

1. **Council Convenes - O Canada** –Warden Keith Hunter called to order the July 21, 2010 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 Shelley Hoeg, Executive Assistant to the CAO. All Councillors were in attendance. Also in attendance were Rennie Bugley, CAO, Stephen Ferguson, Director of Policy and Research, Penny Henneberry, Director of Planning and Development, Andrew MacDonald, Director of Finance and Administration and Robert Streach, Director of Public Works.
3. **Approval of Agenda (Additions/Deletions)** - The agenda was approved with the following additions and deletions:

**Additions:** 9.1 – Federal Surplus Lands, 11.1 – ATV Snowmobile Clubs; 11.2 – Recreation Grant(s); 12.2 – L.A. Animal Shelter; 13.5 – 5 Year Capital Budget; 13.6 – RCMP Committee Members; 15.2 – Student Transportation; 15.3 – Department of Transportation and Infrastructure Renewal

**Deletion:** #7, 14, and 16

4. **Approval of Minutes**

4.1 **Minutes from July 7, 2010 Council Session**– The minutes of the July 7, 2010 Council session will be approved at the September Council session.

5. **Business Arising from the Minutes**

5.1 **Action List, July 7, 2010** – #6 – Councillor Redmond would like copies of Correspondence received or sent.

6. **Delegations and Presentations**

6.1 **Draft Electricity Regulations** – Mr. Bruce Cameron of the N.S. Department of Energy began his presentation by explaining that the Nova Scotia Government recently released the *Renewable Electricity Plan* to support and encourage increased development of renewable energy resources for electricity generation. They will strive to set up a system that will allow and encourage people to see what system is in their community, find out the By-Laws and understand the environmental impact of the project. They are trying to make this as simple and straight forward as possible.

Mr. Cameron then opened the floor for questions.

Warden Hunter thanked Mr. Cameron for his informative presentation.

6.2 **Nappan River** – Mr. Doug Bacon and Mr. Ben Griffen, residents of the Nappan Area attended Council to provide information on the issue of flooding in the area of Nappan. They would request Council's assistance and possible intervention with Dept. of Agriculture to have action taken to solve the problem of flooding. Mr. Griffen feels that the aboiteau is simply not large enough. Mr. Griffen also gave a brief overview of the history of the aboiteau and of flooding in the area. Mr. Bacon discussed the flooding and future flooding that may happen and the repercussions that would follow. Mr. Bacon feels that the Federal Government needs to be involved as this is past what the Province of Nova Scotia is capable of repairing. Mr. Bacon also feels that a pro-active approach needs to be taken to this issue.

At this point the gentlemen opened up the floor for questions.

**IT WAS MOVED** by Councillor Gilbert, seconded by Councillor Read, to forward correspondence to the Federal Departments of Agriculture, The Climate Change Directorate, Environment and Fisheries and Oceans urging for action/assistance with the flooding that is being experienced in the Nappan area. Also to request a meeting with the above mentioned Departments to expedite the process.

**MOTION CARRIED #10-121**

Warden Hunter thanked the gentlemen for their presentation.

**IT WAS MOVED** by Deputy Warden Gilbert, seconded by Councillor Kellegrew to forward a request to CNR requesting the culverts be replaced in the Maccan area along Highway 302.

**MOTION CARRIED #10-122**

7. **Public Hearings**

This item was deleted.

8. **Correspondence**

Correspondence was received from Mr. Creighton McCarthy advising Council of the tremendously significant contribution made to the Community of Tidnish, N.S., by Ms. Tanya Tuttle-Comeau. Mr. McCarthy then went on to describe Tanya's volunteerism within her community and her impact in her community. Mr. McCarthy feels that Ms Tuttle-Comeau is a dynamic, innovative young woman with a great talent for consensus building and has the gift of putting innovation on paper with great effect. Mr. McCarthy would like Municipal recognition of Ms. Tuttle-Comeau.

*Warden Hunter will ensure that Ms. Tuttle-Comeau will be a recipient of a Municipality of Cumberland Volunteer Recognition Award.*

9. **Planning Issues**

9.1 **Federal Surplus Lands** – Mr. Bezanson, Planner, advised that Public Works and Government Services Canada informed the Municipality that they have three surplus properties at Mullins Point, North Wallace area and one in Pugwash Point. The Mullins Point property is the site of a previous lighthouse and consists of three parcels. The site has limited recreation potential due to the narrow access, the small size of the shorefront lot and a high steep bank. Mr. Bezanson advised that any recreation services the Municipality could offer at the Mullins Point Site are limited and available only one kilometer away by the Province. Mr. Bezanson is recommending against the purchase of the properties at Mullins Point. The Surplus property located in Pugwash point is the remnant of a shorefront roadway to the Fishing Point lighthouse. Most of the roadway has eroded leaving only a strip fifteen feet wide and approximately sixty feet long. The site has very limited recreation potential and is not a useful water access point. Mr. Bezanson is recommending against the purchase of the property at Pugwash Point.

**IT WAS MOVED** by Councillor Gillis, seconded by Councillor MacNutt to accept staff's recommendation regarding the surplus property at Mullins Point, North Wallace and Pugwash Point and to not purchase the aforementioned properties.

**MOTION CARRIED #10-123**

*Ms. Henneberry will advise the appropriate Federal Department that we won't be purchasing these properties and will also notify that Department and Fisheries and Oceans of lead acid batteries that are littering one of the properties.*

10. **Strategic Planning**

10.1 **Strategic Planning** – This report was provided for Council's review.

11. **Financial Reports/Issues**

11.1 **ATV Snowmobile Grants** – Mr. MacDonald provided background information to Council regarding grant requests from local ATV, Snowmobile Clubs. Mr. MacDonald advised that each of the groups maintains a network of trails within their respective regions, which then tie into neighboring areas. Some trails may be shared by ATV's and snowmobiles, while other trails may be only for ATV's due to terrain, etc. Depending on the scope of work, groups will partner on larger projects (bridges, etc.) sharing resources and funding. From what staff can determine, it appears that there is a fair amount of coordination and cooperation between groups. Mr. MacDonald also advised that our Recreation Coordinator will be working towards promoting and developing an active transportation strategy, which will most likely utilize existing multi-use trails throughout Cumberland.

**IT WAS MOVED** by Deputy Warden Gilbert, seconded by Councillor Reid to approve the following grants conditional upon receipt of funding from the Off Highway Vehicle

**Fund and/or Health Promotion and Protection Fund:**

<b>Cumberland Trails</b>	-	<b>\$7,500</b>
<b>Chignecto and Area ATV Club</b>	-	<b>2,000</b>
<b>Chignecto Glooscap Snowmobile Association</b>	-	<b>2,000</b>
<b>Sunrise Trails ATV Club</b>	-	<b>5,000</b>

**MOTION CARRIED #10-124**

- 11.2 Recreation Grant Request – **IT WAS MOVED** by Councillor Read, seconded by Councillor MacNutt to provide a grant to the Cumberland 4H Tour Committee in the amount of \$3,500 conditional upon receipt of a completed application form. District 1 to provide \$1,800, District 10 to provide \$100 and Districts 2 through 8 providing \$200 each.

**MOTION CARRIED #10-125**

12. **Operational Services Reports/Issues**

- 12.1 Flooding in Nappan Area - Deleted to be dealt with as 6.2

12.2 L.A. Animal Shelter

**IT WAS MOVED** by Councillor MacNutt, seconded by Councillor Gillis to approve the draft agreement presented to Council today regarding the provision of Pound Services and Pound Keeper services to the Municipality by the L.A. Animal Shelter, AND THAT the Warden and CAO be authorized to execute the Agreement on the Municipality's behalf.

**MOTION CARRIED #10-126**

13. **Committee/Other Reports**

- 13.1 Work Clothing Policy – **IT WAS MOVED** by Councillor Read, seconded by Councillor Kellegrew to approve the Work Clothing Policy which is as follows:

**IT WAS MOVED** by Councillor Redmond, seconded by Councillor Reid to amend the above motion to include the provision of rain clothing for Building Officials.

**MOTION CARRIED #10-127**

**Municipality of Cumberland Policy 10-xx**

**Work Clothing Policy**

Purpose

1. The purpose of this Policy is to identify the work clothing the Municipality will provide to certain employee positions and to set out associated responsibilities and procedures.

Rationale

2. Like most employers, the Municipality does not provide clothing or a clothing allowance for ordinary day-to-day work activities under benign conditions.
3. Some employees, however, work in conditions where protection from prolonged exposure to the elements, contamination, foot injury or unusual wear and tear to personal clothing, is required. In addition, it is important that some employees, in the exercise of the authority of the Municipality, are readily identifiable as Municipal Officials.
4. For further discussion of the Rationale or the reasons for assigning particular items of work clothing to particular employee positions, please see the Memorandum regarding "Work Clothing Policy" dated March 19, 2010 from the Director of Policy and Research to the By-Law and Policy Committee, available on the Municipality's internal electronic bulletin board.

5. The Municipality will address identified protection and identification needs by providing appropriate work clothing. In order to avoid potential abuse and possible perception of undue benefit, all work clothing provided shall remain the property of the Municipality at all times.

### Definitions

6. In this Policy:
  - (a) “supervisor” means the person to whom any employee directly reports, and where applicable includes Directors and the CAO;
  - (b) “Work Clothing” means safety work boots or shoes, coveralls, insulated coveralls, rain suits, rubber boots, and identification jackets meeting the standards set out herein and provided by the Municipality for certain employee positions.

### Assignment

7. Schedule “A” sets out the work clothing to be provided to certain employee positions. Schedule “A” can be amended at any time by directive from the CAO.

### Responsibilities

8. Employees assigned work clothing shall:
  - (a) treat the items with due care and respect;
  - (b) except as provided in the Contaminated Clothing Policy, be responsible to launder or clean the items; and
  - (c) use the work clothing when appropriate.
9. Supervisors shall:
  - (a) ensure that the employees they directly supervise are provided with work clothing in accordance with Schedule “A” as required;
  - (b) make reasonable efforts to ensure the work clothing they approve is suitable for the protection and/or identification need identified; is of good quality and is good value for money; and
  - (c) where applicable, consult with other supervisors to ensure work clothing is of reasonably similar cost and appearance to that supplied to other employees with the same need.

### Procedure

10. When work clothing specified in Schedule “A” has not been provided or is no longer suitable for the purpose for which it was intended, the employee in need shall submit a written request to their immediate supervisor which includes where applicable, the brand name, model, size, colour, price and any other information the supervisor requires. If the request is for replacement of current work clothing the current item shall be provided for the supervisor’s examination.
11. When satisfied the request is in compliance with this Policy, and where applicable, the current item is in need of replacement, the supervisor shall approve the request and forward it to the appropriate procurement personnel, or in the case of safety work boots or shoes, shall complete a purchase order.
12. Items being replaced shall be disposed of in accordance with the supervisor’s instructions.

### Standards

13. Safety work boots for Public Works employees shall be CSA approved for steel toe and shank and

for electrical shock. The boots must bear the green triangle and white square with omega symbol demonstrating CSA certification.

- 14. Safety work boots or shoes for other employees and rubber boots shall be CSA approved for steel toe and shank and must bear the green triangle demonstrating CSA certification.
- 15. Identification jackets shall be APS A1 Reversible, APS A2 4 Pocket Reversible, PIO 3-in-1 Traffic Jacket, or equivalent and shall meet or exceed CSA Visibility Standard Z96-02, and shall be clearly marked to identify the Municipality and the office held by the employee.
- 16. Coveralls for the Fire Inspector shall be of Nomax, or equivalent material and shall meet or exceed CSA Visibility Standard Z96-02, and shall be marked to identify the Municipality and the office; Fire Inspector.

Effective Date

- 17. This Policy is effective upon adoption.

**Schedule "A"**  
**Work Clothing to be Supplied**

<b>Employee Position</b>	<b>Work Boots</b>	<b>Work Shoes</b>	<b>Rain Suit</b>	<b>Rubber Boots</b>	<b>Coveralls</b>	<b>Insulated Coveralls</b>	<b>Identification Jacket</b>
Building Officials	✓	✓			✓		✓
Public Works (excluding Director)	✓		✓	✓	✓	✓	
Director of Public Works	✓			✓	✓		
Fire Inspector	✓				✓		✓
Solid Waste and By-Law Officer	✓			✓	✓		✓
Administrator of Dangerous and Unsightly Premises	✓				✓		✓
Emergency Measures Coordinator	✓		✓	✓			✓
Alternate Emergency Measures Coordinator	✓		✓	✓			✓
GIS Analyst	✓			✓			✓

<b><u>Clerk's Annotation For Official Policy Book</u></b>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]: _____	
Date of Passage of Current Policy: _____	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Clerk	Date

**MOTION CARRIED #10-128**

- 13.2 Fire Services Strategic Plan Steering Committee – **IT WAS MOVED** by Councillor **MacNutt**, seconded by Councillor **Reid** to approve the mandate of the FSSPSC which is as such:

**Responsibility**

The Steering Committee is responsible for coordinating, facilitating, communicating, finalizing

and presenting a five year strategic plan for Fire Services to Council. To accomplish this objective, the Steering Committee will be guided by Vision 2015 and the mission statement and identify working committees to define and propose options around the key strategic focus areas of regionalism, leadership, training, staffing, standardization and approach. The Steering Committee acts on behalf of the groups it represents and as such is responsible for engaging its member groups in the process as appropriate, resolving questions and issues from its member groups and identifying the benefits and opportunities of the plan to its member groups.

### **Composition**

The Steering Committee is chaired by the Fire Coordinator. The Fire Coordinator is a non-voting member of the Committee. The Committee consists of 5 Fire Service representatives, 2 Councillors, 3 staff. From time to time the Committee meetings will be facilitated. Meeting minutes and notes will be kept and circulated to all Committee members and a summary report will be generated and circulated to Fire Services and Council. All formal communication for and to the Committee will go through the Fire Coordinator.

### **Decision Making**

Decisions will be made based on a voting system whereby equal representation from Fire Service and Council/Staff are present to vote, first by majority and then by consensus. Prior to final decisions moving forward, all present will agree to move forward with the decision. In the event a Committee member is absent from the vote, the Committee member will honour the decision of the Committee. In the event of an uneven number of members and a Committee member is required not to vote, the names of the members will be placed in a hat and a name will be drawn; that member will refrain from voting on all issues during that meeting.

### **Authority**

The Steering Committee will ensure the timely, efficient development of the Strategic Plan and will sit as members on the Working committees to ensure continuity of communication and effort between the Working committees and the Steering committee. The Steering Committee will set the number and mandates of the Working Committees. Prior to setting the mandates of the Working Committees, the Fire Coordinator will provide a report detailing current service levels related to technical, operational and awareness measures for service delivery. (County Registered Emergency Service Providers). The Steering Committee will identify basic and optional standards of service based on the information provided by the Fire Coordinator.

The Steering Committee will also be responsible for ensuring fiscal responsibility of any plan that goes forward to Council. The Steering Committee will apply the service standards noted above in the determination of fiscal responsibility including long term sustainability for the Strategic plan. The Steering Committee will ensure the Strategic Plan has a complete financial package including long term capital and operating costs for Council.

### **Communication**

Communication to its member groups will be in the format of a circulated summary report and/or minutes. Committee members will also be responsible for communicating the “evolving” nature and purpose of the strategic plan. Each member of the Committee recognizes it speaks on behalf of the “Committee” when it speaks about decisions and processes that the Committee has undertaken or agreed upon. The Committee intends to be transparent and open with its process and decisions in creating the Strategic Plan. The Committee reserves the right to hold in-camera meetings as required and under the conditions as set out in the Municipal Government Act.

### **MOTION CARRIED #10-129**

- 13.3 Port Greville Lighthouse – Ms. Henneberry, Director of Planning and Development advised that a formal application was made by the Greville Bay Shipbuilding Museum Society – Age of Sail Museum to affect repairs to the Heritage Building known as the Port Greville Light. They wish to remove the current wooden shingles and replace the materials with locally made wooden clapboards and replace the metal roof with a new metal roof.

**IT WAS MOVED by Councillor Redmond, seconded by Councillor Donkin to accept the recommendation of the Heritage Advisory Committee to approve the application of the Greville Bay Shipbuilding Museum Society – Age of Sail Museum to affect repairs to the Heritage Building known as the Port Greville Light.**

**MOTION CARRIED #10-129**

- 13.4 Sunset Board Member – **IT WAS MOVED** by Councillor MacNutt, seconded by Councillor Gillis to ratify the appointment of Ken Jupp as a member of the Sunset Board.

**MOTION CARRIED #10-130**

- 13.5 5 Year Capital Budget - **IT WAS MOVED** by Councillor Donkin, seconded by Deputy Warden Gilbert to approve the following 5 year capital budget for inclusion in the CIP:

**The Municipality of Cumberland -****2010 CIP Ranking and 5yr Capital Budget (as discussed in Public COW July 21, 2010)**

Project Name	Estimated Capital	Ranking	2010	2011	2012	2013	2014
Maccan WWTP	\$ 1,274,790	58.7	\$ 65,000	\$ 1,209,790			
Green Industrial Park (Feasibility Study)	\$ 1,450,000	54.7	\$ 450,000	\$ 1,000,000			
Green Cart	\$ 600,000	50.4	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Pugwash Peace Exchange	\$ 5,250,000	49.6					
Fire Capital General	\$ 800,000/annum	48.3	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Pugwash WD (Feasibility Study)	\$ 7,457,496	47.8		\$ 418,021			
Community Radio	\$ 30,000	47.6	\$ 30,000				
Community Markets (Market Assessment)	\$ 25,000	45.1		\$ 25,000			
Active Transportation	Undetermined	43.1		Establish Committee			
Replacement Soccer Field	Undetermined	41.1					
Walking Trails	Undetermined	41.1					
Playgrounds - Natural	Undetermined	40.9					
Municipal Building (Future Reserve)	\$ 97,200/Anm (30yrs)	40.5		\$ 97,200	\$ 97,200	\$ 97,200	\$ 97,200
East Amherst WWTP	\$ 5,927,441	40					
Joggins WD	\$ 5,702,622	38.8					
East Amherst WD	\$ 3,153,980	38.5					
River Hebert WD	\$ 8,566,818	36.8					
Maccan WD	\$ 2,832,704	33.8					
Pugwash Sidewalks	\$ 315,831	32.8					
Playgrounds - Traditional	Undetermined	30.6					
Pugwash Sewer Extension	Undetermined	2.5					*
LED Streetlights	Undetermined	2.5					*
Pugwash Park Commission	Undetermined	2.5					*
Pugwash Library	Undetermined	2.5					*
		<b>Totals</b>	<b>\$ 1,345,000</b>	<b>\$ 3,700,011</b>	<b>\$ 1,047,200</b>	<b>\$ 1,047,200</b>	<b>\$ 1,047,200</b>

\* These projects are identified as potential future projects however no questionnaire was submitted.

The Municipality of Cumberland is simultaneously conducting a strategic planning process, development of an Intergrated Community Sustainability Plan and annual review of the Capital Investment Plan. As these processes mature criterion, criteria weighting and ultimately project ranking and budget allocations may

R:\Official Records\Public Works - General\03450 Budget\31-CIP\2010 CIP\5 year Capital Estimate July 21 2010.xls

7/21/2010

**MOTION CARRIED #10-131**

- 13.6 PSAC Committee Members – Deputy Warden Gilbert advised that members of the PSAC Board would like to have more information being put out to the public so that they may be contacted by the public. It was agreed to direct staff to advertise this information.

**IT WAS MOVED** by Deputy Warden Gilbert, seconded by Councillor Reid to advertise our PSAC members contact information.

**MOTION CARRIED #10-132**14. **Old Business**

This item was deleted.

15. **New Business**

- 15.1 Amendments to the Building Code Regulations – This was provided for the information of Council.

- 15.2 Student Transportation – **IT WAS MOVED** by Councillor Redmond, seconded by Councillor MacNutt to forward correspondence to the school board requesting details as to what equipment is being made available, will it be of the same quality as the ones being used in Colchester, why routes are being changed and downsized, etc. and invite them to a September Council session to discuss this issue.

**MOTION CARRIED #10-133**

- 15.3 Department of Transportation and Infrastructure Renewal - Residents on the Lake Road between Cumberland and Colchester county line, have a petition that the lake road requires new pavement as soon as possible.

**IT WAS MOVED** by Councillor Redmond, seconded by Deputy Warden Gilbert to forward a letter of our support to the N.S. Department of Transportation and Infrastructure Renewal (including the petition) for new pavement on the Lake Road (the section between Cumberland County and the Colchester County line), cc' to Bob Smith of Wentworth.

**MOTION CARRIED #10-134**

- 15.4 September Council Meetings – The September Council meetings will be held on the 8<sup>th</sup> and 22<sup>nd</sup> of September, 2010.

16. Information Items  
This item was deleted.

17. Adjournment  
The meeting adjourned at 3:23 p.m.

18. God Save the Queen

DRAFT