

August 14, 2014

## **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, August 14, 2014 at 7:00 p.m.

### **Roll Call**

The roll was called with the following Councillors in attendance:

Mayor Bob Taylor	
Councillor Christine Blair	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 Karen MacKenzie	District #6
Councillor Michael Gregory	District #7
Councillor Ron Cavanaugh	District #8
Councillor Doug MacInnes	District #9
Councillor Tom Taggart	District #10
Councillor Wade Parker	District #11

### **Approval of Agenda**

Moved by Councillor Gregory  
Seconded by Councillor MacInnes

“That the agenda for August 14, 2014 be approved with the following additions:

- Add Item # I-4b: Finance Officer Position;
- Add Item # I-4c: Wastewater Treatment Facility Update; and
- Add under Closed Session: Financial Matter.”

Motion Carried Unanimously.

### **Approval of Minutes**

Moved by Councillor Parker  
Seconded by Councillor Gibbs

“That the minutes of the meeting held on June 12, 2014 be approved as circulated.”

Motion Carried Unanimously.

### **Business Arising from Minutes**

There was no business arising from the minutes of the meeting held on June 12, 2014.

### **Staff Presentation**

#### **Nova Scotia Solid Waste Regulation Review**

Ms. Darlyne Proctor, Waste Reduction Manager, made a presentation to Council on the Nova Scotia Solid Waste Regulations. A copy of Ms. Proctor’s presentation was distributed with the Council package.

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Nova Scotia Environment (NSE) has suggested revisions to the solid waste regulations in support of meeting the Environmental Goals and Sustainable Prosperity Act (EGSPA). Changes are intended to:

- Increase waste diversion objectives. Currently the Municipality's disposal rate is at 450 kg/ capita with a goal of 350 kg/ capita;
- Identify new funding for municipal solid waste program costs;
- Pass on new roles and responsibilities from NSE to the Municipality;
- Introduce changes within the RRFB funding model. The dated 1995 RRFB model is no longer sustainable. When the RRFB was formed it was to offset costs, however it is now heading toward marketing and is becoming more of a competitor. RRFB is not taking product from the Municipality, the Municipality has lost the contract; and,
- New materials to be banned from the landfill.

Concerns with the Proposed Steward Products:

- If a resident breaks the ban, the Province fines the receiver;
- Added cost to the consumers (tax payers); and,
- No thought towards waste energy.

Moved by Councillor Blair  
Seconded by Councillor Cavanaugh

"That the presentation from Ms. Darlyne Proctor, on the Nova Scotia Solid Waste Regulation Review be received; and

That a letter be written to the Province requesting feedback to bring back to Council for review and approval; and

That the Mayor address the producer's responsibility at the upcoming UNSM Board Meeting; and

That the Mayor and Staff make a presentation at the UNSM Board Meeting, if permitted."

Motion Carried Unanimously.

## **ACTION ITEMS**

### **Personnel Policy** **5.02 - Attendance**

Referring to Personnel Policy 5.03 Employee Attendance, Ms. Kelly Gratto-McCarthy, Human Resource Specialist, introduced a policy that has been amended and renamed Attendance Management 5.02. Ms. Gratto-McCarthy indicated that Human Resources is in the process of reviewing all policies to ensure they are current.

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The Attendance Management Policy will identify employer expectations and clarify reporting procedures and definitions for employees/employers. It is a management tool that can help track efficiency. The current Employee Attendance Policy does not provide adequate guidance.

Unscheduled absences and sick days were discussed. If patterns emerge, it was suggested that staff speak to the individual to see if there is a medical or behavioural issue and offer assistance.

The Policy would acknowledge good attendance by rewarding employees with a monetary award of \$50.00. Council felt that recognition in the form of a certificate or plaque would be more appropriate and could be presented at the awards evening which is held in the Fall.

It was noted that changes to Policy 5.02 have been reviewed by the Municipal Solicitor.

Moved by Councillor Cavanaugh  
Seconded by Councillor Blair

“That Council Committee recommend to Council that current policy numbered 5.03 (Employee Attendance) be repealed; and

Policy number 5.02 (Attendance Management), as amended, be approved and adopted.”

Motion Carried. *(Councillor MacKenzie opposed)*

**Truro and Area  
Tourism Summit**

Moved by Mayor Taylor  
Seconded by Councillor MacInnes

“That Council Committee recommend to Council that the County’s Economic Development Officer and a representative from the County’s Recreation Department be authorized to sit on the Truro and Colchester Area Task Force and Tourism Committee.”

Motion Carried Unanimously.

**Boundary Review -  
Citizen Survey**

Every eight years, municipalities are required to complete a boundary review. Some municipalities use consulting firms while others, like the Municipality of Colchester, use staff and community feedback through a citizen survey. Citizen surveys will be mailed out and will be available on-line which can be filled out and returned to the Municipality.

Discussion was held with the following comments and concerns being raised:

- How to ensure the citizens of Colchester submit their surveys;
- Offer incentives in the form of cash or gift cards;

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- Changing the boundaries may prevent citizens from voting; and,
- Too many changes too frequently.

The Utility and Review Board (UARB) would consider and base their decision on fair representation, variance and as well as population distribution.

Moved by Mayor Taylor  
Seconded by Councillor Cooper

“That Council Committee recommends to Council that the citizen’s survey be approved with the following amendments:

- Include a chart showing the district size;
- Include additional space for voter feedback;
- Include current workload of Councillors and the communities they represent; and
- Ensure the words “voters” and “citizens” are used consistently; and,

That staff be authorized to carry out the survey as part of the Phase-One of the Municipal Electoral Boundary Review.”

Motion Carried. *(Councillor Cavanaugh opposed)*

**Position  
Reclassification -  
MRF, Forklift  
Operator**

On August 31, 2014 the current contract with RRFB for offloading, baling, re-loading and transporting will end. Presently, this job requires two shipping and receiving positions. Beginning September 1, 2014, a new three year contract with RRFB to handle glass at the MRF will begin, and due to the new contract, these positions will need to be reclassified.

Currently there are two forklifts at the MRF, with one being used daily. The upcoming contract will require full time use of the second forklift, therefore requiring a second full time forklift operator. This position would be filled internally with no additional employees or a change in salary. The only change would be in job description.

Moved by Councillor Cavanaugh  
Seconded by Councillor Gregory

“That Council Committee recommends to Council that the current positions of Shipping / Receiving at the MRF be re-designated as MRF Sorters; and,

That an additional position of Forklift Operator at the MRF be created and filled through internal posting in accordance with the County’s Personnel Policies.”

Motion Carried Unanimously.

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**Perennia - Letter to  
Minister of  
Agriculture  
Concerning Planning  
for Development  
Opportunities**

This past June, the Director of Community Development and the Economic Development Officer met with Perennia staff to discuss interest in the agri-business accelerator and ways to make the area more attractive to businesses. Many businesses start up and use the space, but leave to go elsewhere to develop their product. Some choose to stay close and use the facility and research space through Dalhousie Agricultural College. Revisiting Bible Hill's Master Plan with the Province would explore long term development opportunities as well as the types of services/facilities required to attract businesses to the area.

Moved by Councillor Taggart  
Seconded by Councillor MacInnes

"That Council Committee recommends to Council that the Mayor write a letter to the Minister of Agriculture to request their participation in a long term development plan to accommodate the growth of Perennia and associated Agriculture Bio-cluster development in the area."

Motion Carried Unanimously.

**Business and  
Economic  
Development  
Advisory Committee  
(BEDAC) - Terms of  
Reference**

Mr. Ramesh Ummat, CAO, provided an overview of the role of the Business and Economic Development Advisory Committee (BEDAC).

While in agreement to involve the business community to help encourage entrepreneurship, a concern was raised that the government should be the supporter of business and not the driver. Business as the driving force would mean that the business community would have to be financially supportive. If they want to move forward they will have to invest.

Councillor MacInnes and Councillor Parker expressed interest in being on the Committee. Nominations for BEDAC will take place at the August 28, 2014 Council meeting.

Moved by Mayor Taylor  
Seconded by Councillor MacInnes

"That Council Committee recommends to Council that the Terms of Reference for the Business and Economic Development Advisory Committee (BEDAC), as presented, be approved and adopted."

Motion Carried Unanimously.

**Transportation  
Liaison Committee  
(TLC) - Terms of  
Reference**

Mr. Ramesh Ummat, CAO, provided an overview of the Transportation Liaison Committee (TLC).

A concern was raised whether or not a representative from the Nova Scotia Transportation and Infrastructure Renewal (TIR) would sit on the Committee as they had not yet responded to the invitation. If this is the case, TIR representatives would be external invitees to the Committee.

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Nominations for TLC will take place at the August 28, 2014 Council meeting.

Moved by Councillor Cooper  
Seconded by Councillor Blair

“That Council Committee recommends to Council that the Terms of Reference for the Transportation Liaison Committee (TLC), as presented, be approved and adopted.”

Motion Carried Unanimously.

### **Feral Cat Colonies**

The Director of Community Development outlined concerns regarding feral/ stray cats within the Municipality. 18 municipalities were contacted to see how the deal feral/stray cat problem is dealt with, as neither the local SPCA or Colchester have a program in place.

Discussion was held with the following key points raised:

- Needs to be a community driven based solution;
- The cost involved with spay/neutering is alot for the Municipality to take on;
- Feeding the cats is not helping the situation, it encourages them to return;
- The Municipality’s job is to educate people, not spay/neuter cats; and,
- The money that is currently going to the SPCA should be redirected and given to a group who will put more focus on feral/stray cats.

The Municipality provides a \$5,000 grant each year to the local SPCA. This funding was believed to be earmarked for a low income spay/neuter program. The Municipality needs to re-examine how this money is being spent and ensure that it is going where it was initially intended.

Moved by Councillor Cavanaugh  
Seconded by Councillor Blair

“That Council Committee recommends to Council that a letter to the Provincial SPCA be written urging them to continue to receive the domestic stray cats at the Debert Colony; and

That future Municipal funding to the SPCA be specifically allocated for a low income spay/neuter program; and

That staff be directed to continue to meet with the SPCA, Castaway Cats and vet clinics to develop a coordinated approach to dealing with stray and feral cats.”

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Motion Carried.

*(Councillor Gibbs opposed)*

**Proposed Regulation  
- Standards for the  
Care of Cats and  
Dogs**

The Director of Community Development provided a brief overview of the draft Provincial regulations that was sent to the Municipality for feedback. The standards focus on providing the basic level of care for animals; however it does not address feral cats.

Moved by Mayor Taylor

Seconded by Councillor MacInnes

“That Council Committee recommends to Council that the Mayor write a letter to the Ministers of Agriculture and Municipal Affairs in support of the new regulation, raise the concern about the lack of direction on feral cats, and continue to support the efforts of the SPCA at our continued level of success.”

Motion Carried Unanimously.

**Sidewalk Project -  
Brookfield**

Construction on a sidewalk in Brookfield which was scheduled to start in July and be completed prior to the school year commencing did not begin until mid August. With the late start date, there is a concern that the project will not be completed on time and the long, narrow shoulder will be unsafe for students who walk to school.

The Municipality has been in contact with the company overseeing the construction and have been assured that construction will be completed prior to the deadline. The construction company has been notified, and should the project not be completed by the deadline, a penalty will be issued and safety precautions will be put in place at the construction company's expense. No further action is necessary unless the deadline is not met.

**Broderick Lane**

A concern was expressed regarding winter road maintenance on Broderick Lane. The Municipality owns a park at the end of the lane but does not own the lane. Although this park is primarily used in the Spring/Summer season and closes in the early Fall, it is still widely used for winter activities. The Municipality maintains the park's parking lot and maintains the road in the summer, however, no maintenance is done in the winter. Residents of the lane would like to see winter maintenance on the road up to and including the parking lot.

The question was raised as to the process of turning Broderick Lane into a municipal road. At this time, there is no policy where private land owners can hand the road over to the Municipality and it may be difficult finding the owner of the road as it may have been an old service road. Also, in order for it to become a Municipal road, it must be built to Municipal standards and there is a cost involved.

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Moved by Mayor Taylor  
Seconded by Councillor Cavanaugh

“That Council Committee recommends to Council that the Municipality contract out winter maintenance for Broderick Lane up to the Municipal Park entrance and including the parking lot.”

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

### **Councillor Support on Immigration**

Landed immigrants living in Colchester County have not been permitted to vote in municipal elections. Some of these residents have lived in the area for over twenty years and pay taxes, but because they are not Canadian citizens, they are not able to vote.

In order to vote in a Canadian election, you must be a Canadian citizen and everyone has the right to apply for Canadian citizenship. Immigrants living in Canada for four years over a five year term are eligible to become citizens. Should an immigrant choose not to apply for Canadian citizenship, then they should be aware that they are not permitted to vote in Municipal, Provincial or Federal elections. No directive or motion was made at this time.

### **INFORMATION ITEMS**

#### **Status of Budgets, Flood Projects (FAC and JFAC)**

Ms. Michelle Newell, Director of Public Works, provided an update of the Flood Advisory Committee (FAC) and Joint Flood Advisory Committee (JFAC) projects for 2014-15. Most of the \$100,000 FAC budget is committed and JFAC's \$1.8 million worth of projects are expected to be completed by September 2014. Additional provincial funding was announced last week at Dalhousie Agricultural College.

#### **Waste Receptacles, Lower Truro Spring**

Waste receptacles that were put in place as a courtesy at a spring in Lower Truro are being overly used. Staff have been emptying the receptacles twice a week, but recently there has been a drastic increase in the amount of garbage being put in the receptacles. Due to this, the receptacles are being removed, however the area will be monitored to see if the need arises to return the receptacles.

#### **Update - Fracking/ Flowback Wastewater**

In the past month, the Mayor's Office has received inquiries from the City of Dieppe and CBC Dieppe along with an on camera interview by CBC. Mayor Taylor provided an update on the thirty million litres of wastewater that Atlantic Industrial Services (AIS) wants to dump into the Dieppe sewer system. Concerns were expressed about adverse effects on the Bay of Fundy and the areas surrounding the Bay along with why AIS would truck wastewater to Dieppe.



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Staff agreed to contact Dieppe, offer insight on the issue and offer to go to Dieppe to make a presentation and share information with Dieppe's Council about disposing wastewater in the Bay of Fundy.

**Finance Officer  
Position**

Advertising for this position took place and the competition closed July 11, 2014. Two candidates were short listed for interviews. The Interview Committee included Scott Fraser, Director of Corporate Services, Kelly Gratto-McCarthy, Human Resource Specialist, and Donna MacCallum, Finance Manager.

After completion of interviews and reference checks, an offer was made to Heather Maddigan, who accepted the position and will commence duties on September 15, 2014.

**Director's Report**

A report was received from the Director of Public Works and was circulated with the agenda package.

**Closed Session**

Moved by Councillor Cavanaugh  
Seconded by Councillor Gregory

"That the meeting go into closed session at 11:35 p.m."

Motion Carried Unanimously.

Moved by Councillor Cavanaugh  
Seconded by Councillor Gregory

"That the meeting reconvene in open session at 11:55 p.m."

Motion Carried Unanimously.

**Adjournment**

Moved by Councillor Cavanaugh  
Seconded by Councillor Gregory

"That the meeting adjourn at 11:56 p.m."

Motion Carried Unanimously.

Janice Fraser-Brown  
Recording Secretary