

1. **CALL TO ORDER**

1.1 O' Canada

Warden Hunter called the November 18, 2015 Council session of the Municipality of the County of Cumberland to Order. The meeting was held at the E. D. Fullerton Municipal Building. O'Canada was sung.

1.2 Roll Call

Executive Assistant to the CAO, Shelley Hoeg, called the roll with the following Councillors being present:
Councillor Smith, Councillor Kellegrew, Warden Hunter, Councillor Gillis, Councillor Welton, Councillor Baker, Councillor Rector, Councillor Gilbert, Councillor McLellan, Councillor Fletcher, Councillor Williams and Councillor Jackson.

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**

2.1 Approval of Agenda

The agenda was approved with the addition(s)/Deletion(s) of:

| | | |
|--------------|-----------|---|
| Addition(s): | 2.4 (iii) | CNTA Presentation |
| | 4.1 | Governance Study/Letter of Thanks |
| | 6.9 | Cumberland County Transportation Society Report |

Deletion(s): 2.5, 3

2.2 Approval of Minutes of November 2, 2015

The minutes of the November 2, 2015 Council session were approved as circulated.

2.3 Business Arising from the November 2, 2015 Council Session

The Business Arising of the November 2, 2015 Council session was discussed.

The Springhill Tennis Courts – will begin in Spring due to weather conditions.

The Agreement re the Former Transfer Station to keep bees has been scrapped. The proponent no longer wishes to use the property.

For Ongoing Actions:

#1 – the CAO has asked the HR Administrator to update him on when this will be completed.

#2 – The Director of Finance updated Council that this is being worked on.

#3 – We will be updated once our Accounts payable staffer returns to work.

#5 – This item is nearing completion

#13 – There are a number of private interests in the Wentworth Elementary Facility. Mr. Cottingham has encouraged all the groups to submit a proposal. We are awaiting those proposals.

#14 – DOTIR correspondence re Cape D'Or Road – This item is completed.

#16 – Dan Troke of Housing Nova Scotia will be asked to attend a Council session regarding Sunset.

2.4 Delegations, Presentations, Petitions, Proclamations

(i) *Biker Bash*

Mike Johnson and Bill Digdon were on hand to provide the presentation. The presentation was to advise Council where money was spent, how it was spent, and how the event went overall.

Mr. Johnson advised that the total cost was \$19888.13 and provided a detailed breakdown of that cost.

Highlights were:
Custom build motorcycles
Motorcycle tours
Advocate run
Malagash run
Blitz the bridge run

Motorcycle stunt
 Light show
 Tattoo completion
 Music in the park
 Blessing of the bikes
 Parade
 Dance
 Motorcycle dealers
 Artisans and much more.

There were a total of 22 vendors – the Comments from the vendors were all very positive and will definitely be returning.

The estimated attendance numbers were approximately 750 and the number was less than expected due to weather conditions.

Planning for the 2016 event has already begun.

Warden Hunter thanked the presenters for their presentation and wished them every success with the upcoming event.

(ii) *Municipal Awareness Week Proclamation*

IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Fletcher that:

WHEREAS Municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and

WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE BE IT PROCLAIMED that the week of November 16 – 20, 2015 be known as Municipal Awareness Week in municipalities of Nova Scotia in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

MOTION CARRIED #15-256

(iii) *CNTA*

Devin Terfry, A/Executive Director, was on hand to provide this presentation.

Mr. Terfry spoke of the new strategy of Tourism Nova Scotia and how this affects CNTA both operationally and financially.

2.5 Public Hearings
 Deleted

3. **STRATEGIC PRIORITIES ISSUES**

There are no strategic priorities for today’s meeting.

4. **MAJOR ORGANIZATIONAL ISSUES**

4.1 Governance Study/Letter of Thanks

IT WAS MOVED by Councillor Welton, seconded by Councillor Fletcher that:

WHEREAS the Municipality of the County of the County of Cumberland is currently engaged in the transition of the Springhill dissolution/merger issue;

WHEREAS the Municipality is also currently engaged in the process to support the Town of Parrsboro in its application for dissolution;

WHEREAS the Municipality needs to commit a significant amount of resources to these specific governance changes to ensure successful implementation;

WHEREAS the dissolution option of governance change is known to be a positive method for change, is cost effective, efficient, and is the least stressful and least disruptive option for organizational change;

WHEREAS the Municipality wants to avoid the cost of studies while at the same time support the Town of Amherst in its initiative to change its governance model;

BE IT RESOLVED that the Municipality will support and partner with the Town of Amherst should it decide to proceed with an application for dissolution to the Nova Scotia Utility and Review Board;

BE IT FURTHER RESOLVED that the Municipality encourage the Town of Amherst to defer a dissolution decision until after the October, 2016 municipal elections to provide the Municipality an opportunity to work through ongoing transition issues with Springhill and Parrsboro;

AND FURTHER that such timing will provide an opportunity for Councils elected in the October, 2016 municipal elections to consider a dissolution application and provide an opportunity for the Town to present its financial projections to the Municipality, Municipal Affairs, and its own residents and to develop a financial sustainability plan and to engage and consult with its businesses and residents on the impact and implementation of this proposed sustainability plan.

MOTION CARRIED #15-257

IT WAS MOVED by Deputy Warden Gilbert, seconded by Councillor Kellegrew to forward a letter of thanks to staff of Municipality of the County of Cumberland for their presentation to Council and for all the preparatory work they did on the presentation.

MOTION CARRIED #15-258

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

5.1 Grants Policy and Programs

Mr. Ferguson, Director of Social Capital and Special Projects advised that Council gave Notice of its intention to consider the adoption of a new Grants Policy at its November 2, 2015 meeting.

IT WAS MOVED by Councillor Smith, seconded by Councillor Kellegrew to approve the Grants Policy which is as such:

Municipality of Cumberland Policy 15-11

Grants Policy

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1. This Policy is entitled the Municipality of Cumberland Grants Policy.
 2. The Municipality of Cumberland recognizes the importance of having citizens actively engaged in their communities and the contribution that volunteer organizations make to the sustainability of our communities and our Municipality, and wishes to support their efforts in various ways including financial assistance. This position is entirely consistent with the Mission Statement and Strategic Priorities of the Municipality.
 3. This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:

- a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals;
- b) ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures;
- c) identify roles and relationships; and
- d) conform to the written guidelines for all grants and assistance programs including:
 - eligibility;
 - application deadlines, processes, and requirements;
 - contribution limits and requirements; and
 - accountability and reporting requirements.

Overview

4. Requests for assistance regarding sponsorship or advertising will be dealt with outside of this Policy and the programs it creates.
5. It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of three financial assistance programs: the Regional Grant Program, the Local Grants Program, and the Annual Funding Program.
 - a) All funding assistance provided through any of the three programs must be in compliance with the provisions of the Municipal Government Act.
 - b) Subject to 5. a) and compliance with the Municipality's goals and strategic priorities, funding through any of these programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Health & Healthy Living, Social and Community Service, Stewardship of the Environment, Education & Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.
 - c) It is the intent of this Policy to create grant programs that provide funding on the basis of financial need. Should an approved program or event generate excess revenue, the recipient will be required to refund the grant, up to the amount of the excess revenue.
 - d) Community organizations may be eligible to apply for assistance through more than one grant program providing the applications pertain to separate and distinct projects, programs or initiatives.
 - e) The Municipality will develop guidelines pertaining to applications involving school teams and programs, community sport teams, and other groups where the proponent may not be an incorporated organization. These guidelines will include eligibility and accountability provisions.
 - f) Community organizations are encouraged to plan their projects and activities well in advance, thereby making them eligible to apply for assistance through the Regional Grant Program. Early submissions in advance of the annual intake deadline are further encouraged to ensure compliance with application requirements and optimum chance for success.
6. Activities and projects aimed primarily at fund raising are not eligible for assistance through the Municipality's financial assistance programs.
7. Guidelines
 - a) Guidelines are laid out for each program and include:
 - Program description
 - Eligibility criteria
 - Application deadlines (if applicable)
 - Application processes, procedures and requirements
 - Municipal and community contribution limits and/or requirements
 - Assessment criteria (if applicable)
 - Reporting and accountability requirements; and
 - Payment procedures and requirements
 - b) Program guidelines may be changed upon Council approval by ordinary resolution.
8. Roles and Relationships

- a) Staff and councillors will encourage community residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.
 - b) Municipal staff will be assigned responsibility for the administration of each grant program and the role of each responsible employee will be clearly set out.
 - c) Municipal staff will prepare a report and recommendation for each application or group of applications as applicable, to be presented to Council for approval.
9. Budget and Allocation of Funds
- a) On an annual basis Council will identify an amount to be allocated in support of this Policy.
 - b) A portion of the total amount budgeted shall be allocated to each of the three programs set out in section 5 of this Policy based on anticipated demand, and that allocation may be adjusted from year to year as needed.
 - c) A portion of the amount budgeted for the Regional Grant Program shall be set aside to be used to support applications that are received after the deadline because the need was unforeseen and could not have reasonably been anticipated.
 - d) A portion of the Local Grants Program budget allocation shall be set aside to be retained as a common budget. The remainder shall be divided equally among all Districts, and shall be applied only to local projects within a single District. Applications that involve a program or project that benefits more than one District shall be funded out of the Regional Grant Program. In the event that the amount allocated to any individual District is totally committed at any point in time during the year, additional applications from that district may be considered and contributions allocated from the remaining “common” budget at the discretion of Council. No individual District shall be allowed to expend future years’ expected allocation.
 - e) Allocations in the Local Grants Program are not otherwise transferable.
 - f) Any balance remaining in a District allocation at the end of the fiscal year shall be retained in this Local Grants Program “common” fund for use in future years.
10. Program Evaluation
- a) A report shall be prepared at the end of each fiscal year, providing an overview of the allocation of funds in each grant program and the extent to which it supported Municipal goals and strategic priorities. The report may also include recommendations for changes to this Policy, the program guidelines and/or budget allocations.

MOTION CARRIED #15-259

6. **BUSINESS ISSUES**

- 6.1 Cumberland Public Libraries Report
This was previously circulated for Council.
- 6.2 Sunset Report
Previously Circulated.
- 6.3 Dangerous and Unsightly Update
A lengthy report was provided in the packages. As well, Council was updated that two demolitions will take place tomorrow.
- 6.4 Regional Updates
Provided in Councillors boxes.
- 6.5 Cumberland Restorative Justice Society Partnership
The Department of Social Capital and the Dr. Carson & Marion Murray Community Centre have been approached by the Cumberland Restorative Justice Society (CRJS) to develop a placement partnership. CRJS is a volunteer organization providing community based services to youth and adults in conflict with the law and youth at risk in Cumberland County. This partnership would see the Community Centre supervise an offender while they are completing required hours under the Restorative Justice program.

The Municipality will have full control over the acceptance of a placement. The ability to accept or refuse an offender will be on our terms as it relates to age, offence,

safety/security, timing, etc. The Municipality will be covered under an insurance policy through the Dept. of Justice, should an incident arise with the offender.

CRJS previously had a good relationship with the Town of Springhill and the Community Centre and therefore would like to develop a partnership with the Municipality.

Staff believes this falls in line with the overall objectives of our Department and the Municipality in general and are requesting Council's endorsement on moving forward and developing the partnership with CRJS.

IT WAS MOVED by Councillor Williams, seconded by Deputy Warden Gilbert to partner with the Restorative Justice Society and begin accepting placements.

MOTION CARRIED #15-260

6.6 Changes to Liquor Licensing Regulations

This information was provided to Council in their information kits. Council's reply will be that the Municipality agrees with the two recommendations in the report. A response to this effect will be forwarded.

6.7 Tax Collection Reports

Tax Collection Report for Upper Nappan Cumberland Accounts

The tax collection analysis shows a total outstanding balance of \$3,154,915 as of October 31, 2015. There was \$295,500 collected during the month of October 2015. There was an outstanding balance of \$3,258,941 for the same period in 2014. Property tax statements were sent early October to approximately 3200 citizens.

Tax Collection Report for Springhill Cumberland Accounts

The tax collection analysis shows a total outstanding balance of \$1,626,517 for property taxes as of October 31, 2015. There was \$64,006 collected during the month of October. There was an outstanding balance of \$2,359,714 for the same period in 2014. A total of 448 statements were issued to customers early October 2015.

6.8 Grants

Council was advised of the following grant requests:

Wallace Country Christmas Committee

The village of Wallace is planning for their yearly Wallace Country Christmas celebration, and they are asking for some funds to help pay for the fireworks, parade, entry prizes and such. They have \$900 in the bank, and \$500 will be given to the fire department for the fireworks display.

IT WAS MOVED BY Councillor Kellegrew, seconded by Councillor Gillis to provide a Community Development Grant to the Wallace Country Christmas Committee, from District 5 funds, in the amount of \$400.

MOTION CARRIED #15-261

East Cumberland Lodge

Sparkle of Light campaign 2015. This year's fundraising campaign will assist to purchase a new blanket warmer, specialized ergonomic dining room chair, and sleeper chairs that enhance safety and infection control. The \$1,000 level will also include placement of advertising of the County's contribution to the campaign to assist long term care residents.

IT WAS MOVED by Councillor Gillis, seconded by Councillor Welton to provide a Community Development Grant to the East Cumberland Lodge Sparkle of Light in the amount of \$1,000. This amount to be divided evenly between all 12 districts.

MOTION CARRIED #15-262

Oxford Area Skating Club

CAN Skate and CAN Figure Skate Programs. Of the 28 participants registered, 18 are County residents, broken down as follows:

- 13 – District 7
- 3 – District 6
- 2 – District 5

IT WAS MOVED by Councillor Welton, seconded by Councillor Rector to provide a Community Development Grant to the Oxford Area Skating Club in the amount of \$2,000. These funds to be provided as such: District 5 - \$200, District 6 - \$300, District 7 - \$1,300.

MOTION CARRIED #15-263

Springhill Jr. Sr. High School

The school is raising funds to send 10 Leadership Program students to attend Encounters with Canada in Ottawa. This program brings together young Canadians from different backgrounds and regions to give them an opportunity to learn about one another, to discover their country through each other, and gain a better understanding of Canadian institutions. The total cost for sending these 10 students is \$6,750.

IT WAS MOVED by Councillor Jackson, seconded by Councillor Williams to provide a Community Development Grant to the Springhill Jr. Sr. High School for students to attend Encounters with Canada. The grant will be in the amount of \$650 and will be split equally between districts 8, 11 and 12.

MOTION CARRIED #15-264

6.9 Municipal Awareness Week

Municipal Awareness Week will take place from November 16-22, 2015. Municipal Awareness Week is a public awareness campaign aimed at:

- Promoting the importance of municipal government in peoples' daily lives;
- encouraging citizens to participate in municipal government – including attending council sessions, public hearings, or joining citizen working groups – in a way that is inclusive to all residents of Cumberland County; and
- increasing voter turnout rates during municipal elections.

The Municipal Awareness Committee has been planning activities and events for the week. Events include:

- **Photo Contest**
 - Residents of Cumberland County are encouraged to submit their best photo of Cumberland County to be considered to have the photo printed and framed at the municipal Service Centres. Submissions due Monday, November 30th.
- **Activities at the Dr. Carson & Marion Murray Community Centre**
 - Working with staff at the Community Centre to organize fun and engaging events for all ages. Event takes place Friday, November 20th from 3:00 – 5:30pm. Activities include:
 - Free Skate (3:00 – 4:30pm)
 - Craft Making with Recycled Materials (CJSMA)
 - Naz MacDonald Trail Walk & Plant a Tree
 - Touch-a-Truck
 - Skate Park Showdown
 - Brainstorming Session in the Teen Centre
 - Healthy Snacks
- **Proclamation of Municipal Awareness Week**
 - Council to proclaim November 16-22, 2015 Municipal Awareness Week.
- **Councillor Presentations at Schools**
 - Councillors are encouraged to present to schools in their districts about the importance of municipal government and how it works.
 - This will be on a volunteer basis for any councillors willing to participate in this activity. If interested, a presentation deck has been created.
 - Presentations can occur anytime during the school year. Contact Allie MacLean if interested in visiting schools in your district.

Municipal Awareness Week activities are being promoted in schools across the County, as well as through radio and newspaper. Activities are also listed on the municipal website.

6.9 CCTS Board Report

This report was circulated at today's meeting and Councillor Welton advised that the proposed route is tentative.

7. **INFORMATION ITEMS**

7.1 Regional Chairs Committee

These were provided as information.

8. **ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 2:50 p.m. and The Queen was sung.

Warden Keith Hunter

Municipal Clerk Brenda Moore