

1. **CALL TO ORDER**1.1 O' Canada

Warden Hunter called the May 25, 2016 Council session of the Municipality of the County of Cumberland to Order at 3:05 p.m. The meeting was held at the E. D. Fullerton Municipal Building. O'Canada was sung.

1.2 Roll Call

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

Absent with regrets: Councillor Jackson.

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**2.1 Approval of Agenda

The agenda was approved with the following addition(s)/deletion(s):

Addition(s): 6.9 Building Official Training
 6.10 Tender – Accessible Natural Playground
 6.11 Audit Committee Report

Deletion(s): 2.4 Presentations

2.2 Approval of Minutes of May 11, 2016

The minutes of the May 11, 2016 Council session were approved as presented.

2.3 Business Arising from the May 11, 2016 Council Session

The items were reviewed and updated on completion dates.

2.4 Delegations, Presentations, Petitions, Proclamations

There were no presentations.

2.5 Public Hearingsi. Dangerous and Unsightly, 197 Main Street, Springhill

Warden Hunter called to Order the Public Hearing at 3:11 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions.

Hearing none, Warden Hunter then closed the public hearing at 3:12 p.m.

IT WAS MOVED by Councillor Fletcher seconded by Councillor Williams to order demolition of the house as well as the removal of all debris from the property 197 Main Street, Springhill, to an approved facility by June 1, 2016.

MOTION CARRIED #16-125

ii. Dangerous and Unsightly, 223 McGee Street, Springhill

Warden Hunter called to Order the Public Hearing at 3:12 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions.

Hearing none, Warden Hunter then closed the public hearing at 3:13 p.m.

IT WAS MOVED by Councillor Baker seconded by Councillor Kellegrew to order demolition of the house as well as the removal of all debris from the property 223 McGee Street, Springhill, to an approved facility by June 1, 2016.

MOTION CARRIED #16-126

iii. Dangerous and Unsightly, 135 Pearl Street, River Hebert

Warden Hunter called to Order the Public Hearing at 3:14 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions.

Hearing none, Warden Hunter then closed the public hearing at 3:15 p.m.

IT WAS MOVED by Councillor Williams seconded by Councillor Smith to order demolition of the house and shed as well as the removal of all debris from the property 135 Pearl Street, River Hebert, to an approved facility by June 1, 2016.

MOTION CARRIED #16-127

iv. Dangerous and Unsightly, 50 Kimberly Rd. River Hebert

Warden Hunter called to Order the Public Hearing at 3:15 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions.

Hearing none, Warden Hunter then closed the public hearing at 3:16 p.m.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Gillis to order demolition of the house and shed as well as the removal of all debris from the property 50 Kimberly Rd. River Hebert, to an approved facility by June 1, 2016.

MOTION CARRIED #16-128

v. Dangerous and Unsightly, 37 Chapel Street, Springhill

Warden Hunter called to Order the Public Hearing at 3:16 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions. Councilor Williams asked about the presence of animals and Mr. Moore explained the procedure prior to a demolition actually commencing.

Warden Hunter then closed the public hearing at 3:17 p.m.

IT WAS MOVED by Councillor Baker, seconded by Councillor Fletcher to order demolition of the house and shed as well as the removal of all debris from the property at 37 Chapel Street, Springhill to an approved facility by June 1, 2016.

MOTION CARRIED #16-129

vi Dangerous and Unsightly, 171 Main Street, Joggins

Warden Hunter called to Order the Public Hearing at 3:18 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions.

Warden Hunter then closed the public hearing at 3:19 p.m.

IT WAS MOVED by Councillor McLellan seconded by Councillor Williams to order demolition of the house, as well as the removal of all debris from the property 171 Main Street, Joggins, to an approved facility by June 1, 2016.

MOTION CARRIED #16-130

vi Dangerous and Unsightly, 3019 Gulf Shore Road

Warden Hunter called to Order the Public Hearing at 3:19 p.m.

Mr. Ron Moore, Dangerous and Unsightly Administrator, provided written and photographic evidence to Council regarding the condition of the property.

Warden Hunter then asked if the property owner was in the gallery and if they would like to speak to this issue. There were none. Warden Hunter asked if any Councillors had any questions. .

Warden Hunter then closed the public hearing at 3:20 p.m.

IT WAS MOVED by Councillor Welton seconded by Councillor Gillis to order demolition of the house and shed as well as the removal of all debris from the property 3019 Gulf Shore Road, to an approved facility by June 1, 2016.

MOTION CARRIED #16-131

3. **STRATEGIC PRIORITIES ISSUES**

There are no strategic priority issues for today’s meeting.

4. **MAJOR ORGANIZATIONAL ISSUES**

4.1 Award of the Pugwash Water Access Road Tender

IT WAS MOVED by Councillor Gillis, seconded by Councillor Rector to award the Tender T-MCC-1604 Pugwash Water Treatment Plant Access Road to Ray McCormick and Sons Ltd. for the amount of \$160,137.50

MOTION CARRIED #16-132

4.2 Municipal Building Window and Roof Replacement Proposal RFP-SH15-01

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Rector to award the Proposal RFP-SH15-01 Municipal Building Window and Roof Replacement to Amec Foster Wheeler for the amount of \$20,010.

MOTION CARRIED #16-133

4.3 Water Treatment Plant Backup Generator Proposal RFP-SH15-02

IT WAS MOVED by Councillor Welton, seconded by Councillor Baker to award the Proposal RFP-SH15-02 Water Treatment Plant Backup Generator in the amount of \$11,270 to WSP Ltd.

MOTION CARRIED #16-134

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

5.1 Councillors’ Attendance at UNSM & FCM Conferences Policy

The Policy and By-Law Committee recommends this policy be considered for adoption.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Gillis to adopt that the Councillors’ Attendance at UNSM and FCM Conferences Policy.

Municipality of Cumberland Policy 16-XX

Councillors’ Attendance at UNSM & FCM Conferences Policy

Purpose

To specify members of Council who will be attending the UNSM and FCM annual conferences and who will be voting delegates.

Policy

- (a) All Councillors will be eligible to attend the UNSM annual conference. The Warden will automatically be a voting delegate and Council shall appoint such other voting delegates as are required from time to time by the UNSM. In appointing such other delegates, consideration shall be given to who was appointed as voting delegates in previous years in order to give all an opportunity to act in this capacity. Registration of Councillors attending the UNSM Conference will be paid by the Municipality.
- (b) All Councillors and the CAO or his/her delegate will be eligible to attend the FCM annual conference.
- (c) Upon his/her return, from attending conferences Councillors are required to present a brief verbal report on the conference at a Council meeting.
- (d) In addition to the above, a Councillor upon request may receive approval from Council to attend a maximum of two conferences (seminars) per year. Additional conferences (seminars) may be approved for a Councillor if no other Councillor desires to attend that conference (seminar). In approving any Councillor to attend a conference (seminar), reference shall be made to the budget.
- (e) This policy replaces any previous Councillors' Attendance at UNSM & FCM Conferences Policies.

MOTION CARRIED 16-135

5.3 Dr. Carson and Marion Murray Community Centre Pets Policy

IT WAS MOVED BY Councillor Fletcher, seconded by Councillor Kellegrew to approve the Dr. Carson and Marion Murray Community Centre Pets Policy.

**Municipality of Cumberland Policy 16- XX
Dr. Carson and Marion Murray Community Centre Pets Policy**

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1. This Policy is entitled the "Community Centre Pets Policy".
 2. The purpose of this Policy is to protect the health and safety of the public and employees of the Municipality at the Dr. Carson and Marion Murray Community Centre located in Springhill (the "Community Centre), by restricting the bringing of pets to the Community Centre.
 3. Certified Service Animals are permitted in the Community Centre provided they are securely leashed and muzzled and are under proper care and control, and provided the person exercising control of the animal produces, upon request of any employee of the Municipality, proof of the animal's Certification as a Service Animal to the satisfaction of the requesting employee.
 4. When the Municipality hosts an event at the Community Centre that includes by its nature the presence of animals (for example dog or cat shows, dog obedience or agility competitions or reptile exhibitions) the owner(s) or handler(s) of the animals that are participating in, or are the subject of, the event are permitted to bring the animals into the Community Centre, provided due care and control is exercised at all times. This permission does not extend to spectators of the event that are not event participants.
 5. Other than as permitted by sections 3 and 4 above, no pets are permitted in the Community Centre.
 6. Any person who brings or attempts to bring, any pet into the Community Centre in contravention of this Policy must remove the pet from the Centre immediately.
 7. Any person who refuses to immediately remove a pet from the Community Centre when requested to do so by any employee of the Municipality, or who attempts to bring a pet into the Centre after having been informed of this Policy, may be ordered to leave the premises immediately and barred from re-entering the premises for a period of time pursuant to the Nova Scotia Protection of Property Act.
 8. All previous Policies of the former Town of Springhill regarding pets at the Dr. Carson and Marion Murray Community Centre are hereby repealed.

9. This Policy comes into force upon adoption.

MOTION CARRIED 16-136

5.4 Tax Reduction and Exemption Policy

IT WAS MOVED BY Councillor Fletcher seconded by Councillor Kellegrew to adopt the Tax Reduction and Exemption Policy.

**Municipality of Cumberland Policy 16-xx
Tax Reduction and Exemption Policy**

1. This Policy is entitled the "Tax Reduction and Exemption Policy".
2. This Policy shall apply to the properties listed in Schedules "A" and "B" commencing April 1, 2015.
3. Pursuant to section 71(1) of the *Municipal Government Act*, the properties listed in Schedule "A" to this Policy shall be, subject to sections 4 and 7 of this Policy, exempt from real property taxation.
4. The tax exemption provided in section 3 shall apply to general tax only, shall not apply to any fire, sewer, street light, village or area rates or charges and shall only apply to the portion of the property specified in Schedule "A".
5. Pursuant to section 71(2) of the *Municipal Government Act*, the real property tax payable with respect to the properties listed in Schedule "B" to this Policy shall be, subject to sections 6 and 7 of this Policy, reduced to the tax that would otherwise be payable if the property were residential property, inclusive of area rates.
6. The tax reduction provided in Section 5 shall apply only to that portion of the property specified in Schedule "B".
7. When a property listed in Schedule "A" or "B" ceases to be owned or occupied by the owner indicated in the schedule, or if the property ceases to be occupied for the purpose, which pursuant to section 71(1) and 71(2) of the *Municipal Government Act* enabled the Municipality of Cumberland to include the property in this Policy, the tax exemption or reduction shall cease and the owner(s) of the property shall immediately be liable for the normal real property tax on such property for the portion of the taxation year then unexpired.
8. All previous Tax Reduction and Exemption Policies for the Municipality are hereby repealed.
9. This Policy comes into force upon adoption.

MOTION CARRIED 16-137

5.4 Reimbursement Policy for Members of Council

Councillor Fletcher has suggested the following addition to the Reimbursement Policy for Members of Council.

Under per diem meal allowance paragraph 7, I would like to see an addition to cover meals (cost only) within the county when it is more cost effective to eat away than return home and then go again.

For example if I am in Amherst at a 2pm meeting and have a later meeting in Springhill it would cost the county \$30.00 dollars in mileage for me to drive home and \$75.00 dollars to drive to Springhill and back, but if I go to MacDonald's and spend \$15.00 on supper the mileage would be approx. \$60.00 for a total of \$75.00 versus \$105.00 a savings of \$30.00.

IT WAS MOVED by Councillor Rector and seconded by Councillor Kellegrew to approve the Reimbursement Policy for Members of Council

Municipality of Cumberland Policy 16-xx

Reimbursement Policy for Members of Council

Title

1. This Policy is entitled the “Reimbursement Policy for Members of Council”.

Reimbursement of Expenses

2. Council members shall be reimbursed for the reasonable expenses incurred for attending:
 - (1) Union of Nova Scotia Municipalities annual fall conference and spring workshop;
 - (2) Federation of Canadian Municipalities annual conference;
 - (3) meetings or conferences at which the Council member’s attendance is authorized or requested by Council;
 - (4) attendance at any Council or Committee of Council meeting;
 - (5) attendance at a meeting of any Board, Commission or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - (6) in the case of the Warden or Deputy-Warden, attendance at functions, meetings or conferences involving less than \$100 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend;
 - (7) in the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this Policy, involving less than \$100 in reimbursable expenses provided that such attendance is either:
 - (a) at the request of the Warden or Deputy Warden to attend on their behalf;
 - (b) at the request of the Warden or Deputy Warden to attend as a Councillor who has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Councillor relative to the subject of the meeting or conference;
 - (8) at a training or continuing education event in accordance with the provisions of this Policy concerning Council member training and education.

No Reimbursement for Political or Constituency Activities

3. The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
4. A council member shall not be reimbursed for meetings in their respective districts with constituents, individual electors, and complainants. The expenses incurred in the discharge of these duties are deemed to be included in the Council member’s remuneration that is deemed a non-taxable allowance for expenses incidental to the discharge of their duties.

Training and Professional Development

5. A Council member may apply to Council in advance for approval to incur expenses out of the budget established for Council training and professional development, provided that:
 - (1) the request is made in writing;
 - (2) the training or education course, meeting or conference, is related to municipal government;
 - (3) the course, meeting or conference is completed prior to the next municipal election date;
 - (4) the budget for Council member training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
 - (5) the Council member shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification;

Requirement for Receipts

6. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:
- (1) claims for per diem meal allowances;
 - (2) bridge and highway tolls;
 - (3) claims for personal vehicle mileage;
 - (4) claims for reimbursement of monthly internet access fee not exceeding \$20;

Per Diem Meal Allowances

7. For each day or part day that a Council member is travelling outside the Municipality for an authorized purpose, a Council member may claim a meal allowance for each meal for which a cost was incurred. Meals provided free of charge or included in registration fees paid directly by the Municipality are ineligible. The per diem meal allowance for Council members shall be the same as that for staff: \$15 for breakfast, \$20 for lunch, and \$35 for supper. For purposes of this section, the Municipality will not pay breakfast allowance to Council members leaving home after 6:00 am or supper allowance to a Council member arriving home before 6:00 pm.

Mileage

8. The mileage allowance reimbursed for Council members using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage or kilometerage rate for its employees. Where several Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

Limits on Reimbursable Expenses

9. Notwithstanding any other provision of this Policy, the following limits shall apply to reimbursement of expenses:
- (1) airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the airfare;
 - (2) if a Council members chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by municipal staff or the mileage reimbursement pursuant to section 8;
 - (3) hotel accommodations shall be booked by Municipal staff;
 - (4) reimbursement of one personal long distance phone calls, to a maximum of \$15 shall be permitted for each night of overnight travel;
 - (5) the cost of any alcoholic beverages shall not be reimbursed or included with a meal expense claim;

Advances

10. The Municipality will pay a reasonable advance to Council members for expenses to be incurred pursuant to this policy, such advance not to exceed 50% of the estimated expenses.

Use of Form Required and Submission of Claims

11. Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Council member. Expense claims shall be submitted on a monthly basis. Expense claims submitted by a Councillor via e-mail shall be considered authorized by the Councillor.
12. Expense claims may require adjustments by the Finance Department staff to ensure accuracy. If a form requires adjustments, a copy of the adjusted form will be provided to the relevant Councillor to provide explanation of the adjustments.

CAO Approval and Appeal

13. The CAO, or person designated by the CAO, may reject any reimbursement claim he deems unreasonable or not in compliance with this Policy, but the Council member shall have a right of appeal to Council.
14. This Policy is effective upon adoption and replaces any previous Reimbursement for Member of Council Policies.

MOTION CARRIED 16-138

IT WAS MOVED by Councillor Fletcher, seconded by Deputy Warden Gilbert that the Reimbursement Policy for Members of Council be amended to include the following paragraph in # 7 of the policy: *If on any given day the Councillor is attending more than one meeting within the Municipality, and the cost of paying mileage for the Councillor to go home for a meal and return for a meeting being held later that same day is greater than the meal allowance, a Councillor may claim a \$15.00 meal allowance.*

MOTION CARRIED 16-139

6. **BUSINESS ISSUES**

6.1 Grants

Vicki Weaver, Recreation and Physical Activity Coordinator advised of the following Local Grant request:

Waymorefun Softball Team

IT WAS MOVED by Councillor Williams, seconded by Councillor Baker to provide a grant for \$600 from Districts 11 and 12 funds to assist with expenses for the Waymorefun Softball Team to attend the SPN Nationals qualifier.

MOTION CARRIED #16-140

Advocate District Development Association

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Baker to approve a grant in the amount of \$400 from District 10 funds, to assist the Advocate District Development Association with the costs of fireworks for July 1st.

MOTION CARRIED #16-141

Village of Pugwash

IT WAS MOVED BY Councillor Gillis, seconded by Councillor Williams to approve a grant in the amount of \$1,900 from District 4 funds, to assist the Village of Pugwash with the cost of Canada Day fireworks.

MOTION CARRIED 16-142

St. Thomas Aquinas CWL, Joggins

IT WAS MOVED by Councillor McLellan, seconded by Councillor Kellegrew to approve a grant in the amount of \$950 from District 9 funds, for the Joggins St. Thomas Aquinas CWL, to assist with the purchase of tables and a stove.

MOTION CARRIED 16-143

Vicki Weaver, Recreation and Physical Activity Coordinator advised of the following Regional Grant request:

Pugwash Harbour Fest

IT WAS MOVED by Councillor Gillis, seconded by Councillor Kellegrew to approve a grant in the amount of \$3,000 from district 4 funds for the Pugwash Harbour Fest.

MOTION CARRIED #16-144

Fundy Youth Soccer

IT WAS MOVED BY Councillor Kellegrew, seconded by Councillor Welton to approve \$1,125 from Regional Grant funds to assist with the costs of hosting provincials.

MOTION CARRIED #16-145

Tidnish Crossroads and Area Community Association

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Baker to approve a community development grant in the amount of \$2,000 for the Tidnish Crossroads and Area Community Association to repair playground equipment.

MOTION CARRIED #16-146

Tidnish Crossroads and Area Community Association

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Welton to approve a community development grant in the amount of \$5,000 for the Tidnish Crossroads and Area Community Association to repair the roof on the Tidnish Community Hall.

MOTION CARRIED #16-147

Wallace and Area Community Association

IT WAS MOVED by Councillor Welton, seconded by Councillor Gillis to approve a community development grant in the amount of \$3,000 for the Wallace and Area Museum operating expenses.

MOTION CARRIED #16-148

6.2 UNSM Spring Workshop

Councillors who attended the workshop will provide a report to Council at the next meeting.

6.3 Minister Lloyd Hines Letter

Correspondence from Minister Hines regarding the geothermal energy project was included in the package for Councillors review.

6.4 Tree Canada Request

Stephen Ferguson reviewed the information in the memo included in your package.

IT WAS MOVED by Councillor Gillis seconded by Councillor Welton to approve request from Tree Canada to agree to the planting of seedlings on two parcels of land, PIDs 25050022 and 25050493, in Fort Lawrence with the addition of a clause to allow cutting if necessary for development.

MOTION CARRIED #16-147

6.5 Sunset Community Board Report

The March 17, 2016 Minutes are in your mailboxes.

6.6 Parrsboro Shore Projects Report

Taylor Redmond's report is included in this package.

6.7 Northern Region Waste Resource Committee Report

Minutes of the April 1, 2016 meeting are included in your boxes

6.8 Agreement of Purchase and Sale of Land in Fort Lawrence

Negotiations regarding a parcel of land were discussed at the in camera meeting.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Fletcher to direct the Warden and the CAO to execute the agreement to exchange property, PID 25043803, on the marsh in Fort Lawrence for up to 3300 sq. feet of sod for the Accessible Natural Playground in Springhill.

MOTION CARRIED #16-148

6.9 Building Official Development Officer Training

IT WAS MOVED by Councillor Kellegrew, seconded by Deputy Warden Gilbert that we send correspondence to the Association of Building Officials and Development Officers requesting they consider holding their training at a time when building officials and development officer are not as busy as they are in the spring.

MOTION CARRIED #16-149

6.10 Accessible Natural Playground Tender

IT WAS MOVED by Councillor Gillis, seconded by Councillor Kellegrew that staff negotiate with the low bidder, Cobequid Trails, and enter into a contract within the available budget,

MOTION CARRIED #16-150

7. **INFORMATION ITEMS**

7.1 Audit Committee Report

Councillor Smith provided a brief verbal update on the Audit Committee meeting held yesterday.

8. **ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 4:21 p.m. and The Queen was sung.

Warden Keith Hunter

Municipal Clerk Brenda Moore