

1. **CALL TO ORDER**

1.1 O' Canada

Warden Hunter called the March 16, 2016 Council session of the Municipality of the County of Cumberland to Order at 3:02 p.m.. The meeting was held at the E. D. Fullerton Municipal Building. O'Canada was sung.

1.2 Roll Call

Executive Assistant to the CAO, Shelley Hoeg, called the roll with the following Councillors being present:

Councillor Smith, Councillor Kellegrew, Warden Hunter, Councillor Welton, Councillor Baker, Councillor Rector, Councillor Gilbert, Councillor McLellan, Councillor Fletcher, Councillor Williams and Councillor Jackson.

Councillor Gillis was absent due to a prior commitment.

Warden Hunter welcomed and recognized MLA Terry Farrell.

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**

2.1 Approval of Agenda

The agenda was approved with the addition(s)/Deletion(s) of:

Addition(s):   2.4 (ii) Hospice Society  
                     4.1    Letter of Intent – Town of Parrsboro's Application for  
                                   Dissolution  
                     6.15   Crown Land in Pugwash Well-Field  
                     6.16   CAO PDP Employment Agreement  
                     7.3    Fall/Winter Report

Deletion(s):    2.5, 3,

2.2 Approval of Minutes of March 2, 2016

The minutes of the March 2, 2016 Council session were approved as circulated.

2.3 Business Arising from the March 2, 2016 Council Session

The items were reviewed and updated on completion dates.

2.4 Delegations, Presentations, Petitions, Proclamations

(i) Trans Canada Trail/Oxford Trails Association

Mr. Jerry McLellan was on hand to provide this presentation. Mr. McLellan was providing an update on the actions of the Oxford Trails Association. Mr. McLellan advised that the bridge has been placed over the River Philip but is not open for use as yet. He also advised of any funds received and monies still remaining, advising there are still invoices outstanding. The Association has also applied for funding from the Federal Government.

There will be a bridge opening ceremony on June 4, 2016, which is International Trails Day.

(ii) Cumberland Hospice Society

Gerry Helm and Rosemary Donkin were on hand to provide this presentation. Mrs. Helm advised of the history of the Hospice Society and where the Society stands to date.

Mrs. Donkin then took over the presentation and discussed the Steering Committee which has undertaken the task of the construction of a new hospice. Mrs. Donkin advised of the Committee's that have been formed to complete such an arduous task. The cost for construction is \$3,100,000. The total cost is approximately 4.2 M for the entire project. The land has been donated by the Lusby family and overlooks the Marsh.

2.5 Public Hearings

There were no public hearings for today's meeting.

3. **STRATEGIC PRIORITIES ISSUES**

This item was deleted due to their being no items for today's meeting.

4. **MAJOR ORGANIZATIONAL ISSUES**

4.1 Letter of Intent –Town of Parrsboro's application for Dissolution

**IT WAS MOVED** by Deputy Warden Gilbert, seconded by Councillor Fletcher that:

**WHEREAS** the Town of Parrsboro applied to the Nova Scotia Utility and Review Board on October 1, 2015, pursuant to Section 394(b) of the Municipal Government Act to dissolve and be annexed to, and form part of, the Municipality of the County of Cumberland;

**AND WHEREAS** the Town of Parrsboro and Municipality of the County of Cumberland have worked cooperatively with the Province of Nova Scotia since that time to ensure a successful transition in the best interests of residents of Parrsboro, Cumberland and the Province;

**AND WHEREAS** the Town of Parrsboro, Municipality of the County of Cumberland and Province of Nova Scotia wish to present to the Nova Scotia and Utility Board an uncontested application at the Hearing on the Merits scheduled to begin on March 30, 2016;

**THEREFORE BE IT RESOLVED** that the Council of the Municipality of the County of Cumberland approve the Letter of Intent between the Town of Parrsboro, Municipality of the County of Cumberland and the Province of Nova Scotia as presented.

**MOTION CARRIED #16-045**

5. **ORGANIZATIONAL POLICY/BY-LAW ISSUES**

5.1 Policies and Guidelines Recommendations

*Development Fees* – The By-Law and Policy Committee reviewed and discussed in detail the fees charged by the Municipality to process Development Agreements.

After considerable discussion the Committee agrees the fees currently charged by the Municipality for development agreements are in line with those charged by other municipalities are not unreasonable. The Committee supports no changes be made to fees at this time.

**IT WAS MOVED BY** Councillor Welton, seconded by Councillor Baker to refer the Fees Policy to the By-Law and Policy Committee to amend the Policy to accept the Fees Policy with amendment of addition of a clause to reduce the fees for registered non-profit organizations.

**MOTION CARRIED 16-046**

*Social Media Policy* – The By-Law and Policy Committee is recommending the Social Media Policy be considered today to give notice it will be considered for adoption at the April 6, 2016 Council meeting.

**IT WAS MOVED** by Councillor Fletcher, seconded by Councillor Kellegrew to give notice of the intent to consider the social media policy for adoption at the first April Council session.

**MOTION CARRIED #16-047**

*Grant Guidelines* -

**IT WAS MOVED** by Councillor Fletcher, seconded by Councillor Jackson to adopt the Annual Funding Program guidelines as presented today.

**MOTION CARRIED #16-048**

**IT WAS MOVED** by Councillor Kellegrew, seconded by Councillor Welton to adopt the Local Grant Program Guidelines as presented today.

**MOTION CARRIED #16-049**

**IT WAS MOVED** by Councillor Rector, seconded by Councillor Fletcher to adopt the Regional Grant Program Guidelines as presented today.

**MOTION CARRIED #16-050**

*Routine Access to Information Policy –*

**IT WAS MOVED by Councillor Fletcher, seconded by Councillor Kellegrew to give notice of Council's intent to consider the Routine Access to Information Policy for approval at the first Council session in April.**

**MOTION CARRIED #16-051****6. BUSINESS ISSUES****6.1 Community Development Grants**

Council was advised of the following requests:

**Eastern Attack Hockey**

This request is for support for Spring Hockey. This AAA Novice team is based out of the Moncton area and travels all over NB. Two local youth play for this team. This would be for a line sponsorship on the jerseys (\$150/each) and they are willing to print locally.

**IT WAS MOVED by Councillor Jackson, seconded by Councillor Williams to provide a Community Development Grant in the amount of \$300 to the Eastern Attack Hockey team for jersey sponsorship, with the funds being split equally between districts 11 and 12.**

**MOTION CARRIED #16-052****Cumberland County Minor Hockey Association**

CCMHA delivers hockey programs to kids ages 4-17. They want to keep fees as low as possible. Ice time fees have increased and this grant would help alleviate that cost. A breakdown by address will be available by Council date. \$40/county youth

**IT WAS MOVED by Councillor Williams, seconded by Councillor Baker to provide \$40 per youth with the distribution being:**

**3 and 2 coming from district 3 funds**

**11     \$800**

**12     \$800**

**10     \$40**

**6, 7, 9 will be covered by District 1.**

**MOTION CARRIED #16-053****River Hebert High School Prom/Safe Grad**

This year's prom will be held at Joggins Fossil Centre. Safe Grad will follow in Halifax. Anticipated cost for the two events is \$4,150.

**IT WAS MOVED BY Councillor Fletcher, seconded by Councillor Baker to approve a community development grant in the amount of \$1,000 for the River Hebert District High School Prom/Safe Grad with the funds coming from District 8 - \$500 and \$250 from District 11 and \$250 from District 12.**

**MOTION CARRIED 16-054****Harbour Authority of Wallace**

The Harbour Authority are caretakers for Small Crafts & Harbours. They are a commercial fisheries, and pleasure crafts also use the slipway. With this grant, pleasure craft would not be required to pay for use of the slipway. \$1,500

**IT WAS MOVED by Councillor Welton, seconded by Councillor Fletcher to approve a community development grant in the amount of \$1500 from District 5 funds to the Harbour Authority of Wallace.**

**MOTION CARRIED 16-055****Pugwash Farmers Market**

This funding would be to develop a school / community garden at Cyrus Eaton School. All produce not used by the school would be donated to the food bank. There will be a pollinator garden designed for the public as a place to rest and enjoy the foliage. The kids will benefit by learning where food comes from and how to care for the plants and

harvest. They have applied for funding from Ecology Action Centre (\$4,000 approved), the Village of Pugwash (\$2,500), and CCRSB (\$1,000). They will have in-kind work provided by Communities in Bloom and the Pugwash Market Vendors. The anticipated cost of the project is approximately \$7,500. \$1,000 from district 4 funds

**IT WAS MOVED by Councillor Fletcher seconded by Councillor Kellegrew to approve a community development grant in the amount of \$1,000 from district 4 funds for the Pugwash Farmers Market.**

**MOTION CARRIED #16-056**

Wallace Area Development Association

WADA would like to install colourful pole banners to beautify the community. In recognition of the recent acquisition of the local lighthouse by WADA, an image of this structure would be the primary content of the banner. Budget is for design, 25 banners and mounting hardware. Total cost is \$4,973.75 \$2,500 (approx. 50%)

**IT WAS MOVED by Councillor Welton seconded by Councillor Baker to approve a community development grant in the amount of \$1500 from district 5 funds to the Wallace Area Development Association to assist in the purchase of pole banners.**

**MOTION CARRIED #16-057**

6.2 Parrsboro Band Association

In September 2015 Council approved a grant to the Parrsboro Band Association in the amount of \$8600.00. This grant was to help with clapboard replacement and exterior painting of the building. The Association was not able to find a contractor in the fall and are requesting to have the approved funds extended past March 31, 2016. They anticipate starting work this spring.

During the winter, the Parrsboro Band Association Tower roof was damaged and emergency repairs had to be completed due to water leakage. The Association has requested that \$2058.50 of the 2015/16 grant funds be re-allocated to the emergency roof repair.

**IT WAS MOVED by Councillor Fletcher, seconded by Councillor McLellan to carry the funds allotted in 2015 for the Parrsboro Band Association into the 2016 year to carry out the anticipated work.**

**MOTION CARRIED #16-058**

**IT WAS MOVED by Councillor Fletcher, seconded by Councillor Welton to allow the use of the funds for a purpose other than originally agreed upon and that would allow them to use the funds for the emergency repairs.**

**MOTION CARRIED #16-059**

6.3 Tax Collection Report

**Tax Collection Report for Cumberland County Accounts**

The tax collection analysis shows a total outstanding balance for property taxes of \$4,103,680 as of February 29, 2016 compared to the property tax balance of \$5,007,325 that was outstanding February 29, 2015. Property tax collections for the month of February 2016 were \$120,072.

A total of 2812 statements were issued the beginning of February 2016.

Returned mail is being actively worked on to ensure we have the correct mailing address at both the Upper Nappan Service Center and the Springhill Service Center.

6.4 Remittal(s)

Account #: 00511625  
District: 11  
Assessed to: Jeffrey & Trudy Harrison (Sociables)

Council was advised the owners contacted the Municipality advising they had not received their tax billing and advised their account reflected an incorrect mailing address. Their address has now been updated and full payment of the principle amount has been

made on the account. Staff recommend that Council provide a remittal in the amount of \$148.56 for the interest that has accumulated on the account.

**IT WAS MOVED by Councillor Jackson, seconded by Councillor Rector to provide a remittal in the amount of \$148.56 for the interest that has accumulated on account 00511625.**

**MOTION CARRIED #16-060**

Account #: 09208550  
 District: 07  
 Assessed to: Charlotte and John Richard

Mr. and Mrs. Richard have not received their tax bill since 2013. The property tax bill was put in the name of and mailed to a David MacDonald, in error. The account name was changed back to Mr. and Mrs. Richard after the tax bill was issued. When Mr. Richard received his statement of the account in October, he contacted our office. He paid the principal amounts owed for 2013, 2014 and 2015 in the amount of \$5,720.15 and has requested that interest be adjusted as he had not been receiving his tax billing.

Staff recommends that Council provide a remittal in the amount of \$1,439.40 for interest that has accumulated on the account.

**IT WAS MOVED by Councillor Welton, seconded by Councillor Kellegrew to provide a remittal in the amount of \$1,439.40 for interest that has accumulated on account #09208550.**

**MOTION CARRIED #16-061**

6.5 Revenue and Expenditure Report for December 31, 2015

This report was provided by the Director of Finance.

6.6 Funding Request from Rotary Refugee Project

The Rotary Refugee Project has applied for \$2000 through the Municipality's application process for Constituent Groups bringing refugee families to Cumberland County. This group has successfully brought one family to Cumberland County, the group has met the funding requirements to bring a second family to Cumberland County, and they are currently fundraising to bring a third family to Cumberland County. They are requesting support from the Municipality for the fundraising efforts for the third family.

The Rotary Refugee Project has requested \$2000 and staff recommends Council approve a grant of \$1500 for this project.

**IT WAS MOVED by Councillor Baker, seconded by Councillor Smith to approve a grant in the amount of \$1500 to the Rotary Refugee Project.**

**MOTION CARRIED #16-062**

6.7 Dangerous/Unightly Update

The following is a brief update of the new unsightly properties list, so far this year. This list will be extended as time and weather permits.

There are 17 properties on this list. Sixteen (16) unsightly letters with copies of Part XV of the MGA, Dangerous or Unightly Premises were mailed on March 8, 2016; number 14 will be going directly to a Hearing for Demolition therefore it was not included.

Properties from last year's list will be reviewed and dealt with on an individual basis as the season permits. There are at least 15 files from last year's 56 properties to revisit, for assurance that compliance has been met.

Please note: Not all properties are demolitions; some are being dealt with for unsightly reasons.

1. 3019 Gulf Shore Road, Lower Gulf Shore
2. 1067 Gulf Shore Road, Gulf Shore
3. 28 Junction Road, Springhill
4. 87 Queen Street, Springhill
5. 47 Beach Road, Port Howe

6. 50 Kimberly Road, River Hebert
7. 2470 Athol Road, Springhill
8. 223 McGee Street, Springhill
9. 505 North Shore Road, North Shore
10. 2427 Beecham Road, Tidnish Cross Roads
11. 452 Nappan Road, Nappan
12. 128 Herrett Road, Springhill
13. 37 Chapel Street, Springhill
14. 30 Main Street, Springhill
15. 197 Main Street, Springhill
16. Across from 1953 Malagash Road, Malagash
17. 16746 Highway 2, Little Forks

There was discussion on if extra assistance for the By-Law Enforcement Officer could be required. This will be monitored.

6.8 Registration Costs for Youth Sports

Vicki Weaver, Recreation and Physical Activities Coordinator, advised that on March 19<sup>th</sup>, she had four separate meetings with local sports program representatives. Kevin Patterson, the Fundy Region’s Sport Coordinator for Sport NS, joined her.

The meetings were held with:

- Cumberland Wolfpack Minor Football
- Fundy Youth Soccer Club
- Cumberland County Minor Hockey Association
- Minor Basketball

Sport	Fee	Season	Barriers / Notes	Registrations
Football	\$250	Aug-Nov	-pay association fees for PEI, NB, NS -transportation costs -equipment upkeep (equipment is covered in registration)	-85 tykes -215 timbit/atom -255 bantam -295 varsity
Soccer	\$80 (U6) \$95 (U8-14) \$175 (comp)	June-Aug (2x week)	-Had 15 trained coaches -needed 35 coaches -lots of uptake on kidsport/jumpstart	-Registrations went from 700 to 450-500 -Lots joining more local soccer instead
Hockey	\$350 (lowest in NS)	Sept-March (2x week)	-Need more coaching development programs (like the Learn 2 Lead series we offered) -Need more coaches	-5 timbit teams -12 novice teams -11 atom teams -8 pee wee teams -16 bantam teams
Basketball	\$60 (also includes jersey, ball, admin costs, certificate)	Fall & Spring (new)	-they make a donation to the school at the end of the year (milk program) -no fee for school rental -no referees -youth leaders -give scholarship with remaining funds	-50-70 kids register in fall

While she did not have face to face meetings with these following groups, she did make some inquiries on registration costs for several other sports in the area, as well:

Curling (Northumberland Community Curling Club - Pugwash)	Little Rocks \$25/season (25 kids) Juniors (high school) \$35/season (12 kids)	Nov-March (1/week) Nov-March (2/week)
Swimming (Spartans Swim Club)	from \$750/year (2x/ week) to \$2,450/year (7x/ week) additional fees (mini meets, etc)	September - June
Little League Baseball (Amherst)	No cost (ages 5-12)	Summer
Gymnastics (Amherst Aerials)	Recreational \$85 + \$20 fundraiser	10 weeks

	Pre-competitive \$70/month Competitive \$120/month	September – June September – June
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Some of these sports are costly to participate in, but they provide a lot of value for their dollar. For example, the cost of hockey registration is the lowest in the province at \$350, but it provides eight months of activity, with one game and one practice every week. That’s just over \$40/month.

The costs associated with competitive sports, on the other hand, can be very high and usually requires some commitment from the participants and their families to raise some funds to help offset the costs.

It would be helpful to have some more precise direction on where Council would like to go with this information. Some options would include:

- Granting a lump sum to the organization to cover a certain percentage of the costs;
- Continue with offsetting costs by providing a set dollar amount per county player;
- Reassess the set dollar amounts per county player for each sport;
- Look at the costs associated with ice time rentals;
- Following up with more local sports groups; and/or
- Another option as decided by Council.

Mrs. Weaver recommends Council either look at a lump sum based on a percentage of the club’s expenses, or to reassess the amounts allocated per county player in each sport and find a dollar value that is beneficial to all parties. Mrs. Weaver will follow up with the groups mentioned above and bring back information to Council.

6.9 Municipally Owned Properties

Council was advised that staff have begun the process of identifying all municipally owned properties. To date, we have identified a total of 187 properties that are owned by the Municipality (see attached list). The purpose of this identification is to begin the process of divestiture of property that has no municipal use.

Of the 187 properties, over 40 are currently in use, primarily infrastructure related. Sewage treatment facilities (including lift stations), transfer stations and, of course, offices and garages. The vast majority of properties, in excess of 130, serve no municipal use and have been, primarily, vested to us through the tax sale process.

Our “Divestiture of Surplus Properties” Policy is fairly clear on the process to dispose of these properties.

The first step is to determine Municipal use with the divestiture committee (future infrastructure, recreation etc.). We do not, currently, have a formal “committee”. It has been past practice for Council, as a whole, with staff recommendations, to determine divestiture.

Step two, through the District Councillor, is to contact not-for profit groups to determine interest in a given property.

The third step is to offer the property for sale at fair market value. The sale price of a given property, considering the nature of most of the lots in question, will require the input of outside sources. It is Mr. Cottingham’s opinion that the sale price will be less important than the ability to generate tax revenue in the future.

It has also been brought to Mr. Cottingham’s attention that upwards of 90% of these properties have not been migrated.

Discussion with our law firm will be held regarding the possibility of a “bulk rate” to migrate these properties. A dollar amount will be presented to Council as part of the budget process.

Over the next few weeks, it is Mr. Cottingham’s intention to meet with applicable staff (fire, recreation and public works) to determine potential future municipal use, if any, of these properties. It should be noted that there are a number of properties that we cannot divest (former dumpsites, the “Parade Grounds”). Once these meeting are complete, a district by district list (including a small map of the properties) will be given to each

Councillor to determine if there is any interest by local community groups. Remaining properties will be offered for sale at fair market value.

**Recommendations and Timelines**

1. Obtain quote for migration fees: **March 16, 2016**
2. With applicable staff, determine Municipal use: **March 31, 2016**
3. Present Councillors with District Lists: **April 6, 2016**
4. Prepare and issue RFP for Real Estate Services: **April 15, 2016**
5. List properties for sale: **May 2, 2016**

The Municipal Clerk will send the information on ViewPoint to Council.

6.10 CAO Report

Provided as information for Council.

6.11 High Speed Internet Service – Advocate

**IT WAS MOVED by Councillor Fletcher, seconded by Councillor Welton to forward correspondence to Bell Aliant requesting further connections in Advocate for High Speed Internet.**

**MOTION CARRIED #16-063**

6.12 Solid Waste Tender

In the current County contract we do not collect leaf and yard waste or Christmas trees. In the former town of Springhill that was offered. These items were included as optional items in the recent Tender.

**IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Welton to offer yard and leaf waste collection and Christmas Tree Collection to the residents of the former Town of Springhill, once a year.**

**MOTION CARRIED #16-064**

6.13 Audit Committee Minutes

Provided for Council's Information.

6.14 Outdoor Rink Lighting and Shelter – Plans and Cost Estimates

This information was provided to council and has been forwarded to the Finance Department for inclusion in budget discussions.

6.15 Crown Land in Pugwash Wellfield

**IT WAS MOVED by Councillor Kellegrew, seconded by Deputy Warden Gilbert to forward correspondence to DNR requesting a parcel of land that lies within the Pugwash Wellfield area to be designated as a protected area.**

**MOTIONC ARRIED #16-065**

6.16 CAO PDP

**IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Jackson to approve the report of the CAO PDP as presented today.**

**MOTION CARRIED #16-066**

7. **INFORMATION ITEMS**

7.1 Parrsboro Shore Projects Report

Provided as information.

7.2 Volunteer Recognition Event

Provided as information.

7.3 Fall/Winter Community Center Report

Provided as information.

8. **ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 4:56 p.m. and The Queen was sung.



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Warden Keith Hunter

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Municipal Clerk Brenda Moore