

1. **CALL TO ORDER**

1.1 O' Canada

Warden Hunter called the September 7, 2016, Council session of the Municipality of the County of Cumberland to Order at 2:30 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, Councillor Williams, and Councillor Jackson.

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Allie McLean, Strategic Research and Community Development O Bethany Hoeg, Executive Assistant for the Energy Authority; Michelle Byers, Community Economic Development Officer; Scott Munro, Manager of Parks and Facilities. Also present was HR Specialist, Pat Hartling.

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**

2.1 Approval of Agenda

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

Addition(s):	4.4	Farley Easement for Pugwash Water;
	6.8	Cumberland Blues Hockey Club Agreement.
	7.3	Municipal Advisor
	7.4	2015/2016 Audit
Deletion:	2.4 (i)	Cumberland Geological Society-Geopark Project presentation will be rescheduled

2.2 Approval of Minutes June 22, 2016

The minutes of the July 20, 2016 Council session were approved with the following amendment to # 6.7 - indicate in the record that there were 3 nay votes

2.3 Business Arising from the July 20, 2016 Council Session

Council was given updates regarding the ongoing Business Arising.

2.4 Delegations, Presentations, Petitions, Proclamations

(i) Cumberland Geological Society-Geopark Project- Rescheduled

(ii) Cumberland Energy Authority – Energy Symposium

Allie McLean, Strategic Research and Community Development Officer and Bethany Hoeg, Executive Assistant for the Energy Authority gave Council a Power Point presentation and briefing on the agenda and events planned for the upcoming Energy Symposium.

2.5 Public Hearings

Public Hearing for a new Building Code By-Law at today's meeting.

3. **STRATEGIC PRIORITIES ISSUES**

3.1 Capital Projects Update

A memo which provides a brief update on Capital Projects was included I the Council package.

3.2 Organizational priorities

Councillors are invited and encouraged to visit the upstairs boardroom and review the list of organizational achievements and the issues that are currently a work in progress. We continue to request Council's understanding and cooperation as we manage these organizational challenges and change.

3.3 Parrsboro Transition

Rennie is currently working on a document which lists the various tasks and responsibilities required for the Parrsboro transition and he will distribute this to Councillors this week. Priorities identified on the CAO PDP were Change Mangement, Rennie will provide an update on these as well.

4. MAJOR ORGANIZATIONAL ISSUES

4.1 Outcomes from the UNSM Board Meeting

A document prepared by and distributed by the UNSM Board of Directors was included in your Council meeting package. This document includes updates on matters which Council may want to discuss or request additional information. These matters include:

3. Outcomes from Strategic Planning Session
5. Partnership Agreement – Next Steps
6. Revised Resolutions Process
8. Forestry Taxation Working Group
9. Toll Highways

4.2 Grants to Organizations

A listing of 2016/2017 approved and paid grants to organizations was included in the meeting materials. To August 31, 2016, a total of \$591,649 in grants has been paid to 109 organizations.

4.3 SAP Conversion

In August, 2016, Council provided consensus to move forward with a plan for SAP conversion at a cost of \$312,074.

IT WAS MOVED by Deputy Warden Gilbert seconded by Councillor Welton to approve the SAP conversion plan and budget of \$312,074 .

MOTION CARRIED #16-

4.4 Pugwash Water - Easement

IT WAS MOVED by Councillor Gillis, seconded by Councillor Fletcher to approve the signing of the easement on property of David and Jean Farley, PID 25155573 for the Pugwash water line.

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IT WAS MOVED by Councillor Gillis, seconded by Councillor Rector that letters of appreciation be sent to all residents that provided easements at no cost to the Municipality.

MOTION CARRIED #16-

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

5.1 Building Code By-Law

Today Council will hold second reading and the public hearing for the newly drafted Building Code By-Law.

Warden Hunter called the Public Hearing to order at 3:20 p.m.

The Warden then asked if there were any people in the gallery who would like to speak. There were none. Warden Hunter then asked if any Councillors wished to speak.

Warden Hunter then closed the Public Hearing at 3:22 p.m.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Rector to approve second reading of the Building Code By-Law.

Municipality of Cumberland By-Law 16-XX Building Code By-Law

1. This By-Law is entitled the “Building Code By-Law”.
2. In this By-Law:
 - a) words defined in the Nova Scotia Building Code Act or Regulations, have the meaning set out in that legislation;
 - b) “authority having jurisdiction” means the government body responsible for the enforcement of any part of the Building Code, Building Code By-Law, Building Code Act and Nova Scotia Building Code Regulations; or an official or agency designated by that body to exercise such a function;
 - c) "Council" means the Council of the Municipality of the County of Cumberland;
 - d) "Municipality" means the Municipality of the County of Cumberland; and
 - e) “Official” means a Building Official as appointed by Council pursuant to Section 5 of the Nova Scotia Building Code Act.

3. To obtain a building permit or demolition permit, an applicant must complete an application form which shall be provided by the Municipality.
4. Every application for a permit shall:
 - a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
 - b) describe the land on which the work is to be done by a description that will readily identify and locate the building lot,
 - c) include plans and specifications as required by the Building Code and show the occupancy of all parts of the building,
 - d) state the square footage of the proposed work and be accompanied by the required fee, and
 - e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor.
5. When an application for a Building or Demolition permit has not been completed in conformance with the requirements of this by-law within ninety (90) days after it is filed with the Municipality, the application shall be deemed to have been abandoned.
6. Any work for which a Building or Demolition permit has been issued must be started within 12 months of issuance of that permit; otherwise the permit will expire. A project is considered as commenced after completion of the first inspection by a Building Official.
7. No demolition permit is required for any detached building measuring twenty (20) square meters (215.2 square feet) or less.
8. Fees for permits shall be set out in the Municipality's Fees Policy.
9. Before issuing a demolition permit, the authority having jurisdiction shall be satisfied that the building is not subject to the provisions of a by-law of the Municipality passed pursuant to the Heritage Property Act.
10. The Building Official shall be notified verbally or in writing at least three days (72 hours) in advance and given an opportunity to inspect the construction at stages as outlined in the Nova Scotia Building Code Regulations, and identified in the permit package issued to the applicant with the permit.
11. All former Building Code By-Laws of the Municipality are hereby repealed.

MOTION CARRIED #16-

6. **BUSINESS ISSUES**

6.1 Tariff of Fees and Expenses

One of Council's responsibilities pursuant to Section 139 of the Municipal Elections Act is to approve the fees and expenses for the Municipal Election.

IT WAS MOVED by Councillor Gillis, seconded by Councillor Baker to approve the following tariff of fees and expenses for the upcoming 2016 Municipal Election:

Returning Officer

For all services in connection with the municipal election and in connection to the regional or district school board district member election/African Nova Scotian member of the regional or district school board election/CSAP election, **an allowance of \$7,500, plus expense allowances.**

Assistant Returning Officer

(a) For assisting returning officer, for all services in connection with the municipal election and for acting in the absence of the returning officer, **an allowance of \$4,000, plus expense allowances.**

(b) For assisting returning officer, for all additional services in connection with the regional or district school board district member election/African Nova Scotian member of the regional or district school board election/CSAP election and for acting in the absence of the returning officer, **an allowance of \$2,000, plus expense allowances.**

Revising Officer

For all services performed in connection with the revision of names, **an hourly rate and term as determined by the Returning Officer, plus expense allowances.**

Deputy Returning Officer

- (a) For all services and expenses in connection with an election, a **daily allowance of \$225, plus expense allowances. Standby Returning Officer(s) - \$75/day**
- (b) For attendance at training sessions, an allowance of **\$55** (maximum of \$55).

Poll Clerks

- (a) For all services and expenses in connection with an election, a **daily allowance of \$195, plus expense allowances. Standby Poll Clerks \$50/day**
- (b) For the attendance at training sessions, an **allowance of \$55** (maximum of \$55).

Constables

For all services at ordinary polls and advance polls the **hourly wage of \$20** times the number of hours, plus expense allowances.

Expense Allowance

A returning officer, assistant returning officer, deputy returning officer, poll clerk, and constable are authorized to be paid:

- (a) For distance actually travelled by private car, the **rate of \$0.4231 per km.**
- (b) For lunch, an allowance of **\$15**; for supper, an allowance of **\$20**. Receipts are not required.

Election Costs

For advertising , postage, courier services, miscellaneous election supplies, ballot boxes, printing of ballots, election signs, poll books, mileage, rental of a polling stations or temporary office, and other incidental outlays necessary in conducting an election, **the amount actually and reasonably spent, supported by invoices.**

Polling Station Rental

For the use of facilities for advance polls and ordinary polling day, **\$200 for each polling day.**

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6.2 **Proclamation**

International Right to Know Week A proclamation by Council serves as an official endorsement demonstrating a commitment to openness, transparency and accountability.

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Williams to hereby proclaim September 26 to October 2, 2016 to be Right to Know Week in the Municipality of the County of Cumberland.

MOTION CARRIED #16-

6.3 **Parrsboro Shore Project Facilitator Report**

The report for summer was included in the package. Also included is an overview of a potential project to restore the small "Lighthouse" building located at the parking lot at Cape D'Or for use next year as a staffed information kiosk. Warden Hunter asked that Steve thank Taylor for the report and commend her for the good work.

6.4 **Grant to Organizations Requests**

Amherst Little League	\$ 2,500
Autumn House	\$10,000
Malagash Mines Area Water System	\$ 1,050

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Jackson to approve a \$ 2,500 grant to the Amherst Little League.

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IT WAS MOVED by Councillor Jackson, seconded by Councillor Baker to approve a \$10,000 grant to Autumn House.

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Malagash Mines Area Water System group is not a registered association so the Malagash and Area Development Association will complete an application for this project and the grant for this project will be considered at a future meeting.

6.5 Community Economic Development Update

A report on the CED project and activities was included in your package.

6.6 Solid Waste Management Services

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Gillis that a request be conveyed to Stephen Rayworth, CJSMA Solid Waste Manager, asking he ensure the issues discussed in the letter from Margaret Miller, Minister of Environment to Warden Richard Dauphinee, Chairman of NS Solid Waste Resource Management, be included on a CJSMA board meeting agenda with reporting back to council.

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6.7 Correspondence from NS DOTIR re Signage

The response from the NS DOTIR Area Manager to council's correspondence requesting tourism and facility signage at Exits 7 and 11 on Highway 104 was included in your meeting package.

6.8 Cumberland Blues

The former agreement has expired and the new agreement on the same terms has been drawn up.

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Welton to authorize the Warden and CAO to sign the new agreement with the Cumberland Blues Jr B. hockey team.

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7. **INFORMATION ITEMS**

7.1 Springhill Fire Department Honorariums

IT WAS MOVED by Councillor Jackson seconded by Councillor Kellegrew that communication be prepared that explains the reasons underlying Council's decision to not fund honorariums for firefighters and to clarify that the honorariums previously paid to the Springhill firefighters are being used to pay Springhill debt. Further, that the Springhill fire department be assured that funding provided to the department will fund the same operations and capital costs as other departments

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Council also requested that a response be sent to Jamie Baillee ?

7.2 Letters of Appreciation

Letters of appreciation received from grant and scholarship recipients will be sent to Councillors via email this week.

7.3 Municipal Advisor Update

CAO Bugley informed Council that Chris McNeil is no longer with Municipal Affairs, he has taken a position as the CAO of Shelburne . Our new Municipal Advisor is Ron Daulphinee.

7.4 Mike Carter, will attend

IT WAS MOVED by Deputy Warden Gilbert, seconded by Councillor Kellegrew to approve the attendance of Councillor Williams and Councillor Fletcher at the

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7.5 Municipal Audit

Andrew gave Council an update on the progress of the current audit. The auditors will be onsite this coming Monday and they will be performing the audit in the following 2 weeks. September 30th is the filing deadline with the Province. The Financial statements will be brought to Council for approval in the very near future.

8. **ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 4:17 p.m. and The Queen was sung.

Warden Keith Hunter

Municipal Clerk Brenda Moore