

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

Warden Al Gillis called the May 2, 2019 Council session of the Municipality of the County of Cumberland to Order at 5:39 p.m. The meeting was held in the council chambers of the E.D. Fullerton Municipal Building, Upper Nappan. O'Canada was sung.

1.2 Roll Call

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

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Allie McCormick, Manager of Organizational Development and Innovation,

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

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

Additions:	5.5	Personnel Policy
	6.8	Waterline in Parrsboro
	6.9	Glooscap Campground Water/Electrical Service Construction Tender

2.2 Approval of Minutes of April 4, 2017 Council meeting.

IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to approve the minutes of the April 18, 2018 Council meeting.

MOTION CARRIED #18-086

2.3 Action List from the April 18, 2018 council meeting and On-Going Action List

The Action Lists were reviewed and Council was brought up to date on the status of the items.

2.4 Delegations, Presentations, Petitions

i) The Cliffs of Fundy aspiring Geopark Steering Committee

Mr. David Beattie, Chair and Ms. Marley Leslie, Project Coordinator provided an update on the status of the Geo Park project. Warden Gillis thanked the presenters for the presentation.

2.5 Public Hearings

There are no Public Hearings scheduled for today.

3. STRATEGIC PRIORITIES ISSUES

There were no Strategic Priorities for this meeting.

4. MAJOR ORGANIZATIONAL ISSUES

4.1 2018/2019 Budget

A budget meeting was convened after the adjournment of the regular Council meeting.

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

5.1 Employee Recognition

IT WAS MOVED by Councillor Fletcher seconded by Councillor Jackson to adopt the Employee Recognition Policy.

Employee Recognition Policy

1. Purpose

The purpose of this policy is to provide for appropriate recognition of employee service to the Municipality of the County of Cumberland during employment.

2. Service Recognition

Employees will be entitled to a service Recognition Award in accordance with the following schedule of service milestones:

10 years	\$300
15 years	\$400
20 years	\$500

25 years	\$600
30 years	\$700
35 years	\$800
40 years	\$900

Employees will be recognized at an annual Employee Recognition Ceremony.

3. Good Attendance Certificate

The Municipality recognizes the important contribution that each employee makes to its overall efficient operation. Attendance is an important factor in developing workplace excellence. Employees who have used 14 hours or less of sick time during the fiscal year, and have worked for the Municipality for a full fiscal year, will be recognized with the Good Attendance Certificate at the annual Employee Recognition Ceremony.

4. Recognition Upon Retirement

In addition to any Service Recognition Awards, an employee retiring at or after their 65th birthday shall be entitled to a Retirement Award of the same value, and on the same terms, as their next Service Recognition Award would have been, if they had remained employed with the Municipality to their next milestone.

5. Procedure

Payroll staff shall advise Human Resources in November of each year of the last active day or retirement date of employees scheduled to retire, and the anniversary dates of those employees observing service milestones, during the upcoming calendar year. Human Resources shall then notify each affected employee setting out the date, the approved amount of the pending award, and providing a copy of this Policy.

6. Resigning Employee Recognition

An employee who is dismissed or who is a party to litigation brought by or against the Municipality with regard to that person's employment with the Municipality is not eligible for a Service Recognition.

7. Previous Policies

All previous Service Recognition Policies of the Municipality are hereby repealed.

MOTION CARRIED #18-087

5.2 Policy to Repeal all Personnel Related Policies of the Former Town of Parrsboro and the Former Town of Springhill

IT WAS MOVED by Councillor Welton seconded by Councillor Porter to adopt the Policy to Repeal all Personnel Related Policies of the Former Town of Parrsboro and the Former Town of Springhill.

Municipality of Cumberland Policy 18-xx Policy to Repeal all Personnel Related Policies of the Former Towns of Parrsboro and Springhill

Part I

1. Whereas the former Town of Parrsboro has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable Now therefore it is enacted that all policies of the former Town of Parrsboro relating to personnel matters including, but not limited to:

- Management Manual and Personnel Policy;
- Policy # 16 Hiring of Summer Recreational Staff; and
- Policy # 2 Hiring Policy,

are hereby repealed.

Part II

2. Whereas the former Town of Springhill has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable; Now therefore it is enacted that all policies of the former Town of Springhill relating to personnel matters including, but not limited to any policies in the former Town of Springhill Human Resource Policy Manual, are hereby repealed.

Part III

3. This Policy is in effect upon adoption.

MOTION CARRIED #18-088

5.3 Multi Year Capital Plan Policy

IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Gilbert to adopt the Multi Year Capital Plan Policy.

Municipality of Cumberland
Multi-Year Capital Plan Policy

Statement

1. The County of Cumberland is committed to ensuring the effective management of its capital assets. A prudent multi-year capital plan is used to identify and prioritize expected needs based on the municipality's long-term strategic goals.
2. The identification and reporting of tangible capital assets upholds Public Sector Accounting Board (PSAB) standards. Under the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues, municipalities in Nova Scotia must also submit a Capital Investment Plan (CIP) annually to be eligible for funding. The CIP is not a substitute for a multi-year capital plan; rather, it complements the County's long-term planning for its capital needs.

Policy Objectives

The objectives of the Multi-Year Capital Plan Policy are to:

- a) Support the County of Cumberland's long-term strategic goals;
- b) Promote good infrastructure management to ensure basic health and safety for citizens;
- c) Maximize the economic potential and attractiveness of the municipality;
- d) Reduce future operating costs and avoid higher replacement costs and unforeseen infrastructure failures in the future;
- e) Improve collaboration on projects with other levels of government and various public and private stakeholders with the aim of maximizing financing, funding, and grants;
- f) Uphold PSAB standards;
- g) Meet the requirements of the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues.

Policy Principles

3. A capital plan shall be prepared for all municipal infrastructure for the County of Cumberland, including but not limited to: water, sewer, transportation, sanitation, and other essential public services. It will establish project scope and costs, detail estimated amounts of funding from various sources, and project future operating and maintenance costs.
4. The capital plan shall be developed using the following steps:
 - a) Establish goals and objectives
 - b) Use asset management tracking and reporting system to support and encourage long term municipal planning and provide effective stewardship of infrastructure assets to maximize benefits
 - c) Estimate fiscal capacity (ex: using the Debt Affordability Model)
 - d) Prepare information about proposed capital projects using:
 - o Questionnaire # 1 for Projects at the Concept or "Idea" Stage
 - o Questionnaire # 2 for Projects at the Detailed Planning or Final Design Stage
 - o Questionnaire # 3 for Projects at the Implementation or "Shovel Ready" Stage
 - e) Evaluate against policy criteria for capital projects
 - f) Create multi-year capital plan
 - g) Finance capital acquisitions
 - h) Assess impact on tax rates
 - i) Implement annual capital budget
 - j) Monitor plan results

5. The plan shall differentiate between capital and operating expenditures. Capital projects are hereby defined as projects, equipment and acquisitions that meet Financial Reporting and Accounting Manual (FRAM) Guidelines. Eligible projects are any that receive Council approval and are allowed under the Municipal Government Act.
6. The Director of Finance shall coordinate the projection of expenditures and revenues. Department Heads shall be responsible for providing updated forecasts.
7. Final approval of the capital plan shall be the responsibility of Council.
8. The planning period shall be over a minimum period of five years and reviewed annually as part of the budget process by the Capital Investment Plan Committee (CIPC). The CIPC shall consist of the Director of Finance, the Director of Engineering and Operations, the Director of Community Development, the Facilities Manager and three Councillors.

The following timeline is suggested for the CIPC meetings. The CIPC may wish to set aside time for other special meetings at any stage within the proposed time frame.

- a) *December* - Send notice to CIPC and staff of capital budgeting process, with request to identify new projects for January CIPC meeting.
 - b) *January* - Review and discuss status of existing projects at CIPC Meeting. List and identify new projects submitted by Council and staff. At this stage, the CIPC identifies which projects should proceed to be costed by staff and provides direction on which projects are to be brought forward in the budgeting process.
 - c) *February* - Staff reviews the current capital budget approvals and the preliminary capital list of new projects by reporting estimated project costs based on industry standards; length of time to complete these projects; estimated new annual operating costs, if any; and identification of potential funding sources for each project. The CIPC prioritizes these projects and identifies proposed year of project commencement.
 - d) *March* - From direction at the February CIPC meeting, staff proposes the capital budget for discussion, concentrating on the new projects. At March Council meeting, Council approves the capital budget.
9. The following acquisition and procurement criteria shall be used to evaluate the capital needs of the County of Cumberland (see Appendix A Evaluation Criteria for definitions and scoring):
 - a) *Environmental Consideration*
 - b) *Financial Feasibility*
 - c) *Legal Mandates*
 - d) *External Impacts*
 - e) *Risk/Liability/Safety*
 - f) *Economic Development Impacts*
 - g) *Distribution Effects (Local vs Municipal)*
 - h) *Inter-Municipal Effects*
 - i) *Asset Rehabilitation*
 - j) *Revenue Producing*
 - k) *Service Improvements*
 - l) *Service/Space Expansions*
 - m) *Health Impacts*
 - n) *Social Impacts*
 - o) *Aesthetic Impacts*
 - p) *Project supports actions of the Integrated Community Sustainability Plan*
 10. The capital budget will show the sources of funding. Based on priorities, Council may wish to seek Federal and/or Provincial infrastructure funding and make approval of this source of funding a pre-requisite for proceeding on a project. Funding may potentially come from the following sources:
 - a) Expensed against general operations in one year;
 - b) Borrowing from the Nova Scotia Municipal Finance Corporation;
 - c) Transfers from operating surplus, operating reserve(s), capital reserve(s), or other special reserves established by Council for capital projects, equipment or acquisitions;
 - d) External sources, such as Federal or Provincial infrastructure programs.

Application

11. This policy applies to all long-term capital borrowing of the Municipality of the County of Cumberland.

Note: The annual ranking of any project pursuant to the following criteria shall not prevent the Municipality from undertaking feasibility studies, pre design work, or similar investigations in an effort to help determine how any project should be evaluated

1	Environmental Considerations Weighting: 10%	Project mitigates existing significant harmful effects on the environment (e.g. GHG reduction) 9-10 points Project mitigates existing mild to moderate harmful effects on the environment. 6-8 points Project incorporates technology that mitigates new harmful effects on the environment. 6-8 points Project has no effect on the environment. 5 points Project has a mild to moderate new harmful effect on the environment and does not incorporate mitigation technology or continues existing mild to moderate harmful effect. 2-4 points Project has significant new harmful effects on the environment and does not incorporate mitigation technology or continues significant harmful effect. 0-1 points
2	Financial Feasibility Weighting: 10%	Considers the financial impacts the capital costs would incur. Availability of third party funding; ratio of contributions (user: county: other); cost of debt required; and ongoing operational cost to Municipality. Projects funded 100% by external sources would warrant a 10, the less affordable a project, the lower the score.
3	Legal Mandates Weighting: 10%	If the project is required by statute, 8-10 points, depending on the practicality of complying and the consequences for not doing so. If the undertaking is specifically authorized by statute 4-7 points depending on how it aligns with our mission and public expectations. If the undertaking is not specifically mandated, 0-3 points depending on how it aligns with our mission and public expectations
4	External Impacts Weighting: 10%	Impacts to consider would include effects on other projects, life cycle considerations, deferral, and funding opportunities. If the impacts are positive score > 5, if negative < 5. If the project has no external impacts, a score of 5 is recommended.
5	Risk/Liability/Safety Weighting: 8%	If the project reduces existing risks or safety hazards to the community or the municipality, a higher number is warranted. If the project increases risk or increases the potential of safety hazards, a lower number is warranted. (Neutral 4)
6	Economic Development Impacts Weighting: 7%	Projected economic growth/impact associated with project (long-term economic benefits bolstering local economy, 5 to 7 points; short-term economic growth combined with sustained economic stimulus, 2 to 4 points; short-term stimulus associated with construction but no anticipated long-term benefits, 1 to 2 points; no economic spinoffs, 0 points)
7	Distribution Effects (Local vs. Municipal) Weighting: 6%	Population served or benefited by project < 1000= 2 points, 1000-2000= 4 points, 2000> = 6 points
8	Inter-Municipal Effects Weighting: 6%	If the project will have some degree of negative impact inter-municipally 0-2 points. If the project does not have any relationship with another unit 3 points. If the project will have some degree of positive impact inter-municipally 4-6 points.
9	Asset Rehabilitation Weighting: 5%	If the project demands funding for improvements necessary to the functioning of facilities or infrastructure. This criterion measures the extent that a facility or infrastructure has deteriorated and needs improvements relative to the overall condition of similar structures. Examples include but are not limited to: bridge repairs, storm water infrastructure improvements and repairs, and roadway resurfacings.

10	Revenue Producing Weighting: 5%	If the projects generates additional revenues to the County. Projects of this nature show an overall return on investments, and should be measured for the risk involved. The criterion also measures the number of people who will benefit from the project, both directly and indirectly, and the associated costs versus revenues generated. Elements considered in the rating include the project type and overall community needs. Examples include but are not limited to: a community centre or a public park.
11	Service Improvements Weighting: 5%	If the project demonstrate an increase in delivery capability when completed. This criterion can also measure the number of people served and the benefit derived from a project. Projects that involve replacements and renewals that bring facilities up to Council's standards would fall under this category.
12	Service/Space Expansion Weighting: 5%	If the project results in the expansion of space to serve the needs of the community. Examples include but are not limited to: renovations, additions, expansions, or new construction of recreation centres, fire stations or policing facilities.
13	Health Impacts Weighting: 5%	The higher the positive impact on the health of those served by the project the higher the rating (Neutral = 2.5).
14	Social Impacts Weighting: 4%	Things to consider when evaluating Social impacts are: People's way of life, their culture, community, citizen engagement, well-being, and personal and property rights. (Neutral = 2)
15	Aesthetic Impacts Weighting: 2%	Does the project change the appearance of project area from the existing? No change give 5 points, detracts from existing assign lower number, improves existing assign higher number.
16	Project supports actions of the ICSP Weighting: 2%	Does not support the ICSP – 0 points; supports the principles of the ICSP however is not specifically noted as a project within the ICSP – 1 point; and supports the principles of the ICSP and is identified as a strategic project in the ICSP – 2 points.

MOTION CARRIED #18-089

5.4 Tax Reduction and Exemption Policy

IT WAS MOVED BY Councillor Rector seconded by Councillor Porter to give notice of Councils intent to consider the Tax Reduction and Exemption Policy for adoption at the next Council meeting.

Municipality of Cumberland Policy 18-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, 2017.
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 #18-090

5.5 Personnel Policy

IT WAS MOVED BY Councillor Jackson seconded by Deputy Warden van Vulpen to adopt the Personnel Policy.

**Municipality of Cumberland Policy 18-XX
Personnel Policy**

(NOTE The Changes are in Part XI only)

Part XI

Expense Reimbursement and Allowances

117. It is the objective of the Municipality to reimburse employees for out of pocket expenses incurred that are associated with employees carrying out the responsibilities of their positions. All requests for reimbursement of expenses must be submitted on the prescribed form.
118. Employees will be reimbursed for the cost of highway tolls, bridge tolls, airport parking fees, airport security fees, taxi fares, and public transportation fares while attending approved meetings, conferences, workshops, professional development sessions, or performing other required work activities. Receipts must be provided (except for tolls).
119. The Municipality will pay directly the costs of overnight accommodations for employees attending approved meetings, conferences, workshops, and other professional development sessions when the timing of these sessions requires overnight accommodations.
120. Each department of the Municipality is responsible for arranging overnight accommodations for staff within that department. In those circumstances where accommodations are required for staff of two or more departments of the Municipality, the Administrative Assistant of the Finance Department will be responsible for arranging accommodations.
121. In those circumstances where professional associations to which the Municipality's staff hold membership have arranged accommodation discounts or conference rates, it is the expectation of the Municipality that employees will take advantage of those discounts or rates.
122. The Municipality will pay a "mileage" rate (per kilometre) to employees that use their personal vehicles in carrying out their employment responsibilities.
123. The rate paid pursuant to the preceding section will be determined by reference to the amount paid to Provincial employees by the Province of Nova Scotia.
124. The amount paid pursuant to the two preceding sections is intended to reimburse employees for all costs associated with the use of their vehicle for employment purposes, except additional insurance costs wholly attributable to use of the vehicle for employment purposes, which will be reimbursed to the employee.
125. The Municipality will include a non-owned automobile endorsement as part of its insurance program in an effort to limit insurance costs for personal motor vehicles, and will indemnify employees against all costs associated with third party claims arising from the legitimate use of their vehicle in carrying out their employment responsibilities.

126. Employees that use personal vehicles in carrying out their employment responsibilities must hold a valid Driver's License and maintain third party liability insurance in the amount of \$1,000,000 at all times.
127. In those circumstances where more than one employee of the Municipality is attending the same function or event, car-pooling will be required. The standard to be met is three employees per vehicle. For those functions or events where overnight accommodations are not booked, the standard to be met is four employees per vehicle.
128. Employees that decide, when carpooling is available, not to car pool for personal reasons will have the travel-related portions of their expense claim reduced by 50%.
129. Where employees cannot agree on which personal vehicle to use for travel to a destination, their Supervisor shall make that decision. Where employees of several departments are attending the same event or function, the most senior supervisory position among the staff attending shall make that decision.
130. If an employee opts to travel back and forth to an event on successive days instead of using accommodations which would have been paid for by the Municipality, their claim for travel expenses shall not exceed what the overnight accommodations would have cost.
131. Employees that have access to the use of a particular municipal vehicle will be required to travel in that vehicle to meetings, conferences and training sessions, unless it is required for other municipal purposes.
132. The Municipality will provide a meal allowance for meals purchased outside of the County of Cumberland by employees while carrying out their employment responsibilities.
133. The reimbursement for meal expenses will be the lesser of either the amount identified on the meal receipt or the allowance identified in the Employee Travel & Expense Claim Form. Receipts must be provided.
134. The amount of the meal allowance shall be equal to the amount provided to Council members.
135. If meals are provided either as part of accommodation services or as part of the event those meals must not be claimed. Details of accommodation services and the event program must be submitted with the Request To Attend Form.
136. Meal allowances will not be provided in those instances where it would be reasonable for an employee to have breakfast at home prior to leaving or where an employee can arrive home at a reasonable time for supper. For purposes of this section, the Municipality will not pay breakfast allowance to an employee leaving home after 6:00 am or supper allowance to an employee arriving home before 6:00 pm.
137. Employees claiming the breakfast and supper meal allowances will not be permitted to submit overtime for the meal periods. The amount of time allotted for these meal times will be one hour each.
138. Employees will be reimbursed for the cost of a supper meal taken in Cumberland County, to a maximum of \$15, in those circumstances when the employee has an evening meeting and the mileage claim to and from the employee's home would exceed \$15. Receipts must be provided.
139. Employees will be reimbursed for the cost of a supper meal, to a maximum of \$15, when the workday extends to 7:00 pm or later. Receipts must be provided.
140. The Municipality will pay a reasonable advance to employees for expenses to be incurred pursuant to this Part, such advance not to exceed 50% of the estimated expenses.

Part XII Miscellaneous Provisions

MOTION CARRIED #18-091

6. BUSINESS ISSUES

6.1 Cumberland Public Library Report

A brief Cumberland Libraries report was included in the meeting material.

- 6.2 UNSM – Infrastructure Canada Bilateral Agreement
An email from UNSM, outlining highlights of the Canada Nova Scotia Bilateral Agreement for Investing in Infrastructure was included in the meeting material.
- 6.3 UNSM – Press Release
An email from UNSM, containing a press release regarding concerns with cannabis legalization was included in the meeting material.
- 6.4 Learn to Lead Workshop Series
A memo detailing the performance to date of the Learn 2 Lead workshop series as well as two letters from facilitators were included in the meeting material.
- 6.5 Grant Requests
IT WAS MOVED by Councillor Jackson seconded by Councillor Porter to provide a grant in the amount of \$360 from the 2018/2019 Regional Grant Funds for the Novice Penguins Tier II Spring Hockey Team.

MOTION CARRIED #18-092

- 6.6 Tourism Strategic Planning Committee
A memo from Tourism Development Officer, Stephanie Moreau is included in the meeting material.
- 6.7 Volunteer Recognition Planning Committee
This year's Volunteer Recognition Event was held on Thursday, April 26, 2018 at the Dr. Carson and Marion Murray Community Centre in Springhill.

IT WAS MOVED by Councillor Fletcher seconded by Councillor Chase to recognize all staff for their time and efforts regarding the Volunteer Recognition Event.

MOTION CARRIED #18-093

- 6.8 Parrsboro Water
A few years ago a water line was put in on King Street Pars to facilitate hooking up the Senior Citizens Complex. They are still not hooked up.

IT WAS MOVED BY Councillor Jackson seconded by Councillor Welton to forward correspondence to the Housing Authority requesting they replace the lateral for the Parrs Senior Citizens complex on King street to alleviate the problems the residents are having with the water.

MOTION CARRIED #18-094

- 6.9 Glooscap Campground Water Electrical Service Construction Tender
Councillor Rafuse declared a possible conflict of interest and left the room.

IT WAS MOVED by Councillor Fletcher seconded by Councillor Williams to award Tender MCC-T Glooscap Campground Site Water/Electrical Service Construction be awarded in the amount of \$40,360.91 to Rafe's Construction Limited.

MOTION CARRIED #18-095

Councillor Rafuse returned to the room.

7. INFORMATION ITEMS

- 7.1 UNSM Board Report
Included for Council information
- 7.2 UNSM Initiatives Report
Included for Council information
- 7.3 Mental Health Week Proclamation
Warden Gillis has proclaimed the week of May 7- May 13, 2018 as Mental Health Week.

8. ADJOURNMENT

- 8.1 The Queen
The meeting was adjourned at 6:30 p.m. The Queen was sung.