

1. **CALL TO ORDER**

1.1 O' Canada

Warden Hunter called the April 6, 2016 Council session of the Municipality of the County of Cumberland to Order at 2:25 p.m. The meeting was held at the E. D. Fullerton Municipal Building. O'Canada was sung.

1.2 Roll Call

Municipal Clerk, Brenda Moore, called the roll with the following Councillors being present: Councillor Smith, Councillor Kellegrew, Warden Hunter, Councillor Gillis, Councillor Welton, Councillor Baker, Councillor Rector, Deputy Warden Gilbert, Councillor Fletcher, and Councillor Williams.

Councillors Absent: Councillor McLellan, and Councillor Jackson

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**

2.1 Approval of Agenda

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

Addition(s):	6.7	Pugwash Water Wellfield Property Easements
	6.8	Organizational Chart
	6.9	2016 Election
	7.3	Parrsboro Dissolution Application UARB Public hearings

Deletion(s): 2.5 Public Hearings; 3. Strategic Priorities Issues

2.2 Approval of Minutes of March 16, 2016

The minutes of the March 16, 2016 Council session were approved as circulated.

2.3 Business Arising from the March 16, 2016 Council Session

The action list was up to date and no questions ensued.

2.4 Delegations, Presentations, Petitions, Proclamations

Parrsboro Shore Strategic Tourism Expansion

Mr. David Beattie made a presentation to Council regarding the work the STEP group has done, and plans to do in the future. A brief opportunity for questions and answers followed. Councillors are welcome to attend the upcoming May 7, 2016 event. Councillor Smith suggested a member of STEP would be very welcome addition to the Border Entrance Committee meetings. Warden Hunter thanked Mr. Beattie for the presentation.

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 Municipal Profile

The 2014/2015 Municipal Profile document was included in the meeting package. The information should be used in conjunction with the Financial Condition Index as an interpretation aid.

4.2 Financial Condition Index

The 2014/2015 FCI's are included in your package. The document on how the calculations are done was distributed at a previous meeting.

Warden Hunter asked if Council could have a comparison report including the other Nova Scotia municipalities. Andrew MacDonald indicated once the figures are all posted on the Municipal Affairs website they will be able to provide numerous comparisons.

Would like to think the excellent report is a result of Councils decisions but council relies on rec from staff

4.3 MGA Review

The MGA Review Steering Committee has recommended 16 "Housekeeping Amendments" to the MGA. These have been distributed to Councillors.

4.4 Organization Chart

A draft organization chart was presented to Council on March 9, 2016. Staff have made a minor revision to the reporting relationship for the front counter/finance department positions; they now report to the Revenue Officer instead of the Accountant.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Gillis to approve the organizational Chart as presented.

MOTION CARRIED #16-067

5. **ORGANIZATIONAL POLICY/BY-LAW ISSUES**5.1 Social Media Policy

At the March 16, 2016 Council meeting, Council gave notice of intent to consider the Social Media Policy at today's Council meeting.

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Smith to approve the Social Media Policy as presented.

Municipality of the County of Cumberland Policy 16-XX - Social Media Policy

Title

1. This policy is entitled "Social Media Policy".

Purpose

2. The purpose of this Policy is to maintain the integrity of the Municipality of the County of Cumberland's presence in social media and to ensure social media is used appropriately and within its guidelines and policies.
3. The Municipality may use social media tools in order to reach a broader audience and improve communication with the public. While the Municipality's website (cumberlandcounty.ns.ca) is the Municipality's primary Internet presence, the Municipality recognizes that, when used appropriately, social media can be useful in furthering the goals of the Municipality and the missions of its departments and can serve to build a more robust relationship with the public.
4. This Policy will create guidelines for the creation of a new communication tool that will allow the Municipality to improve citizen engagement and relations with its residents.

Definitions

5. In this Policy, unless the context otherwise requires:
 - (1) "Municipality" means the Municipality of the County of Cumberland;
 - (2) "employee" means full-time, part-time, casual, temporary, and summer students;
 - (3) "social media" means the online technologies and practices that are used to share stories, information, opinions, host conversations, and build relationships. It can involve a variety of formats, including texts, pictures, video, audio, and real-time dialogues. It includes but is not exclusive to social networks, discussion forums, blogs, wikis, and podcasts. Examples of current social media channels include Facebook, Twitter, and YouTube;
 - (4) "moderated" means regular technical and monitoring measures that prevent or ensure the timely removal of any defamatory or objectionable submissions, including information that jeopardizes the privacy of others;
 - (5) "official use" means use for municipal purposes such as communication, service delivery, collaboration, and other purposes within the scope of the Municipality's/department's mandate as a designated spokesperson;
 - (6) "personal use" means use by an employee for purposes unrelated to official use.
 - (7) "designated spokesperson" means an employee appointed by the Chief Administrative Officer with authority to use social media on behalf of the Municipality/department. The designated spokesperson has a responsibility to ensure the appropriateness of content and policy compliance. Only a designated spokesperson has permission to create, publish, or comment on behalf of the Municipality/department.

Overview

6. This Policy applies to all employees when working with social media tools for official use.
7. This Policy does not apply to social media sites of the Municipality's elected officials used solely for campaign and personal use.

Municipal Values and Objectives

8. This Policy supports the Municipality's mission, "*Strong, vibrant communities through support and leadership*" by providing additional tools that will serve to empower citizens. This Policy also supports the Citizen Engagement and Public Relations Strategic Plan by:

Getting information OUT

Creating an informed citizenry, staff, and Council.

Taking information IN

Ensuring the Municipality receives input from a broad section of the public on a regular and issue specific basis by providing and encouraging the use of a variety of communication tools.

USING this information

Collaborating with and empowering citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input.

Policy Objectives

9. The objectives of this Policy are to:
 - (1) Support social media use in communicating overall municipal themes and policies, providing citizens with better access to municipal programs and services, and more choice about how, when, and where to access those services;
 - (2) enable the Municipality to be more active in its relationships with citizens, partners, and stakeholders;
 - (3) encourage the appropriate, creative, and effective official use of social media by employees for municipal purposes;
 - (4) provide a framework for the application of the policies and guidelines that oversee social media use; and
 - (5) ensure the use of social media by employees for official use complies with all applicable laws, and all municipal policies and procedures, including those related to the protection of privacy, capture and retention of records, security, respectful workplaces, employee code of conduct, conflict of interest, and Internet/email use.

Policy Directives

10. All employees using social media for official use shall follow this Policy.
11. Personal social media accounts shall not be used to conduct official municipal business.
12. The decision to create or initiate new municipal social media accounts must be approved by the Chief Administrative Officer. Approval shall be based on appropriate level of risk, particularly with respect to privacy and network security.
13. Privacy breaches that may occur are the responsibility of the departments in which they originate and must be reported in accordance with legislation and policy.
14. Blogs, discussion forums, or other social media initiated and/or created by, and within the control of, the Municipality must be moderated by a designated spokesperson.
15. Municipal-hosted social media services must include a Terms of Use Guidelines for users.
16. Employees using social media for official use shall be governed by all applicable laws, and all municipal policies and procedures.
17. As per the Personnel Policy, disciplinary action up to and including dismissal could result from a failure to follow these requirements.

MOTION CARRIED #16-0685.2 Routine Access to Information Policy

At the March 16, 2016 Council meeting, Council gave notice of intent to consider the Routine Access to Information Policy at today's Council meeting.

IT WAS MOVED by Councillor Baker, seconded by Councillor Williams to approve the Routine Access to Information Policy as presented.

**Municipality of Cumberland Policy 16-XX –
Routine Access to Information Policy**

Title

1. This policy is entitled "Routine Access to Information Policy".

Statement

1. The Municipality of the County of Cumberland is committed to the principle of access to information within the limitations outlined in Part XX: Freedom of Information and Protection of Privacy (FOIPOP) of the Municipal Government Act (MGA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
2. In this Policy, unless the context otherwise requires:
 - a. "Municipality" means the Municipality of the County of Cumberland;
 - b. "active dissemination" means the periodic and proactive release of information or records in the absence of a request using the Internet, libraries or other mechanisms;
 - c. "FOIPOP Access" means the release of a record in response to a request under Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act (MGA);
 - d. "record" as defined in Part XX of the Municipal Government Act, includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
 - e. "responsible officer" is an employee of the Municipality appointed by the CAO to administer Part XX, Freedom of Information and Protection of Privacy, of the Municipal Government Act;
 - f. "routine access" means the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for an applicant to make a request for records under Part XX of the MGA; and
 - g. "routine access record" means a document, created by the Municipality and is identified on Appendix A, of this policy, which will identify records that are available by Routine Access or Active Dissemination.

Objective

3. This policy will provide guidelines for staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.
4. A request for access to routine information may be made in writing to the department in charge and control of the record or information requested, or directly to the Responsible Officer. If the information requested is not routinely available, the applicant will be informed of the Access to Information Application process and provided with an Access to Information Request Form.
5. Staff processing a request for access to a record identified in Appendix A will respond to the request within 3 working days of receiving the request. If for some reason staff is unable to provide the information within the 3 working days, they will contact the applicant and inform them of the delay and provide an explanation. The limit for this extension should be no more than a total of 14 days from the date of receiving the application.

Policy Statement

6. The Municipality will refuse access to records or reference material in the following situations:
 - Records or reference material are within the scope of FOIPOP or PIPEDA and contain information exempted under FOIPOP or PIPEDA.
 - Records are unprocessed or partially processed to the extent that there is uncertainty to the contents and condition of the records.

- Records or reference material are fragile to the extent that further damage might result from providing access.

Roles and Responsibilities

7. Management will ensure that staff are aware of their responsibilities under this Policy and any relevant legislation. All requests for information other than that described in Appendix A will be referred to the Responsible Officer.

Application

8. Applications for routine release of information
 - a) may be made in person to the staff person having custody of the record, or
 - b) may be made in writing.
9. Any applications for records exceeding one copy of a single record must be made in writing to the Clerk of the Municipality and such applicants will be expected to pay for the staff time and costs required to process the application.
10. Applicants will be responsible to pay for staff time and other costs required to process the request in excess of \$20.00. The schedule of fees to be charged is set out in the Municipality's Fees Policy.
11. Staff having custody of the requested record which is not clearly listed in Appendix A shall not release the requested record except as directed by the Responsible Officer.
12. Staff having custody of the requested record may copy and release to the public within 24 hours any record listed in Appendix A to a maximum total of one copy of one record. The standard Municipal fees for copying will apply.

MOTION CARRIED #16-069

6. BUSINESS ISSUES

- 6.1 UNSM Appointments to Municipal Finance Corporation
Councillors are reminded that applications for the Municipal Finance Corp. Board of Directors must be received by Friday, April 15, 2016 and you must include a resume and letter of experience.
- 6.2 RRFB
The RRFB is seeking applications from elected officials to serve on that organization's Board of Directors.
- 6.3 Remittal(s)

IT WAS MOVED BY Deputy Warden Gilbert, seconded by Councillor Rector to approve a remittal for AAN 07512597 in the amount of \$171.04 and AAN 03457753 in the amount of \$43.97

MOTION CARRIED #16-070

IT WAS MOVED BY Councillor Fletcher, seconded by Councillor Kellegrew to approve a remittal for AAN 623763 in the amount of \$1,995.28

MOTION CARRIED #16-071

IT WAS MOVED BY Deputy Warden Gilbert, seconded by Councillor Fletcher to approve a remittal in the amount of \$417.83 for interest that has accumulated on AAN's 620095, 618343, 618348 and 618345.

MOTION CARRIED #16-072

6.4 Community Development Grants

Cumberland County Hurricanes Midget BNS Basketball

IT WAS MOVED by Councillor Gillis, seconded by Councillor Welton to approve a community development grant in the amount of \$40/player up to a maximum of \$1,160.

MOTION CARRIED #16-073

Wallace Volunteer Fire Department

IT WAS MOVED by Councillor Welton, seconded by Councillor Baker to approve a community development grant in the amount of \$1,200.

MOTION CARRIED #16-074

Northport Community Organization

IT WAS MOVED by Councillor Smith, seconded by Councillor Kellegrew to approve a community development grant in the amount of \$3,000.

MOTION CARRIED #16-075

Ca-R-Ma (Cat Rescue Maritimes)

IT WAS MOVED by Councillor Baker, seconded by Councillor Fletcher to approve a community development grant in the amount of \$500.00

MOTION CARRIED #16-076

Cumberland Health

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Rector to approve a community development grant to maximum amount of \$100.00.

MOTION CARRIED #16-077

6.5 Budget Meetings

Council agreed to the following meeting schedule:

April 20, 2016	Council Meeting - 1:00 p.m.
April 27, 2016	Council Meeting - 10:00 a.m.
May 11, 2016	Council Meeting - 10:00 a.m.
May 18, 2016	Council Meeting - 10:00 a.m.

6.6 May Council Meetings

The UNSM Spring Workshop is scheduled for May 4, 5, and 6, 2016 which conflicts with the 1st regularly scheduled meeting of Council. Council has the decided to schedule May meetings on

IT WAS MOVED by Councillor Gillis seconded by Councillor Kellegrew to hold regular Public Council Meetings on May 11, 2016 and May 25, 2016 at 10:00 am

MOTION CARRIED #16-078

6.7 Pugwash Wellfield Property Easements

Director Justin Waugh-Cress made recommendation to expropriate Parcel N on Rayworth and Roberts survey plan "Pugwash Water Supply"

IT WAS MOVED by Councillor Gillis, seconded by Councillor Welton to begin proceedings to expropriate land identified as Parcel N on Rayworth and Roberts survey plan "Pugwash Water Supply"

MOTION CARRIED #16-079

6.8 2016 Election

Shelley Hoeg Executive Assistant to the CAO circulated a draft e-voting cost report for the 2016 election. Shelley explained the rationale for the costs. Shelley also addressed the issue of the voters' list accuracy. It is Staff recommendation to not enumerate but to use provincial list and send out voter registration cards.

A show of hands was called for those in favor of moving forward with e voting. It was a 5 -5 tie.

IT WAS MOVED by Councillor Welton, seconded by Councillor Williams to proceed with e voting.

MOTION DEFEATED #16-080

7. **INFORMATION ITEMS**

7.1 Parrsboro Shore Projects Report
Provided as an information item.

7.2 Volunteer Recognition Event
Provided as an information item.

7.3 UARB Parrsboro Dissolution Application Public Hearings
CAO Bugley and Deputy Warden Gilbert gave a brief update of the UARB Parrsboro Dissolution Application Public Hearings held last week in Parrsboro.

8. **ADJOURNMENT**

8.1 The Queen
The meeting was adjourned at 3:57 p.m. and The Queen was sung.

Warden Keith Hunter

Municipal Clerk Brenda Moore