

## 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 9, 2017.

### Roll Call

The roll was called with the following Councillors in attendance:

|                                  |             |
|----------------------------------|-------------|
| 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 Ron Cavanaugh         | District 8  |
| Councillor Doug MacInnes         | District 9  |
| Councillor Tom Taggart           | District 10 |
| Councillor Wade Parker           | District 11 |

### Regrets

|                            |            |
|----------------------------|------------|
| Councillor Karen MacKenzie | District 6 |
|----------------------------|------------|

### Others Present

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

### Approval of Agenda

Moved by Councillor Gregory  
 Seconded by Councillor Boutilier

“That the agenda be approved with the following addition:

- Add Item #11b, Service Capacity Review.”

Motion Carried Unanimously.

### Approval of Minutes

Moved by Councillor Parker  
 Seconded by Councillor Stewart

“That the minutes from the meeting held on February 15, 2017, be approved as presented.”

Motion Carried Unanimously.

### Business Arising from Minutes

There was no business arising from the minutes of the meeting held on February 15, 2017.

**ACTION ITEMS****NS Women that Hunt  
Fundraising Association  
Youth Expo – Request for  
Funding**

Mr. Craig Burgess, Recreation Manager, advised that this group made a presentation to Council at the February 28th Grant Presentations meeting. Due to the event taking place prior to the final decision on the budget, the organizers of the event have requested that consideration of the request for funding be accelerated.

Discussion was held on whether funding would be from the 2016/17 or 2017/18 Economic Development Grant budget. Mr. Burgess indicated it was intended to be from the 2017/18 budget as there are no funds remaining in the 2016/17 Economic Development Grants budget.

Moved by Councillor Stewart  
Seconded by Councillor MacInnes

“That Council Committee recommends to Council approval of funding in the amount of \$5,000 for the NS Women that Hunt Youth Expo being held on April 22, 2017 in Brookfield, and that source of funds be 2017/18 Economic Development Grants.”

Motion Carried Unanimously.

**HST Review**

Mr. Scott Fraser, Director of Corporate Services, advised that this item relates to a firm who has conducted HST reviews in other Nova Scotia municipalities. The firm, True North Tax, has expertise specific to municipal waste operations and comes highly recommended.

True North Tax are only paid if, in the event that at the end of the review, there is an expected rebate through Canada Revenue Agency. The Municipality would enter into a contract with True North Tax and payment would be based on a commission of 40%.

Discussion was held on having maximum payment thresholds in place should the review result favourably for the Municipality.

Moved by Councillor Taggart  
Seconded by Councillor Cavanaugh

“That Council Committee recommends to Council that True North Tax be retained to review claims for municipal solid waste HST, provided that payment thresholds satisfactory to staff are in place, and that staff be authorized to execute the contract.”

Motion Carried Unanimously.

**Property Tax Write Offs**

The Director of Corporate Services indicated that Council annually approves property tax write-offs in accordance with legislation and municipal accounting guidelines. The request for write-offs amount for the 2016-17 fiscal year is \$5,952.97, as detailed in the list presented.

Concern was expressed regarding uncollectable amounts related specifically to mobile homes becoming a more common occurrence.

Discussion was held on what measures could be taken in an effort to reduce these write off amounts including a suggestion to review the by-law dealing with mobile homes. Additionally, the amount owing by Deuville's Trailer Court Ltd, \$271.96, was questioned. Staff were directed to look into whether this amount could be collected.

Moved by Councillor MacInnes  
Seconded by Mayor Blair

"That Council Committee recommends to Council that property taxes and interest totalling \$5,952.97 be written off, with the caveat that the \$271.96, owing from Deuville's Trailer Court Ltd. be removed from this total pending staff's investigation on the viability of collecting this amount."

Motion Carried Unanimously.

### **Parkwood Drive (PS18) Upgrades**

Ms. Michelle Newell, Director of Public Works, advised that the approved capital budget includes monies for upgrades to the sewage pumping station (PS18) on Parkwood Drive in Truro Heights. Staff requested quotes from five contractors for the upgrades with four quotes being submitted for the project. Staff is recommending the contract be awarded to J.R. Eisener Contracting for a total cost of \$65,800 excluding HST, with a \$5,000 contingency for the project. The source of funds would be 50% Gas Tax and 50% Sewer Capital Fund.

Moved by Mayor Blair  
Seconded by Councillor Cavanaugh

"That Council Committee recommends to Council that the contract for upgrades to the Parkwood Drive Pumping Station be awarded to J.R. Eisener Contracting for a total contract price of \$65,800 excluding taxes; and,

That an internal contingency of \$5,000 be carried, to be spent only on authority of the Director of Public Works."

Motion Carried Unanimously.

### **FCM Board**

Councillor Taggart advised that as previously requested for the last two years, he is once again seeking the support of Council to run in the election to the Federation of Canadian Municipalities Board of Directors.

Moved by Councillor Taggart  
Seconded by Councillor Gibbs

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

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

**WHEREAS** FCM's Annual Conference and Trade Show will take place from June 1 to 4, 2017, during which time the Annual General Meeting will be held and followed by the election of FCM's Board of Directors;

**BE IT RESOLVED** that Council of the Municipality of the County of Colchester endorse Councillor Tom Taggart to stand for election of FCM's Board of Directors for the period starting in June 2017 and ending June 2018; 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.

### **INFORMATION ITEMS**

#### **Insurance for Not-for Profit Organizations – Grant Applications**

The Recreation Manager provided a brief overview of the applications for the winter deadline for the Not-for-Profit Insurance Program.

Discussion was held regarding the Municipal Funding for Insurance for Not-for-Profit Organizations Policy with the following points noted:

- Clarification required on social services agencies;
- Policy does not stipulate a February 28 deadline, as noted in the Information Item presented;
- Clarification required on religious organizations; and,
- Concerns on the geographical location/jurisdiction and boundaries of the organization.

Moved by Councillor MacInnes  
Seconded by Mayor Blair

"That Council Committee recommends to Council that an additional \$3,000 to cover the overage in the budget for 2016/17 Insurance for Not-for-Profit Organizations applications be approved."

Motion Carried Unanimously.

Moved by Councillor Boutilier  
Seconded by Councillor Gregory

“That staff be directed to evaluate the current policy and report back to Council next month with suggested policy revisions.”

Motion Carried Unanimously.

### **Commemorative Medals**

Staff had previously been directed to investigate, through the Chancellery of Honours Office in Ottawa, why the decision was made to not award commemorative medals for the 150<sup>th</sup> Anniversary of Confederation.

Staff attempts at getting specific answers were unsuccessful, however, further research resulted in determining that in place of commemorative medals, the Federal Government will be promoting an ambassador program which will recognize hard working Canadians and community leaders.

### **Service Capacity Review**

Mr. Rob Simonds, CAO, reported that during the Strategic Priorities Session held in January, one of the priorities of Council was the need for a Service Capacity Review. The target date set for this review was September 2017. Recent discussions of Council have identified the need to have this priority accelerated. Dr. Gordon McIntosh will be returning to the area in April and staff is seeking directive on Council's wishes for a follow-up session that will assist with this review.

A question was raised on the cost of a follow-up session. The CAO indicated that costs would be approximately \$6,750 plus \$1,150 for the report, plus expenses. The travel costs would be shared between the other municipal units (if applicable) Mr. McIntosh would be visiting.

Council was in agreement that a follow-up session with Mr. McIntosh would be beneficial, however, concern was expressed with an April date. The CAO advised that he would look into other dates and follow up via email with suggestions.

### **Director's Report**

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

### **CLOSED SESSION**

Moved by Councillor Parker  
Seconded by Councillor Gregory

“That the meeting go into closed session at 8:34 pm.”

Motion Carried Unanimously.

Moved by Councillor MacInnes  
Seconded by Councillor Gregory

“That the meeting reconvene in open session at 10:11 pm.”

Motion Carried Unanimously.

**Tax Office Restructure**

Moved by Councillor MacInnes  
Seconded by Councillor Gibbs

“That Council Committee recommends to Council that the position of Finance Officer be eliminated; and,

That the Receptionist position be changed to Administrative Support Clerk, at Range 2 on the salary scale, and that this position be stationed in the Tax Office.”

Motion Carried Unanimously

**Compost Utility Worker  
Position Reclassification**

Moved by Councillor MacInnes  
Seconded by Councillor Cavanaugh

“That Council Committee recommends to Council the reclassification of one (1) Compost Utility Worker, to that of Mobile Equipment Operator.”

Motion Carried Unanimously.

**Adjournment**

Moved by Councillor Cavanaugh  
Seconded by Councillor Gregory

“That the meeting adjourn at 10:15 pm.”

Motion Carried Unanimously.

Tracey Veno  
Recording Secretary