

1. **Council Convenes - O Canada** - Warden Hunter called to order the April 1, 2009 session of Cumberland Municipal Council at 1:00 p.m. The meeting was held in the Council Chambers of the E. D. Fullerton Municipal Building, Upper Nappan. O Canada was sung.
2. **Roll Call** - The roll was called by Brenda Moore, Recording Secretary, Warden Hunter, Deputy Warden Redmond, Councillor Read, Councillor Kellegrew, Councillor Gillis, Councillor MacNutt, Councillor Donkin, Councillor Gilbert, Councillor Reid and Councillor Merriam were in attendance. Also in attendance were Rennie Bugley, CAO; Andrew MacDonald, Director of Finance and Administration; and Stephen Ferguson, Director of Policy and Research.
3. **Approval of Agenda (Additions/Deletions)** - The agenda was approved with the following changes:

Deletions	4. Approval of minutes – deferred to next meeting
	6. Delegations and Presentations;
	7. Public Hearings;
	8. Correspondence; and
	9. Planning Issues.
Additions:	13.3 Crosswalk in River Hebert
	15.3 Letter of Congratulations
4. **Approval of Minutes** -
 - 4.1 March 4, 2009 Council Session – Deferred to next meeting.
5. **Business Arising from the Minutes**
 - 5.1 March 4, 2008 Council Meeting – Clarification that # 7 Clarence Felderhoff has been given the information regarding sewer assessment for the Northumberland Community Curling Club.
6. **Delegations and Presentations**
There were no delegations or presentations
7. **Public Hearings**
There were no Public Hearings
8. **Correspondence**
There was no synopsis of correspondence.
9. **Planning Issues**
There were no Planning Issues
10. **Financial Reports/Issues**
 - 10.1 Pugwash Fire Hall RFP –

IT WAS MOVED by Councillor John Reid, seconded by Councillor Al Gillis that Council provide authority to the Warden and CAO to award the contract for construction of the new Pugwash Fire Station up to a maximum value of the currently approved project budget pending success and resolution of further negotiations with the preferred project proponent and locating an acceptable water source to serve the project site.

MOTION CARRIED #09-027
 - 10.2 250 Years of Municipal Government - **IT WAS MOVED by Deputy Warden Kathy Redmond and seconded by Councillor Ron MacNutt that correspondence be sent to Peter Newton, Warden of Annapolis County, indicating that Council is willing to participate in a partnership with the Province based on 50% cost sharing program for funding projects with the theme “250 Years of Municipal Government: Democracy in Action” up to an amount not to exceed \$12,500.**

MOTION CARRIED #09-028
 - 10.3 2008 Outstanding Assessment Appeals - Information Item

- 10.4 Recreation Grants – Sexual Health Centre for Cumberland County
IT WAS MOVED by Deputy Warden Kathy Redmond and seconded by Councillor Philip Donkin that each of the ten Councillors will contribute \$50.00 from recreation funds to the “Go Girl Self Esteem Workouts (Girl Power)” program. (\$500.00 total contribution)

MOTION CARRIED # 09-029

Minor Hockey – This item was dealt with at a previous council meeting.

- 10.5 Grants to Organization –
 Linden 4-H –After discussion it was unanimously agreed that each of the ten councillors will donate \$150.00 from the recreation fund to the Cumberland County 4-H Tour Committee. (\$1,500.00 total contribution)

Amherst Golf Club - After discussion Councillors from districts 1, 2 and 3 made a commitment to each donate money from the recreation fund to the Amherst Golf Club.

- 10.6 Tax Exemption Request - Springhill Golf Club - **IT WAS MOVED** by Councillor Gilbert and seconded by Deputy Warden Redmond that this request be referred to the budget process. Council agreed to withdraw this motion.

After discussion Council requested that a letter go from the Finance Department to the Springhill Golf Club explaining that we do not refund monies paid on taxes in cases such as this.

- 10.7 Low Income Exemption Policy – **IT WAS MOVED** by Councillor Merriam and seconded by Councillor Gilbert that the Low Income Tax Exemption Policy with the revised threshold amounts be adopted and the Policy 08-01 Policy To Amend Policy 07-03 The Low Income Tax Exemption Policy be repealed

Municipality of Cumberland Policy 09-

Policy To Amend Policy 08-01 Low Income Tax Exemption Policy

Section 69 of the Municipal Government Act allows Council to establish a Policy for granting an exemption from tax for a person whose income is below a specified amount. This policy will establish the amount of the tax exemption, who is eligible and the process for applying for the exemption.

“Income” means a person’s total income from all sources for the calendar year preceding the fiscal year of the Municipality, and includes the income of all other members of the same family residing in the same household, but does not include an allowance paid pursuant to the *War Veterans Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada)

1. **Amount of Exemption**

When the income of the person, spouse and other household members combined is less than \$16,070 the exemption shall be \$130.

When the income of the person, spouse and other household members combined is between \$16,071 and \$18,230 the exemption shall be \$80.

2. **To Qualify for the Exemption**

The exemption shall apply only to property of a ratepayer occupied by him or her as his or her principal residence.

The applicant shall complete the affidavit regarding the household income for the previous calendar year. A Councillor, a Commissioner of Oaths or the Municipal Clerk must witness the applicant’s signature on the affidavit.

3. **To receive the Exemption**

An application for a fiscal year shall be submitted by December 31st of that fiscal year.

General

- (1) County Staff shall annually send out a reminder letter and an affidavit form to all persons who received the exemption the previous year.
- (2) The operating budget shall make allowance for this exemption on a yearly basis.
- (3) Should a person's total tax bill for that year be less than the exemption for that year, then the exemption will be equal to the full amount of the tax bill for that year.
- (4) The Municipality may ask for verification of income prior to approving an application.
- (5) The deadline for applications and any other pertinent information shall be advertised, at least once, in the local paper.

MOTION CARRIED # 09-030

11. **Operational Services Reports/Issues**

- 11.1 EMO Municipal Self Evaluation – Information Item.
- 11.2 Solid Waste Resource Management Strategy – Information Item
- 11.3 Sign up for Safety Campaign - Information Item

12. **Committee/Other Reports**

- 12.1 Fire Service Association of Nova Scotia – Cumberland County Fire Protection Services Coordinator John Fredericks will be presenting some points to Council at a later date on this article
- 12.2 CREDA The minutes of the CREDA board meeting were previously distributed to Council.
- 12.3 UNSM News Bulletin - Information Item
- 12.4 Recreation and Physical Fitness Municipal Survey - Vicky Weaver, Recreation and Physical Activities Coordinator had this survey circulated to Council for their information and she will do a report with recommendations for Council at a later date.
- 12.5 Violence in the Workplace Policy - Steve gave Council notice that at the next regular Council meeting the amended Safety Policy will be presented for discussion.

13. **Old Business**

- 13.1 Fire Service Records Management Policy
- 13.2 The Fire Service Financial Reporting Policy

IT WAS MOVED by Councillor Kellegrew and seconded by Councillor Merriam that the Fire Service Records Management Policy and The Fire Service Financial Reporting Policy be adopted as presented.

The Municipality of the County of Cumberland FS09-01

**Fire Service
Financial Reporting Policy**

Purpose

The purpose of this Policy is to ensure that all registered fire and emergency service providers with the Municipality of the County of Cumberland provide a yearly accounting of expenditure of funds provided by the Municipality.

Financial reporting is also an indicator which informs the Municipality and the public about the efficiency and effectiveness of the services the departments provide, as well as assisting in the continual improvement of service as identified in the Fire Services Long Range Plan.

Background

The Municipal Government Act states that a Municipality may grant or lend money to, or guarantee a loan for, a registered services provider for operating or capital purposes. The Act also indicates that the Municipality is responsible for the management of public funds.

Reporting Dates

- The fiscal year for fire departments is from April 1 to March 31.
- Quarterly financial statements must be submitted by fire departments before quarterly advances will be paid by the Municipality.
- A financial statement covering April 1 to December 31 of the previous fiscal year shall be submitted by fire departments with their proposed budget for the upcoming fiscal year.
- Each department shall submit a complete financial statement for the previous fiscal year by April 30 each year.

Departmental Accounting Responsibilities

All Fire Departments must:

- provide accurate, timely and understandable reports accounting for all receipts and disbursements of monies allotted by the Municipality;
- ensure that all expenditures are in accordance with and within the department current approved budget, and that no other expenditures of funds provided by the Municipality are made;
- ensure that funds supplied by the Municipality are not used to purchase or fund department fund raising activities, supplies or expenditures; and
 - provide monthly financial reports to their membership

Municipal Accounting Responsibilities

The Municipality shall:

- consult with and assist departments in financial reporting;
- analyze departmental financial reports and prepare reports/recommendations for the CAO and Council;
- employ an auditor to conduct a financial audit of four fire departments each fiscal year on a rotating schedule; and

- assess the financial needs of the departments to determine if they are consistent with the Long Range Plan and other approved policies

It is the role of the Municipal Council to:

- adapt and implement the required plans, by-laws and policies; and
- approve or amend any department or staff recommendations, including budget

The Municipality of the County of Cumberland FS09-02

**Fire Service
Computerized Record Management Policy**

Purpose

The purpose of this Policy is to set out guidelines for the efficient and systematic control of fire departments' records in order to support the continuing efficient conduct of business, comply with legislated obligations and provide necessary accountability.

Policies and Procedures

- 1) The Fire Service Communications Committee has the responsibility and the only authority to approve computer programs, software and hardware. The Municipality will work with the Fire Service Communications Committee to develop such programs.
- 2) Departments and members are encouraged to contact the Fire Services Coordinator or a member of the Communications Committee if they require computer support or training.
- 3) Records created, received or collected must be dated to ensure version control.
- 4) It is the responsibility of the fire service to create, classify, maintain, access, retrieve, store, destroy and preserve information resources throughout their life cycle according to the standards and procedures prescribed in the MGA.
- 5) It is the policy of the fire service to manage information resources as a valuable asset for the following purposes:
 - supporting effective decision making
 - meeting operational requirements
 - ensuring the widest possible use of information resources within the fire service
 - protecting the legal, financial and other interest of the fire service
- 6) To ensure that such information is organized in a manner to be readily available for the study of decision making in the fire service and for other research purposes which help explain the historical role of the fire service.
- 7) To ensure that records management functions are incorporated into existing and future information technology applications.
- 8) To facilitate an efficient records management and retrieval system, it is the Policy of the Municipality to eliminate the unnecessary collection of information by maintaining only records which are pertinent to the operations of the fire service, coordinating information collection to avoid duplication and to ensure that the collection of personal information is in accordance with the Freedom of Information and Protection of Privacy.
- 9) It is the policy of the fire service to ensure that all information recourses, regardless of format, are subject to timely public access according to the provisions and limitations of the MGA.
- 10) The fire service will not destroy minutes, bylaws, polices or legislated resolutions but store them for safe keeping.

Maintenance and Use

Each department is responsible for record filing, indexing and storage systems which will be designed and documented to the extent appropriate and necessary, to maximize the usefulness of the records and allow retrieval throughout their life cycle.

MOTION CARRIED 09-031

14. **New Business**

- 14.1 Climate Change Adaption Project - Staff has a meeting tomorrow at 11 a.m. with representatives from the Climate Change Secretariat (Department of Environment).

FCM National Board of Directors – Information item.

15. **Information Items**

- 15.1 CREDA Business Plan - Information Item
- 15.2 Council Committees – This was presented as an information item. There are three changes to this list. Councillor Ron MacNutt is no longer on the Joggins Fossil Institute committee; Ken Jupp has been replaced by Ralph Welton on the Sunset Adult Residential Care Facility Board; and Judy Shultz is no longer on the McElmon Brook committee and the Municipality will advertise for a citizen representative for this committee.

IT WAS MOVED by Councillor MacNutt and seconded by Councillor Gillis that a letter of congratulations be sent to John Gordon Mattatall and his partner for their achievement at the World

Figure Skating Championships, and at a later date Council will acknowledge this achievement in council chambers if it can be arranged to have one or both of them here in person.

MOTION CARRIED 09-032

IT WAS MOVED by Warden Hunter and seconded by Deputy Warden Redmond that a letter of congratulations be sent to Mr. Doug Currie recognizing his 45 years of volunteer work throughout the county.

MOTION CARRIED 09-033

16. **Adjournment**

The meeting adjourned at 2:15 p.m. on motion by Councillor Read.

17. **God Save the Queen**

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