

The regular scheduled meeting of Trenton Town Council was held in the Council Chambers on Tuesday, February 12, 2019 beginning at 7:00 PM.

**Present:** Mayor Shannon MacInnis  
Deputy Mayor Don Hussher  
Councillor VJ Earle  
Councillor Steven Stewart  
Cathy MacGillivray, Interim CAO  
Marilou Sutherland, Deputy Clerk

**Regret:** Councillor Alec Dove

#### **Call to Order**

The meeting was called to order by Mayor Shannon MacInnis.

#### **Approval of Agenda**

Moved by Councillor Stewart  
Seconded by Councillor Earle  
“That the Agenda be approved as circulated.” Motion carried.

#### **Approval of Minutes**

Moved by Deputy Mayor Hussher  
Seconded by Councillor Earle  
“That the minutes of January 8, 2019 Regular meeting and January 8, 2019 Special meeting be approved as circulated.” Motion carried.

#### **Business from Minutes**

None

#### **Presentation**

Clean Foundation – Merydie Ross – Engagement Specialist  
Northumberland Strait Coastal Restoration Project  
Coastal Restoration and Saltmarsh Solutions Presentation

Glen MacKinnon – Pickle Ball Proposal  
Proposed that a portion of the tennis courts be used for Pickle Ball.

#### **Consideration of Demolition Order**

Moved by Councillor Stewart  
Seconded by Councillor Earle  
“A property on Scotia Street has received an order to demolish their shed on recommended by the Building Inspector.” Motion carried.

#### **Correspondence**

Nova Scotia Protocol Office – Order of Nova Scotia

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That the correspondence from Nova Scotia Protocol Office be received for information.” Motion carried.

Minister Geoff MacLellan response to update on former DSME facility

Moved by Councillor Earle

Seconded by Councillor Stewart

“That the correspondence from Minister Geoff MacLellan be received for information.” Motion carried.

Minister of Environment, Margaret Miller, MLA

Moved by Deputy Mayor Hussher

Seconded by Councillor Earle

“That the correspondence from Margaret Miller, Minister of Environment be received for information.” Motion carried.

Trenton Fire Department – List of 2019 Officers

Moved by Councillor Stewart

Seconded by Deputy Mayor Hussher

“That the List of 2019 Trenton Fire Department Officers be approved as recommended by the Fire Department.” Motion carried.

New Glasgow Music Festival – Thank you

Moved by Councillor Earle

Seconded by Councillor Stewart

“That the correspondence from New Glasgow Music Festival be received for information.” Motion carried.

Environmental Assessment, Helen MacPhail – Environmental Supervisor

Moved by Deputy Mayor Hussher

Seconded by Councillor Earle

“That the correspondence from the Nova Scotia Environment be received for information.” Motion carried.

### **Staff Reports**

Public Works Report

Moved by Deputy Mayor Hussher

Seconded by Councillor Earle

“That the Public Works Report be received for information.” Motion carried.

Water Report

Moved by Councillor Stewart

Seconded by Councillor Earle

“That the monthly Water report be received for information.” Motion carried.

Parks & Recreation Report – No report

Trenton Minor Sports Community Centre Report

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That the monthly Trenton Minor Sports Community Centre be received for information.” Motion carried.

Police Report

Moved by Councillor Earle

Seconded by Councillor Stewart

“That the monthly Police Report be received for information.” Motion carried.

Fire Report

Moved by Deputy Mayor Hussher

Seconded by Councillor Earle

“That the monthly Fire Report be received for information.” Motion carried.

Finance – No report

**Planning and Development Report**

Moved by Councillor Earle

Seconded by Deputy Mayor Hussher

“That the monthly Planning and Development Report be received for information.” Motion carried.

## **Committee Report**

### *Recommendation #1*

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That on recommendation from Committee of the Whole, Council advise Kennedy Tupper to send her request for ice time to the Pictou County Wellness Centre for consideration.” Motion carried.

### *Recommendation #2*

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That on recommendation from Committee of the Whole, Council approve the request from Trenton Elementary School for the Annual Spring Fling.” Motion carried.

*Recommendation #3*

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That on recommendation from Committee of the Whole, Council approve the use of Trenton Park to the 219 Army Cadets for their annual “winter training event”. Motion carried.

*Recommendation #4*

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That on recommendation from Committee of the Whole, Council refer the request for annual donation from the Pictou County Sports Hall of Fame to budget.” Motion carried.

*Recommendation #5*

Moved by Deputy Mayor Hussher

Seconded by Councillor Stewart

“That on recommendation from Committee of the Whole, Council refer the request for attendance at the annual FCM Conference to budget.” Motion carried.

**Other Business****Town of Trenton Cell Phone Policy – Public Works OP-013**

Moved by Councillor Stewart

Seconded by Councillor Earle

**Scope**

The Town of Trenton has adopted this policy to govern the use of Town owned cellular phones in the workplace. This policy is intended to cover cellular phones, PDA's, tablets, and all other forms of portable communication devices. For the purposes of this policy, all such devices shall be referred to as “cell phones”.

The Town reserves the right to modify or update these policies at any time.

This policy applies to all Public Works employees under the direction of the Public Works Superintendent.

**Policy**

1. Cell phones issued will remain the property of the Town of Trenton and are to be used during normal hours of work, over time work, and emergency work. At the end of each shift, either normal hours of work, overtime, or call outs the cell phones is to be returned to the Public Works Department town barns and stored in the Public Works Superintendent's office in a designated area.
2. Town of Trenton strictly prohibits Public Works employees from using the cell phone inappropriately, this includes but not limited to: excessive

- internet use and internet surfing, “instant” message services other than text messages, and social media networks.
3. Town of Trenton strictly prohibits the use of the cell phone while at any work site at which the operation of such device would distract to the user and or create an unsafe work environment. Such work sites must be secured or the device used only by an employee which is out of harm’s way at such work environments.
  4. Town of Trenton strictly prohibits the use of cell phones while operating motor vehicles or equipment. Public Works employees are required to follow and comply with the motor vehicle act and applicable laws. Failure to do so could result in a potential accident, fines and the employee will have to face the legal responsibility and consequences. To receive or make call while operating a motor vehicle or equipment, you must:
    - Use a hands free device when possible or available
    - Safely pull over and stop to make or answer calls and texts.
    - Allow a passenger to operate the cell phone.
    - Return call/texts promptly at a time when it is safe to do so.
  5. Public Works employees are able to add contacts to the designated cell phones provided the contacts have some relevance to their day-to-day activities.
  6. Public Works employees are not to change, adjust or turn off any such feature or function on the cell phones.
  7. Public Works cell phones have location services function turned on and must remain on at all times. In the event the phone is lost or stolen, it can be disabled and tracked by the Public Works Superintendent at any time.

Failure to comply with this policy will result in disciplinary action or immediate termination as out lined in the conduct policy.

Motion carried

### **Town of Trenton Personal Cell Phone Policy OP-014**

Moved by Councillor Stewart

Seconded by Councillor Earl

#### **Scope**

Town of Trenton has adopted this policy to govern the use of cellular phones in the workplace. This policy is intended to cover cellular telephones, PDAs, Blackberries, two-way radios, and all other forms of portable communication devices. For the purposes of this policy, all communication devices shall be referred to as “cellular phones”. This policy applies to all Town of Trenton employees.

#### **Policy**

1. Town of Trenton employees are directed NOT to utilize their person cellular phones for business purposes during regular business hours.
2. Cellular phones are a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phone at their desk. In the event of an emergency or anticipates emergency that

requires immediate attention, the cell phone may be carried to the meeting on silent or vibrate mode.

3. Employees are expected to exercise the same discretion in using personal cell phones as they use with company phones.
4. Employees are directed to avoid making or receiving personal calls during work time, and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
5. Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
6. Town of Trenton is not liable for the loss of personal cellular phones brought into the workplace.
7. Town of Trenton strictly prohibits the use of cellular phones or similar devices while at any work site at which the operation of such device would be distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.
8. Town of Trenton employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
9. Town of Trenton employees are strictly prohibited from using any cellular phone or similar device as an unauthorized media storage device for the storage device for the storage or transportation of Town of Trenton business information.
10. For privacy reasons, Town of Trenton employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission from the company.

#### Use of Mobile Phones While Operating a Motor Vehicle

- Town of Trenton strictly prohibits the use of personal mobile phones, and PDA's while operating Town of Trenton owned and operated vehicles, or while operating a vehicle on Town of Trenton business.
- The use of hands-free mobile phones should be kept to a minimum when driving.
- To make or receive calls:
  - Pull over and stop;
  - Allow a passenger to operate the phone;
  - Use voice mail and respond to the call at a safe time; or
  - Let someone else drive, dreeing you up to make or receive calls.

Employees are solely responsibility for any fines and/or charges laid by the authorities for illegal use of a pone or PDA while operating a vehicle in the course of their employment. Employees who choose to violate the policy will face disciplinary measures up to termination, or face legal responsibility if in the

course and scope of their duties, they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

Motion carried.

**Adjournment**

Moved by Councillor Stewart

Seconded by Councillor Earle

“That the meeting be adjourned.” Motion carried.