

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

Warden Al Gillis called the February 6, 2019 Council session of the Municipality of the County of Cumberland to Order at 6:00 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 Paul Porter, Councillor Marlon Chase, Deputy Warden Joe Van Vulpen, Warden Al Gillis, Councillor Welton, Councillor Barbara Palmer, Councillor Dan Rector, Councillor Ernie Gilbert, Councillor Mike McLellan, Councillor Don Fletcher, Councillor Doug Williams, Councillor Maryanne Jackson and Councillor Norman Rafuse.

Staff present: Rennie Bugley, Chief Administrative Officer; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Justin Waugh-Cress, Director of Engineering and Operations; Shelley Hoeg, Communications/Executive Assistant to the CAO.

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

The agenda was approved with the following additions:

- 6.7 Cape d'Or Master Plan Implementation Funding
- 6.8 Southampton Fire Hall Repairs
- 7.3 Fundy Shore Winter Carnival

2.2 Approval of Minutes of January 9, 2019 Council meeting.

IT WAS MOVED by Councillor Williams seconded by Councillor Welton to approve the minutes of the January 9, 2019 Council meeting.

MOTION CARRIED #19-012

2.3 Action List(s) from the January 9, 2019 Council meeting

There were no Action Lists included in the meeting material and they will be distributed via email.

2.4 Delegations, Presentations, Petitions

There are no delegations, presentation or petitions for today's meeting.

2.5 Public Hearing(s)

There are no Public Hearings for today's meeting.

3. STRATEGIC PRIORITIES ISSUES**3.1 Hydraulic Fracturing**

Stephen Ferguson, Director of Community Development reviewed Chapter 6 (Water Impacts) of the Report of the Independent Review Panel on Hydraulic Fracturing which was included in the meeting material.

4. MAJOR ORGANIZATIONAL ISSUES**4.1 Revenue And Expenditure**

Andrew MacDonald, Director of Finance reviewed the Revenue and Expenditure Report to December 31, 2018.

4.2 Physician Recruitment

Deputy Warden van Vulpen reviewed the report and brought Council up to date on the ongoing physician recruitment efforts.

IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Welton that Council contribute \$1,000, out of the Municipality's advertising and promotional budget, to the Cumberland Physician Retention Committee to assist in the development of promotional / welcome packages to aid in physician recruitment and to assist the Red Carpet Program.

MOTION CARRIED #19-013

4.3 Library Funding

It was agreed a letter under the Wardens signature will be drafted and sent to the provincial department of Communities Culture and Heritage expressing Councils concerns regarding the proposed funding model.

5. **ORGANIZATIONAL POLICY/BY-LAW ISSUES**5.1 Capital Investment Planning

On January 6th, Council gave Notice that a revised Capital Investment Planning Policy would be considered by Council on February 6, 2019. The revised Policy and a revised Capital Investment Plan Criteria Guide were included in the meeting material

IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to adopt the Multi-Year Capital Investment Planning Policy

Municipality of Cumberland Policy 19-XX
Multi-Year Capital Planning Policy

Statement

1. The Municipality 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

3. The objectives of the Multi-Year Capital Planning Policy are to:
 - a) Support the Municipality 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

4. A capital plan shall be prepared for all municipal infrastructure for the Municipality 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.
5. 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 (e.g. 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.
6. 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.
 7. The Municipality's Director of Finance shall coordinate the projection of expenditures and revenues. Department Heads shall be responsible for providing updated forecasts.
 8. Final approval of the capital plan shall be the responsibility of Council.
 9. 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 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 Capital Investment Planning Committee, staff and Council 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.
10. The following criteria shall be used to evaluate the capital needs of the Municipality of Cumberland:
 - (1) *Environmental Considerations*
 - (2) *Financial Feasibility*
 - (3) *Legal Mandates*
 - (4) *Risk/Liability/Safety*
 - (5) *Asset Rehabilitation*
 - (6) *Health Impacts*
 - (7) *Economic Development Impacts*
 - (8) *External Impacts*
 - (9) *Distribution Effects (Local vs Municipal)*
 - (10) *Inter-Municipal Effects*
 - (11) *Service Improvements*
 - (12) *Social Impacts*
 - (13) *Revenue Producing*
 - (14) *Aesthetic Impacts*
 - (15) *Project supports actions of the Integrated Community Sustainability Plan*

For criteria weightings and descriptions, please see the Municipality’s “Capital Investment Plan Criteria Guide” which may be adopted and amended by ordinary resolution of Council from time to time.

11. 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

12. This Policy applies to all long-term capital borrowing of the Municipality of the County of Cumberland.
13. All previous Multi Year Capital Plan or Planning Policies of the Municipality are hereby repealed.

MOTION CARRIED #19-014

IT WAS MOVED by Councillor Fletcher seconded by Councillor Rafuse to amend the motion to adopt the Capital Investment Planning Policy with an amendment to 9a so it reads “December- Send notice to Capital Investment Planning Committee, staff and Councillors of capital budgeting process, with request to identify new projects for January CIPC meeting”.

MOTION CARRIED #19-015

IT WAS MOVED by Councillor Fletcher seconded by Councillor Rector to adopt the revised Capital Investment Plan Criteria Guide.
Municipality of the County of Cumberland

CAPITAL INVESTMENT PLAN CRITERIA GUIDE

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	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 5)
5	Asset Rehabilitation Weighting: 8%	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. Infrastructure that is being replaced at 100 % of its useful service life will score 10. New infrastructure or service extensions receive a score of 0. Consideration should be given to optimal timing of rehabilitation.
6	Health Impacts Weighting: 8%	The higher the positive impact on the health of those served by the project the higher the rating. (Neutral = 5)
7	Economic Development Impacts Weighting: 7%	Projected economic growth/impact associated with project (long-term economic benefits bolstering local economy, 7 to 10 points; short-term economic growth combined with sustained economic stimulus, 4 to 6 points; short-term stimulus associated with construction but no anticipated long-term benefits, 1 to 3 points; no economic spinoffs, 0 points)
8	External Impacts Weighting: 6%	Impacts to consider would include effects on other projects, impact of 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.
9	Distribution Effects (Local vs. Municipal) Weighting: 6%	Population served or benefited by project < 500= 2 points, 500-1000= 4 points, 1000-2000> = 6 points, 2000-5000 8 points, >5000= 10 points
10	Inter-Municipal Effects Weighting: 6%	If the project will have some degree of negative impact inter-municipally 0-4 points. If the project does not have any relationship with another unit 5 points. If the project will have some degree of positive impact inter-municipally 6-10 points.
11	Service Improvements Weighting: 6%	If the project demonstrates an increase in delivery capability when completed. If the project results in the expansion of space or service to serve the needs of the community. Project increases/improves service, 6-10 points; Project maintains same level of service, 5 points; Project decreases level of service. 0-4 points.

12	Social Impacts Weighting: 6%	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 = 5)
13	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. Revenue generated will offset 100% of capital cost, 10 points; Revenue generated will offset 90-10% of capital cost, 1-9 points; Project will not generate revenue, 0 points.
14	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.
15	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 –5 point; supports the principles of the ICSP and is identified as a strategic project in the ICSP –10 points.

MOTION CARRIED #19-016**6. BUSINESS ISSUES****6.1 Cumberland Energy Authority Updates**

Minutes from the CEA Board meetings held October 16, 2018, November 27, 2018, and January 15, 2019 were included in the packages.

6.2 Financial Audit RFP

A report from the Audit and Financial Sustainability Committee regarding the results of the recent Audit RFP was included in the meeting material.

IT WAS MOVED by Councillor Gilbert seconded by Councillor McLellan to award the RFP-MCC-1805 Request for Proposals for External Auditing Services to Mclsaac Darragh Professional Accountants.

MOTION CARRIED #19-017

IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Fletcher to appoint Mclsaac Darragh Professional Accountants as the Municipality's external auditors for the fiscal year ending March 31, 2019.

MOTION CARRIED #19-018**6.3 Deed Transfer Tax**

IT WAS MOVED by Councillor Fletcher Seconded by Councillor Welton that the request from the N.S. Association of Realtors that N.S. Municipalities either waive the Deed Transfer Tax for first time buyers or extend the payment over 5 years be referred to the Nova Scotia Federation of Municipalities Board of Directors.

MOTION CARRIED #19-019

- 6.4 NSFM Spring Workshop and Fall Conference Sessions
Council requested staff forward the following items to the NSFM as topics to be included on the Spring Workshop agenda:
- Library Funding Model
 - Deed Transfer Tax
 - Request the Nova Scotia Government rescind the requirement for residents to recycle non marketing recycling of materials.

- 6.5 ECL Board Member
IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Welton to approve the appointment of Jerome Langille to the East Cumberland Lodge Board of Directors effective February 2019.

MOTION CARRIED #19-020

- 6.6 JFI Board Meeting Minutes
The January 7, 2019 and November 15, 2018 Minutes of the Jiggins Fossil Institute Board Meetings were included in the meeting materials.

- 6.7 Cape d'Or Master Plan Implementation Funding
IT WAS MOVED by Councillor Fletcher seconded by Councillor Welton to apply \$25 000 from the Federal grant for the Cape d'Or property to the current Cape d'Or Master Plan implementation project.

MOTION CARRIED #19-021

- 6.8 Southampton Fire Hall Repairs
IT WAS MOVED by Councillor Gilbert seconded by Councillor McLellan to fund the renovation of the Southampton Fire hall washrooms for the amount of \$10,500. Funds to come from the Protective Services Budget.

MOTION CARRIED #19-022

7. INFORMATION ITEMS

- 7.1 What Goes Up Must Come Down Event
We have been advised that this event has been postponed.
- 7.2 February 20, 2019 Council Meeting
Council will tour the Cumberland YMCA February 20th prior to the Council meeting.
- 7.3 Fundy Shore Winter Carnival
A flyer for the Fundy Winter Carnival was circulated to Councillors.

8. ADJOURNMENT

- 8.1 The Queen
The meeting was adjourned at 7:37 p.m. The Queen was sung.

Warden Allison Gillis

Municipal Clerk Brenda Moore