

1. **CALL TO ORDER**

1.1 O' Canada

Warden Hunter called the December 16, 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, and Councillor Williams

Councillor Jackson arrived at 2:36 p.m.

2. **ADMINISTRATIVE AND PROCEDURAL ISSUES**

2.1 Approval of Agenda

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

| | | |
|--------------|-------|-----------------------------------|
| Addition(s): | 3.1 | Boundary Review |
| | 5.3 | Notice of Motion – Mayor at Large |
| | 6.4 | Energy Authority – Geothermal |
| | 6.9 A | Ottawa House |
| | 7.2 | Thank You |

Deletion(s): None

2.2 A. Approval of Minutes of December 2, 2015

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

B. Approval of Minutes of December 7, 2015

The minutes of the December 7, 2015 Special Council session were approved as circulated.

2.3 Business Arising from the December 2, 2015 Council Session

The Business Arising was circulated prior to Council. Council was advised all Community Development Grant cheques have been processed.

2.4 Delegations, Presentations, Petitions, Proclamations

(i) *Years of Service Presentation*

CAO, RENNIE Bugley was presented with a certificate and token of appreciation for his 20 years of dedicated service to the Municipality of Cumberland. Mr. Bugley thanked Council and advised that his 20 years have been very rewarding.

(ii) *Pugwash Waterfront Development Project*

Alex Parker, Chair of Development Committee, Jim Sackville

Mr. Sackville of BDA presented the Waterfront Improvement Concept to Council.

Mr. Sackville presented the many attributes of the Village of Pugwash and in particular the ones in proximity to the waterfront and then advised of the vision to the future. He advised of infrastructure that would be necessary to complete this vision which includes, curbing, sidewalks, the Boardwalk, lighting, etc.

The new harbour centre would start at the existing location of the current yacht club. This would include boat slips and services such as fuel.

Councillor Gillis thanked the presenters and the committee for all their hard work and for their initiative on the project.

3. **STRATEGIC PRIORITIES ISSUES**

3.1 Boundary Review

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Williams to approve only option 1 of the draft report, which would be to leave the Town of Parrsboro as a stand-alone District in the Municipality, should dissolution occur.

MOTION CARRIED #15-284

Warden Hunter and Councillor Smith are opposed to having 13 Councillors for the population of Cumberland. They feel that it is over-representation.

4. MAJOR ORGANIZATIONAL ISSUES**4.1 Former Town of Springhill Audited Financial Statements**

Director of Finance, Andrew MacDonald, was on hand to present these statements as the auditors were not able to be present but did present the statements to the Audit Committee last week.

IT WAS MOVED by Councillor Welton, seconded by Councillor Gillis to approve/accept the 2014/2015 audited financial statements of the former Town of Springhill.

MOTION CARRIED #15-285**4.2 Cumberland Audited Financial Statements**

Cindy Costin-Fury, of McIsaac Darragh was on hand to provide the audited 2014/2015 financial statements.

IT WAS MOVED by Councillor Gillis, seconded by Councillor Baker to approve the 2014/2015 Consolidated Financial statements for the Municipality of Cumberland.

MOTION CARRIED #15-286**4.3 Audit Committee Report**

A written report from the Audit Committee was provided to Council. Councillor Smith advised Council that due to the extra work/hours the auditors had to provide he feels the increased budget for the audit is warranted.

IT WAS MOVED by Councillor Smith, seconded by Councillor Kellegrew to approve that the Audit fee in the amount of \$47,400 plus HST for the Municipality of Cumberland's 2014/2015 audit be approved.

MOTION CARRIED #15-287

IT WAS MOVED by Councillor Smith, seconded by Councillor Welton that funding for additional training resources be approved, as recommended by McIsaac Darragh Chartered Accountants, the Audit Committee and the Financial Planning and Reporting working group.

MOTION CARRIED #15-288**5. ORGANIZATIONAL POLICY/BY-LAW ISSUES****5.1 Occupational Health and Safety Policy**

IT WAS MOVED by Councillor Kellegrew, seconded by Deputy Warden Gilbert to approve the amended Occupational Health and Safety Policy which is as such:

**Municipality of Cumberland Policy 15-xx
Health and Safety Policy**

This policy will apply to the Municipality of the County of Cumberland and all of its employees, officers and agents.

1. The Municipality of the County of Cumberland is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. To express that commitment, the Municipality has issued this policy on occupational health and safety.
2. As the employer, the Municipality of the County of Cumberland is responsible for the health and safety of its employees, elected officials and the general public while on Municipal property. The Municipality will make every reasonable effort to provide a healthy and safe work environment. The Municipality is dedicated to the objective of

- minimizing the possibility of injury and illness.
3. Municipal Council will take all reasonable precautions to prevent harm to workers, elected officials and the general public.
 4. Managers and supervisors will be trained and are responsible for ensuring that the employees under their supervision follow this policy. They are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety.
 5. Managers and supervisors also have a general responsibility for ensuring the safety of equipment and facilities.
 6. The Municipality, through all levels of management, will co-operate with the occupational health and safety committee and employees to create a healthy and safe work environment.
 7. The employees of the Municipality will be required to support this organization=s health and safety initiative and to co-operate with the occupational health and safety committee and with other exercising authority under applicable legislation and policy.
 8. It is the duty of each employee to report to their supervisor or manager, as soon as possible, any hazardous condition, injury, accident or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and by following policies, procedures, rules and instructions as prescribed by the Municipality.
 9. The Municipality will, where possible, eliminate hazards. When appropriate, employees will be required to use safety equipment, clothing, devices and materials for personal protection.
 10. The Municipality will support and encourage employees to play an active role in identifying hazards and in offering suggestions or ideas to improve the health and safety program.
 11. The Municipality of Cumberland acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The Municipality views any acts of violence or threats of violence in the workplace as unacceptable.
 12. The Municipality is committed to working to prevent workplace violence and to responding appropriately if work place violence does occur. Every effort will be made to identify possible sources of violence and implement procedures to eliminate or minimize the risk they create.
 13. Municipal Council and all employees of the Municipality are responsible for creating and maintaining a safe working environment.

The Municipality's previous Health and Safety Policy, Policy 14-03 is hereby repealed.

MOTION CARRIED #15-289

5.2 Volunteer Policy

IT WAS MOVED BY Councillor Gillis, seconded by Councillor Williams to approve the Volunteer Policy as presented at the last Council session which is as follows:

**Municipality of the County of Cumberland Policy 15-xx
Volunteer Policy**

General

1. This policy is entitled the "Volunteer Policy".

Purpose

2. The Municipality of the County of Cumberland has created this Policy regarding volunteering for the purpose of:
 - (1) providing staff and volunteers with guidance to ensure a safe, meaningful, and productive volunteer experience with the Municipality;
 - (2) recognizing the essential role that volunteers play in building a healthy and vibrant community;
 - (3) developing systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the Municipality and municipal volunteers; and
 - (4) ensuring volunteers understand their responsibilities and commitments to the Municipality.

Definitions

3. In this Policy, unless the context otherwise requires:
 - (1) “Municipality” means the Municipality of the County of Cumberland; and
 - (2) “volunteer” means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

Guiding Principles

4. The Municipality encourages citizens to volunteer and contribute their expertise to improve their communities and will actively promote volunteer opportunities.
5. The Municipality will provide appropriate mechanisms to support volunteers and commits to providing a safe and supportive environment for volunteers.
6. Volunteers act as representatives of the organization and also have responsibilities. Volunteers make commitments to the Municipality and should act responsibly and with integrity.
7. Training and supervision is provided to ensure volunteers understand their roles, responsibilities, and limitations and are able to undertake them in an appropriate and safe manner.

Policy Statement

8. The Municipality values volunteers and believes volunteerism:
 - (1) promotes citizen involvement, social and community responsibility, participation, and interaction;
 - (2) contributes to a healthy community and a vibrant Municipality; and
 - (3) improves the quality of life in the community.
9. Thus the Municipality will:
 - (4) support volunteers and volunteerism in the Municipality;
 - (5) provide positive, meaningful volunteer experiences for individuals who volunteer with the Municipality; and
 - (6) work with community and voluntary groups in order to strengthen, recognize, and support volunteerism in the Municipality.

Volunteers

10. Volunteer applicants will complete an application form and will be evaluated based on qualifications, suitability, and availability for the role.
11. The Municipality will interview interested applicants for the position(s) (when applicable).

12. All volunteer applicants will be notified in writing once the volunteer position has been accepted.
13. Volunteers may receive training and safety equipment which is specific and appropriate to their volunteer role.
14. Criminal record checks will be required for volunteers.
15. Volunteers will be assigned a municipal supervisor who will supervise and support their involvement.
16. Volunteers will follow the Municipality's Occupational Health and Safety Policy, and any other policies that may apply.
17. A volunteer shall not disclose personal information of others they may become aware of in the conduct of their responsibility as a volunteer.
18. Volunteers will not purchase goods and services on behalf of the Municipality unless expressly requested to do so.
19. Volunteers may choose to end their involvement with, or can be asked to end their involvement with, the Municipality at any time without reason.

Recognition

20. Volunteers may be recognized by the Municipality, from time to time, based on the length of time they have been involved, and the significance of their contribution.

Insurance Coverage

21. The Municipality's liability insurance protects both the Municipality and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss of, or damage to, the volunteer's property. There is no cost to the volunteer for this liability insurance.
22. Volunteers are not authorized to use municipally-owned or municipally-leased vehicles. The Municipality does not provide auto liability coverage to any volunteer's personal vehicle driven on behalf of the Municipality during their volunteering duties

MOTION CARRIED #15-290

5.3 Notice of Motion – Mayor at Large

Councillor Kellegrew advised he is now providing notice of Motion for the next Council session regarding the Mayor at Large Issue. This item will be on the January 20th, 2016 Council agenda.

6. **BUSINESS ISSUES**

6.1 Refugee Support Program

It was discussed that perhaps there should be a fund set up rather than approving each family funding on a case by case basis. Simply set up a fund and then provide a set amount per family.

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Baker to research and/set up a fund, of \$10,000, for assistance with Syrian refugee families and bring this information to the next Council session.

MOTION CARRIED #15-291

6.2 CNTA Reports

Provided for the information of Council.

6.3 Candidates for Rural Caucus

Council was asked if they had any members who were interested in putting their name forth to sit as a member of the Rural Caucus. Interested Councillors were requested to

contact Lyle Goldberg of UNSM.

- 6.4 Cumberland Energy Authority
Minutes of the Energy Authority were provided for review.

IT WAS MOVED by Councillor Fletcher, seconded by Councillor Kellegrew to approve Option 1, which would be an energy study of the current geothermal users in Springhill, incorporating geothermal system operational costs, to assess the savings being recognized by companies currently harnessing the geothermal resource.

MOTION CARRIED #15-292

- 6.5 Illegal Dumping/Dangerous and Unsightly
Councillors were provided with several copies of forms the Municipality's complaint form.

- 6.6 Tax Collection Report
Jennifer Moore, Revenue Officer, provided this report to Council and answered any questions.

- 6.7 Cumberland RCMP Management Advisory Board Report
Provided for the information of Council.

- 6.8 Council Meetings
IT WAS MOVED by Councillor Kellegrew, seconded by Councillor Baker, to go back to daytime meetings effective immediately.

MOTION DEFEATED #15-294

IT WAS MOVED by Deputy Warden Gilbert, seconded by Councillor Rector, to amend the above motion to reflect the daytime meetings suggested in the above motion, begin in the afternoon (1:00 p.m.)

MOTION CARRIED #15-293

Councillor Welton strongly objects to evening Council sessions and feels that this issue should be changed when a new Council is in place.

IT WAS MOVED by Councillor Jackson, seconded by Councillor Williams to have the first meeting of the month be an evening meeting beginning at 5 p.m. and second meeting of the month be a day time meeting starting at 1 p.m.

MOTION DEFEATED #15-295

IT WAS MOVED by Councillor Gillis, seconded by Councillor Baker, that all Council meetings start at 1 p.m.

MOTION CARRIED #15-296

- 6.9 Funding Request/Oxford Skate Park
This item was removed.

Ottawa House

They are requiring a funding commitment of up to \$15,000 in the 2016/2017 fiscal year budget.

IT WAS MOVED by Councillor Fletcher, seconded by Councillor McLellan to approve a funding commitment of up to \$15,000 from the 2016/2017 budget, for Ottawa House conditional on the application being completed and all funding sources being secured.

MOTION CARRIED #15-297

Advocate for Refugee

A group of 20+ people have come together with the support of Immigrant Services Association of Nova Scotia (ISANS) to privately sponsor a Syrian refugee family of four people to live in our community for one year. In just three weeks their enthusiastic and dedicated team has fundraised \$10,000. This amount is \$2,000 short of our goal of

\$12,000. The money will be managed by ISANS and go directly to the family to pay for various start-up and ongoing costs including household bills(oil, electricity, internet, food, transportation to medical appointments, etc.)

IT WAS MOVED by Councillor Fletcher, seconded by Councillor McLellan to provide a community development grant in the amount of \$2,000 from District 10 Community Development funds to the group Advocate for Refugee's.

MOTION CARRIED #15-298

6.10 Council Professional Development

Councillors felt the Bullying session was a very good session and extremely informative.

The survey on the 4-part governance workshop series will be circulated to those Councillors who have not responded and once those surveys are returned the workshops will be scheduled and this information will be provided to Council.

6.11 Glooscap Snowmobile Club

This organization provides snowmobiling trails in the geographical area of Advocate, Joggins, River Hebert, Southampton, and Parrsboro. They manage almost 400 kms of trail, which are also open to cross country skiing, snowshoeing and other winter activities. The group is in need of three (of eight) replacement ice wheels on one of their trail groomers. Failure to replace the wheels could further issues where more repairs would be needed. The cost of these wheels excluding other associated parts, pieces and HST, is \$895 each, for a total of \$2,685. They were not anticipating this expense and without some financial assistance, they will need to sharply curtail their grooming activities to carry out the purchase.

IT WAS MOVED by Deputy Warden Gilbert, seconded by Councillor Fletcher to provide a community development grant in the amount of \$1800 for the Glooscap Snowmobile Club with the funds being split equally between Districts 8 and 10.

MOTION CARRIED #15-299

7. **INFORMATION ITEMS**

7.1 Municipal Newsletter

Staff provided a memo to Council advising of the usage of the website and distribution of the newsletter. Councillor Smith suggested a notice go in the tax bills advising of the newsletter and advising if people would like to sign up to send us their email.

7.2 Thank You

Councillor Kellegrew took this opportunity to thank staff for all their efforts from the past year and to wish them all a Merry Christmas and Happy New Year.

8. **ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 3:20 p.m. and The Queen was sung.

Warden Keith Hunter

Municipal Clerk Brenda Moore