

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

Warden Allison Gillis called the September 5, 2018 Council session of the Municipality of the County of Cumberland to Order at 6:15 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, Deputy Warden van Vulpen, Warden Gillis, Councillor Welton, Councillor Palmer, Councillor Rector, Councillor Gilbert, Councillor McLellan, Councillor Fletcher, Councillor Williams, Councillor Jackson and Councillor Rafuse.

Absent: Councillor Chase.

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Justin Waugh-Cress, director of Engineering and Public Works; Allie McCormick, Manager of Organizational Development and Innovation.

**1.3 Presentation of Chief Scout and Queen Venturer Awards**

Mr. Chad Smith made Chief Scout and Queen Venturer Award presentations to three local youths.

**1.4 Cumberland RCMP Staff Sgt.**

Councillor Gilbert introduced the new Staff Sergeant Craig Learning of the local RCMP Detachment. The Councillors and CAO each introduced themselves to S. Sgt. Learning.

S. Sgt. Learning gave a brief update on his RCMP service background and expressed his joy at being stationed in the Atlantic Provinces.

**2. ADMINISTRATIVE AND PROCEDURAL ISSUES****2.1 The agenda was approved with the following additions and deletions:**

Additions:	4.1	Special Council Meeting
	4.2	Springhill Elementary School Site
	5.8	Tax Reduction and Exemption Policy
	7.2	Additional letter of thanks fr Wentworth Learning Centre
	7.3	Joint council
Deletions:	6.5	Street Lighting Fox Ranch Road Pumping Station Road

**2.2 Approval of Minutes of July 25, 2018 Council meeting.**

**IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to approve the minutes of the July 25, 2018 Council meeting.**

**MOTION CARRIED #18-145**

**2.3 Action List from the July 25, 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) Pugwash Rescue Boat – Pugwash Fire Department

Chair of Pugwash Village Commission, Bill Martin introduced three members of the Pugwash Fire Department; Deputy Chief Ron Betts; Firefighter Alex Mundle; and Firefighter Darren Clark. Bill iterated the Village Commission wholly supports the request from the department.

The Firefighters presented their power point to Council which outlines their rationale for the need of a rescue boat for the Pugwash Fire Department. They are proposing a 50/50 cost sharing between the department and the County with a total estimated cost of \$80,000 to purchase a boat that would be sufficient to their needs.

Warden Gillis thanked the firefighters for the presentation and assured them Council will discuss the funding request and be in contact with the department.

## 2.5 Public Hearings

### i) Dangerous and Unsightly Premise – 28 Lisgar Street, Springhill, AAN 00158119, PID 25232315

Warden Gillis called the Public Hearing to order at 6:58 p.m.

The Director of Engineering and Operations provided a verbal report to go along with the written report and photo's included in the power point presentation.

Warden Gillis called for questions from the property owner, representatives of the property owner or Council.

Hearing none, Warden Gillis closed the hearing at 6:59 p.m.

**IT WAS MOVED by Councillor Williams and seconded by Councillor Jackson to order the demolition of the house at 28 Lisgar Street, Springhill, AAN 00158119, PID 25232315, and removal of all debris to an approved facility by September 19, 2018.**

**MOTION CARRIED #18-146**

### (ii) Dangerous and Unsightly Premise – 44 Pleasant Street, Springhill AAN 02916592, PID 25240615

Warden Gillis called the Public Hearing to order at 6:59 p.m.

The Director of Engineering and Operations provided a verbal report to go along with the written report and photo's included in the power point presentation.

Warden Gillis called for questions from the property owner, representatives of the property owner or Council.

Hearing none, Warden Gillis closed the hearing at 7:00 p.m.

**IT WAS MOVED by Councillor Jackson seconded by Councillor Williams to order the demolition of the trailer at 44 Pleasant Street, Springhill, AAN 02916592, PID 25240615, and removal of all debris to an approved facility by September 19, 2018.**

**MOTION CARRIED #18-147**

(iii) Dangerous and Unsightly Premise – 882 Wyvern Road, Wyvern  
AAN 03298027, PID 25094004

Warden Gillis called the Public Hearing to order at 7:00 p.m.

The Director of Engineering and Operations provided a verbal report to go along with the written report and photo's included in the power point presentation.

Warden Gillis called for questions from the property owner, representatives of the property owner or Council.

Hearing none, Warden Gillis closed the hearing at 7:01 p.m.

**IT WAS MOVED by Councillor Williams and seconded by Councillor Rafuse to order the demolition of the house at 882 Wyvern Road, Wyvern, AAN 03298027, PID 25094004, and removal of all debris to an approved facility by September 19, 2018.**

**MOTION CARRIED #18-148**

**3. STRATEGIC PRIORITIES ISSUES**

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

**4. MAJOR ORGANIZATIONAL ISSUES**

4.1 Special Council Meeting

The CAO expressed the need for a third Council meeting in September to introduce a number of Finance items as well as a programs and services review program outline. Council agreed to hold a Council meeting on September 26, 2018 at 6:00 p.m. No meal will be provided.

4.2 Springhill Elementary School Site

Councillor Jackson spoke on Council's need to be involved in the site selection process for the proposed new elementary school for Springhill.

**IT WAS MOVED by Councillor Rafuse seconded by Councillor Williams that correspondence be sent to the Nova Scotia Minister of Education supporting Council's vision of a community education partnership for the construction of a new elementary school in Springhill.**

**MOTION CARRIED #18-149**

## 5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

### 5.1 Flag Policy

**IT WAS MOVED by Councillor Fletcher seconded by Councillor Jackson to give notice of Councils intent to consider the flag policy for adoption at the September 19, 2018 council meeting.**

**Councillor Williams left the meeting.**

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### **Municipality of the County of Cumberland Policy 18-XX Flag Policy**

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#### ***Purpose***

The purpose of the Flag Policy (“the Policy”) is to establish a policy that provides a constant protocol for flying flags on properties and flag poles owned by the Municipality of the County of Cumberland. This Policy also provides guidelines for flying flags of community organizations. Finally, this Policy establishes protocol for when the flags will be flown at half-mast.

#### **Definitions**

In this Policy:

- a) “CAO” means the Chief Administrative Officer; and
- b) “Municipality” means Municipality of the County of Cumberland;

#### **Protocol and Etiquette for Flag Flying on Municipal Property**

It shall be the policy of the Municipality that the federal, provincial, and municipal flags will be flown at the three service centre locations in the Municipality (Upper Nappan Service Centre, Dr. Carson & Marion Murray Community Centre, and Parrsboro Service Centre).

Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.

#### **Flying Flags of Community Organizations**

The Municipality receives requests periodically from community organizations to fly the flag of their group on a municipally owned flag pole. To enable meeting these requests in a fair and equitable manner, the Municipality has established the following protocol for flying flags of community organizations:

- a) The municipal flag pole in each service centre location is designated the special purpose flag pole for community organizations that request their flags be flown for a certain period.
- b) Approved flags from community organizations will be permitted on the special purpose flag pole.
- c) Applications must be received in writing (Appendix B – Request for Community Flag to be Flown) from community organizations wishing to have their flag flown. Applications are to be submitted a minimum of one month prior to the date the group would like the flag flown. A calendar will be maintained by the office of the CAO to track availability. Consideration will be given to the order in which requests are received.
- d) All applications will require approval by Council.
- e) If the community organization does not have flags available to be flown at the three service centres, the Municipality will work with the organizations to purchase the flags. The Municipality will not fly a flag that is in poor condition.

- f) The maximum period for flying a community organization's flag is two weeks.
- g) The Municipality will maintain the flags of community organizations that annually submit applications (Appendix C- List of Reoccurring Flags) in the Municipality's flag inventory.
- h) The Municipality will not approve applications from community organizations in support of:
  - i. Political parties;
  - ii. Religious groups; and
  - iii. Community groups or organizations that support social or racial intolerance, violence, or hatred.
- i) When there is no community organization's flag on the flag pole, the municipal flag will be flown.
- j) The public will be advised of the significance of the community organization's flag being flown through communication efforts on the part of the Municipality.

### **Protocol for Flying Flags at Half-Mast**

Flags flown at half-mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When one flag is flown at half-mast, all other flags flown together with it also will be flown at half-mast.

The CAO will advise the staff to lower the flags at half-mast to mark the passing for the following individuals:

- a. Warden or former Warden of the Municipality;
- b. Councillor or former Councillor of the Municipality;
- c. Staff of the Municipality;
- d. Recognition of persons residing in the Municipality whose duties were in the field of protective services (i.e. RCMP, Canadian military personnel, fire fighter/first responder) whose lives were lost in the line of duty;
- e. Commemorating lives lost in a tragic national or international event. In these circumstances, a decision to lower flags, and the duration they will remain half-mast will be reflective of the practice of the Province of Nova Scotia;
- f. Other individuals may be recognized at the direction of Council; and
- g. Following the lead of the Province, when they initiate a half-mast flying of the Provincial flag for other dignitaries.

The public will be advised of the solemn occasion for which the flag is being flown at half-mast. The CAO will advise the staff to lower the flags at half-mast through communication efforts on the part of the Municipality.

### **Effective Date**

This Policy is effective upon adoption and replaces any previous Flag Policies.

**MOTION CARRIED #18-150**

#### 5.2 Sexual Harassment Policy

**It was moved by Councillor Palmer seconded by Councillor Fletcher to adopt the Sexual Harassment Policy.**

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**Municipality of Cumberland Policy 18-XX**  
**Sexual Harassment Policy**

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**Purpose**

The Municipality of the County of Cumberland seeks to provide a safe, healthy, and rewarding work environment for its employees. Sexual harassment is unacceptable and will not be tolerated within our organization.

The purpose of this Policy is to prevent sexual harassment and to deal quickly and effectively with an incident. Employees who violate this policy may be subject to a wide range of disciplinary measures, including dismissal for cause.

**Definitions**

In this Policy:

- a) "employee" means full-time, part-time, casual, temporary, and summer students;
- b) "Municipality" means Municipality of the County of Cumberland; and
- c) "sexual harassment", according to the Nova Scotia *Human Rights Act* means:
  - i. vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome;
  - ii. a sexual solicitation or advance made to an individual by another individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
  - iii. a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

Examples of sexual harassment that will not be tolerated include:

- i. sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- ii. leering;
- iii. the display of sexually explicit material;
- iv. sexually degrading words used to describe a person;
- v. sexually suggestive or obscene comments;
- vi. unwelcome inquiries or comments about a person's sex life;
- vii. unwelcome sexual flirtations, advances, propositions;
- viii. requests for sexual favours;
- ix. unwanted touching.

**Application**

This Policy applies to sexual harassment occurring at the workplace, in the course of work, or during any activities which could reasonably be associated with the Municipality (including social events).

**Informal Resolution**

On occasion, sexual harassment can be dealt with directly and informally through communication with the person engaging in the unwelcome behaviour. Where employees feel comfortable doing so, they should communicate a clear message that the conduct or comments are offensive or unwelcome. However, the Municipality recognizes that there may be circumstances where direct communication is

inappropriate. Although informal resolution is encouraged where possible, it is not a prerequisite to making a sexual harassment report under this policy.

Where an employee does not wish to bring the matter directly to the attention of the person engaging in the unwelcome behaviour or where such an approach is attempted and does not produce a satisfactory result, the employee should report the sexual harassment as outlined below.

#### Making an Internal Sexual Harassment Report

Sexual harassment should be reported as soon as possible after experiencing or witnessing the behaviour. This allows the incident to be addressed in a timely manner.

Employees are encouraged to report any incidents to Human Resources. If Human Resources is the person engaging in the sexual harassment, employees are encouraged to contact the Chief Administrative Officer.

Employees can report sexual harassment verbally or in writing. When reporting verbally, the organization representative receiving the report will document the report in writing.

The report should include the following information:

- i. name(s) of the person who has allegedly experienced sexual harassment;
- ii. name(s) of the alleged harasser(s);
- iii. names of any witnesses or other persons with relevant information about the incident and contact information (if known);
- iv. details of what happened including date(s), frequency, and location(s) of the incident(s);
- v. any supporting documents that the person making the report has which are relevant to this matter.

All reports of sexual harassment shall be kept confidential except to the extent necessary to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law.

#### Investigation

The Municipality will ensure that an investigation appropriate to the circumstances is conducted when a report of sexual harassment is made. Reports of sexual harassment will be investigated in a fair, respectful and timely manner.

Human Resources will conduct the investigation. Depending on the allegations and the people involved, the investigation may be referred to an external investigator, or may be investigated by a another municipal representative.

#### Outcome of Investigation

After the investigation is concluded, both the person making the report and the person alleged to have engaged in sexual harassment will be informed of the findings.

If the Municipality concludes that there has not been a violation of this Policy, there will be no documentation concerning the report placed on the file of person alleged to have engaged in sexual harassment.

If the Municipality concludes that there has been a violation of this Policy, the employee who violated the Policy will be disciplined appropriately.

#### No Retaliation

Regardless of the outcome of a report made in good faith, the employee making the report as well as anyone providing information during an investigation will be protected from retaliation.

#### Reports Made in Bad Faith

A report made in bad faith shall constitute grounds for disciplinary action against the person making the report. A bad faith report is a report that is made with a conscious design to mislead or deceive, or with a malicious or fraudulent intent.

#### External Reporting Options

Employees also have external options to report sexual harassment. An employee may contact the Nova Scotia Human Rights Commission to make a complaint of sexual harassment, or may contact the police if they believe that criminal activity has occurred.

#### Effective Date

This Policy is effective upon adoption and replaces any previous Sexual Harassment Policies.

**MOTION CARRIED #18-151**

### 5.3 Safety Lights Policy

**It was moved by Councillor Fletcher seconded by Councillor Gilbert to adopt the Safety Lights Policy.**

#### Municipality of Cumberland Policy 18-XX Policy Respecting Safety Lights

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##### General

1. This Policy is entitled the "Policy Respecting Safety Lights."
2. The purpose of this Policy is to establish a procedure to be followed by the Municipality of the County of Cumberland when determining whether to install a safety light at a particular location.
3. In this Policy:
  - a. "Municipal Engineer" means the Municipal Engineer for the Municipality of the County of Cumberland;
  - b. "EMC" means the Emergency Measures Coordinator for the Municipality of the County of Cumberland;
  - c. "emergency responders" means individuals and organizations with emergency response and/or public safety responsibilities in the area under consideration, and includes the Royal Canadian Mounted Police, Municipal Fire Services, Emergency Health Services, the Nova Scotia Department of Natural Resources and the Nova Scotia Department of Transportation and Infrastructure Renewal;
  - d. "Municipality" means the Municipality of the County of Cumberland; and
  - e. "safety light" means a streetlight that is provided and paid for by the Municipality for the purpose of protecting public safety in dangerous and inadequately lit areas but does



not include a streetlight which is part of the user-pay streetlight system pursuant to the Streetlight Policy.

#### **Emergency Measures Coordinator (EMC)**

4. The EMC shall maintain an inventory of safety lights that have been installed.
5. The EMC shall evaluate each municipal district as time permits and shall periodically consult emergency responders and any other person with relevant knowledge, on an individual basis, to identify locations of concern and the particular problem at each location.
6. A member of the general public may submit a written request for a new safety light or change in location of a safety light to the EMC.
7. A Councillor may submit a written request to the Municipal Engineer for a new safety light or change in location of a safety light. This request will then be provided to the EMC for review.
8. Where the EMC receives a request for a safety light, the EMC shall evaluate the suggested location as soon as reasonably practical and shall consult emergency responders and any other person with relevant knowledge as part of such evaluation.
9. When carrying out an evaluation pursuant to sections 5 or 8, the EMC shall consider:
  - a. road speed;
  - b. traffic levels;
  - c. existing lighting;
  - d. pedestrian levels;
  - e. road and intersection characteristics;
  - f. bridges and other infrastructure;
  - g. accident history;
  - h. local environmental conditions; and
  - i. any other factors the EMC considers relevant.
10. Where after an evaluation pursuant to sections 5 or 8, it is the opinion of the EMC that a new safety light should be installed, or an existing safety light should be relocated or removed, the results of the evaluation shall be reported to the Municipal Engineer with a recommendation.
11. The Municipal Engineer shall consider reports and recommendations made by the EMC, and subject to budget constraints may approve the installation and maintenance, relocation or removal of safety lights as they deem appropriate.

#### **Effective Date**

12. This Policy is effective upon adoption and replaces any previous Safety Lights Policies.

**MOTION CARRIED #18-152**

#### 5.4 Streetlight Policy

**It was moved by Councillor Fletcher seconded by Councillor Porter to adopt the Streetlight Policy.**

Municipality of Cumberland Policy 18-XX  
Streetlight Policy

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#### **General**

1. This Policy is entitled "Streetlight Policy."

2. The purpose of this Policy is to encourage a responsible attitude with regard to street lighting, to allow flexibility and individual system design, and to regulate the payment of the streetlight system by recovering a cost through a “user pay” system whereby streetlight strings are paid for by the people who own property within the boundaries of the string.
3. This Policy does not include safety light standards. (see Safety Light Policy 18-XX)
4. In this Policy, unless the context otherwise requires
  - a. “absolute majority” means an agreement among two thirds of all property owners with one vote per property which fronts the area to be modified, added to or removed from the streetlight string, or which fronts on the proposed new streetlight string.
  - b. “Council” means the Council of the Municipality of the County of Cumberland;
  - c. “Municipality” means the Municipality of the County of Cumberland;
  - d. “property” or “assessed property” means a taxable assessed property, and includes vacant land, land used for agricultural purposes, land used for forestry purposes, small remnant parcels of land and land with small frontages;
  - e. “streetlight string” means a Municipal lighting system comprised of at least two (2) lights within 300 metres of each other.
  - f. “Street light system “means the entire lighting system.

#### **Streetlight System Design**

5. See LED Streetlight Standards.
6. Where streetlights are separated by greater than 300 metres, they shall be treated as belonging to separate streetlight strings,

#### **Payment of Streetlight System**

7. The overall cost of the streetlight system is a uniform rate for any power, maintenance or replacement for all serviced properties.
8. Pursuant to the “user pay” system, the cost of each streetlight string shall be recovered from property owners in the area served by the system, according to the following principles:
  - a. each property served by a streetlight string shall pay an equal portion of the cost of the streetlight system.
  - b. Each property within 30 metres of both ends of the string system will be billed a uniform rate.
9. A property owner who owns more than one assessed property served by the same streetlight string shall make separate payments for each assessed property.
10. Where a single lot possesses frontage on more than one streetlight string, the property owner(s) shall be billed for only one streetlight string.

#### **Additions, Modifications or Removal of Streetlight Strings**

11. The Municipality will consider requests, in the form of applications, for new streetlight strings, modifications to an existing streetlight string including the lengthening or shortening of an existing string at the ends, or removal of an existing streetlight string.
12. The Municipality may assist an interested party with the preparation of an application.
13. The Municipality shall obtain estimates of the cost of implementing the changes or adding new lighting, as well as estimates of the relevant operating costs, and shall provide such information to the interested parties.

14. Municipal staff may assist with the preparation of mapping which shows all changes or new lighting.
15. The number, type, wattage and spacing of existing streetlight strings shall be maintained to the extent that it is reasonably feasible to do. The Municipal Engineer may authorize minor changes if such changes would not greatly affect the cost of a system, or if necessary because of changes in roads or pole locations. Where in the opinion of the Municipal Engineer, a proposed change would significantly affect residents or increase the cost of the system, the Municipal Engineer shall refer the proposed change to Council and may make a recommendation on the matter. Council may approve a proposed change when it is of the opinion that it would be equitable to do so, or when it is in the best interest of the residents.

**MOTION CARRIED #18-153**

5.5 Work Clothing Policy

**It was moved by Councillor Rector seconded by Councillor Welton to adopt the Work Clothing Policy.**

Municipality of Cumberland Policy 18-XX  
Work Clothing Policy

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1. Purpose

The Work Clothing Policy (the Policy) is intended to set out the conditions for which the Municipality of the County of Cumberland will provide appropriate work clothing to an employee in a fair and consistent manner, and to set out associated responsibilities and procedures.

2. Definitions

In this policy:

3. "CAO" means Chief Administrative Officer;
4. "employee" means full-time, part-time, casual, temporary, and summer students;
5. "identification" means the Municipality of the County of Cumberland's logo as identified in the Municipality's Regional Marketing Strategy, and may also include position title;
6. "Municipality" means the Municipality of the County of Cumberland;
7. "supervisor" means the person to whom any employee directly reports, and where applicable, includes Directors and the CAO; and
8. "work clothing" means clothing assigned in Schedule A that is worn while performing the duties of one's job.

9. Scope

This Policy applies to all employees of the Municipality. Only positions identified in Schedule A shall be provided with work clothing by the Municipality. Schedule A can be amended at any time by directive from the CAO.

10. Eligibility

The Municipality will supply work clothing to employees if they meet one or more of the following conditions:

- a) ensure employees are readily identifiable and visible when exercising the authority of the Municipality in order to enhance compliance from the public and facilitate interaction with other agencies;
- b) prevent significant wear and tear to personal clothing due to work conditions; and
- c) protect against contamination or adverse weather conditions.
- d) The Municipality does not provide clothing or a clothing allowance for ordinary day-to-day work activities under benign conditions

In order to avoid potential abuse and possible perception of undue benefit, all work clothing provided shall remain the property of the Municipality at all times.

#### 11. **Procurement**

All work clothing purchases must follow the procurement process as outlined in the Municipality's *Work Clothing Procurement Procedure*.

#### 12. **Responsibilities**

Employees should wear attire that presents a professional appearance appropriate to their duties. Employees are discouraged from wearing work clothing outside of their work duties. If an employee must wear work clothing that identifies them as a municipal employee when not working, the employee is expected to conduct themselves in a manner that reflects well on the Municipality.

Employees assigned work clothing in Schedule A shall:

- a) wear this work clothing while performing their duties;
- b) be responsible for the care and cleaning of work clothing issued to them, unless other arrangements are made;
- c) return municipally issued work clothing to their supervisor when a replacement is required or requested; and
- d) follow the procurement process to ensure consistency and compliance.

Supervisors shall:

- a) ensure that employees under their supervision are provided with the appropriate work clothing, as identified in Schedule A;
- b) make reasonable efforts to ensure the work clothing they approve is suitable and appropriate;
- c) review work clothing purchase reports from procurement personnel for employees under their supervision;
- d) follow the procurement process to ensure consistency and compliance.

#### 13. **Effective Date**

This Policy is effective upon adoption and replaces any previous Work Clothing Policies.

**MOTION CARRIED #18-154**

#### 5.6 **Fees Policy**

**It was moved by Councillor Gilbert seconded by Councillor Rector to adopt the Fees Policy.**

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Municipality of the County of Cumberland Policy 18-XX  
Fees Policy

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1. This Policy is entitled "Fees Policy".
2. This Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in a By-Law, Policy or Resolution of the Municipality of the County of Cumberland in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.
3. The purpose of this Policy is to provide a convenient place to set out and amend the fees the Municipality charges for certain applications, approvals, permits, licenses and services.
4. The fees to be paid to the Municipality for each of the following applications, approvals, permits, licenses, certificates, or services are set out below.

**Fees in Relation to Subdivision**

Please note: In addition to the fees set out below, the cost of registration of plans, notices, deeds and/or instruments of subdivision must be paid to the Municipality in advance, and will be refunded if not expended.

Preliminary Subdivision Application	Fees
Processing Fee for Tentative, Final, and Repeal of Subdivision Applications	\$75.00, payable at the time the application is filed - non refundable
Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road.	\$200.00, payable at the time the application is filed - non refundable
Plus the Open Space/Recreational Capital Fund Fee, to be used in the manner described in section 273(5) of the Municipal Government Act	\$100.00 per lot, payable prior to approval - refundable if lot(s) not approved

**Fees in Relation to Land Use Planning and Development**

	<b>Fees</b>
Zoning Confirmation letter	\$25.00
Development Permit Processing Fee *	\$25.00
Variance Application Processing Fee	No Fee
Site Plan Approval Application Processing Fee *	\$200.00
Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the Land Use By-Law, including rezoning:	
Processing Fee *	
-plus-	\$500.00 **
Total Cost of Advertising and Notices	\$500.00 advertising deposit payable at the time application is filed ***
Copies of the Municipal Planning Strategy and Land Use By-Law, including letter-sized black and white maps.	\$25.00 per copy
Full size colour copies of existing Municipal Planning Strategy or Land Use By-Law maps.	\$10.00 per map
<p>* Processing fees are non-refundable.</p> <p>** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization.</p> <p>*** When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.</p>	

**Fees in relation to, Building, and Demolition Permits**

Demolition	\$10.00 total fee
<b>Residential</b>	
Minimum Fee \$10.00	
New Dwelling	\$0.06 per square foot
New Decks	\$0.02 per square foot
New Sheds	\$0.02 per square foot
New Garages	\$0.02 per square foot
Renovations	\$1.00 per \$1,000.00 of Value
<b>Commercial</b>	
Minimum Fee \$10.00	
New Construction	\$2.00 per \$1,000.00 of Value (.2% of Value)
Renovations	\$2.00 per \$1,000.00 of Value (.2% of Value)

**Municipal Sewers**

Item	Fee
Sewer Lateral Installation Fee, includes all costs for materials, labour, equipment and permits to install a sewer lateral from the Municipal sewer main to the boundary of the road right-of-way, payable in advance:	
a) 4" diameter lateral	\$2,000.00
b) 6" diameter lateral	\$2,500.00
c) 8" diameter lateral	\$5,000.00
Sewer Lateral Inspection Fee, for inspections of sewer lateral installations within the public road right-of-way when the lateral is not being installed by the Municipality, payable in advance:	
a) 6" or smaller diameter lateral	\$100.00
b) Larger than 6" diameter lateral	\$250.00
Sewer lateral Re-Inspection Fee, if, on a scheduled inspection an installation is found to be incomplete, or if for any other reason a re-inspection is required.	\$100.00 payable in advance

**Requests for Information**

Item	Fee
Personal Information of the applicant	No Fee
<b>Routine Access Records</b>	
<b>Staff Time</b>	First 2 hours No Fee
	Every hour over and above 2 hours rate*
<b>-plus- Copying Fees</b>	
One copy of a single document	No Fee
Copies of multiple documents	\$0.20 each
<b>FOIPOP Requests</b>	
<b>Staff Time</b>	First 2 hours No Fee
	Every hour over and above 2 hours rate*
<b>-plus- Copying Fees</b>	
One Copy of a single document	No Fee
Copies of multiple documents	\$0.20 each
* Rate \$15.00 / half hour rounded down to the nearest half hour	

**Tax Certificate**

Item	Fee
Tax Certificate	\$20.00 per assessment account number

5. All former Fees Policies of the Municipality are hereby repealed.
6. All fees previously charged by the former Towns of Springhill and Parrsboro in relation to Subdivision, Land Use Planning and Development, or Building and Demolition Permits are hereby repealed.

**MOTION CARRIED #18-155**

- 5.7 Protection From Second-Hand Smoke By-Law  
**IT WAS MOVED by Councillor Fletcher seconded by Councillor Jackson to approve first reading of the Protection of Second Hand Smoke By-Law**

**Municipality of Cumberland By-Law 18-XX  
 Protection from Second-Hand Smoke By-Law**

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Whereas Section 172(1)(a), (c) and (d) authorizes a Council to make by-laws for municipal purposes respecting the health, well-being, safety, and protection of persons; persons and activities in public places and places open to the public; and nuisances, including burning, odours, and fumes.

And whereas it is the wish of Council to use that power to respect the health, well-being, safety, and protection of persons against second-hand smoke:

1. This By-Law is entitled the *Protection from Second-Hand Smoke By-Law*.
2. In this By-Law:
  - a) “cannabis” means cannabis as defined by the Cannabis Act (Canada);
  - b) “grounds of a municipal building” means the outdoor part of any lot adjacent to, or surrounding, a building owned or leased by the Municipality. This also includes driveways, thoroughfares, sidewalks, lanes, and roads that are on municipal properties to provide public access;
  - c) “municipal building” means any physical structure owned, occupied, or leased by the Municipality;
  - d) “municipal property” means any land owned, occupied, or leased by the Municipality. This does not include streets unless otherwise mentioned;
  - e) “municipal vehicle” means any vehicle owned by the Municipality, or a personal vehicle used in the course of employment while carrying two or more employees;
  - f) “Municipality” means the Municipality of the County of Cumberland;
  - g) “park” means any land owned, occupied, or leased by the Municipality, designated or used as parkland or as a trail, including gardens, playgrounds, sports fields, and beach areas;

- h) "playground" means any park or recreational area designed in part to be used by youth that has play or sports equipment installed or has been designated or landscaped for play or sports activities, or any similar facility located within the Municipality;
- i) "smoke" means smoke, inhale or exhale smoke from, burn, vape, carry, hold, or otherwise have control over a lit or heated cigarette, cigar, pipe, water pipe, electronic cigarette (including vapors), or other device that burns or heats tobacco, cannabis, or another substance that is intended to be smoked or inhaled; and
- j) "street" means a public or private street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith.

### PROHIBITION

- 3. No person shall smoke in any of the following places:
  - a) a park on municipal property;
  - b) a playground on municipal property;
  - c) an outdoor recreational facility on municipal property, including but not limited to a sports field, grandstand, seating area, or bleacher;
  - d) the grounds of a municipal building;
  - e) the grounds of an event on municipal property that is open to the public, including but not limited to a festival, market, or concert;
  - f) a trail or path on municipal property;
  - g) in provincial or municipal parks, campgrounds, and provincial beaches, except for within the boundaries of a rented campsite;
  - h) municipal vehicles; and
  - i) a street within a school area designated under the Motor Vehicle Act, except within an enclosed motor vehicle. Use of cannabis in vehicles is prohibited under the *Cannabis Act (Canada)*.

### EXEMPTION

- 4. This By-Law does not apply to the rights of indigenous people respecting traditional indigenous spiritual or cultural practices or ceremonies.

### OFFENCE AND PENALTY

- 5. Any person who contravenes any provision of this By-Law is punishable on summary conviction by a fine of not less than \$100.00 and no more than \$2,000.00 and to imprisonment of not more than 14 days in default of payment thereof.

### ENFORCEMENT

- 6. This By-Law is enforced by the Municipality's By-Law Enforcement Officers, excepting sections contained in the Provincial *Smoke-Free Places Act*, which is enforced by RCMP.

**MOTION CARRIED #18-156**

- 5.8 Tax Exemption and Reduction Policy  
**IT WAS MOVED by Councillor Palmer seconded by Councillor Welton to approve the Tax Reduction and Exemption Policy**

### Municipality of Cumberland Policy 18- 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, 2018.
- 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.

<b>PROPERTY</b>	<b>#</b>	<b>OWNER</b>	<b>EXTENT OF EXEMPTION</b>
Account #889032 Upper Linden Community Hall	1	Upper Linden Community Hall Association	Whole
Account #4479807 Northport Community Hall	2	Northport Community Organization	Whole
Account #4716329 Tidnish Community Hall	3	Tidnish Crossroads Community Association	Whole
Account #7516215 Building & Land Tidnish	4	Tidnish Crossroads Community Association	Whole
Account #889156 Hall, Wallace	5	Wallace Community Association	Whole
Account #889164 Hall, Wallace Station	6	Wallace Station Community Association	Whole
Account #2999633 Hall & Lot, Malagash Mines	7	Trustees of the Malagash Mine Community Club	Whole
Account # 5673119 Monument Lot, North Wallace	8	North Cumberland Historical Society	Whole
Account #889113 Old School, Streets Ridge	9	Streets Ridge Community Hall Association	Whole
Account #889628 Community Hall, Wentworth	10	Wentworth Community Hall Association	Whole
Account #889725 Community Hall, Collingwood	11	Collingwood Community Hall Association	Whole
Account #3402916 Old School, Westchester Station	12	Westchester Community Hall Association	Whole
Account #4864859 Recreation Centre, Wentworth	13	Wentworth Recreation Hall Association	Whole
Account #889083 Community Hall (old school) Mt Pleasant	14	Mt Pleasant Community Hall Association	Whole
Account #3403092 Recreation Centre Springhill Junction	15	Springhill Junction Community Recreation Centre	Whole
Account #28851 Fossil Display & Information Centre, Joggins	16	Municipality of Cumberland c/o Fossil & Display Centre	Whole

Account #889091 Hall, Minudie	17	Minudie Community Hall Association	Whole
Account #2298198 Recreation Hall & Lot River Hebert	18	River Hebert Citizens Association	Whole
Account #2650991 Old School, Maccan	19	Maccan Community Centre Society	Whole
Account #100749 Hall & Lot, Apple River	20	Apple River Community Association	Whole
Account #889202 Hall & Lot, Spencer's Island	21	Spencer's Island Community Hall Association	Whole
Account #889237 Community Hall, Fraserville	22	Fraserville Community Hall Association	Whole
Account #889253 Community Hall, Greenhill	23	Greenhill Community Hall Association	Whole
Account #1231456 Building & Lot, Diligent River	24	Diligent River Recreation Committee	Whole
Account #5388082 Building & Land, Advocate	25	Advocate District Development Association	Whole
Account #2582694 Hall, Wallace	26	Wallace Masonic Lodge	Whole
Account #3075885 Masonic Lodge & Community Hall, River Philip	27	River Phillip Masonic Lodge Hall and Community Hall Association	Whole
Account #687561 Building and Lands Smith Road	28	Springhill & District LA Animal Shelter Society Registered Charity	Whole
Account # 3187616 Recreation Park Meadow Park	29	Meadow Park Recreation Society	Whole
Account # 889016 Community Hall & Lot, Fenwick	30	Fenwick Community Hall Association	
Account #889652 Community Hall & Lot, Brookdale	31	Brookdale Community Hall Association	Whole
Account #889024 Community Hall Lower Shinimicas	32	Sunrise Citizens Club of Northport	Whole
Account #73962 Lot & Building King St., Pugwash	33	Pugwash Ground Search & Rescue Inc.	Whole
Account #889121 Community Hall (Old School) Conn's Mills	34	Conns Mills Community Hall Association	Whole
Account #2582635 Hall & Land Water Street, Pugwash	35	Silver Spray Rebecca Lodge No. 1	Whole
Account #2582686	36	Masonic Lodge (Acadia #13)	Whole

Hall & Lot  
Victoria St., Pugwash

Account #2999617 House, Buildings & Land Malagash Mines	37	Malagash Christian Fellowship Registered Charity	Whole
Account #4394526 Building/Land, Miller Road	38	Sport Pugwash	Whole
Account #4796543 Land, Wallace	39	Wallace Recreation Committee	Whole
Account #889059 Lot, Oxford Junction	40	Oxford Junction Community Hall Association	Whole
Account #889067 Community Hall, Leicester	41	Leicester Community Hall Association	Whole
Account #2582589 Masonic Hall River Hebert	42	A F & A M Lodge No. 86	Whole
Account #3210677 Medical Centre, River Hebert	43	The Dr. D.M. Cochrane Memorial Medical Centre	Whole
Account #3263754 Museum, Minudie	44	Minudie Tourist Association	Whole
Account #3403068 Display Centre & Land River Hebert	45	Municipality of Cumberland Heritage Models Association	Whole
Account #3383121 Light House No. 186 Spencer's Island	46	Spencer's Island Community Association	Whole
Account #5377269 Building & Lot, Port Greville	47	Greville Bay Ship building Museum Society	Whole
Account #03970949 Land	48	Trustees of Masonic Lodge c/o Bruce Stewart	Whole
Account #02647443 Land	49	Pugwash Volunteer Fire Department	Whole
Account #04864883 Land	50	Wentworth Voluntary Fire Brigade	Whole
Account #09687351 Land	51	Wallace & Area Recreation Committee	Whole
Account #02613875 Building & Lot	52	Tidnish Crossroads Community Association	Whole
Account # 10007526 Land (Lot 2007-3) Pugwash	53	Northumberland Community Curling Club	Whole
Account # 02246309 Land	54	Malagash Heritage Association	Whole
Account # 02698293 Land	55	Malagash Heritage Association	Whole
Account #05562066 Land	56	Wallace Museum Society	Whole
Account #07515294 Land	57	River Hebert Athletic Association	Whole

Account #02010275 Land	58	Southampton and Area Ball Association	Whole
Account # 04530357 Building & Land	59	Between the Hearts Renewal Centre	Whole
Account # 00209929 Pugwash	60	Camp Pagweak	Whole
Account # 00487112	61	Brookside Curling Club	Whole
Account # 04839773. Land	62	Friends of the Pugwash Estuary 2169 Crowley Road	Whole
Account # 03403424 Campground, 95 Mills Road Advocate Harbour	63	Advocate District Development Association	Whole
Account # 00889733 Land/Fellowship Hall, 625 Thompson Rd, Millvale	64	Community Hall of Trustees	Whole
Account # 07517688 Land, Hwy 366 Northport	65	Northport Harbour Authority	Whole
Account # 09213015 Land, Hwy 366 Northport	66	Northport Harbour Authority	Whole
Account # 10536766 Land/Lease, Northport	67	Northport Harbour Authority	Whole
Account # 09360565 Lease, 7765 Hwy 366 Parcel 96-1 Northport	68	Northport Harbour Authority	Whole
Account # 04395786 Land/Museum 36 Main Street, Springhill	69	Anne Murray Centre Society	Whole
Account 04962834 Visitor Center 1115 West Bay Road	70	Fundy Ocean Research Center for Energy Limited (FORCE) c/o Arlene Smith	Whole
Account # 1008692 Land	71	Lions Club of Parrsboro	Whole
Account # 04683323 Land / Arena 210 King St., Parrsboro	72	Lions Club of Parrsboro	Whole
Account #10599202 Land 210 King St, Parrsboro	73	Lions Club of Parrsboro	Whole
Account #04283546 Theatre, 18 Main Street Lot 02-XYZ, Parrsboro	74	The Ships Company Theatre Society	Whole
Account #03382702 Lighthouse 41 Lobster Cove Lane Lot 1 Amherst Shore	75	Coldspring Heritage Society	Whole
Account # 10678668 Land Educational 13371 Hwy 4, Wentworth Centre	76	Wentworth Learning Centre Cooperative Ltd.	Whole

Account # 03668835 Land / Fellowship Hall Parrsboro Band Hall 44 King Street	77	Parrsboro Band Association	Whole
Account #00640883 Lot 249A and Dwelling Hostel 245 Wentworth Station Road	78	Canadian Youth Hostel Association	Whole
Account #9361944 Building & Land Sutherland's Lake	1	Bragg Lumber Company Ltd. c/o Sutherland's Lake Trail Groomers Association (leased)	Partial
Account #2152592 Building & Lot Southampton	2	Irving Oil Ltd. c/o Glooscap Trail Snowmobile Club (Leased)	Partial
Account #00759147 Buildings & Land	3	Church of the Nazarene Big Lake Camp	Partial
Account #10345057 Land	4	Wentworth Ski Race Club	Partial
Account #01031074 Land	5	Cumberland Snowmobile Club	Partial
Account # 03769437 Land/Fellowship Hall 8 Pioneer Street, Springhill	6	Pioneer Street Club	Partial
Account # 03075842 Land/Fellowship Hall 1 Elm Street, Springhill	7	Masonic Lodge	Partial
Account # 02582678 Land Main Street, Springhill	8	Governing Council of the Salvation Army	Partial
Account # 03538605 Medical Clinic 272 Gulf Shore Road Lot 1A Pugwash	9	Pugwash and Area Professional Centre Association	Partial
Account # 03260577 Res/Com Mix 159 Main Street, Parrsboro	10	Masonic Lodge No 17	Partial
Account #03042561 Land Industrial 3874 Hwy 302, Nappan	11	Cumberland Marksman Association	Partial

**MOTION CARRIED #18-157**

**6. BUSINESS ISSUES**

6.1 Grant Applications –

**IT WAS MOVED** by Deputy Warden van Vulpen seconded by Councillor Rector that the Municipality provide a \$2500 grant to the Cumberland County Exhibition. Distribution of funds as follows: Districts 1-10: \$192.31 each; Districts 11-13: \$192.30 each.

**MOTION CARRIED #18-158**

**IT WAS MOVED** by Councillor Jackson seconded by Councillor Palmer that the Municipality provide a \$200 grant to The Travellers. Distribution of funds as follows: Districts 1-10, 15.38 each; Districts 11-13, 15.40 each.

**MOTION CARRIED #18-159**

**IT WAS MOVED** by Councillor McLellan seconded by Councillor Jackson that the Municipality provide a \$1,200 grant to River Hebert/Joggins & Area Development Association to assist with the installation of signs, provisional on receipt of the R H/J Area Development Association's annual budget and proof of obtaining all required municipal and provincial permits.

**MOTION CARRIED #18-160**

6.2 Casual Crossing Guard Position

Information detailing a casual position for a crossing guard to be used on an as needed basis was included in the meeting material as information for Council.

6.3 MacKenzie Park Neighbourhood Watermain Replacement

**IT WAS MOVED** by Councillor Fletcher seconded by Councillor Welton to award the replacement of the watermain in the MacKenzie Park neighbourhood in Parrsboro to Brycon Construction Ltd. as a change order to the existing Waste Water Collection System contract, for a value of \$278,250.00 to be funded by gas tax reserves.

**MOTION CARRIED #18-161**

6.4 Land Acquisition – 89 Two Island Road, Parrsboro

**IT WAS MOVED** by Councillor Rector seconded by Councillor Welton to cease pursuing the option of the purchase of the property located at 89 Two Island Road.

**MOTION CARRIED #18-162**

6.5 Deleted from the Agenda

6.6 Health Care Crisis

Deputy Warden van Vulpen provided Council with a report and a verbal update regarding the concerns facing the Cumberland Taskforce on Health Care.

6.7 Tourism Strategic Planning Committee Update

A written update to Council was included in the meeting material.

6.8 Cliffs of Fundy Geopark Update

A written update was included for Council in the meeting material.

6.9 Grant Summary

A summary of grants provided in 2017/2018 is included in the meeting material.

6.10 Four Levels of Government Presentation

The presentation which Warden Gillis delivered at the Amherst and Area Chamber of Commerce "Four Levels of Government" event was included in the meeting material.

## 7. INFORMATION ITEMS

7.1 Nova Scotia Federation of Municipalities Board Report

A copy of the NSFM Board report is included in the meeting material.

7.2 Thank You's

Provided in meeting material as information.

7.3 Joint Council Meeting

A joint Council meeting will be held September 25, 2018 at the Joggins Fossil Centre beginning at 5:30 p.m.

## 8. ADJOURNMENT

8.1 The Queen

The meeting was adjourned at 8:28 p.m. The Queen was sung.

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Warden Alison Gillis

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Municipal Clerk Brenda Moore