

In March of 2020, in response to the Covid 19 Pandemic, the Minister of Municipal Affairs and Housing declared that Municipal Councils will not meet in person but will instead hold virtual meetings. Under this order Council of the Municipality of the County of Cumberland held Council video meetings via Zoom. This meeting was also streamed live on Facebook.

Mayor Scott proclaimed the Municipality of the County of Cumberland acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

## 1. CALL TO ORDER

### 1.1 Roll Call

Mayor Scott called the March 17, 2021 Council session of the Municipality of the County of Cumberland to Order at 6:00 p.m. and declared the Municipality of the County of Cumberland acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

Brenda Moore, Municipal Clerk called the roll with the following members of Council present: Mayor Murray Scott, Councillor Fred Goud; Councillor Rod Gilroy, Councillor Jennifer Houghtaling, Deputy Mayor Kathy Redmond, Councillor Angela McCormick, Councillor Mark Joseph, Councillor Dale Porter, Councillor Carrie Goodwin.

Staff present Allie McCormick, Acting CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Justin Waugh-Cress, Director of Operations and Public Works; Amanda MacLeod, Sustainable Communities Marketing Officer; Dannie Sampson, IT; Will Balser, Junior Planner; and Brenda Moore, Municipal Clerk who recorded the meeting.

Media present in the meeting:

Bill Martin, Six Rivers News; and Maurice Rees, Shoreline Journal

## 2. ADMINISTRATIVE AND PROCEDURAL ISSUES

### 2.1 Approval of Agenda

The agenda was approved with the following additions and deletions:

Additions:

- 6.8 Nominations Committee Report
- 6.9 Shinimicas Fire Department Update

Deletions:

- 3.1 Organizational Communications and Public Relations Plan

**IT WAS MOVED by Councillor Joseph seconded by Councillor McCormick to approve the agenda as amended.**

**No Objections  
MOTION CARRIED**

### 2.2 Approval of the Minutes

**IT WAS MOVED by Councillor Houghtaling seconded by Councillor Gilroy to approve the minutes of the March 3, 2021 Council meeting.**

**No Objections  
MOTION CARRIED**

### 2.3 Business Arising

Council was brought up to date on the actions on the business arising from the March 3, 2021 meeting.

### 2.4 Public Hearing

*Mayor Scott called the Public Hearing to order at 6:11 p.m.*

Staff provided the background on a request for deregistration of a Municipal Heritage Property. As both the church and cemetery have been removed there would appear to be no reason to continue heritage registration.

The Mayor asked if there were any submissions from the public. Jr. Planner Will Balser indicated there had been no submissions. The Mayor asked if the property owner was present or if they had submitted any comments. The owner had not. There were no questions from Council. Mayor Scott closed the Public Hearing at 6:13 p.m.

**IT WAS MOVED by Councillor Gilroy seconded by Councillor Joseph to hold second reading of the request to deregister the former Melville Church and cemetery property, located at 2029 Gulf Shore Road, PID 25152497, from the Municipal Registry of Heritage Properties.**

**No Objections  
MOTION CARRIED**

**IT WAS MOVED by Councillor Gilroy seconded by Councillor Gould to approve second reading and deregistration of the former Melville Church and cemetery property, located at 2029 Gulf Shore Road, PID 25152497, from the Municipal Registry of Heritage Properties.**

**No Objections  
MOTION CARRIED**

**3. STRATEGIC PRIORITIES ISSUES**

3.1 Organizational Communications and Public Relations Plan

This item has been deleted from the agenda

**4. MAJOR ORGANIZATIONAL ISSUES**

There are no Major Organizational Items for today’s meeting

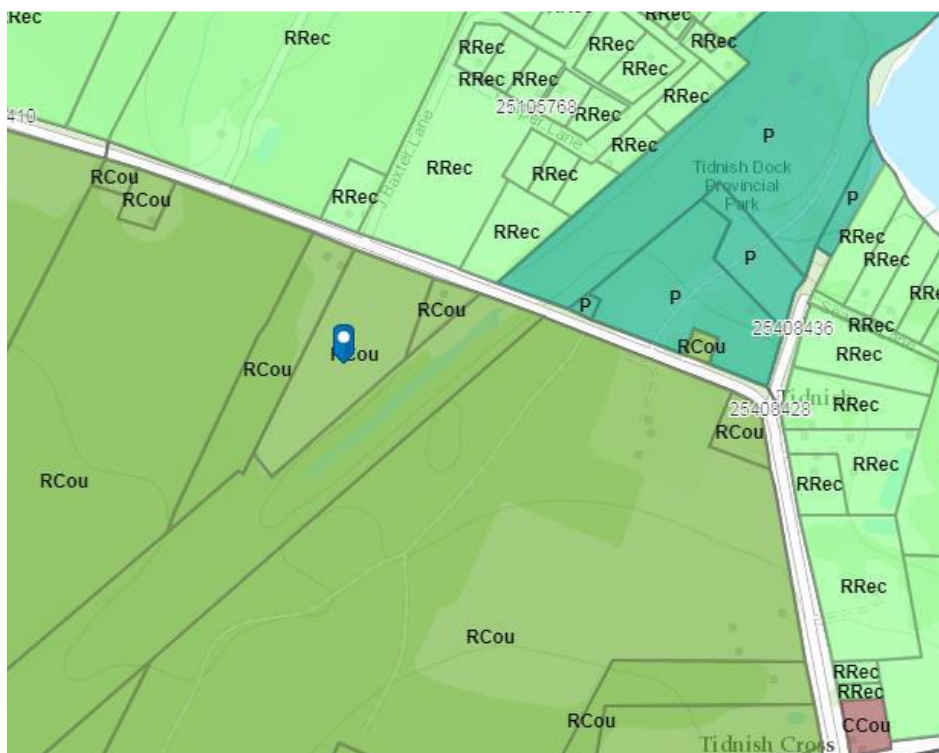
**5. ORGANIZATIONAL POLICY/BY-LAW ISSUES**

5.1 First Reading on Amendment to Land Use Bylaw to rezone PID 25360272, 768 Tidnish Head Road, Tidnish Cross Roads

**Councillor Gilroy declared a conflict of interest at 6:15 p.m. and was disconnected from the meeting by the IT Administrator.**

Rezoning the subject property to Commercial Recreation (CRec) would allow the development of an RV Park with 20 or fewer sites and is supported by Municipal Planning Strategy Policy 4-66A.

**IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Goodwin to approve first reading of the amendment to the LUB to rezone PID25360272, 768 Tidnish Head Road Tidnish Cross Roads from Country Residential to Commercial Recreation to allow the development of an RV Park with 20 or fewer sites.**



**No Objections  
MOTION CARRIED**

**Councillor Gilroy was reconnected to the meeting by the IT Administrator at 6:19 p.m.**

**5.2** Second Reading on Amendment to the Land Use Bylaw to rezone PID 25365511, 746 Miller Road, Pugwash

Rezoning the subject property to Country Residential [RCou] would allow the expansion of the garage and workshop to a minimum of 1.4m from the side property boundaries and is supported by Municipal Planning Strategy Policy 5-29.

**IT WAS MOVED by Councillor Houghtaling seconded by Councillor Joseph to approve second reading and adoption of the Amendment to the Land Use By-Law to rezone 746 Miller Road Pugwash, PID 25365511 from Agriculture to Country Residential.**



**No Objections  
MOTION CARRIED**

**6. BUSINESS ISSUES**

6.1 \*Glooscap Campground Advisory Committee TOR

**IT WAS MOVED by Councillor Goodwin seconded by Councillor McCormick to adopt the draft Terms of Reference for the Glooscap Campground Advisory Committee.**

**No Objections  
MOTION CARRIED**

\* TOR Attached as Appendix A to these minutes

6.2 Remittal Request(s)

**IT WAS MOVED by Councillor Gilroy seconded by Councillor Gould to provide the following remittals:**

**AAN 00377236 - \$8.50 is principal and \$1.36 is accumulated interest for a total of \$9.86;**

**AAN 00377074 - \$20.50 principal and \$3.47 accumulated interest for a total of \$23.97; and**

**AAN 00377082 - \$162.00 principal and \$27.18 accumulated interest for a total of \$189.18;**

**AAN 00642746 - \$552.00 is principal and \$203.49 is accumulated interest for a total of \$755.49.**

**AAN 00642436 - \$1047.90 principal and \$309.19 accumulated interest for a total of \$1,357.09**

**AAN 09163204 - \$11,796.54 principal and \$3,514.82 accumulated interest for a total of \$15,311.36**

**AAN 00642738 - \$1,130.16 principal and \$334.94 accumulated interest for a total of \$1,465.10**

**No Objections  
MOTION CARRIED**

6.3 Springhill / Parrsboro Water Write Off Listing

**IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Joseph to authorize staff to write off a total of 87 inactive water accounts with a total outstanding balance of \$151,121.47**

200029	\$22,592.12	201599	\$1,436.35	201583	\$641.37
200010	\$19,407.99	200919	\$1,401.52	200931	\$640.10
200408	\$8,954.48	201180	\$1,385.82	200545	\$575.32
200055	\$4,011.09	201608	\$1,353.18	201581	\$558.11
200078	\$3,969.34	201609	\$1,353.18	201582	\$558.11
200518	\$3,794.86	201611	\$1,353.18	201595	\$544.78
201422	\$2,825.10	200862	\$1,334.50	201621	\$542.73
200509	\$2,800.10	200843	\$1,326.99	200482	\$521.76
201359	\$2,796.94	200671	\$1,286.33	200065	\$356.61
200174	\$2,695.72	200240	\$1,283.57	200900	\$336.23
201219	\$2,693.92	201565	\$1,255.84	201459	\$330.58
201606	\$2,356.38	201607	\$1,212.74	201605	\$313.13
200333	\$2,233.53	200699	\$1,173.49	200229	\$282.37
201618	\$1,959.96	200332	\$1,169.94	200944	\$265.83
201350	\$1,916.70	200711	\$1,148.89	200874	\$262.34
201351	\$1,916.67	201598	\$1,146.91	200067	\$248.95
200628	\$1,907.70	200490	\$1,061.49	200480	\$226.59
200025	\$1,824.49	200446	\$1,055.82	201593	\$194.18
201612	\$1,822.79	201177	\$1,015.72	201324	\$137.76
200756	\$1,814.90	200595	\$1,011.57	201617	\$129.40
201245	\$1,793.21	200127	\$971.45	201597	\$90.46
201601	\$1,763.73	200374	\$945.66	201624	\$75.43
200364	\$1,657.12	201602	\$904.25	201623	\$66.00
200754	\$1,609.39	201613	\$893.22	201596	\$61.04
201264	\$1,601.26	200622	\$885.08	700187	\$526.54
200615	\$1,570.18	201335	\$834.06	700774	\$755.61
200049	\$1,565.88	200168	\$823.94	700777	\$150.38
200324	\$1,497.26	201622	\$761.44	700782	\$434.40
201610	\$1,467.58	200295	\$679.14	700491	\$9.70

**No Objections  
MOTION CARRIED**

6.4 Sunset Community

**IT WAS MOVED by Councillor Gilroy seconded by Councillor Houghtaling to ratify the appointment of Ms. Millie MacLeod as a Citizen Board Member of the Sunset Community. Term to be completed on December 31, 2024.**

**No Objections  
MOTION CARRIED**

6.5 Grant Requests

**IT WAS MOVED by Councillor Goodwin seconded by Councillor Houghtaling to approve a grant in the amount of \$600 to Advocate District School to start a 'Coyote Cupboard' pantry.**

**No Objections  
MOTION CARRIED**

**IT WAS MOVED by Councillor Goodwin seconded by Deputy Mayor Redmond to approve a grant in the amount of \$2,000 to Parrsboro Creative Art Lab Studios.**

**No Objections  
MOTION CARRIED**

6.6 Schedule Date for Capital Budget Review6.7 Schedule Date for Budget Overview

It was the Consensus of Council to schedule a Capital Budget Review and Budget Overview combined meeting on April 1, 2021 at 6:00 p.m.

6.8 Nominations Committee Report

**IT WAS MOVED by Councillor Joseph seconded by Councillor Gould to add the Glooscap Advisory Committee to the list of Council approved committees and to appoint Councillor Carrie Goodwin Councillor Angela McCormick and Councillor Dale Porter to this committee.**

**No Objections  
MOTION CARRIED**

**IT WAS MOVED by Councillor Goodwin seconded by Councillor Houghtaling to add the Fire Service Advisory Committee to the list of Council approved committees and to appoint Councillor Joseph, and Councillor Gould as members and Deputy Mayor Redmond as an alternate member to this committee.**

**No Objections  
MOTION CARRIED**

6.9 Shinimicas Fire Department Update

Councillor Gilroy provided an update on the progress of Shinimicas Fire Department. The agreement of sale for the property for the new hall has been executed by all parties and the Memorandum of Understanding around the proceeds of insurance and the tenders for the building and the vehicle replacement has been signed.

Director of Engineering and Public Works, Justin Waugh-Cress indicated the specifications for the vehicles has been forwarded to our procurement officer and the structuring of a tender document is under way. As soon as we have the Purchase and Sale Agreement in hand, we will be ready to issue the tender for the fire hall as it is actively being worked on as well.

**7. INFORMATION ITEMS**

7.1 Low Income Exemption Information

Low Income Exemption Policy information requested at the last meeting was included in the meeting material. Discussion on this Policy will be included during budget deliberations.

**8. ADJOURNMENT**

8.1 Adjournment

On motion by Councillor Gilroy the meeting was adjourned at 6:50 p.m.

\_\_\_\_\_  
Mayor Murray Scott

\_\_\_\_\_  
Municipal Clerk Brenda Moore

**APPENDIX A**

**Municipality of the County of Cumberland  
GLOOSCAP CAMPGROUND ADVISORY COMMITTEE  
TERMS OF REFERENCE**

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1. Purpose of the Committee and these Terms of Reference
  - a. The purpose of the Glooscap Campground Advisory Committee (the Committee) is to advise the Campground Manager and the Municipality's CAO regarding the operations, finances, staffing, and infrastructure of the Glooscap Campground.
  - b. The purpose of these Terms of Reference is to set out the responsibilities and composition of the Committee.
2. Members of the Committee
  - a. The voting members of the Committee shall be three members of Municipal Council appointed by Council. The voting members may be removed and replaced by Council at any time, and appointments shall be reviewed and may be changed by Council annually as part of the committee appointments process.
  - b. Council shall also appoint one additional member of Municipal Council who shall be an alternate member of the Committee. The alternate member may attend and participate in meetings of the Committee on a non-voting basis. In the event of the temporary absence of one or more voting members, the alternate member shall have the same rights and privileges as a voting member.
  - c. The Committee shall be supported in its work by:
    - i. one or two Campground employees, selected by the Committee;
    - ii. one Community Development Department employee selected by the Director of Community Development; and
    - iii. one Finance Department employee selected by the Director of Finance.

The employees referenced above shall be non-voting members of the Committee. Any seasonal employees selected to support the Committee shall be compensated at their normal hourly rate for time worked in the off-season, or in addition to, or outside, normal working hours.
3. Meetings of the Committee
  - a. The quorum necessary to conduct business of the Committee shall be two voting members
  - b. The Committee may meet in person or by means of electronic communications.
  - c. The Committee may adopt its own procedures and rules of order.
  - d. The voting members of the Committee shall select a Chair and Vice Chair from amongst the voting members.
  - e. The Chair, or in the absence of the Chair, the Vice Chair, shall have the authority to call meetings of the Committee.
  - f. The voting members of the Committee shall appoint one of the members to keep meeting notes. The meeting notes shall, at a minimum, include a record of any recommendations made, the name of the individual responsible to ensure the recommendation is duly considered, and the expected timeline.
  - g. The meeting notes shall be distributed to all Committee Members, Council, and the CAO once they have been approved by the Committee.
4. Campground Employees
  - a. When there is a staff vacancy, the Committee shall participate in the recruitment process and shall make recommendations to the CAO regarding hiring and placement on the salary scale. The CAO has hiring authority for Campground staff and may delegate that authority to a Director.
  - b. The authority to discipline or dismiss a Campground employee rests with the CAO, who may delegate that authority to a Director. The Committee may make recommendations to the CAO or Director with regard to the discipline or dismissal of a Campground employee.
  - c. The CAO has sole authority to approve position descriptions and responsibilities. The Committee may develop and draft revisions of the position descriptions and responsibilities for the Campground employees and recommend those changes to the CAO.
  - d. Except as required by sections 4.b. and c. above, the Committee Chair is authorized to communicate Committee recommendations to the Manager.
  - e. The Committee may recommend and approve training for Campground staff in accordance with the approved budget.
5. Budget, Finances and Marketing
  - a. The Committee shall develop annual capital and operating budgets for the Campground and shall submit those to Council as part of the annual budget process.
  - b. The Committee shall oversee the implementation of the Campground budgets as approved by Council. The Committee Chair may approve Campground invoices for payment.
  - c. The Committee may set the rates to be charged to the various classes of Campers and the amounts to be charged for services or goods to be offered to Campers.

- d. The Committee may develop and implement branding and marketing plans for the Campground.
  - e. Working within any applicable provincial guidelines, the Committee may establish the number of Campsites to be offered to Seasonal, Recreation Vehicle, and tent campers, respectively.
6. Operations
- a. The Committee shall, in consultation with the Campground employees, develop and revise Campground rules and procedures, and shall prepare information materials and guides for Campers as required.
  - b. Jointly and severally with the Joint Occupational Health and Safety Committee and Campground employees, and in consultation with the Safety Advisor, the Committee shall be responsible for the Occupational Health and Safety of Campground employees and the overall safety of the Campground.
  - c. The Committee may make recommendations to the Campground Manager and the CAO with regard to any services and programs offered by the Municipality at the Campground.
  - d. The Committee may make recommendations to the Campground Manager and CAO with regard to the way in which the public picnic area and access to the beach at the Campground are maintained.
7. Reporting
- a. The Committee shall prepare monthly reports for Council regarding the Committee's activities and operations at the Campground and recommending to Council any changes in the organizational structure the Committee believes would improve services to campers and the public or the financial circumstances of the Campground.

These Terms of Reference were approved by the Municipality by resolution at a duly convened meeting of Council on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Brenda Moore, Clerk