussion including the importance of bringing more residents on board with civic numbering signs; GPS tracking systems in emergency vehicles and cellular phones; how such a program would/could be enforced; and, not wanting to micro-manage residents. The CAO advised that should this matter be referred to staff, a more fulsome discussion could take place following staff's investigation and information is brought back to Council.

Moved by Councillor Johnson and seconded by Councillor Patton

"That civic numbering signs be referred to staff to undertake a current assessment of the issue including canvassing Fire Departments, EHS, and Policing partners, as well as an analysis of sister municipalities, to come up with a civic sign program for County residents." Motion carried (*Councillor Parker opposed*).

**Attendance and Accountability**

Councillor Johnson raised the issue of attendance and accountability of Council members and/or citizen representatives for appointments to various Committees of Council, asking when and how do we address the issue of members not attending the meetings on a regular basis. It is unfair to staff members who have put a lot of effort into setting up the meetings and preparing packages and it is also not fair to the members who commit their time and in some cases, the meetings cannot proceed due to not having a quorum. Councillor Johnson indicated that he would like to see specifics on duties assigned for Council members, who Council is accountable to, who will hold us accountable, and referring specifically to attendance at meetings, when members should be replaced.

During discussion, points and comments included:

- job description of Council members in the Municipal Government Act (MGA);
- Council members being well compensated;
- extending courtesy to advise staff in advance of meeting if unable to attend, providing opportunity to reschedule if necessary;
- time and frequency of meetings may be part of the issue;
- clarification on whether absenteeism is with Council members or citizen representatives;
- who should address attendance when/if it becomes an issue (CAO, Mayor, Chair of Committee);
- could be problematic to address with citizen representatives;
- modifying Terms of Reference to address the issue; and,
- implementing same three meeting absenteeism criteria for Committees of Council as outlined in the MGA for Council meetings.

Referring to addressing absenteeism at meetings for Committees of Council, Councillor Johnson noted that clear direction is required as to who should address this. Deputy Mayor Stewart advised that if Council wishes to change current practice, it may require putting a policy in place and this should be referred to staff for further review.

Moved by Councillor Johnson and seconded by Councillor Patton

“That attendance at meetings of Committees of Council be referred to staff for further study and report back to Council.” Carried unanimously.

Discussion was also held on monthly Council reports. Concerns were expressed regarding consistencies with reporting - some members of Council submit reports and some do not; and, what information should be included in reports.

### **Wind Turbines**

Mayor Blair indicated that following the presentation received earlier this month, a number of Council members have been looking for information relative to wind turbines. A detailed briefing on the Wind Turbine By-law would be beneficial for the newly elected Councillors and would be a good refresher to other Council members.

Discussion was held on the possibility of a briefing being provided either as an agenda item at an upcoming regular meeting or during a presentation meeting.

Moved by Mayor Blair and seconded by Councillor Johnson

“That a briefing regarding the Wind Turbine By-law be provided to Council members.” Carried unanimously.

### **INFORMATION ITEMS**

#### **Director’s Report**

A report from the Acting Director of Community Development was circulated in the package for tonight’s meeting.

Points of discussion as a result of the Director’s Report included an inquiry about future Solar Colchester community sessions and advertising of same; monitoring garbage accumulation at regional parks once closed for the season; Multi-Sport opportunities for home-schooled students; update on the recruitment of building officials; and the status of the Debert Housing Request for Quotations.

### **ADJOURNMENT**

Moved by Councillor Parker and seconded by Councillor Gregory

“That the meeting adjourn at 8:26 pm.” Carried unanimously.

Tracey Veno  
Recording Secretary