



**Truro Town Council Meeting**  
**Monday, February 5<sup>th</sup>, 2018 at 1:00 pm**  
**Council Chambers – Town Hall**

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A regular public meeting of Truro Town Council was held on Monday, February 5<sup>th</sup>, 2018 at 1:00 pm in the Council Chambers of the Truro Town Hall.

**Present:** Mayor W.R. (Bill) Mills, Deputy Mayor T. Chisholm, Councillors D. Joseph, C. Hinton, B. Kinsman, C. Fritz, and W. Talbot

**Regrets:** Director of Planning J. Fox

**In Attendance:** Director of Corporate Services A. Currie, Planning Administrator J. Bigelow, Fire Chief B. Currie, Director of Public Works A. MacKinnon, Director of Parks, Recreation & Culture A. Simms, Police Chief D. MacNeil, Deputy Town Solicitor C. Thompson and CAO M. Dolter

**African Heritage Month Proclamation**

The Mayor thanked everyone who attended the African Heritage Month launch and reception prior to the Council meeting and he read the proclamation declaring February as African Heritage Month in Truro. Minister Inez was present and gave a speech on African Heritage.

**APPROVAL OF AGENDA**

On motion of Councillors C. Hinton and C. Fritz, the agenda was approved as circulated. Motion carried.

**APPROVAL OF MINUTES**

On motion of Deputy Mayor T. Chisholm and Councillor B. Kinsman, the Public Council minutes of January 8<sup>th</sup>, 2018 were approved as circulated. Motion carried.

**OLD BUSINESS**

**a) Strategic Review Update**

The CAO advised that following the incamera meeting today, he would be providing an update presentation on the Strategic Review priorities for Council.

**IN-CAMERA SUMMARY REPORT**

The CAO advised Council that there were four issues discussed by Council at the last In-Camera meeting and there is one issue to be discussed by Council at the incamera meeting today.

**COMMITTEE REPORTS**

**CAO Report**

The CAO report for the month of January was presented to Council.

On motion of Deputy Mayor T. Chisholm and Councillor C. Hinton, it was moved that the CAO Report for the month of January, 2018 be approved as presented. Motion carried.

**Corporate Services Report**

The Corporate Services report for the month of January was presented to Council.

On motion of Councillors W. Talbot and C. Fritz, it was moved that the Corporate Services report for the month of January, 2018 be approved as presented. Motion carried.

**Fire Report**

The Fire Report for the month of January was presented to Council.

On motion of Councillor W. Talbot and Deputy Mayor T. Chisholm, it was moved that the Fire Report for the month of January, 2018 be approved as presented. Motion carried.

**Planning and Development Report**

The Planning and Development report for the month of January was presented to Council.

On motion of Councillor C. Hinton and Deputy Mayor T. Chisholm, it was moved that the Planning and Development report for the month of January, 2018 be approved as presented. Motion carried.

**Police Report**

The Police Report for the month of January was presented to Council.

On motion of Councillors C. Hinton and W. Talbot, it was moved that the Police Report for the month of January, 2018 be accepted as presented. Motion carried.

### **Public Works Report**

The Public Works report for the month of January was presented to Council.

Councillor C. Hinton noted that there was continuously a lot of water build up at the corner of Burnyeat Street and Brunswick Street down to Cottage Street and requested that the department look into the issue.

Councillor T. Chisholm stated that he receives a lot of complaints about snow on the sidewalks, but not due to the sidewalks not being plowed, but because of private contractors who plow homeowners' driveways and then leave a trail on both sides of the sidewalk back to the street.

The Director of Public Works noted that unfortunately the department cannot wait until everyone has finished snow removal on their driveways before the sidewalk plows are dispatched. He stated it takes five to six hours for the crews to plow all of the sidewalks. The Director advised that there is some success with the Town's Bylaw Officer regarding individuals who plow snow across the streets, but not for every trail left on the sidewalks.

On motion of Deputy Mayor T. Chisholm and Councillor B. Kinsman, it was moved that the Public Works Report for the month of January, 2018 be accepted as presented. Motion carried.

### **Parks, Recreation and Culture Report**

The Parks, Recreation and Culture Report for the month of January was presented to Council.

Councillor D. Joseph asked if the department was considering the creation of winter washrooms in Victoria Park. He suggested perhaps the canteen washrooms could be opened.

The Recreation Director stated winter washrooms are being considered for plans for the new maintenance building, and the canteen washrooms would not work as they are not winterized.

On motion of Deputy Mayor T. Chisholm and Councillor B. Kinsman, it was moved that the Parks, Recreation and Culture Report for the month of January, 2018 be accepted as presented. Motion carried.

### **QUESTIONS BY MEMBERS**

Councillor C. Hinton stated that she was receiving a lot of calls about dogs off leash at the top of Wood Street.

The CAO confirmed that all dogs are to be leashed at all times, except in the Town's dog park on Park Street.

Councillor B. Kinsman noted that a lot of complaints he has received over the past number of years have been in regards to the condition of Faulkner, Muir and Arlington streets. They are in poor condition and in some cases the sidewalk and street are the same level and makes it dangerous for pedestrians.

The Director of Public Works stated that a curb could be added in situations where the street and sidewalk are the same height. He noted that with the street rating system, those streets are on the list but with only six or seven streets done each year, the streets do not move up the list too quickly. The Director advised that Muir Street has a bad section that is scheduled to be cut out and patched this year as part of the regular maintenance program.

Councillor C. Fritz asked if there were any future public information sessions scheduled with the upcoming legalization of marijuana.

The Police Chief advised that most of the information would be provided by the Province as it is a provincially regulated model. He stated it is a provincial not a municipal responsibility to educate the public on this matter.

### **NEW BUSINESS**

#### **a) Resolution – Policy on Province Wide Ban on Single Use Bags**

Deputy Mayor T. Chisholm stated that the Province is considering implementing a ban on single use plastic bags as the bags represent about 22% of the plastic going into landfills, and the rest is made up of plastic packaging.

The CAO read the proposed resolution to Council.

Councillor D. Joseph requested that the wording of "but unnecessary" be removed from the resolution. He also noted that it is not just plastic bags that are the problem, it is all plastic. Councillor D. Joseph noted that the resolution says the Town will support the ban only if it is province wide and he had concerns about other municipalities not agreeing to the ban.

Deputy Mayor T. Chisholm agreed with Councillor D. Joseph's concern over whether other municipalities would support the ban, but he believed that the Province would look at the majority.

Councillor W. Talbot stated that he believed banning plastic was an excellent idea, but he would prefer to have public consultation on this matter before making a decision.

The CAO noted that one of the lines in the resolution calls for a promotional campaign to reduce the use of all single use plastic products.

Deputy Mayor T. Chisholm agreed that public consultation would have been helpful, but he was given the request for a resolution by the province and they were requesting its approval very quickly. He noted that most other municipalities have provided their answer to the province already.

On motion of Deputy Mayor T. Chisholm and Councillor B. Kinsman, Council approved the resolution as amended that would support a Province wide ban on single use plastic bags, provided the ban is part of a Province wide strategy and promotional campaign to reduce the use of all single-use plastic containers. Motion carried with six votes in favour and one nay vote cast by Councillor W. Talbot.

#### **b) Resolution – Extended Producing Responsibility, Request to Province**

The CAO read the proposed resolution to Council.

Councillor B. Kinsman asked for clarification as to what specifically the resolution was requesting.

Deputy Mayor T. Chisholm stated that the resolution applies to printed paper packaging, things like gyprock, pallets, wood, strapping. He advised that passing the resolution would encourage the discussion amongst municipalities to begin again. Deputy Mayor T. Chisholm stated that other major provinces already have this system in place and the prices of products in Nova Scotia already account for this and have adjusted their prices; the money has already been paid in but it is not divided up since the province does not subscribe to it yet.

On motion of Deputy Mayor T. Chisholm and Councillor B. Kinsman, Council supports the introduction of ERP, and furthermore that the Province take action to initiate province wide discussions immediately, and that Nova Scotia reinforce its position as an environmental leader in Atlantic Canada. Motion carried.

#### **c) Draft Cash Handling Policy**

The CAO advised that the Town's Audit Committee is recommending that the proposed Cash Handling Policy be approved. This policy documents how the Town should handle all cash related transactions to ensure appropriate management of Town funds.

On motion of Councillors D. Joseph and C. Fritz, the Cash Handling Policy was approved as presented. Motion carried.

#### **d) Draft Spending Authority Policy**

The CAO advised that the Town's Audit Committee is recommending that the proposed Spending Authority Policy be approved. This policy documents who within the Town has the authority to approve purchasing and to what dollar amount they have the authority to approve.

On motion of Councillor D. Joseph and Deputy Mayor T. Chisholm, the Spending Authority Policy was approved as presented. Motion carried.

#### **e) Draft Code of Conduct Policy**

The CAO advised that the Town is committed to providing a safe, healthy workplace in a respectful environment. By providing a policy and procedures document, all staff are aware of what is considered acceptable and unacceptable behaviour in the workplace. The objectives of the policy are to encourage positive employee/employer relationships by providing fair and consistent treatment of all staff; encourage proper conduct by all staff; ensure all staff are aware of their obligations and the consequences of disregarding those obligations; and, ensure that employee misconduct is dealt with in an appropriate and timely manner.

Councillor W. Talbot asked if this policy applies to Council. The CAO stated it did not. Councillor W. Talbot expressed the desire to have a Code of Conduct for Council.

The Mayor advised that a code of conduct policy has been discussed previously and that the Union of Nova Scotia Municipalities has a policy that could be used as a template.

Councillor B. Kinsman asked if there was a role for Council in the policy, besides oversight and approval of the policy. He asked, for example, what the course of action would be if the CAO were violating the policy.

The CAO stated that the policy applies to the employees of the Town who report directly to him and that the Municipal Government Act lays out the conduct of the CAO. He advised that the CAO position is an employee of Council, whereas the other employees are employees of the Town working directly under the CAO. The CAO stated that if there is an issue with CAO conduct, the issue can be brought directly to Council through a Director. He advised that he is waiting for an update from the MGA review steering committee with regards to a province wide policy. The CAO stated that there was some difficulty in developing a policy due to a limited ability to establish sanctions that would be acceptable under the MGA.

On motion of Councillors W. Talbot and B. Kinsman, the Code of Conduct Policy and Procedures was approved as presented. Motion carried.

**f) Repeal of Town Clerk & Treasurer Bylaw – 1<sup>st</sup> Reading**

The CAO advised that the Town Clerk and Treasurer Bylaw, which has been in existence for 100 years, is no longer applicable to the Town and should be repealed. He stated that 1<sup>st</sup> reading would occur at today's meeting, with 2<sup>nd</sup> reading to take place at the March Public Council meeting.

On motion of Councillors B. Kinsman and C. Fritz, 1<sup>st</sup> reading of the repeal of the Town Clerk and Treasurer Bylaw was approved, with 2<sup>nd</sup> reading to take place at the March Public Council meeting. Motion carried.

**g) Deletion of Resolution Respecting CAO Powers Policy**

The CAO advised that the Resolution Respecting CAO Powers Policy is no longer applicable, as the CAO powers are outlined in the Municipal Government and it was staff's recommendation that the policy be deleted.

On motion of Councillors W. Talbot and D. Joseph, the Resolution Respecting CAO Powers Policy was removed as a Town policy. Motion carried.

**h) Requests for Tax Exemption**

The CAO advised that there were four tax exemption requests that had been reviewed by the Director of Corporate Services for Council to consider.

Truro Homeless Outreach Society - the Town of Truro's Tax Exemption for Non Profit and Charitable Organizations Bylaw contains general criteria an applicant must meet in order to qualify for a tax exemption. The criteria have been reviewed to determine eligibility of the Truro Homeless Outreach Society's application for the 2018/19 fiscal year. The organization does meet the criteria necessary to be eligible for the tax exemption and staff was recommending that Council approve the tax exemption.

On motion of Councillors C. Hinton and B. Kinsman, the tax exemption request made by the Truro Homeless Outreach Society for full tax exemption for the next three fiscal years (2018 to 2021) was approved. Motion carried.

Truro Golf Course - the Town of Truro's Tax Exemption for Non Profit and Charitable Organizations Bylaw contains general criteria an applicant must meet in order to qualify for a tax exemption. The criteria have been reviewed to determine eligibility of the Truro Golf Course's application for the 2018/19 fiscal year. The organization does not meet the criteria necessary to be eligible for the tax exemption and staff was recommending that Council not approve the tax exemption.

On motion of Deputy Mayor T. Chisholm and Councillor C. Fritz, the tax exemption request by the Truro Golf Course for the 2018/19 fiscal year was denied, as the organization does not meet the criteria stated in the Town's Bylaw. Motion carried.

Colchester East Hants Hospice Society - the Town of Truro's Tax Exemption for Non Profit and Charitable Organizations Bylaw contains general criteria an applicant must meet in order to qualify for a tax exemption. The criteria have been reviewed to determine eligibility of the Colchester East Hants Hospice Society's application for the 2018/19 fiscal year. The organization does meet the criteria necessary to be eligible for the tax exemption and staff was recommending that Council approve the tax exemption.

On motion of Councillor W. Talbot and Deputy Mayor T. Chisholm, the tax exemption request made by the Colchester East Hants Hospice Society for full tax exemption for the next three fiscal years (2018 to 2021) was approved. Motion carried.

Canadian Mental Health Association – the Town of Truro's Tax Exemption for Non Profit and Charitable Organizations Bylaw contains general criteria an applicant must meet in order to qualify for a tax exemption. The criteria have been reviewed to determine eligibility of the Canadian Mental Health Association's application for the 2018/19 fiscal year. The organization does not meet the criteria necessary to be eligible for the tax exemption and staff was recommending that Council not approve the tax exemption.

On motion of Councillors C. Fritz and D. Joseph, the tax exemption request made by the Canadian Mental Health Association for the 2018/19 fiscal year was denied, as the organization does not meet the criteria stated in the Town's Bylaw. Motion carried.

**i) Amendment of Minimum Building and Housing Maintenance Standards Bylaw – 1<sup>st</sup> Reading**

The CAO advised that the Minimum Building and Housing Maintenance Standards Bylaw required an amendment to give the Building Inspector the power to order a residential property vacated. He stated that 1<sup>st</sup> reading would take place at this meeting, and 2<sup>nd</sup> reading and public hearing will occur at the March Public Council meeting.

On motion of Councillors B. Kinsman and C. Hinton, 1<sup>st</sup> reading of the amendment to the Minimum Building and Housing Standards Bylaw was approved, with 2<sup>nd</sup> reading and public hearing to take place at the March Public Council meeting. Motion carried.

**ACCOUNTS**

It was moved by Councillor C. Hinton and Deputy Mayor T. Chisholm, that Council approve for payment the accounts as presented be approved for the month of January, 2018. Motion carried.

**ADJOURNMENT**

On motion of Councillors C. Hinton and D. Joseph, it was moved that the meeting be adjourned at approximately 3:00p.m. Motion carried.

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W.R. (Bill) Mills  
Mayor

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M.W. Dolter  
CAO