

September 16, 2019

The meeting was called to order by the Chair at 7:00 p.m., in the Conference Room, in the Administrative Centre, in Barrington, NS, with the following members present:

- Jody Crook, Chair
- Murray Atkinson
- George El-Jakl
- Shaun Hatfield
- Lindsay (Eddie) Nickerson
  
- Chris Frotten, CAO
- Lesa Rossetti, Municipal Clerk

#### ADDITIONS TO THE AGENDA

It was agreed that the following items be added to the Agenda:

- Garbage Awareness Signs
- New Olympia Ice Resurfacer
- Dr. Robyn Pierce
- Bay Side Home Board of Directors - Vacancy
- Request for Letter of Support for the Warm Line Program.

#### APPROVAL OF AGENDA

Being duly moved and seconded that the agenda be approved as amended.

Motion carried unanimously.

#### APPROVAL OF MINUTES

Being duly moved and seconded that the minutes of the last meeting held September 9, 2019, be approved as circulated.

Motion carried unanimously.

#### DRAFT POLICIES

##### Draft Driver Abstract Policy

During a recent Risk Management Session offered by our insurance company it was suggested that the Municipality may want to consider requiring Driver Abstracts.

Driver Abstracts have been requested from our employees who drive municipal vehicles or are required to use their own vehicles for work.

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A Driver Abstract Policy has been drafted and a copy was provided to members in advance to the meeting. The policy will assist with ensuring the health and safety of our employees and the public at large and will help protect the property and best interests of the Municipality.

The policy relates to municipal employees only and does not include fire department personnel. Amendments to Policy 54 “Fire Response and Emergency Services” requiring driver abstracts on fire department personnel may be brought forward at a later date.

Members were advised that the policy has been reviewed by the Municipal Solicitor.

It was agreed that “Notice of Consideration” of the adoption of the Driver Abstract Policy be given at the next Council Meeting.

#### Draft Corporate Identity and Branding Policy

In advance to the meeting, members were provided with a copy of the draft Corporate Identity and Branding Policy. The purpose of the policy is to provide guidelines for the management of the Municipality’s corporate identity and branding and to maintain continuity and consistency in all applications of municipal logos. The policy also provide provision for companies in the Lobster Industry to make application for use of the “Lobster Capital of Canada” Logo on product packaging.

Members were advised that the draft policy has been reviewed by the Municipal Solicitor.

It was agreed that the draft policy be changed to allow the use of the “Lobster Capital of Canada” Logo for a two year period and that there be no yearly fee charged.

Notice of Consideration of the adoption of the Corporate Identity and Branding Policy will be given at the next meeting of Council.

#### NOVA SCOTIA BUILDING CODE CHANGES

The Province is proposing amendments to the Nova Scotia Building Code Regulations. Proposed amendments will offer additional compliance options to the regulations for the construction of tiny homes with a proposed effective date of January 1, 2020. Tiny homes are not currently recognized in the Building Code. Proposed amendments also address when a building permit is required. Presently work over \$5,000.00 or any structural changes require a building permit. The dollar value is being removed and no permit will be required as long as the same material is being used. Permits will be required for structural, new plumbing, venting, etc. or if changing materials.

All other amendments relate to housekeeping matters and the adoption of the 2017 version of the National Energy Code.

#### RECREATION CENTRE DESIGN

The CAO informed members that he met with the Mechanical Engineer and Architect, on site, last week to discuss the possibility of building the Recreation Centre on or in close proximity to the Arena and is expecting their report later this week.

This matter will be placed on the agenda for the next committee meeting.

### FLOATING DOCK MONITORING CONTRACT

It was reported that the agreement with Carl Stewart to perform monitoring services at the floating dock at North East Point is due to expire on September 24, 2019. The CAO informed members that he has been in contact with Mr. Stewart and he is interested in continuing this service.

#### Resolution COW190903

Being duly moved and seconded that it be recommended to Council that the Municipality enter into a new agreement with Carl Stewart to continue monitoring services at the floating dock at North East Point for another 1 year period with the same terms and conditions as outlined in the previous agreement.

Motion carried unanimously.

### ELECTRONIC VOTING

In preparation for next year's election, members were provided with a Staff Report outlining background, benefits, drawbacks and risks as well as recommendations as it relates to electronic voting.

Much discussion took place regarding electronic voting and although there were a number of positive comments made, there are still questions relating to increased voter turnout and security.

It was decided that the CAO draft a resolution, for consideration of the committee, outlining the reasons why the traditional paper ballot system will be used in the next election.

### FINANCIAL MANAGEMENT FOR ELECTED OFFICIALS

It was reported that Financial Management Training has been scheduled for Saturday, October 5, 2019 from 9:00 a.m. to 4:30 p.m. Councillor Hatfield and Deputy Warden Crook indicated that they would be unable to attend.

### GARBAGE AWARENESS SIGNS

The Warden informed members that concern has been expressed to him regarding the condition of garbage awareness signs which were designed by students and posted by the Municipality a number of years ago. Over time the signs have become faded and broken.

It was agreed that signs be viewed by staff and if they are broken or faded, then they be removed.

### OLYMPIA

It was suggested that when advertising has been installed on the new Olympia, then a photo be taken with council, staff and representatives from Wilson's Home Hardware and the photo be posted on social media.

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DR. ROBYN PIERCE

It was agreed that steps be taken to welcome Dr. Pierce to the area.

BAY SIDE HOME BOARD OF DIRECTORS - VACANCY

Conflict of Interest

Councillor Hatfield declared conflict of interest, vacated his seat and left the meeting room.

Councillor Hatfield has a family member in management at Bay Side Home.

It was reported that a vacancy currently exists on the Board of Directors of Bay Side Home as a result of Jamie Symonds' resignation.

Resolution COW190904

Being duly moved and seconded that it be recommended to Council that the Municipality advertise the vacancy currently existing on Bay Side Home Board of Directors as a result of the resignation of Jamie Symonds.

Motion carried unanimously.

REQUEST FOR LETTER OF SUPPORT FOR WARM LINE PROGRAM

In advance to the meeting members were provided with an email which was received from Marilyn Johnston, Secretary, Shelburne County Mental Health & Wellness Association, requesting a letter of support for their Warm Line Program.

Resolution COW190905

Being duly moved and seconded that it be recommended to council that a letter be provided to the Shelburne County Mental Health & Wellness Association in support of their Warm Line Program.

Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

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Chair

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Secretary for the Meeting

