

1. CALL TO ORDER1.1 O' Canada

Warden Al Gillis called the October 4, 2017 Council session of the Municipality of the County of Cumberland to Order at 6:00 p.m. The meeting was held in the boardroom of the Joggins Fossil Institute. O'Canada was sung.

1.2 Roll Call

Municipal Clerk Brenda Moore, called the roll with the following Councillors present: Councillor Porter, Councillor Chase, Councillor van Vulpen Warden Gillis, Councillor Welton, Councillor Palmer, Councillor Rector, Councillor Gilbert, Councillor McLellan, Deputy Warden Fletcher, Councillor Williams, Councillor Jackson and Councillor Rafuse

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Justin Waugh-Cress, Director of Engineering and Operations; Andrew MacDonald, Director of Finance; Michelle Byers, Community Economic Development Coordinator; Stephanie Moreau, Tourism Development Officer; Allie McCormick, and Strategy Research and Community Engagement Officer; Brenda Moore, Municipal Clerk who recorded the meeting.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 The agenda was approved with the following deletions and additions:

Additions: 3.4 Pugwash Water Supply and Test Results
 6.6 McCarron Park Property

Deletions: 4.2 Town of Parrsboro Audited Financial Statements

2.2 Approval of Minutes of September 20, 2017 Council meeting.

IT WAS MOVED by Councillor Gilbert, seconded by Councillor Chase to rescind motion #17-319 "*IT WAS MOVED* by Councillor Gilbert seconded by Councillor Welton that Council is in agreement for CJSMA legal counsel work with Raven Sky's legal counsel to finalize an agreement regarding accepting the proposal to collect methane gas at the Little Forks Landfill that was presented at the September 13, 2017 Joint Council Meeting" in item 6.10 Raven Skye, of the September 20, 2017 minutes.

MOTION CARRIED #17-307

IT WAS MOVED by Councillor Gilbert, seconded by Councillor van Vulpen to authorize the CJSMA Solid Waste Manager and the CJSMA legal counsel to act as the Municipality's agents to review the proposed Agreement from Raven Sky Inc., the highlights of such agreement to allow Raven Sky to enter upon lands of the Second Generation Landfill Cell, extract and separate the landfill gases, erect facilities as required for this purpose and for the storage of gases and the provision of compensation and such other provisions as deemed necessary and for the CJSMA Board of Directors to recommend an Agreement to the participating Municipalities.

MOTION CARRIED #17-308

IT WAS MOVED by Councillor van Vulpen, seconded by Councillor Williams to approve the minutes of the September 20, 2017 Council session as amended.

MOTION CARRIED #17-309

2.3 Action List from the September 20, 2017 council meeting

The Business Arising was reviewed and Council was brought up to date on the status of the list.

2.4 Delegations, Presentations, Petitions, Proclamations

i) Peter Spicer – Wood lot

Deputy Warden Fletcher introduced the 2017 and Central Region Provincial Woodland Owner of the Year, Peter and Pat Spicer of Spencer's Island. Mr. Spicer provided Council with insight into some of the challenges and rewards of his woodland operation. Deputy Warden Fletcher thanked Mr. Spicer for his informative presentation and Councillor Jackson congratulated him and his wife on their Woodland Owners of the Year award.

Bill Lahey - crown wood is being over harvested and should only be used to backstop private wood suppliers.

ii) Springhill Pipe and Drums

There were no presenters for this organization at the meeting. We will contact them and reschedule for a later meeting.

iii) Communities In Bloom – Pugwash

Noreen Smiley and Deborah Cameron thanked Council for the funding they provided which allowed them to attend the national symposium in Ottawa. Because the village won the Community in Bloom award a couple of years ago the village was judged in the Circle of Excellence this year and won Silver.

Pugwash has been involved in Communities in Bloom for eleven years.

Deborah provided a brief summary of the activities and workshops in which they participated in Ottawa. There will be a presentation on October 30th at 6:30-8:30 in the Peace Hall on Victoria Street in Pugwash by the ladies regarding the symposium in Ottawa. Warden Gillis thanked the ladies for their presentation.

2.5 Public Hearings

There were no public hearings for today's meeting.

3. STRATEGIC PRIORITIES ISSUES3.1 Springhill Community Downtown Infrastructure Renewal Project

We have been formally advised by Municipal Affairs that the Federal government will permit that the completion date for this project be revised to March 31, 2019 from the original date of March 31, 2018. The plan is to retender this project at the appropriate time.

3.2 Audit Committee and Financial Sustainability Committee Terms of Reference

The draft Committee Terms of Reference are included for Council's review and approval.

IT WAS MOVED by Councillor Williams seconded by Councillor Gilbert, to approve the Terms of Reference for the Audit Committee as follows:

**Audit and Financial Sustainability Committee
Terms of Reference
Part I of 2 – Audit**

Audit and Financial Reporting Objective

The Audit and Financial Sustainability Committee has two purposes:

- to provide advice to Council on matters relating to audit and financial reporting
- to provide advice to Council on matters relating to financial sustainability of the municipality.

The Committee fulfills the audit committee legislative requirements as outlined in Section 44 of the *Municipal Government Act (MGA)*.

The Committee increases both the reliability and credibility of financial reporting, enhances the independence of external auditors, and influences the overall corporate "tone" for quality financial reporting, risk controls, and ethical behaviour.

Composition

The Committee will consist of between five and seven members; at least two of whom are municipal residents and not elected or employed by the Municipality.

Committee members shall possess or acquire accounting, auditing, financial reporting and/or finance expertise. In instances in which qualified residents cannot be found other qualified applicants will be considered.

Staff will provide support to the Committee but will not be voting members. Staff should liaise through the Chief Administrative Officer and/or designate. There may be an occasional need for the auditor to meet with the Committee without staff present. This can be initiated by either party.

Council shall appoint the Committee. The term of all citizen appointments shall be from the date of the appointment until the end of the calendar year in which a municipal general election is held as per the *Policy on Citizen Appointments*. The Committee will elect a chairperson.

Committee members will be compensated for travel expenses incurred relating to the Committee. Citizen appointments will be provided an honorarium according to the *Policy on Citizen Appointments*.

Duties and Responsibilities

The following list represents the duties and responsibilities of the Committee pertaining to the audit. However, the Committee may be assigned such other matters as determined by Council to be the duties of the Committee.

Financial Statements

- Review audited financial statements in depth with management and the external auditor. If satisfied they fairly present the financial position and results of operations, recommend approval by Council.
- Review any potential changes in accounting principles and practices.

Audit

- Procure the audit in accordance with the requirements on procurement.
 - The scope of the audit should include fair basic financial statements, individual funds, and component units. The audit contract should stipulate that the auditor conforms to generally accepted auditing standards found in the CPA Handbook. Enter into multi-year agreements with independent auditors (at least five years). Undergo a full competitive process in selecting the independent auditor. The auditor's ability to perform a quality audit should be the principal decision-making factor.
 - Recommend to Council the change of the municipal auditor if management questions the competence of the incumbent and the committee confirms the view. The recommendation to appoint a new auditor would follow an adequate Inquiry into the auditor's competence and reputation.
- At an initial meeting, the Committee should discuss the roles and responsibilities of the auditor and the Committee, as well as the auditing procedure to avoid misunderstandings at a later date. Committee members should be educated regarding their role and responsibilities.
- Review the auditors' risk assessments and overall audit plans.
- Discuss the extent timing and completion of the audit including the level of materiality to be used.
- Review estimated and final audit fee.
- Promote cooperation between management and the auditor. Review the problems and restrictions encountered by the auditor and degree of cooperation received.
- Discuss whether a letter of engagement and/or a letter of representation exist as part of the audit file.
- Oversee the resolution of audit findings.
- Assess the auditors' performance.

System of Internal Control

- Discuss with the auditor the internal control systems and any recommendations for improvements; obtain and review a management letter; obtain management response to the recommendations from prior years.
- Monitor processes for management's identification and control of key corporate financial and regulatory risk.
- Inquire into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's control procedures that ensure such activities are being guarded against.
- Monitor compliance with the corporate code of conduct and regulatory requirements.
- Review the overall reasonableness of Chief Administrative Officer and Council member expenses.
- Review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

General administration

Committee meetings are open to the public and suggestions and recommendations of the Committee are made available to the public.

The Committee has unrestricted and complete authority to delve into any financial affair of the municipality. It has full access to staff reports and full access to management and the auditor.

The Committee must maintain minutes of meetings and annually report to Council on how the committee has performed its duties and met its responsibilities.

Committee meetings will coincide with the stages of the audit:

- The first meeting should be before the commencement of the audit. The Committee will review the program and the estimated fee.

- The second meeting should take place after the completion of the audit. The Committee will review the annual finance report and management or internal control letter.

However, there will be no limit to the number of meetings: the Committee shall convene whenever circumstances demand.

The Committee reports to Council.

MOTION CARRIED #17-310

IT WAS MOVED by Councillor Gilbert seconded by Councillor Porter, to approve the Terms of Reference for the Sustainability Committee.

Audit and Financial Sustainability Committee

Terms of Reference

Part 2 of 2 – Financial Sustainability

Financial Sustainability Objective

The Audit and Financial Sustainability Committee has two purposes:

- to provide advice to Council on matters relating to audit and financial reporting
- to provide advice to Council on matters relating to financial sustainability of the municipality.

The Committee will assist in developing financial policies that look beyond immediate results that can benefit the municipality's citizens. These financial policies recognize the community's limited resources and assist the Municipality in reaching its financial sustainability objective.

Composition

The Committee will consist of between five and seven members, at least two of whom are municipal residents and not elected or employed by the Municipality.

Committee members shall possess or acquire accounting, auditing, financial reporting and/or finance expertise. In instances in which qualified residents cannot be found, other qualified applicants will be considered.

Staff will provide support to the Committee, but will not be voting members. Staff should liaise through the Chief Administrative Officer and/or designate.

Council shall appoint the Committee. The term of all citizen appointments shall be from the date of the appointment until the end of the calendar year in which a municipal general election is held as per the *Policy on Citizen Appointments*. The Committee will elect a chairperson.

Committee members will be compensated for travel expenses incurred relating to the Committee. Citizen appointments will be provided an honorarium according to the *Policy on Citizen Appointments*.

Duties and Responsibilities

The following list represents the duties and responsibilities of the Committee pertaining to financial sustainability. However, the Committee may be assigned such other matters as determined by Council to be the duties of the Committee:

- Preparation of Multi-Year Projections, Operating and Capital Budgets, Tax Rates, Reserve Funds, and Debt Issue to assist Council in determining its future financial position.
- Analyze user fees, municipal indicators (Revenue, Expenditure, Operating Position, Debt and Capital) and the use of the Debt Affordability Model to provide recommendations to Council to improve the Municipality's financial health.
- Review financial policies and provide recommendations to Council to ensure the principles, standards and value for money is being achieved.
- Review the Municipal Finance Corporation's best practices and determine the applicability to the Municipality and provide recommendations regarding implementation.

General administration

Committee meetings are open to the public and suggestions and recommendations of the Committee are made available to the public.

The Committee has unrestricted and complete authority to delve into any financial affair of the municipality. It has full access to staff reports and full access to management.

The Committee must maintain minutes of meetings and annually report to Council on how the committee has performed its duties and met its responsibilities.

However, there will be no limit to the number of meetings; the Committee shall convene whenever circumstances demand.

The Committee reports to Council.

MOTION CARRIED #17-311

3.3 Inter Municipal Cooperation

IT WAS MOVED by Councillor van Vulpen seconded by Deputy Warden Fletcher that Council participate in meetings sponsored by the Cumberland Energy Authority to allow the 3 Municipalities to explore the opportunity to cooperate and partner on a number of renewable energy and climate change initiatives.

MOTION CARRIED #17-312

3.4 Pugwash Water Supply and test Results

IT WAS MOVED by Councillor Chase, seconded by Councillor Rector that the water sampling and testing service in Pugwash be extended until October 4, 2018.

MOTION CARRIED #17-313

4. **MAJOR ORGANIZATIONAL ISSUES**

4.1 Cumberland Geological Society Funding Request

IT WAS MOVED by Councillor van Vulpen seconded by Deputy Warden Fletcher to approve a 2017/2018 grant of \$5,000 to the Cumberland Geological Society to develop a UNESCO Global Geopark along the Parrsboro Shore. This can be funded out of the current Community Economic Development Budget.

MOTION CARRIED #17-314

IT WAS MOVED by Councillor Jackson seconded by Councillor Porter that

- subject to commitment of funding from all other funding partners for to Cumberland Geological Society to develop a UNESCO Global Geopark along the Parrsboro Shore, and
- subject to the approval of the 2018/2019 Municipal budget, a commitment in principal of a 2018/2019 operations and maintenance grant of \$12,500 be approved; and
- subject to the approval of the 2019/2020 Municipal budget, a commitment in principal of a 2019/2020 operations and maintenance grant of \$12,500 be approved.

MOTION CARRIED #17-315

4.2 Town of Parrsboro Audited Financial Statements

Deferred to the next public council

4.3 Bill 177

IT WAS MOVED by Councillor Gilbert seconded by Deputy Warden Fletcher to direct staff to prepare a detailed report regarding applicability and implementation of Bill 177 and bring it to the next Council meeting.

MOTION CARRIED #17-316

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

There are no organizational policy/bylaw issues for today's meeting.

6. **BUSINESS ISSUES**

6.1 Nova Scotia Power Easement

IT WAS MOVED by Councillor Gilbert seconded by Deputy Warden Fletcher to authorize the CAO and Warden to sign the Easement agreement to allow Nova Scotia Power to extend and service the overhead power line to the new cell.

MOTION CARRIED #17-317

6.2 Updated Tax Collection Memo and Report

A report was included in the meeting materials.

6.3 Community Economic Development Update

A CED Report was included in the meeting materials.

6.4 Grants to Organizations

IT WAS MOVED by Deputy Warden Fletcher seconded by Councillor McLellan to approve \$800 for the Advocate District School for their "Christmas by the Sea" dance. Each of Districts 8, 9, 10, 13 shall provide \$200 from Local Grants Funds.

MOTION CARRIED #17-318

IT WAS MOVED by Councillor Chase seconded by Councillor McLellan to approve \$1,000 grant for the River Hebert District High School to hold a Halloween Spookarama dance. Contributions from Local Grant Funds as follows: District 2 -\$333.35; District 8 -\$333.35 and 9 -\$333.30

MOTION CARRIED #17-319

IT WAS MOVED by Councillor Rector seconded by Councillor Palmer to approve a grant in the amount of \$700.00 for the Oxford Spookarama Hallowe'en Dance. Funds to come from Local Grants Funds as follows: District 6 - \$350; and District 7 - \$350.

MOTION CARRIED #17-320

IT WAS MOVED by Deputy Warden Fletcher seconded by Councillor Rafuse to approve a grant in the amount of \$1,000.00 for the Parrsboro Spook o rama Hallowe'en Dance. Funds to come from Local Grant Funds as follows: District 8 \$333.35; District 10 - \$333.35; and District 13 - \$333.30.

MOTION CARRIED #17-321

IT WAS MOVED by Councillor Williams seconded by Councillor Jackson to approve \$600 grant for the Springhill Elementary Schools Thanksgiving meal. Funds to come from Local Grant Funds as follows: District 11 \$300.00; and District 12 - \$300.00.

MOTION CARRIED #17-322

IT WAS MOVED by Councillor Jackson seconded by Councillor Williams to approve \$2,000 grant to the Springhill Jr/Sr High School to assist in funding the new Outdoor Education Club. Funds to come from Local Grant Funds as follows: District 11 - \$1,000.00; and District 12 - \$1,000.00.

MOTION CARRIED #17-323

6.5 Recyclables Facility Fire

IT WAS MOVED by Councillor Welton seconded by Councillor Palmer that a letter of appreciation be sent to the first responders and businesses that provided assistance at the scene of the recycling facility fire.

MOTION CARRIED #17-324

6.6 McCarron Park

The following motion was made at the September 20, 2017 and tabled for vote until this meeting:

IT WAS MOVED by Warden Gillis seconded by Councillor Welton that the municipally owned property at 744 Shulie Road, PID 2506274 containing 35 acres, commonly referred to as the McCarron Park Property, be declared surplus to the Municipality and referred to the Divestiture of Surplus Property Committee to be sold in accordance with the Municipality's policies; subject to Councils right to give specific instructions to the committee regarding a minimum acceptable price.

MOTION CARRIED #17-325

IT WAS MOVED BY Deputy Warden Fletcher seconded by Councillor Welton that in the minutes of the September 20, 2017 Public Council Meeting, under item 6.8 McCarron Park, Motion #17-319, the words "MOTION CARRIED" be removed as Council agrees it had not voted on, nor approved this motion.

MOTION CARRIED #17-326

7. INFORMATION ITEMS

7.1 Update of MGA Review Process

An update on the MGA review process was included in the meeting materials.

7.2 Letter of Appreciation

A letter and card of appreciation from the Springhill 2011 Lions Club WAS included in the meeting materials.

8. ADJOURNMENT

8.1 The Queen

The meeting was adjourned at 8:03 p.m. The Queen was sung.

Warden Alison Gillis

Municipal Clerk Brenda Moore