



PUBLIC COUNCIL SESSION

AGENDA PACKAGE

For the meeting of

Date: Wednesday, February 17, 2021

Time: 6:00 p.m.

Place: Zoom Meeting

AGENDA PACKAGE

PUBLIC COUNCIL

Date: February 17, 2021

Time: 6:00 p.m.

ZOOM MEETING

1. CALL TO ORDER

- 1.1 Roll Call

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

- 2.1 Approval of Agenda

- 2.2 Approval of Minutes
Approval of the February 3, 2021 Meeting

- 2.3 Business Arising
i) February 3, 2021 Council Session

- 2.4 Delegations/ Presentations/ Petitions
i) *Cumberland County Museum – Rebecca Taylor*
Ms. Taylor will provide updates to Council regarding the Cumberland County Museum.

ii) *Cumberland Accessibility Committee*
The Committee will be introduced to Council and will provide an update on their activities to date.

- 2.5 Public Hearings
i) Amendment to the Land Use Bylaw to rezone PID 25365511, 746 Miller Road, Pugwash
Staff have provided a document containing the background on this issue.

Action: If Council is in agreement, motion to hold 2nd reading of the Amendment to the Land Use Bylaw to rezone PID 25365511, 746 Miller Road, Pugwash at our March 3rd Council session, would be in order.

3. STRATEGIC PRIORITIES ISSUES

- 3.1 Public Consultation on Glooscap Campground
Staff have provided a memo outlining the responses to the public consultation undertaken to assist Council in their decision regarding owning and operating the Glooscap Campground.

Action: Discussion and direction to staff

4. **MAJOR ORGANIZATIONAL ITEMS**

4.1 Salary Review – Request for RFP

Per the *Personnel Policy*, the Municipality is required to conduct a salary review every five years. Council is being asked to approve a motion to allow for an RFP to be issued to hire a professional consulting firm to conduct the salary review.

Action: If Council is in agreement, a motion to allow for an RFP to be issued to hire a professional consulting firm to conduct a salary review, is in order.

5. **ORGANIZATIONAL POLICY/BYLAW ITEMS**

5.1 Occupational Health and Safety Policy

Mayor and Council provided Notice of Intent to adopt the updated Occupational Health & Safety Policy at it's February 3, 2021 Council session. This evening Council may approve the Occupational Health and Safety Policy.

Action: If Council is in agreement, a motion to Approve the OH&S Policy is in order.

5.2 First Reading – Development Agreement for PID 25223686, 14 Chambers Boulevard, Parrsboro

Staff have provided a detailed report detailing the request for a Development Agreement for the above noted property. This evening Council is requested to give First Reading of the proposed amendment.

Action: If Council is in agreement, make a motion to give notice of intention to enter an agreement and call a public hearing for April 7, followed by second reading

5.3 Commercial Development Districts

A Memo from the Director of Community Development requesting Council's approval for staff to develop an amendment to the Municipal Planning Strategy and a new Commercial Development District By-Law is included in the package.

Action: Discussion and a Motion directing staff to develop a Strategy amendment and a new By-Law

6. **BUSINESS ISSUES**

6.1 Grant Requests

Staff have provided a memo outlining grant request(s).

Action: Motion to approve grant request(s)

6.2 Request for Proposal – RFP-MCC-2010-Tree Sculptures

Staff will provide details and a recommendation by separate email later this week regarding the decision regarding RFP-MCC-2010-TREE SCULPTURES.

Action: Discussion and motion

6.3 SOAR request re: Sidewalk to Regional Hospital
The Accessibility Committee received a letter from SOAR advocating for the construction of a sidewalk from the Town of Amherst to the Cumberland Regional Health Care Centre.

Action: Discussion

6.4 Provincial Volunteer Award Nominations
Staff have provided a memo on the process and timelines for nominating a resident for the Provincial Resident Volunteer of the Year as well as the other categories.

Action: Forward completed nomination forms to staff

6.5 Territorial Acknowledgement
Discussion has been held during our last two Council sessions regarding a Territorial Acknowledgement being done at the beginning of our Council sessions. Councillor Houghtaling has a draft acknowledgement that Council should consider implementing. The suggested wording is: 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

Action: Motion to implement the suggested wording and territorial acknowledgement

6.6 Agenda and Meeting Management Software - Request for RFP
Staff is striving for ways to better organize and streamline our Council and Committee Agenda's and provide a packages and minutes that will also meet the requirements of the Accessibility Act. Council is being asked to approve a motion to allow for an RFP to be issued for the procurement of agenda and meeting management software.

Action: If Council is in agreement, a motion to allow for an RFP to be issued to procure software for agenda and meeting management, is in order.

6.7 Fire Service Advisory Committee
Our Fire Services Protection Coordinator is proposing to establish a Fire Service Advisory Committee. The Coordinator would like Council's input into establishment of this Committee.

Action: Council make a motion to approve establishment of a Fire Service Advisory Committee.

7. **INFORMATION ITEMS**
There are no information items for tonight's meeting

8. **ADJOURNMENT**

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.

1. CALL TO ORDER

1.1 Roll Call

Mayor Scott called the February 3, 2021 Council session of the Municipality of the County of Cumberland to Order at 6:00 p.m.

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; Kellie Seaman, Recruitment and Procurement Officer; Amanda MacLeod, Sustainable Communities Marketing Officer; Shelley Hoeg, Communications/Executive Assistant to the CAO, Nelson Bezanson, Planner; Will Balsler, 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: 6.10 Municipal Innovation Program

6.11 Cumberland North Memorial Hospital

Deletions: 6.6 St Andrews Wesley United Church Parking Lot

2.2 Approval of the Minutes

IT WAS MOVED by Councillor Gould seconded by councillor Houghtaling to approve the minutes of the January 13, 2021 Council meeting.

**No Objections
MOTION CARRIED**

IT WAS MOVED by Councillor Gilroy seconded by Councillor Porter to approve the minutes of the January 27, 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 January 13, 2021 meeting.

IT WAS MOVED by Councillor Gilroy seconded by Councillor Houghtaling to re-appoint Deputy Mayor Redmond to the Board of East Cumberland Lodge

**No Objections
MOTION CARRIED**

2.4 Delegations/ Presentations/ Petitions

i) Cumberland County Trails Committee – Greg Nix

Mr. Nix will provide information to Council regarding major upgrades to the trail system in Cumberland County. The Mayor thanked Mr. Nix for his presentation and Deputy Mayor Redmond thanked Mr. Nix for his hard work on the trails. The Mayor ensured Mr. Nix Council will consider the grant application through the Budget process.

ii) N. S. Department of Transportation and Public Works – Adam Cameron

Mr. Cameron the Dept. of Transportation and Infrastructure Area Manager for Cumberland County. Mr. Cameron was provided with a list of concerns

brought up by residents when the Councillors’ were campaigning during the last Municipal election Mr. Cameron reviewed this list and explained some of the procedural issues encountered by the DOTIR. The Mayor thanked MR. Cameron for his presentation

2.5 Public Hearings

There are no Public Hearings for this meeting.

3. STRATEGIC PRIORITIES ISSUES

There are no Strategic Priority Issues for this meeting,

4. MAJOR ORGANIZATIONAL ISSUES

4.1 Proposed Gym Enhancement – New Springhill Elementary School

IT WAS MOVED by Councillor McCormick seconded by Councillor Joseph that Council approve a proposed gym enhancement for the New Springhill Elementary School from the standard size to the Junior High sized gym at an estimated cost of \$550,000 to the Municipality and that this be funded by a transfer from the Capital Campaign Reserve Fund in the amount of \$463,000 and \$87,000 from the proceeds of the sale of the property on which the school will be built.

**No Objections
MOTION CARRIED**

4.2 Revenue and Expenditure Report November 30, 2020 General Operating Fund

Director of Finance, Andrew MacDonald reviewed and explained the reports for Council.

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

5.1 Reimbursement Policy for Members of Council and Chief Administrative Officer

IT WAS MOVED by Councillor Gilroy seconded by Councillor Porter to approve adoption of the Reimbursement Policy for Members of Council and Chief Administrative Officer.

Municipality of Cumberland Policy 20-01

Reimbursement Policy for Members of Council and Chief Administrative Officer

Title

1. This Policy is entitled the “Reimbursement Policy for Members of Council and Chief Administrative Officer”.

Policy Statement

2. This Policy ensures the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members and the CAO in relation to business of the Municipality.

Definitions

3. In this Policy, unless the context otherwise requires:
 - 1) “CAO” means the Chief Administrative Officer;
 - 2) “CAO designate” means an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*; and
 - 3) “Municipality” means the Municipality of the County of Cumberland.

Signing Authority

4. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering the policy with respect to the individuals in those positions:

Position	Signing Authority
Council Members and Mayor	CAO or designate AND Audit Committee Chair or Vice-Chair
CAO	Warden Mayor or designate AND Audit Committee Chair or Vice-Chair

5. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
6. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

Individual Responsibilities

7. Everyone who incurs an expense in relation to municipal business is responsible for:
 - 1) Familiarizing themselves and complying with the provisions of this Policy;
 - 2) By April 1 each year signing an acknowledgement document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year;
 - 3) Completing and submitting expense claims with necessary supporting documentation;
 - 4) Exercising reasonable diligence and care in incurring expenses prudently and responsibly; and
 - 5) With respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and video conferencing.

Permitted Expenses

8. Subject to and in accordance with this Policy, the following expenses incurred by a member of Council or the CAO are eligible for reimbursement:
 - 1) Authorized travel within Nova Scotia, including transportation, accommodation, and meal costs;
 - 2) Pre-approved out-of-province travel, including transportation, accommodation, and meal costs; and
 - 3) Pre-approved training or continuing education costs.

Authorized Travel

9. Council members shall be reimbursed for the reasonable expenses incurred for attending:
 - 1) Meetings, conferences, or workshops at which the Council member's attendance is authorized or requested by Council;
 - 2) Any Council or Committee of Council meeting;
 - 3) A meeting of any Board, Commission or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - 4) If the ~~Warden~~ Mayor or Deputy ~~Warden~~ Mayor are invited to attend a function, meeting or conference on behalf of the Municipality, and if reimbursable expenses are less than \$500, pre-approval by Council will not be required.
 - 5) If a Council member attends a function, meeting or conference on behalf of the Municipality, and if reimbursable expenses are less than \$500, pre-approval by Council will not be required if:
 - a) At the request of the ~~Warden~~ Mayor or Deputy ~~Warden~~ Mayor to attend on their behalf;
 - b) At the request of the ~~Warden~~ Mayor or Deputy ~~Warden~~ Mayor to attend as a Council member who has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Council member relative to the subject of the meeting or conference; and
 - 6) At a training or continuing education event in accordance with the provisions of this Policy concerning Council member training and education.
10. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment agreement.

Out-of-Province Travel Authorization

11. All requests for out-of-province travel shall be made in writing and shall contain the following information:
 - 1) The purpose and duration of the trip;
 - 2) The location(s) to be visited;
 - 3) The dates and times of arrival and departure;

- 4) Any pre-paid transportation, meals, and accommodation; and
- 5) Any other anticipated expenses.
12. All requests for out-of-province travel by Council members shall be reviewed by the CAO and ~~Warden~~ Mayor, who shall consider the necessity for travel based on information provided.
13. When two or more out-of-province travel requests are made by Council members for the same purpose, Council shall determine the appropriate number of persons necessary to represent the Municipality.
14. All requests for out-of-province travel by the CAO shall be reviewed by the ~~Warden~~ Mayor, who shall follow the same guidelines established for Council members.
15. If a request for out-of-province travel is approved, and the Claimant pays all or some of the expenses for travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this Policy.

Training and Professional Development

16. If the Municipality has established a training and education budget expense item, a member of Council or the CAO may apply to the applicable Signing Authority in advance for approval to incur expenses out of this budget for training or professional development, provided that:
 - 1) The request is made in writing, and includes an estimate of all costs that will be incurred, including the course or enrolment fee and all required transportation, accommodation, and meals;
 - 2) The training or education course, meeting or conference, is related to municipal government;
 - 3) The course, meeting or conference is completed prior to the next municipal election date;
 - 4) the budget for Council member and CAO training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
 - 5) the Council member and CAO shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification; and
 - 6) A brief written summary is provided by the Claimant describing the nature and benefits of the training and education at the time of submitting an expense claim for reimbursement. If both applicable Signing Authorities approve an application to incur expenses in relation to training or education, and the Claimant (not the Municipality) pays all or some of the pre-approved expenses, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this Policy.

Per Diem Meal Allowances

17. For each day or part day that a Council member is travelling outside the Municipality for an authorized purpose, a Council member may claim a meal allowance for each meal for which a cost was incurred. Meals provided free of charge or included in registration fees paid directly by the Municipality are ineligible. The per diem meal allowance for Council members shall be the same as that for staff: \$20 for breakfast, \$20 for lunch, and \$35 for supper. This allowance includes gratuities and taxes. For purposes of this section, the Municipality will not pay breakfast allowance to Council members leaving home after 6:00 am or supper allowance to a Council member arriving home before 6:00 pm. Receipts are required for all meal expenses. Amounts reimbursed will be the lesser of the applicable meal allowance or cost shown on receipt.
18. If on any given day the Council member is attending more than one meeting within the Municipality, and the cost of paying kilometrage for the Council member to go home for a meal and return for a meeting being held later that same day is greater than the meal allowance, a Council member may claim a \$20.00 meal allowance. Receipts are required for all meal expenses.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers, provided that adequate notice of special requirement is given. Should these special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, the Claimant shall be paid a meal allowance for that meal.

Kilometrage

20. The kilometrage allowance reimbursed for Council members using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova

Scotia as the maximum.

Where several Council members or the CAO attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

Vehicle Rentals

21. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
 - 1) Reasonable ground transportation services such as public transit, taxis, or hotel shuttles are unavailable; or
 - 2) Two or more Council members or the CAO are travelling together, and it is more economical than the combined costs of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

Limits on Reimbursable Expenses

Notwithstanding any other provision of this Policy, the following limits shall apply to reimbursement of expenses:

- 1) A Claimant shall only be reimbursed for the costs that they have incurred;
- 2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
- 3) Airplane travel shall be booked by municipal staff or shall only be reimbursed at the lowest rate which would have been available if municipal staff had booked the airfare;
- 4) Hotel accommodations shall not exceed the cost of a standard room, double occupancy, except when hotel accommodation has been booked by municipal staff for out-of-province hotels. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements including, but not limited to, wheelchair accessibility;
- 5) If a Council member chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by municipal staff or the kilometrage reimbursement pursuant to section 20;
- 6) Reimbursement for meals shall not exceed the per diem meal amounts set out in this Policy, except in the case of out-of-province travel, in which event Council may authorize reimbursement of meal expenses to a comparable standard;
- 7) Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed;
- 8) When personal and municipal travel is combined, only documented expenses directly related to the Municipality's portion are reimbursable. Extended travel time and related expenses are the traveler's own expense;
- 9) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing, and other personal equipment; or for personal services such as shoeshines, valet services, dry-cleaning, laundry, haircuts, and other personal services.
- 10) Hotel accommodations shall be booked by municipal staff;
- 11) Hotel services including room service and video rentals shall not be charged to the room;
- 12) Reimbursement of one personal long-distance phone call, to a maximum of \$15 shall be permitted for each night of overnight travel;
- 13) The cost of any alcoholic beverages shall not be reimbursed;
- 14) A Council member shall not be reimbursed to travel to meetings within the Municipality with constituents, individual electors, and complainants. The expenses incurred in the discharge of these duties are deemed to be included in the Council member's remuneration.

Expense Claims

24. Authorized expense claims must be submitted on the form provided by the Municipality and shall be signed by the Claimant.
25. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:
 - 1) bridge and highway tolls; and
 - 2) claims for personal vehicle kilometrage.
26. Expenses incurred by a Council member or the CAO on behalf of another individual are not eligible for reimbursement.

27. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - 1) The claim is consistent with this Policy;
 - 2) The expenses claimed were necessarily incurred in the performance of municipal business;
 - 3) Appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed;
 - 4) All calculations are correct; and
28. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentations, or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this Policy.
29. The use of petty cash to pay an expense claim is prohibited.
30. If a form requires adjustments, the form will be returned to the Claimant and must be re-authorized prior to reimbursement.

Timeframe

31. Expense claims shall be submitted at a minimum on monthly basis.
32. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.
33. Claimants who charge for goods and services in a fiscal year must have received the goods or services from the vendor in that fiscal year.

Fraud, Misuse, or Misappropriation of Municipal Funds

34. Fraudulent irregularly, misuse, or misappropriation of municipal funds may result in disciplinary action up to and including termination of employment.
35. Suspicious activity and potential misuse of funds must be reported as per this Policy.

Municipal Reporting Requirements

36. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - 1) Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Municipality's website for the ~~Warden~~ Mayor, CAO (including an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - a) Travel and travel related expenses, including transportation, accommodation, and incidentals;
 - b) Meals; and
 - c) Training and professional development.
 - 2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the province's Financial Reporting and Accounting Manual.

Review Requirements

37. The Audit Committee shall review the expense annual summary report by October 31st of each year.
38. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.
39. This Policy is effective upon adoption and replaces any previous Reimbursement for Members of Council Policies.

**No Objections
MOTION CARRIED**

5.2 Local Improvement Bylaw

IT WAS MOVED by Councillor Goodwin seconded by Councillor Gould to approve second reading and adoption of the Local Improvement By-Law.

Municipality of Cumberland By-Law 21-XX
Local Improvement By-Law

WHEREAS section 81(1) of the Municipal Government Act provides that a municipality may make by-laws imposing, fixing, and providing methods of enforcing payment for charge for local improvements, and

WHEREAS it is deemed expedient that such a by-law now be enacted:

TITLE AND APPLICATION

1. The By-Law is entitled the "Local Improvement By-Law" and shall apply to the local improvements identified in Schedule "A" of this By-Law, notwithstanding any other by-law of the Municipality that relates to local improvements.

PURPOSE

2. The Purpose of this By-Law is to establish the manner in which the Municipality shall impose, fix, and enforce payment of charges for local improvements. The local portion of capital costs associated with improvements will be funded through area rates or charges to be applied to defined properties that benefit from those improvements. The properties to be rated or charged shall be determined on a project by project basis and be included in, or added to, Schedule "A" of this By-law. The determination of the amount of the local portion of the capital costs, and the method of apportioning those costs between the properties affected, shall remain flexible to reflect the broader community interest in the projects.

DEFINITIONS

3. In this By-Law:
 - (a) "Council" means the Council of the Municipality;
 - (b) "Engineer" means the Municipal employee designated as Municipal Engineer pursuant to the Municipal Government Act;
 - (c) "Local Improvement" means and includes wastewater collection and treatment facilities, water systems, and roads and sidewalks and associated infrastructure installed, improved, constructed, or extended by, or on behalf of, the Municipality;
 - (d) "Municipality" means the Municipality of the County of Cumberland
"Owner" has the same meaning as in the Municipal Government Act, except where the context requires otherwise;
 - (e) "Property" means a parcel or lot of property or land;

CHARGE IMPOSED

4. Where a local improvement has been carried out by or on behalf of the Municipality in an area identified in Schedule "A" as amended from time to time, a tax is hereby levied upon every owner of real property situated in whole or in part within the identified area, except to the extent that any lot or the owner thereof is totally or partially exempt from tax by the provisions in this By-Law, or the provisions of Schedule "A" of this By-Law.

AMOUNT OF CHARGE

5. The amount of tax levied pursuant to section 4 shall be determined in accordance with the provisions of this By-Law and of Schedule "A" of this By-Law and may be calculated based on:
 - (a) a uniform amount for each lot or parcel of land in existence or subsequently created by subdivision;
 - (b) the frontage of the lot on any street;
 - (c) the use of the lot;
 - (d) the area of the lot;
 - (e) the assessed value of property;
 - (f) any combination of two or more such methods outlined above or
 - (g) such other method as Council deems fit.

VARIATIONS IN CHARGES

6. The tax levied pursuant to this By-Law may be fixed at different rates for different classes or uses of properties and may be fixed at different rates for different areas or zones.

EXEMPTIONS FROM CHARGES

7. An owner of a property subject to a charge pursuant to Schedule "A" of this By-Law may request that Council grant an exemption from the charge on the grounds the property will not benefit from the Improvement. The only factor that Council may consider with regard to such a request is whether there are physical or legal impediments that will, now and in the future, prevent the improvement from benefitting the property in question. Even if the current owner does not intend to use the Improvement, if it can be used by a future owner, it shall be deemed to benefit the property. A request for an exemption shall be made by filing a written request with the Clerk of the Municipality. The request must include the reasons why the Improvement will not benefit the property. The Clerk shall inform the property owner of the date and approximate time Council will consider the request. The owner or their representative shall be given an opportunity to speak before Council decides whether to grant an exemption. The decision of Council shall be final.

APPROVAL OF PROJECTS

8. Council may proceed with a Local Improvement at its own discretion or in response to a petition that receives majority approval. Unless Council provides otherwise in Schedule "A" to this By-Law, majority approval means a positive response from the owners of more than 50% of the lots that would be subject to a charge pursuant to this By-Law, as identified by Municipal staff at the time the petition is being prepared.
9. Council may direct Municipal staff to initiate the petition process with or without a request from property owners that would be affected by a proposed local improvement. Municipal staff are responsible for preparing petition documents which will include a description of the Local Improvement, map of the proposed charge area, the estimated cost assigned to each property, and financing options, if any. The actual petition will be conducted by Municipal Staff who will send this information to owners representing each property by mail. The documents will include a letter explaining the process and will give owners an opportunity to vote YES or NO for the Local Improvement. The package will warn property owners that the figures provided are estimates only, and that the actual amount of the charge may vary from the figures provided. The package will also include a stamped return envelope and shall give owners at least 30 days to respond. In the event information relied upon by Council or staff when preparing or assessing a petition later proves to be wrong, the decision based on such information shall be as valid as if the information were correct.

LIEN and COLLECTION OF CHARGES

10.
 - (a) A charge imposed pursuant to this By-Law constitutes a first lien on the subject real property in the same manner and with the same effect as rates and taxes under the Assessment Act.
 - (b) A charge imposed pursuant to this By-Law is collectable in the same manner as rates and taxes and, at the option of the Treasurer, collectable at the same time and by the same proceedings, as rates and taxes.
 - (c) The liens against the real property become effective on the earliest of the date on which the interim charges are imposed or the Engineer files with the Treasurer a certificate that the cost of the improvement has been paid in full.
 - (d) Where a property subject to a lien is subdivided, the amount of the charge plus interest then unpaid shall be apportioned among the new lots according to the method set out for the relevant project in Schedule "A" to this By-Law.

INTEREST

11. Interest shall accrue on charges outstanding from the due date forward, at the same rate as for outstanding taxes.

INSTALLMENTS

12. If so provided in the relevant portion of Schedule "A" to this By-Law, the amount owing may be paid in equal annual installments, including interest, and the whole balance becomes due and payable without notice or demand in the event of default of payment of an installment.
13. The property owner shall have 30 days from the date their initial notice of amounts owing was mailed, to notify the Treasurer, in writing, whether or not an option to pay by installments has been selected. If the Treasurer does not receive written

notification within the time allocated, the owner shall be deemed to have selected the annual installment payment option.

REPEAL OF PREVIOUS BY-LAWS

14. The "Local Improvement By-Law" adopted by Council on June 19, 2013 (By-Law 13-01), the "By-Law to amend schedule A of the Local Improvement By-law adopted by Council on September 3, 2014 (By-law 14.01), and the "Local Improvement By-Law" adopted by Council on January 24, 2018 (By-Law 18-01) are hereby repealed.
15. This Local Improvement By-Law replaces all previous Local Improvement By-Laws of the Municipality of the County of Cumberland.
16. All former Local Improvement By-laws of the Municipality are hereby repealed.

EFFECTIVE DATE

17. All former Local Improvement By-laws of the former Town of Springhill, former Town of Parrsboro and the Municipality of the County of Cumberland are repealed upon this By-Law coming into effect on the day of publication.

Schedule "A"

1. MACCAN WATER MAIN EXTENSION

- (a) The project will involve the design and construction of a watermain from the current terminus of the Amherst Water Utility Watermain in Nappan to, and including, the community of Maccan. The project will include portions of Highway 302, the Trider Road and the Mines Road, as well as Riverside Drive, Station Street, Hillside Drive and Rink Street. The "identified area", for the purposes of section 4 of this By-law is comprised of the properties identified by the PIDs listed in subsection (j) below.
- (b) For the purpose of this project and the relevant charges created by this By-Law, "developed property" and "developed properties" mean those properties identified by Council in this Schedule, as properties which are residential, whether currently occupied or not, or which have been developed for any other purpose which does or would normally have a potable water supply, and which can reasonably be served by this project.
- (c) Upon completion of the project an equal charge per developed property shall be calculated based on the net cost of the local improvement and the number of developed properties identified in this Schedule at that time. Based on pre-design estimates and currently identified developed properties, the total charge is estimated to be \$2,332.40 per property, but the actual amount of the charge will depend upon a confirmed calculation based on the actual cost of the project and the number of developed properties at the time of completion.
- (d) Property owners shall be given the option of paying the charge, plus interest at 5%, in equal annual payments amortized over 10 years. Each annual payment shall constitute a charge and shall be collectable as provided in this By-Law. Based on pre-design estimates and currently identified developed properties, the annual charge is estimated to be \$302.06 per property for the 10 years, for a total cost of \$3,020.56, but the actual amount of the annual charge will depend upon a confirmed calculation based on the actual cost of the project and the number of developed lots at the time of completion.
- (e) Council shall, from time to time, add properties to this Schedule as developed properties to be charged, if Council determines they have become developed properties which can reasonably be served by this project. Properties added to this Schedule shall be subject to an annual charge in the same amount and on the same terms as the other properties identified in this Schedule would have been subject to if the annual payment option had been selected. This charge shall commence the taxation year following the property's addition to this Schedule and shall continue for the balance of the 10-year period applied to the initial properties identified in this Schedule. For example, if a property is added during the year the fourth annual payment is due, the owner must begin paying the charge the next taxation year and continue for the following four years, paying five charges in total.
- (f) If Council is satisfied a development has been destroyed or removed, and that the property cannot be redeveloped due to reasons beyond the control of the owner (such as the Land Use By-Law or Provincial regulation), the property may be removed from this Schedule. The change shall become effective for the taxation year following Council's decision.

- (g) If a property identified in this Schedule as a developed property is subdivided, Council shall determine which of the new lots shall be identified as developed lots.
- (h) All charges assessed are liens against the property regardless of whether the property is serviced by the local improvement or not.
- (i) Any costs associated with servicing properties beyond the end of the service laterals (generally considered to be where the road right of way ends) are the responsibility of the property owner, and that work must be carried out by the property owner in compliance with Amherst Water Utility Standards.
- (j) The following properties are hereby identified as developed properties for the purpose of this By-Law and Schedule and are subject to the charge created herein:

PID	Civic # and Road- for reference only
25068073	3005 Highway 302
25348202	3009 Highway 302
25348194	3011 Highway 302
25383076	3027 Highway 302
25067976	3031 Highway 302
25067968	3033 Highway 302
25067885	3069 Highway 302
25067950	3070 Highway 302
25067877	3074 Highway 302
25067844	3080 Highway 302
25067869	3083 Highway 302
25067836	3085 Highway 302
25067851	3086 Highway 302
25067828	3088 Highway 302
25067802	3095 & 3097 Highway 302
25067810	3099 Highway 302
25067794	3100 Highway 302
25064247	3106 Highway 302
25064254	3109 Highway 302
25064270	3114 Highway 302
25064288	3119 Highway 302
25064304	3120 Highway 302
25064312	3126 Highway 302
25064320	3129 Highway 302
25064684	3146 Highway 302
25064726	3152 Highway 302
25064742	3162 Highway 302
25064759	3166 Highway 302
25064775	3192 Highway 302
25064791	3194 Highway 302
25064809	3196 Highway 302
25064841	3253 Highway 302
25043043	3267 Highway 302
25064890	3304 Highway 302
25064908	3314 Highway 302
25064916	3324 Highway 302
25064924	3336 Highway 302
25064932	3341 Highway 302
25064940	3344 Highway 302
25367079	3356 Highway 302
25367061	3376 Highway 302
25376534	3389 Highway 302
25064965	3483 Highway 302
25064973	3524 Highway 302
25064981	3550 Highway 302
25065079	3583 Highway 302
25377581	3595 Highway 302
25064296	3611 Highway 302
25065152	3622 Highway 302
25065160	3656 Highway 302
25075094	3664 Highway 302
25065178	3705 Highway 302
25065178	3707 Highway 302
25384397	3713 Highway 302
25065202	3742 Highway 302

25065228	3776	Highway 302
25065210	3793	Highway 302
25065251	3822	Highway 302
25065277	3842	Highway 302
25340381	3856	Highway 302
25337627	3863	Highway 302
25065285	3866	Highway 302
25065335	3868	Highway 302
25065343	3882	Highway 302
25075136	3885	Highway 302
25065350	3902	Highway 302
25065368	3912	Highway 302
25366915	3936	Highway 302
25348244	20	Hillside Dr
25064429	28	Hillside Dr
25064411	30	Hillside Dr
25064437	33	Hillside Dr
25151002	38	Hillside Dr
25374679	44	Hillside Dr
25064361	63	Hillside Dr
25374687	64	Hillside Dr
25064346	69	Hillside Dr
25064338	75	Hillside Dr
25064395	78	Hillside Dr
25064783	81	Hillside Dr
25068099	1	Mines Branch Rd
25068107	5	Mines Branch Rd
25068115	17	Mines Branch Rd
25068123	19	Mines Branch Rd
25068131	21	Mines Branch Rd
25068016	30	Mines Branch Rd
25068149	10	Mines Rd
25477647	24	Mines Rd
25068164	54	Mines Rd
25229519	59	Mines Rd
25068180	64	Mines Rd
25068172	67	Mines Rd
25068198	77	Mines Rd
25358383	95	Mines Rd
25068222	119	Mines Rd
25343948	123	Mines Rd
25043142	133	Mines Rd
25068230	147	Mines Rd
25369828	152	Mines Rd
25067893	15	Rink St
25067901	21	Rink St
25067943	22	Rink St
25067935	30	Rink St
25064619	236	Riverside Dr
25064627	256	Riverside Dr
25064643	268	Riverside Dr
25064502	239	Station St
25064510	245	Station St
25064528	247	Station St
25064536	257	Station St
25064544	259	Station St
25064650	273	Station St
25047838	6	Trider Rd
25065087	7	Trider Rd
25065046	25	Trider Rd
25064601	200	Riverside Drive
25047838	6	Trider Road
25065087	7	Trider Road
25065046	25	Trider Road
25394008	63	Trider Road
25065020	64	Trider Road
25364704	78	Trider Road
25355017	81	Trider Road
25355025	107	Trider Road

2. PUGWASH WATER SYSTEM PROJECT

- (a) This Project relates to the design and installation of a Water System intended to serve the Village of Pugwash and some of the surrounding areas of the Municipality. The “area identified” for the purposes of section 4 of this By-Law is comprised of the developed properties that are accessed from the following highways, streets and roads, between and including the Civic Addresses indicated:

Ash Grove Lane	Entire road
Black Street	Entire road
Blue Heron Way	Entire road
Brickyard Road	Highway 6 to Civic Number 119
Church Street	Entire road
Crowley Road	Civic Numbers 2720 to 2866
Durham Street	Water Street to Highway 6
Freedom Lane	Entire road
Gulf Lane	Entire road
Gulf Shore Road	Church Street to Civic Number 599
Harbour View	Entire road
Highway 6	Civic Numbers 9711 to 11057
Howe Street	Entire road
Irishtown Road	Highway 6 to Civic Number 36
King Street	Entire road
Maple	Entire road
Mill Lane	Entire road
Miller Road	Civic Number 8
Murray Road	Civic Numbers 1139 to 1199, 1276, 1300, 1312, 1374 to 142
New Pugwash Road	Civic Numbers 1 and 49
Pleasure Cove Road	Entire road
Prince Albert Street	Entire road
Pugwash Point Road	Entire road
Pugwash River Road	Civic Numbers 1959 to 1983
Queen Street,	Entire road
Russell Street,	Entire road
Shea Island Road,	Civic 188
Sunset Lane,	Civic Number 140 (Sunset Home)
Victoria Street	Entire road
Walton Street	Entire road
Water Street	Entire road
Willow Lane	Entire road

- (b) In this section “Water System” means a water system consisting of the source, structures, pipes, flushing hydrants, meters, service laterals, devices, equipment or other things used, or intended, for the collection, transportation, pumping, treatment, or distribution of water.
- (c) For the purposes of the Pugwash Water System Project and the relevant tax created by this By-Law, “developed property” and “developed properties” mean those properties which are residential, commercial, institutional or industrial, whether currently occupied or not, or which have been developed for any other purpose which does or would normally have a potable water supply, and which can be served by the Project. Properties that have been developed solely for agricultural or forestry purposes, and which do not have a potable water supply, are not “developed properties” for the purposes of this section of this By-Law.
- (d) Upon completion of the Project, an equal tax per developed property, in the amount \$4,054.00 is hereby imposed pursuant to section 4 of this By-Law. Hereinafter this tax is referred to as a “Local Improvement Charge” or “LIC”.
- (e) A list of developed properties to be taxed pursuant to this By-Law shall be developed and maintained by the Engineer. The Engineer will notify by regular mail the owner, or owner’s representative, as identified in the

current Tax Roll for the Municipality, of the imposition of the Local Improvement Charge upon completion of the Project. Lack of notification shall not invalidate any LIC imposed. Inclusion by the Engineer on the list of properties to be taxed, in the absence of an exemption or adjustment granted by Council pursuant to section 7, and subsection (f) of section 2 of Schedule “A”, of this By-Law, is conclusive of the validity of the LIC.

- (f) Property owners shall be given the option of paying the LIC, plus interest at 2.98% per annum, in equal annual payments amortized over 10 years. Each annual payment, including interest, shall constitute a charge and be collectable as provided in this By-Law. The annual charge shall be in the amount of \$ ~~461.03~~. The principal amount of any charge outstanding at any time may be paid without penalty or the accrual of additional interest.
- (g) Any property which becomes a developed property after the imposition of the initial charges pursuant to this By-Law shall be added to the list created pursuant to subsection (c) above, and a charge in the amount of \$4,054 shall be, and is, hereby imposed, and shall be paid and collected in accordance with the provisions of this By-Law, *mutatis mutandis*.
- (h) Any lot created by subdivision within the geographic area served by this project, and approved for any type of development that normally requires a potable water supply, shall be added to the list created pursuant to subsection (e) above, and a charge in the amount of \$4,054 shall be, and is, hereby imposed, and shall be paid and collected in accordance with the provisions of this By-Law, *mutatis mutandis*.

3. PARRSBORO WASTEWATER COLLECTION SYSTEM EXPANSION AND TREATMENT PLANT PROJECT

- (a) This Project relates to the design and installation of a Wastewater System intended to serve the Community of Parrsboro and surrounding areas. The “area identified” for the purposes of section 4 of this By-Law is comprised of the developed properties that are accessed from the following highways, streets and roads, between and including the Civic Addresses indicated:

Western Ave.	Main St. to Civic 2054
Chambers Blvd	Civic 23
Maple Crt.	Entire road
King St.	Main St. to Civic 134 and Civic 189 to Western Ave.
Queen St.	Entire road
Sydney St.	Entire road
Stanley St.	Entire road
Stanley St. Extension	Entire road
Prince St.	Entire road
Victoria St.	Entire road
Howard Ave.	Entire road
Pleasant St.	Entire road
School St.	Entire road
Dominion St.	Entire road
Spring St.	Entire road
Main St.	Civic 18 to Civic 458
Chapel St.	Entire road
Church St.	Entire road
Moore St.	Entire road
Eastern Ave.	Civic 3842 to Main St.
Templar St.	From Eastern Ave. to Civic 79
Jenks Ave.	Entire road
Two Island Rd.	From Main St. to Civic 336

Pier Rd.	Entire Rd.
Eddy St.	From Pier Rd. to Civic 87
Skidmore Ln.	From Pier Rd. to Civic 94

- (b) In this section “Wastewater System” means a wastewater system consisting of the collection system, structures, pipes, pumping stations, plants, service laterals, devices, equipment or other things used, or intended, for the collection, transportation, pumping, or treatment of wastewater.
- (c) For the purposes of the Parrsboro Wastewater Collection System Expansion and Treatment Plant Project and the relevant tax created by this By-Law, “developed property” and “developed properties” mean those properties which are residential, commercial, institutional or industrial, whether currently occupied or not, or which have been developed for any other purpose which does or would normally have a sanitary sewer service, and which can be served by the Project. Properties that have been developed solely for agricultural or forestry purposes, and which do not generate wastewater, are not “developed properties” for the purposes of this section of this By-Law.
- (d) Upon completion of the Project, an equal tax per developed property, in the amount \$4,941.00 is hereby imposed pursuant to section 4 of this By-Law. Hereinafter this tax is referred to as a “Local Improvement Charge” or “LIC”.
- (e) A list of developed properties to be taxed pursuant to this By-Law shall be developed and maintained by the Engineer. The Engineer will notify by regular mail the owner, or owner’s representative, as identified in the current Tax Roll for the Municipality, of the imposition of the Local Improvement Charge upon completion of the Project. Lack of notification shall not invalidate any LIC imposed. Inclusion by the Engineer on the list of properties to be taxed, in the absence of an exemption or adjustment granted by Council pursuant to section 7, and subsection (f) of section 2 of Schedule “A”, of this By-Law, is conclusive of the validity of the LIC.
- (f) Property owners shall be given the option of paying the LIC, plus interest at 3.40% per annum:
- i. in equal annual payments amortized over 20 years. Each annual payment, including interest, shall constitute a charge and be collectable as provided in this By-Law. The annual charge shall be in the amount of \$345.00; or
 - ii. in equal monthly payments amortized over 20 years. Each monthly payment, including interest, shall constitute a charge and be collectable as provided in this By-Law. The monthly charge shall be in the amount of \$28.40.
- The principal amount of any charge outstanding at any time may be paid without penalty or the accrual of additional interest.
- (g) Any property which becomes a developed property after the imposition of the initial charges pursuant to this By-Law shall be added to the list created pursuant to subsection (c) above, and a charge in the amount of \$4,941.00 shall be, and is, hereby imposed, and shall be paid and collected in accordance with the provisions of this By-Law, *mutatis mutandis*.
- (h) Any lot created by subdivision within the geographic area served by this project, and approved for any type of development that normally requires a connection to a wastewater system, shall be added to the list created pursuant to subsection (e) above, and a charge in the amount of \$4,941.00 shall be, and is, hereby imposed, and shall be paid and collected in accordance with the provisions of this By-Law, *mutatis mutandis*.

**No Objections
MOTION CARRIED**

5.3 Amendment to the Land Use By-Law to rezone PID 25394859, Fort Lawrence Road



Councillor Gilroy declared a conflict of interest at 7:30 and was disconnected from the meeting by the Executive Assistant.

IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Gould to approve second reading and adoption of the Amendment to the Land Use By-Law to rezone PID 25394859, Fort Lawrence Road from Agriculture to Highway Commercial.

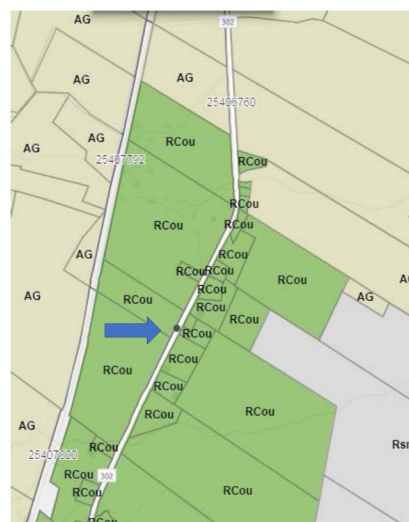
- 8 Objections
- Councillor Gould
- Councillor Porter
- Councillor McCormick
- Councillor Joseph
- Councillor Goodwin
- Deputy Mayor Redmond
- Councillor Houghtaling
- Mayor Scott

MOTION DEFEATED

Councillor Gilroy was reconnected to the meeting by the Executive Assistant at 7:45

5.4 Amendment to the Land Use By-Law to rezone PID 25508177, 3815 Highway 302, Nappan

IT WAS MOVED by Councillor Porter seconded by Councillor Joseph to approve second reading and adoption of the Amendment to the Land Use By-Law to rezone PID 25508177, 3815 Highway 302, Nappan from Country Residential to Country Commercial.



No Objections
MOTION CARRIED

5.5 Occupational Health and Safety Policy

IT WAS MOVED by Councillor Houghtaling seconded by Councillor Goodwin to give notice of intent to consider the Occupational Health Safety Policy at the next Council meeting.

Municipality of Cumberland Policy 21-xx
Health and Safety Policy

This policy will apply to the Municipality of the County of Cumberland (Municipality) and all of its employees, officers and agents. The term Management refers to the CAO, Directors, Managers and Supervisors.

1. The Municipality 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 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 and all employees of the Municipality are responsible for creating and maintaining a safe working environment.
4. Municipal Council will take all reasonable precautions to prevent harm to workers, elected officials and the general public.
5. Management will be trained and are responsible for ensuring that the employees under their supervision follow this policy. Management are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety.
6. Management have a general responsibility for ensuring the safety of equipment and facilities.
7. 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.
8. The employees of the Municipality will be required to support this organizations 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.
9. It is the duty of each employee to report to their supervisor, as soon as possible, any hazardous condition, injury, incident or illness related to the workplace. 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.
10. The Municipality will, where possible, eliminate hazards.
11. When appropriate, employees will be required to use safety equipment, clothing, devices and materials for personal protection.
12. 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.
13. The Municipality acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. Any acts of violence or threats of violence in the workplace will not be tolerated by the Municipality.
14. The Municipality is committed to working to prevent workplace violence and to responding appropriately if workplace 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.
15. All previous Health and Safety Policies of the Municipality of the County of Cumberland, the former Town of Springhill, and the former Town of Parrsboro are hereby repealed.

**No Objections
MOTION CARRIED**

6. BUSINESS ISSUES**6.1 Nomination Committee Report**

IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Gilroy to accept the Nomination committee Report and to ratify the recommended citizen appointments to committees.

Municipality of Cumberland Nominations Committee
Wednesday, February 3, 2021
Via Zoom

1. Call to Order

The meeting was called to Order by the Deputy Mayor Redmond at 4:57 p.m.

Attendance

Council: Mayor Murray Scott, Councillor Fred Gould, Councillor Rod Gilroy, Councillor Jennifer Houghtaling, Councillor Kathy Redmond, Councillor Angela McCormick, Councillor Mark Joseph, Councillor Dale Porter, Councillor Carrie Goodwin.

Staff: Allie McCormick, Acting CAO; Andrew MacDonald, Director of Finance; Stephen Ferguson Director of Community Development; Justin Waugh-Cress, Director of Engineering and Operations; Shelley Hoeg, Executive Assistant to the Cao and Communications Officer; Brenda Moore, Municipal Clerk who recorded the proceedings.

2. Approval of the Agenda

The agenda was approved as circulated.

3. Decision Issues**3.1 Citizen Appointments to Committees**

IT WAS MOVED by Councillor Gilroy seconded by Councillor Goodwin to ratify the appointment of the following citizens to the listed committees.

Committee	Number of citizens needed	Ratified Citizen Appointment
Audit Committee	3	Rick James Leisa Babineau Barry Anderson
Border Entrance Committee	2	Alex Fisher Jeff Brennan
Cumberland Energy Authority	2	Rick James Doug Marshall
Cumberland RCMP Management Advisory Committee	3	James Kurchak Forrest McWade George Pugsley
Source Water Protection Committee – Pugwash Water	3	Brian Chase

No Objections
MOTION CARRIED

4. Adjournment

The meeting adjourned at 5:01 p.m.

**No Objections
MOTION CARRIED**

It was the consensus of Council that the Policy and By-Law Committee will review the procedure and make recommendations for changes in the process for recruitment of Citizen representatives.

6.2 Low Income Exemption Information

It was the consensus of Council to defer this to the next Council meeting. Prior to that meeting the finance department will provide more information and council will discuss the policy further.

6.3 Grant Requests

IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Gilroy to approve a grant in the amount of \$15,000 for the Oxford Lions Club to make renovations to the Oxford Rink to allow safe operation.

**No Objections
MOTION CARRIED**

6.4 Parrsboro Metered Sewer Rate

IT WAS MOVED BY Councillor Goodwin seconded by Councillor Gilroy to approve levying a Metered Sewer Rate for Parrsboro at \$2.65 /m³.

**No Objections
MOTION CARRIED**

6.5 Elevator Upgrades-Springhill

IT WAS MOVED BY Councillor Joseph seconded by Councillor McCormick that the elevator modernization budget be increased to \$260,000 plus HST from \$125,000, with \$244,750 plus HST in the budget for 2021/2022.

**No Objections
MOTION CARRIED**

6.6 Overflow Parking St Andrews Wesley United Church-Springhill

This Item was deleted from the agenda.

6.7 Tender – former River Hebert Elementary School

IT WAS MOVED BY Councillor Gilroy seconded by Councillor Gould to award tender T-MCC-2007 Sale of Property – Former River Hebert Elementary School to Yard Guys for the amount of \$1,000.

**No Objections
MOTION CARRIED**

6.8 Tax collection Information

Director of Finance reviewed the updated tax collection reports and a receivable analysis for the period ending December 31, 2020 included in the meeting material.

6.9 Public Committee of the Whole Meetings

IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor McCormick that Council hold Public Council meetings as usual on the first and third Wednesdays of each month, and Public Committee of the Whole meetings on the second Wednesday of each month, and if necessary, hold a Public Committee of the Whole meeting on the fourth Wednesday of the month.

**No Objections
MOTION CARRIED**

6.10 Municipal Innovation Program Application

IT WAS MOVED by Councillor Gould seconded by Councillor Houghtaling that Council of the Municipality of the County of Cumberland agree to participate with the Town of Amherst and the Town of Oxford in the project to enhance education and enforcement with respect to solid waste, harmonizing solid waste by-laws, and exploring the potential for administrating joint solid waste collection contracts that is being submitted for consideration under the Municipal Innovation Fund."

**No Objections
MOTION CARRIED**

6.11 Cumberland North Memorial Hospital

IT WAS MOVED by Councillor Houghtaling seconded by Councillor Gould that the Municipality approve the sale by the Cumberland Senior Care Corporation of the parcel of land shown as Parcel "A" on the attached survey plan prepared by David Brown and dated August 5th, 2020, to the Province of Nova Scotia for the sum of \$39,000.00 plus HST."

**No Objections
MOTION CARRIED**

IT WAS MOVED by Councillor Houghtaling seconded by Deputy Mayor Redmond that Council agree with the request of the Cumberland Senior Care Corporation that they can have or retain the net proceeds of the sale of the lands required for the Future North Cumberland Memorial Hospital, after payment of the legal fees and other costs associated with the sale.

**No Objections
MOTION CARRIED**

IT WAS MOVED by Councillor Houghtaling seconded by Councillor Joseph that Council authorize The Mayor and Acting CAO to execute the attached Memorandum of Agreement with the Nova Scotia Department of Transportation and Infrastructure Renewal to allow access to lands of the Cumberland Senior Care Corporation required for the construction of the Future North Cumberland Memorial Hospital.

**No Objections
MOTION CARRIED**

7. INFORMATION ITEMS

7.1 Learn to Read

Information on this item was included in the meeting material.

7.2 Order of Nova Scotia

Information on this item was included in the meeting material.

7.3 Northern Region Solid Waste Minutes

These minutes were provided by the Chair of the Northern Region Solid Waste Resource Committee and are included in the meeting material for Council's review.

7.4 African Heritage Month

Mayor Scott has signed a proclamation proclaiming February as African Heritage Month in the Municipality.

8. ADJOURNMENT

8.1 Adjournment

The meeting was adjourned at 8:40 p.m.

Mayor Murray Scott

Municipal Clerk Brenda Moore

DRAFT

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

ACTION LIST

Public Council Meeting
February 3, 2021

2.3 i)

<u>Action List from The Wednesday, February 3, 2021</u> <u>Public Council Meeting</u>	<u>Responsibility</u>	<u>Completion</u>
1. Complete and distribute Action List.	Shelley	Completed
2. Complete Minutes.	Brenda	Completed
3. Letter of appreciation to the presenters for the evening: Greg Nix, Cumberland Trails Committee Adam Cameron, NS Transportation and Public Works	Shelley	Completed
4. Follow up on the motion to approve funding for a gym enhancement for the new Springhill Elementary.	Allie	Completed
5. Follow up on the approval of the Reimbursement Policy for Members of Council and Chief Administrative Officer.	Allie Andrew	Completed
6. Follow up on the approval of the Local Improvement Bylaw	Allie Brenda	Completed
7. Follow up on the refusal of the Amendment to the Land Use Bylaw to rezone PID25394856, Fort Lawrence Road with the proponent.	Will Nelson	
8. Follow up on the approval of the Amendment to the Land Use Bylaw to rezone PID 25508177, 3815 Highway 302, Nappan	Will Nelson	
9. Have approval of the Occupational Health and Safety Policy on the February 17 th , Council Agenda.	Kellie Shelley	Completed
10. Advise Citizen Appointments of their appointment to Council Committees	Amanda-Leigh	
11. Forward the process to appointing Citizen Appointees to the Bylaw and Policy Committee.	Allie	

<p>12. Provide Council further information on the February 17th, 2021 Council Session staff recommendations regarding the Low Income Exemption thresholds and amounts</p>	<p>Jen M</p>	
<p>13. Follow up on the approval of a grant in the amount of \$15,000 to the Oxford Area Lions Club for necessary renovations to the Oxford Arena.</p>	<p>Melanie Shelby</p>	
<p>14. Follow up on the approval of metered wastewater billing for residents of Parrsboro</p>	<p>Justin Finance</p>	
<p>15. Follow up on the increase of the elevator modernization budget to \$260,000 and include the amount of \$244,750 plus HST in the 2021/2022 budget.</p>	<p>Justin Andrew Jon Eppell</p>	
<p>16. Advise Yard Guys they are the successful Tender for the purchase of the former River Hebert Elementary in the amount of \$1,000 and complete the divestiture/sale process.</p>	<p>Justin</p>	
<p>17. Schedule Public Council sessions for the 1st and 3rd Wednesday of each month and for a Public Committee of the Whole meeting for the 2nd Wednesday of each month.</p>	<p>Allie Shelley</p>	<p>Completed</p>
<p>18. Advise the Cumberland Senior Care Corporation, Transportation and Infrastructure Renewal and Legal Council that Council has approved the sale of the parcel of land shown as Parcel "A" on a survey plan prepared by David Brown and dated August 5th, 2020, to the Province of Nova Scotia for the sum of \$39,000.00 plus HST."</p>	<p>Steve</p>	
<p>19. Advise Cumberland Senior Care Corporation that they can have or retain the net proceeds of the sale of the lands required for the Future North Cumberland Memorial Hospital, after payment of the legal fees and other costs associated with the sale.</p>	<p>Steve</p>	
<p>20. Authorize Mayor Scott and our Acting CAO to execute a Memorandum of Agreement with the Nova Scotia Department of Transportation and Infrastructure Renewal to allow access to lands of the Cumberland Senior Care Corporation required for the</p>	<p>Mayor Allie</p>	

construction of the Future North Cumberland Memorial Hospital.		
21. Follow up on Council's agreement to participate in the project to enhance education and enforcement with respect to solid waste, harmonizing solid waste by-laws, and exploring the potential for administrating joint solid waste collection contracts that is being submitted for consideration under the Municipal Innovation Fund.	Justin	

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

ONGOING ACTION LIST
(Public Council Meetings)

<u>Ongoing Action Lists From Previous Public Council Meetings</u>	<u>Responsibility</u>	<u>Completion</u>
1. Hold Second Reading of the Development Agreement for PID 25074808 at the March 3, 2021 Council session.	Will	Ongoing
2. Hold Public Hearing on an Amendment to the Land Use Bylaw to rezone PID 25365511 at the February 17 th , 2021 Council session.	Will Brenda	On Agenda for 17th
3. Process grant in the amount of \$3450 for the Southampton Community Centre.	Melanie Shelby	Awaiting Certificate of Incorporation
4. Follow up on a presentation to Council regarding the indigenous history of Cumberland County.	Shelley	Contact was made, awaiting a reply

MEMORANDUM

TO: Mayor and Council
FROM: Will Balsler, Junior Planner, Development Officer
DATE: February 17, 2021
RE: Public Hearing on amendment to Land Use Bylaw to rezone PID 25365511, 746 Miller Road, Miller Road

2.5 i)

Background: On January 4, 2021, Planning and Development staff received an application from Jennifer Langill (the "applicant") regarding the property at 746 Miller Road, Miller Road - PID 25365511 (the "subject property").

The subject property is owned by Jennifer and G. Michael Langill and is located along Miller Road, East of Pugwash. The application is for a rezoning to permit the expansion of a garage and workshop closer to the property western boundary.



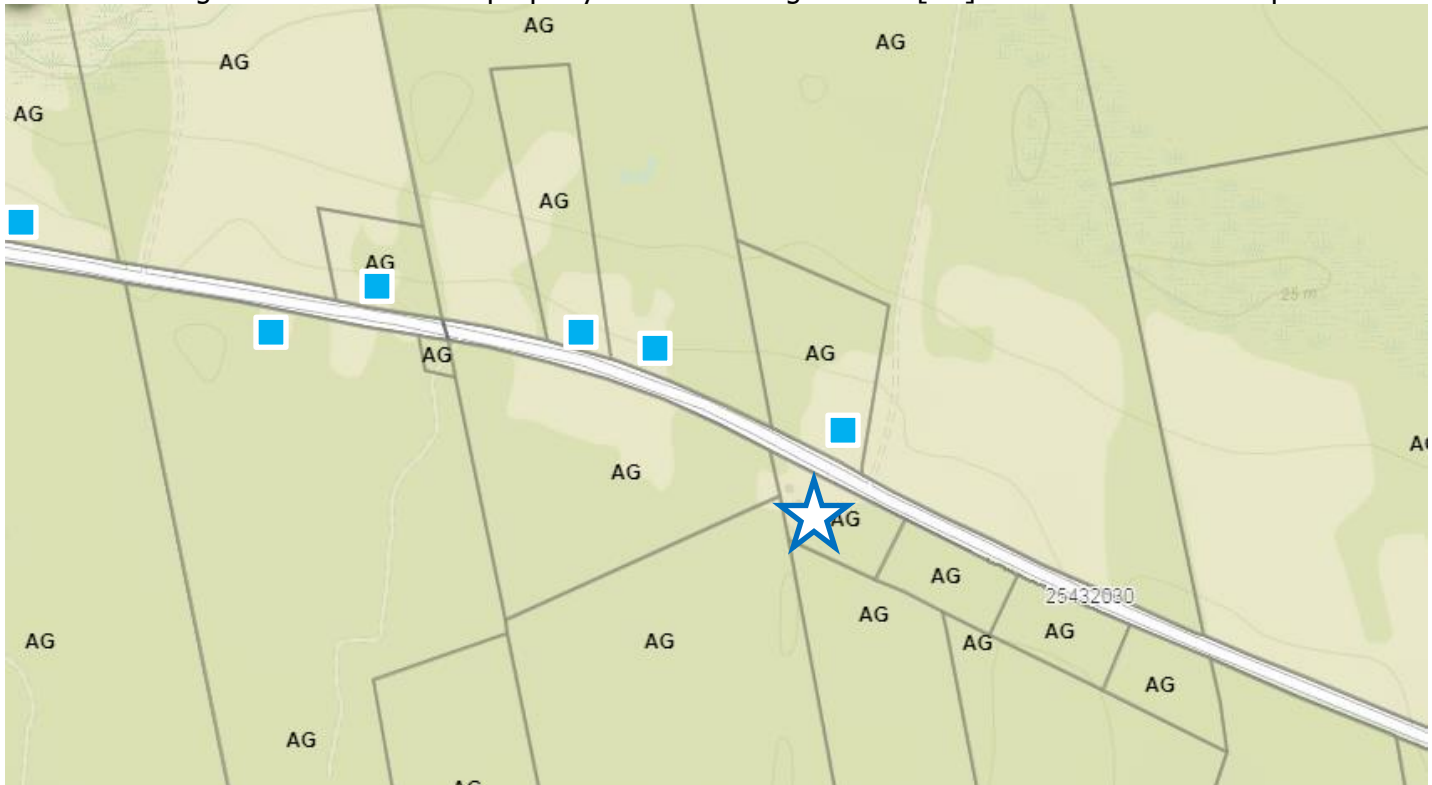
There were no submissions made for the public hearing.

Current Zone: Agriculture

Proposed Zone: Country Residential

The subject property is designated as Resource on Schedule A of the Municipal Planning Strategy (MPS). The current Agriculture zoning requires a 12m side setback for Accessory Buildings.

The neighboring properties are mixed forested lots and cleared fields, zoned as Agriculture [AG]. There are several dwellings located around the property all zoned as Agriculture [AG] show below as blue squares:



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:

Policy 5-29: Council shall establish the following zones in the Land Use By-law:

(a) The Country Residential Zone, intended to permit lower density residential development on unserviced lots in defined rural communities and at the fringe of serviced communities. Zone standards shall reflect the denser nature of these communities compared to surrounding areas, but also the need for onsite water and wastewater services.

Next Steps: If the amendment passes first reading, staff will prepare advertisements for the public hearing to be held prior to second reading.

Recommendation: Give Second Reading to the proposed amendment on March 3, 2021

Alternative: Council can decide to reject the proposed amendment, or request that further information be provided.

MEMORANDUM

2.5 ii)

TO: Council

FROM: Accessibility Advisory Committee

DATE: Feb 10, 2021

RE: Accessibility Advisory Committee Introduction to Council

The purpose of this memo is to introduce the Accessibility Advisory Committee for the Municipality of the County of Cumberland (the Committee) to council.

As mandated by the Nova Scotia Accessibility Act, the Municipality has formed an Accessibility Advisory Committee that includes staff members, as well as community members with disabilities and organizations representing those with disabilities.

In 2017 Nova Scotia passed the *Act Respecting Accessibility in Nova Scotia*. The Accessibility Act aims to make Nova Scotia inclusive and barrier-free by 2030 and include six accessibility standards which are currently under development. Nova Scotia was the third province to enact an accessibility legislation, after Ontario in 2005 and Manitoba in 2013.

The committee's work will be to learn from the community and advise Municipal Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of Cumberland become an accessible community and meet its obligations under Nova Scotia's Accessibility Act.

The committee will be creating a 3-year Accessibility Plan, as mandated by the Nova Scotia Accessibility Act, with a renewed deadline of April 1st, 2022.

Please see the attached Terms of Reference and our Accessible Cumberland webpage <https://www.cumberlandcounty.ns.ca/accessible-cumberland.html> for more information, including its members.

Terms of Reference

Accessibility Advisory Committee

2.5 ii)

Purpose

The Accessibility Advisory Committee provides advice to Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of Cumberland become an accessible community and meet its obligations under Nova Scotia's Accessibility Act.

Role

The Accessibility Advisory Committee shall:

1. Advise council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
 - a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
 - information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities: any proposed policies, programs, practices, and services any proposed enactments or by-laws
 - any other prescribed information
2. Review and update its accessibility plan at least every three years, in accordance with the Act.
3. Consult with the community on accessibility in the municipality.
4. Advise council on the impact of municipal policies, programs, and services on people with disabilities.
5. Review and monitor existing and proposed municipal bylaws to promote full participation of people with disabilities, in accordance with the act.
6. Identify and advise on the accessibility of existing and proposed municipal services and facilities.
7. Advise and make recommendations about strategies designed to achieve the objectives of the municipality's accessibility plan.
8. Receive and review information from council and its committees, and make recommendations, as requested.

9. Assist in monitoring compliance with federal and provincial government directives and regulations.

Composition and Terms of Appointment

- The Accessibility Advisory Committee shall have **a minimum of 6** members.
- At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the act.
- The members of the Accessibility Advisory Committee shall be appointed by Council for a term of **3 years (council to ratify every year)**, and in accordance with the Policy on Citizen Appointments (Municipality of Cumberland Policy 13-03).
- The Committee shall elect a Chair and Vice-Chair every year.

Meetings

- The committee shall meet at least **quarterly**, or as needed to fulfill its duties.
- Meetings of the Accessibility Advisory Committee shall be open to the public **when feasible**.
- **A quorum for this committee is 50% of its members, with at least one of those members being individuals with disabilities or representing those with disabilities.**
- The committee may establish working groups to explore specific issues related to the accessibility plan and/or to other responsibilities.
- A working group may include additional members from the community who are not Advisory Committee members.
- The chair of a working group must be a member of the Accessibility Advisory Committee.

MEMORANDUM

TO: CAO & Council

FROM: Amanda-Leigh MacLeod, Sustainable Communities Marketing Officer

DATE: February 10, 2021

RE: Public consultation on Glooscap Campground and third-party management

3.1

This engagement was performed using a four-question survey presented on the municipal website, on Facebook, and also delivered via paper copy to every post office box in Parrsboro. Response rates were 38 from the website, 162 from Facebook and three paper copies.

The Municipality of Cumberland currently owns and operates the Glooscap Campground. Council is considering the option of leasing the management of the campground to a third party. The third-party would then be responsible for upkeep and promotion of the campground.

Beach access for area residents would be guaranteed in any lease agreement.

1. Which best describes where you live?

- 61.5% Municipality of Cumberland – District 8 (former Town of Parrsboro and area)
- 24 % Municipality of Cumberland (Districts 1-7)
- 12% Nova Scotia
- 2.5 % Other (please specify) (Amherst (1)/Summer Resident (4))

2. How do you normally use the campground?

- 27 responses - As a seasonal camper
- 64 responses - As an occasional camper
- 118 responses - I use the beach access
- 17 responses - I own a business in the area that provides goods/services to campers
- 35 responses - Other (please specify)

Responses to the “Other please specify” from question 2:

(All or combination of the above (16)/Visit campers (4)/Run programming for the GeoPark (1)/I don't use it (13)/Run the campground (1)

3. Do you feel the Municipality of Cumberland should look for a third party to manage and perform upkeep to the campground?

- 49.5% Yes
- 30.7% No
- 19.8% Other (please specify)

The fourth question was an open opportunity for the public to include any further concerns or ideas regarding the campground.

MEMORANDUM

4.1

TO: Mayor and Council
FROM: Allie McCormick, Acting CAO
DATE: February 8, 2021
RE: Salary Review – Request for RFP

Background:

The Municipality of the County of Cumberland's *Personnel Policy*, section 35 states that a salary scale and responsibility review and comparison to other municipalities will be conducted every 5 years. Previous reviews were conducted in 2010 and 2015 and an external consulting firm was hired to perform the review through a Request for Proposal (RFP) process.

In 2020 the Chief Administrative Officer decided the review would be conducted internally by staff. The process began in late August and ran into some challenges due to staffing changes in the organization and the unforeseeable necessity to keep issues such as COVID-19 a priority. During this time, position descriptions were reviewed and updated to ensure accuracy.

Current:

Human Resources and Senior Management have discussed the importance of the salary review and the need for a professional consulting firm to conduct this type of project, as done in the past. It is our belief that this project should be conducted externally due to current staff capacity, as well as the benefits of this review being conducted by an external and objective third party.

Going Forward:

Council is being asked to approve a motion to allow for an RFP to be issued to hire a professional consulting firm to conduct the salary review. It is estimated that this review will be less than \$20,000 due to the previously established salary bands and a competent scoring tool that is already in place. Items to be included in the proposed RFP are as follows:

- Comparing benchmark positions to other rural municipalities in NS;
- Re-evaluating positions that have changes in their position descriptions;
- Evaluate internal equity; and
- Review of Mayor and Council remuneration.

The Director of Finance has confirmed there is money available in the budget to issue an RFP for this project. This review is not expected to be completed before budget deliberations and approval. Finance will provide a contingency amount in the budget to accommodate any possible salary changes that arise from the review. It is worth noting that by conducting a salary review, this will not necessarily result in large scale changes to current compensation levels within the organization.

Action:

If Council is in agreement, a motion to allow for an RFP to be issued to hire a professional consulting firm to conduct a salary review, is in order.

MEMORANDUM

TO: Mayor and Council

5.1

FROM: Kellie Seaman

DATE: February 10, 2021

RE: Occupational Health & Safety Policy

Background:

At the February 3, 2021 public Council meeting, Council passed a motion to give notice of intent to consider the adoption of the revised OH&S policy.

Action:

If Council is in agreement to approve the OH&S policy, a motion is in order.

Municipality of Cumberland Policy 21-xx Health and Safety Policy

This policy will apply to the Municipality of the County of Cumberland (Municipality) and all of its employees, officers and agents. The term Management refers to the CAO, Directors, Managers and Supervisors.

1. The Municipality 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 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 and all employees of the Municipality are responsible for creating and maintaining a safe working environment.
4. Municipal Council will take all reasonable precautions to prevent harm to workers, elected officials and the general public.
5. Management will be trained and are responsible for ensuring that the employees under their supervision follow this policy. Management are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety.
6. Management have a general responsibility for ensuring the safety of equipment and facilities.
7. 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.
8. The employees of the Municipality will be required to support this organizations 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.
9. It is the duty of each employee to report to their supervisor, as soon as possible, any hazardous condition, injury, incident or illness related to the workplace. 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.

10. The Municipality will, where possible, eliminate hazards.
11. When appropriate, employees will be required to use safety equipment, clothing, devices and materials for personal protection.
12. 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.
13. The Municipality acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. Any acts of violence or threats of violence in the workplace will not be tolerated by the Municipality.
14. The Municipality is committed to working to prevent workplace violence and to responding appropriately if workplace 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.
15. All previous Health and Safety Policies of the Municipality of the County of Cumberland, the former Town of Springhill, and the former Town of Parrsboro are hereby repealed.

Clerks Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: February 3, 3021

Date of Passage of Current Policy: _____

I certify that this Occupational Health and Safety Policy was adopted by Council as indicated above.

Clerk

Date

MEMORANDUM

TO: Mayor and Council
FROM: Will Balsler, Junior Planner, Development Officer
DATE: February 17, 2021
RE: First Reading on Development Agreement for PID 25223686, at 14 Chambers Boulevard, Parrsboro

5.2

Background: On December 2, 2020, Planning and Development staff received an application from the owner of 3277041 Nova Scotia Limited regarding the property at 14 Chambers Boulevard, Parrsboro - PID 25223686 (the "subject property").

The subject property is owned by 3277041 Nova Scotia Limited and is located on Main St. Parrsboro, between Jacobs Lane and Jenks Avenue. The application is for a development agreement to permit the development of 48 Grouped Dwellings - 12 townhouse dwellings with 4 dwelling units each. From the Land Use Bylaw:

DWELLING, GROUPED means three or more dwellings, not including accessory dwellings, located on a single lot.

◇ : Triassic Park Ball Field



Regulatory and Land Use Context:

Current Zone: Multi-Unit Residential

The subject property is designated as Residential on Schedule A of the Municipal Planning Strategy (MPS). The current Multi-Unit Residential zoning permits more than 16 dwellings on a lot only by Development Agreement (Land Use Bylaw Section 8.2.4[a]).

A majority of the neighboring properties are single-detached dwellings. The Parrsboro RCMP office and an auto dealership border the property to the North. The Triassic Park Ball field is also located in the front of the property.

This Development Agreement is supported by MPS Policy 5-7:

Policy 5-7: Council shall, in the Land Use By-law, establish the Multiunit Residential Zone, intended to permit higher density residential development on serviced and unserviced lots in an urban setting. Zone standards shall provide flexibility for the location of dwellings and promote infill development, particularly on serviced lots.

And enabled by MPS Policy 5-8:

Policy 5-8: Council shall only consider developments with more than 16 dwelling units on a lot by development agreement in the Multi-unit Residential Zone, subject to the development agreement policies of Section 6.3.

A draft of the Development Agreement has been attached to this memo.

Next Steps: If the Development Agreement passes first reading, staff will prepare advertisements for the public hearing to be held prior to second reading and place a Notice on the property to further advise the community of the upcoming hearing. Staff will also finalize a draft agreement to be presented at the Public Hearing.

Recommendation: Give notice of intention to enter an agreement and call a public hearing for April 7, followed by a second reading.

Alternative: Council can decide to reject the proposed amendment, or request that further information be provided

DEVELOPMENT AGREEMENT
14 Chambers Boulevard, Parrsboro, NS

This Agreement made this _____ Day of _____, 2021.

Between 3277041 Nova Scotia Limited. Owner of property located at 14 Chambers Boulevard (PID 25223686). Hereinafter Called the Property Owner

Of the First part

-and-

The Municipality of the County of Cumberland, a body corporate (hereinafter called the Municipality”

Of the Second part.

WHEREAS the Property Owner wishes to use the portion of the property at 14 Chambers Boulevard (PID 25223686) which is currently zoned Multi-Unit Residential (“the Property”), further described in Schedules A, B and C, for multiple-unit townhouse dwellings; and

WHEREAS the Property is situated within an area designated ‘Residential’ on the Future Land Use Map of the Municipal Planning Strategy (September 2020), and zoned ‘Multi-Unit Residential (RMul)’ on the Zoning Map of the Land Use By-law (September 2020); and

WHEREAS Policies 5-8, and 6-11 of the Municipal Planning Strategy (September 2020) and Section 8.2.4 (a) of the Land Use By-law (September 2020) allow Municipal Council to consider the proposed development on the Property only by Development Agreement; and

WHEREAS the Council of the Municipality of the County of Cumberland at a meeting on the _____ Day of _____, 2021 approved a Development Agreement on the Property, to allow the proposed development, subject to the execution of the Development Agreement by the parties hereto; and

WHEREAS the Property Owner is the owner of the Property:

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. SCHEDULES

The following attached Schedules shall form part of this Agreement:

- a) Schedule 'A' - Description of Lands
- b) Schedule 'B' - Property Survey Map
- c) Schedule 'C' - Site Plan
- d) Schedule 'D' - Building Elevation Drawings

2. PERMITTED USES

That the development on the Property shall be limited to:

- a) A maximum of twelve (12) townhouse dwellings with four (4) dwelling units each subject to Schedules C and D attached; and
- b) The existing sports field as shown on Schedule C attached which the Owner shall allow the Municipality to continue to operate; and
- c) Those uses permitted in the underlying zoning by the Land Use By-law, as amended from time to time.
- d) Except as otherwise provided in this Agreement, the provisions of the Land Use By-law, as amended from time to time, apply to any development on the Property.

3. BUILDING CHARACTERISTICS

- a) The height and massing of the building shall be in reasonable accordance with the elevation drawings as shown in Schedule D.
- b) The exterior design of the building shall be in reasonable accordance with the renderings as shown in Schedule D.

4. LANDSCAPING

- a) The Property Owner shall submit a detailed landscaping plan to the satisfaction of the Development Officer, prior to the issuance of a Development Permit. The landscaping shall be in reasonable accordance with the submitted landscaping plan. This includes, but is not limited to all

trees, shrubs, grassed areas, buffers and non disturbance zones. The planting of native species is strongly encouraged.

- b) Areas not used for structures, solid waste handling, automobile parking and circulation, pedestrian walkways, or other infrastructure shall be landscaped.
- c) Notwithstanding b) above, that area occupied by the current sports field as shown on Schedule C may continue use as a sports field.
- d) Such landscaping shall consist, at a minimum, of sod but may also include decorative grasses, trees, shrubs, flowers, mulch, fountains, ponds, and/or decorative pavers.
- e) A vegetative buffer 1.5m high shall be placed between Main Street and any dwellings.
- f) The setbacks to adjacent properties shall be no less than:
 - i. 8m to Main Street
 - ii. 6m on the south side
 - iii. 6m on the north side; and
 - iv. 6m to the rear of the portion of the property zoned Multi-Unit Residential.
- g) The setbacks between individual dwellings shall be no less than 12m.
- h) Notwithstanding f) and g), a variance of up to 20% may be considered at the discretion of the Development Officer prior to issuance of a Development Permit.
- i) The Property Owner will be considered in default if any of the required landscaping or buffering is not completed within twelve (12) months of the issuance of an Occupancy Permit.

5. LIGHTING

- a) The lighting on the property shall be sufficient to promote the safety and security of all users, including but not limited to users of pedestrian walkways and parking.
- b) Any exterior lighting shall be positioned to minimize the illumination of surrounding areas and located so nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result.

6. PARKING AND ACCESS

- a) The Owner shall be responsible for the design and construction of all lanesways, walkways and parking areas.
- b) The Property Owner shall construct a common private vehicular laneway and pedestrian walkways from Main Street to serve each dwelling.

- c) The Property Owner shall construct driveways that provide vehicular and pedestrian access from the common laneway referred to in a) to each dwelling.
- d) The Property Owner shall maintain and provide snow removal for such laneway and pedestrian walkways.
- e) The Property Owner agrees that the Municipality will not take ownership of, nor maintain in any way, any laneway or walkway.
- f) The Property Owner shall construct a temporary turnaround area sufficient to carry the weight of heavy equipment at the end of the private laneway, to the satisfaction of the Municipal Engineer.
- g) The Property Owner shall provide paved parking areas for each dwelling unit meeting the parking requirements of the Land Use Bylaw.

7. SIGNAGE

Signage shall not exceed that which is permitted by the Land Use Bylaw.

8. MAINTENANCE

- a) The Property Owner shall ensure that all buildings on the Property are kept in good repair, and that exposed exterior surfaces are painted or treated as may be necessary, so that the buildings are maintained in a tidy and attractive state.
- b) The Property Owner shall ensure that all retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements are regularly maintained and that any undeveloped, unused portions of the lot are kept in a tidy state and free from unkempt materials or matter of any kind.

9. SANITARY SEWER AND WATER SERVICES

- a) The Property Owner shall be responsible for the design and construction of all, sanitary sewerage systems, and water distribution systems.
- b) The Property Owner shall provide construction drawings, to the satisfaction of the Municipal Engineer for all sanitary sewerage systems, and water distribution systems prior to construction.
- c) The Property Owner shall provide as-built construction drawings, to the satisfaction of the Municipal Engineer for all sanitary sewerage systems, and water distribution systems following construction.

- d) The Property Owner shall provide easements to the Municipality for access to sanitary sewerage systems, and water distribution systems to the satisfaction of the Municipal Engineer.
- e) The Property Owner agrees that the Municipality will not take ownership of any sanitary sewerage systems, or water distribution system.

10. STORMWATER MANAGEMENT

- a) The Property Owner shall submit a detailed stormwater management plan to the satisfaction of the Municipal Engineer, prior to the issuance of a Development Permit.
- b) The Property Owner shall ensure that all post-development peak stormwater runoff flows for all development on the Property are equal to or less than pre-development stormwater peak runoff flows for small and large storms, to the satisfaction of the Municipal Engineer.
- c) The Property Owner shall ensure that no stormwater enters Municipal sanitary sewerage systems or is diverted to adjacent properties.

11. CHANGES AND ALTERATIONS

- a) That the following matters are non-substantive matters which may be changed or altered without a public hearing, but with the written consent of the Development Officer.
 - i. Architectural features of buildings, including dimensions and the location of windows and entrances.
 - ii. Location of site features including but not limited to buildings, landscaping, hard surfaces, parking facilities, turning areas and buffers.
- b) All other matters in this agreement not specified in Subsection 11 a) above or c) below are non-substantive matters which may be changed or altered without a public hearing, but with the written consent of Council, provided that Council determines that the changes do not significantly alter the intended effect of this agreement.
- c) That the following matters are substantive matters and may not be changed or altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:
 - i. Permitted Uses other than those outlined in Section 2 or as permitted in the underlying zoning by the Land Use By-law; and
 - ii. A variance of greater than 20% to the setbacks and buffers as outlined in 4 e), f) and g) of this Agreement.
- d) Notwithstanding the foregoing, discharge of this Agreement is not a substantive matter and this Agreement may be discharged by Council at the request of the Property Owner without a public hearing.

12. APPLICABILITY OF THE AGREEMENT

The Property Owner agrees that the Property shall be developed and used only in accordance with and subject to the terms and conditions of this Agreement.

13. APPLICABILITY OF THE LAND USE BYLAW AND THE SUBDIVISION BYLAW

Except as otherwise provided in this Agreement, the provisions of the Land Use By-Law and the Subdivision Bylaw as amended from time to time, apply to any development, use or subdivision on the Property.

14. COMPLIANCE WITH OTHER BY-LAWS AND REGULATIONS

- a) Nothing in this agreement shall exempt or be taken to exempt the Property Owner from general compliance with federal, provincial, and/or municipal statutes, regulations and/or bylaws. This includes complying with other By-laws or Regulations in force with the Municipality, including the Building Code By-law and Subdivision By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority, or approval required.
- b) The Property Owner shall be responsible for securing all applicable approvals associated with the on-site and off-site servicing systems required to accommodate the development including, but not limited to, sanitary sewer system, water supply system, stormwater sewer and drainage systems and utilities. Such approvals shall be obtained in accordance with all applicable by-laws, standards, policies, and regulations of the Municipality and other approval agencies. All costs associated with the supply and installation of all servicing systems and utilities shall be the responsibility of the Property Owner, unless otherwise agreed upon. All design drawings and information shall be certified by a Professional Engineer or appropriate profession as required by this Agreement or other approval agencies.

15. CONFLICT

- a) Where the provision of this Agreement conflict with those of any bylaw of the Municipality applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any provincial or federal statute or regulation, the higher or more stringent requirements shall prevail.
- b) In case of conflict, the text of the Agreement prevails over the Schedules.

16. COSTS

The Property Owner is responsible for all costs associated with recording this Agreement in the Land Registration Office. These costs are included in the Development Agreement Application Fee that is collected by the Municipal Fees Policy.

17. FULL AGREEMENT

This Agreement constitutes the entire agreement and contract entered into by the Municipality and the Property Owner. No other agreement or representation, oral or written, shall be binding.

18. SEVERABILITY OF PROVISIONS

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

19. INTERPRETATION

- a) Where the context requires, the singular shall include the plural, and the masculine gender shall include the feminine and neutral genders.
- b) In case of conflict, the text of the Agreement prevails over the Schedules.

20. BREACH OF TERMS OR CONDITIONS

Upon the breach by the Property Owner of the terms or conditions of this Agreement, the Municipality may undertake any remedies permitted by the *Municipal Government Act*, including but not limited to any remedies permitted by section 264 of the *Municipal Government Act*.

21. TERMINATION OF AGREEMENT

- a) This Agreement shall be in effect until discharged by resolution of the Council of the Municipality pursuant to the Municipal Government Act, whereupon the Land Use By-law shall apply to the Property; and
- b) The Property Owner shall sign this Agreement within 180 calendar days from the date the appeal period lapses, or all appeals have been abandoned or disposed of or the Agreement has been affirmed by the Nova Scotia Utility and Review Board or the unexecuted Agreement shall be null and void; and

- c) The Municipality may discharge this Development Agreement if the use described herein has not been commenced within twelve (12) months of the date of this Agreement; and
- d) The Municipality may discharge this Development Agreement if construction of the development or the use described herein is discontinued for twelve (12) months or longer; and
- e) In this Agreement, the development is deemed to have been commenced or started when a development permit for any part of the development has been issued; and
- f) The Municipality retains the option of discharging this Development Agreement should any fact provided by the Property Owner to the Municipality constitute a material misrepresentation of the facts; and
- g) This Agreement shall enure to the benefit of, and be binding upon the Municipality and its successors and assigns and shall enure to the benefit of and be binding upon the Property Owner, their heirs, executors, administrators, and assigns, the owner or owners from time to time of the Property, until discharged.

22. OWNERSHIP

We, the Property Owner, hereby certify that we are the sole owner of PID 25223686, as described in Schedule A, having received the deed from Nova Scotia Business Development Corporation, dated October 15, 2001. We have not disposed of any interest in the property and there are no judgments or other liens or encumbrances affecting the property.

Witness

XXXXX
3277041 Nova Scotia Limited

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

Witness

XXXXXXX
3277041 Nova Scotia Limited

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Witness

MURRAY SCOTT, Mayor

Witness

ALLISON MCCORMICK, Acting CAO

DRAFT

AFFIDAVIT (CORPORATE)

I, _____, of _____,
Nova Scotia, make oath and say that:

1. I am the _____ of 3277041 Nova Scotia Limited, the "Corporation". Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. I acknowledge that the Corporation executed the foregoing instrument by its proper officer[s] duly authorized in that regard under seal on the date of this affidavit; this acknowledgment is made for the purpose of registering such Instrument pursuant to S.31 (a) of the Registry Act, R.S.N.S. 1989, c.392. or s. 79(1)(a) of the Land Registration Act as the case may be, for the purpose of registering this instrument.
3. The Corporation is a resident of Canada under the Income Tax Act (Canada).
4. The ownership of a share or an interest in a share of the Corporation does not entitle the owner of such share or interest in such share to occupy a dwelling owned by the Corporation.
5. THAT I have authority to execute this instrument on behalf of 3277041 Nova Scotia Limited. and thereby bind the 3277041 Nova Scotia Limited.

SWORN TO at _____)
 in the County of _____)
 Province of Nova Scotia)
 This _____ day of _____)
 A.D. 2021, BEFORE ME:)
)
)
 _____)

3277041 NOVA SCOTIA LIMITED

A Notary Public/Commissioner of Oaths for the
Province of Nova Scotia

Per: _____

My Commission Expires _____

AFFIDAVITS OF EXECUTION

PROVINCE OF NOVA SCOTIA
COUNTY OF CUMBERLAND, NS

ON THIS _____ day of _____ A.D., 2021, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **THE MUNICIPALITY OF THE COUNTY OF CUMBERLAND**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be hereunto affixed in his/her presence.

A COMMISSIONER OF THE SUPREME
COURT OF NOVA SCOTIA

PROVINCE OF NOVA SCOTIA
COUNTY OF CUMBERLAND, NS

ON THIS _____ day of _____ A.D., 2021, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **3277041 NOVA SCOTIA LIMITED**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be hereunto affixed in his/her presence.

A COMMISSIONER OF THE SUPREME
COURT OF NOVA SCOTIA

Schedule A

Description of Lands

Registration County: CUMBERLAND COUNTY

Street/Place Name: Chambers Boulevard /Parrsboro

Title of Plan: Plan of Consolidation and Subdivision Lands of The Parrsboro & Area Industrial Development Commission.

Designation of Parcel on Plan: 91-2

Plan Number: 1619

Registration Date of Plan: April 26, 1991

Saving and excepting Lot 97-1, surveyed by David T. Roberts, in Plan Reference #2618 dated May 5, 1997 containing 2.305 acres, conveyed to Parrsboro Metal Fabricators Limited by deed dated June 18, 1997 and registered in the Registry of Deeds for Cumberland County on June 27, 1997 in Book 666 Page 334-338.

Also Saving and Excepting Lot No. 97-2, surveyed by David T. Roberts, in Plan Reference # 2641 dated June 9, 1997 containing 1.0 acres, conveyed to Rafes Construction Limited by deed dated July 31, 1997 and registered in the Registry of Deeds for Cumberland County on September 10, 1997 in Book 670 Page 360-363.

Burden One: Subject to restrictive covenants described in Book 753 at Page 264.

Burden Two: Subject to a utility (sewerage) easement described in a deed registered in the Registry of Deeds for Cumberland County on July 3, 1947 in Book 42 at Page 139.

Burden Three: Subject to an easement! right of way as described in a deed registered in the Registry of Deeds for Cumberland County on July 3, 1947 in Book 42 at Page 139.

MGA Compliance Statement: This parcel complies with the subdivision provisions of Part IX of the *Municipal Government Act*.

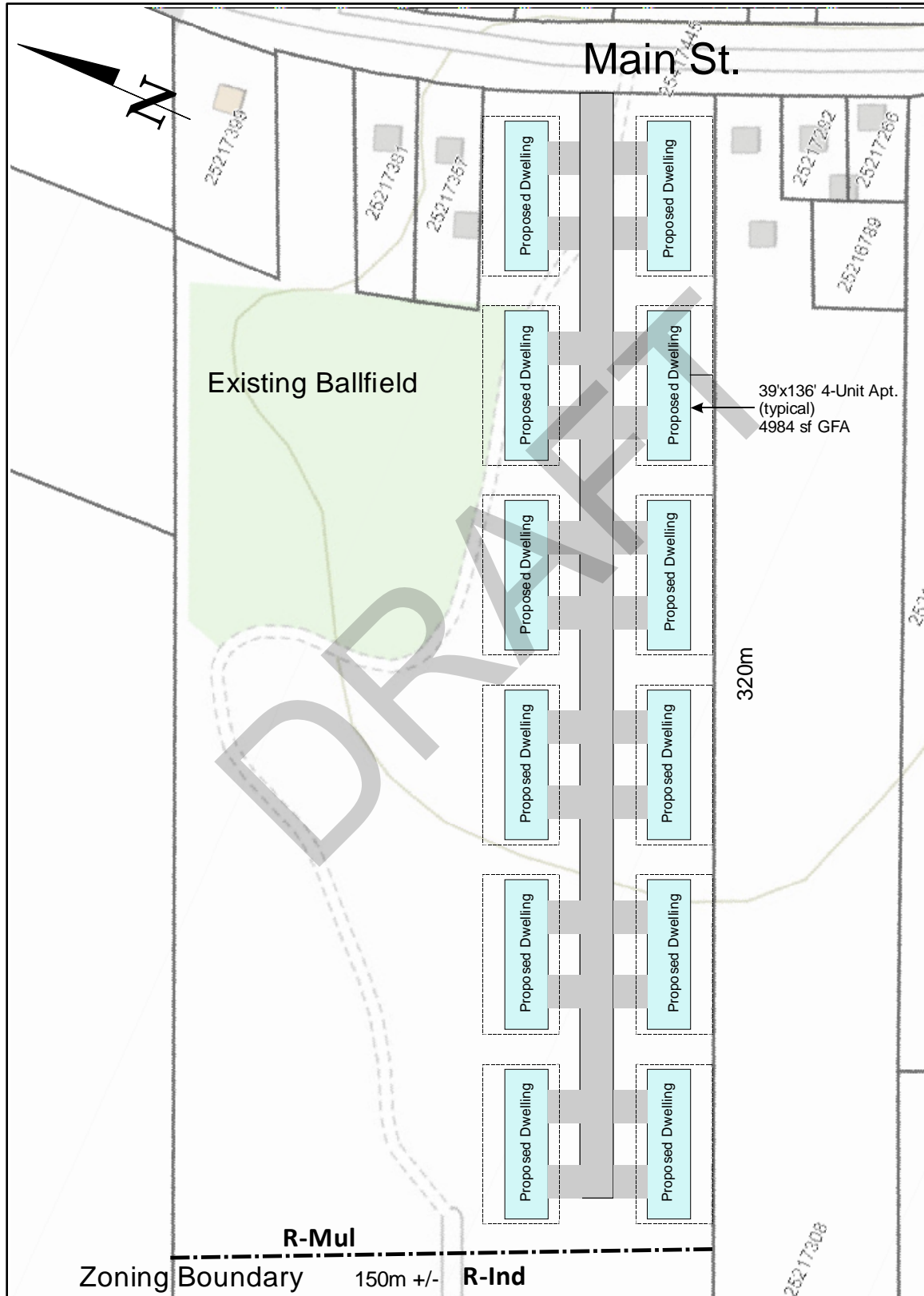
*** *Municipal Government Act, Part IX Compliance* ***

Compliance:

The parcel is created by a subdivision that has been filed under the Registry Act or registered under the Land Registration Act.

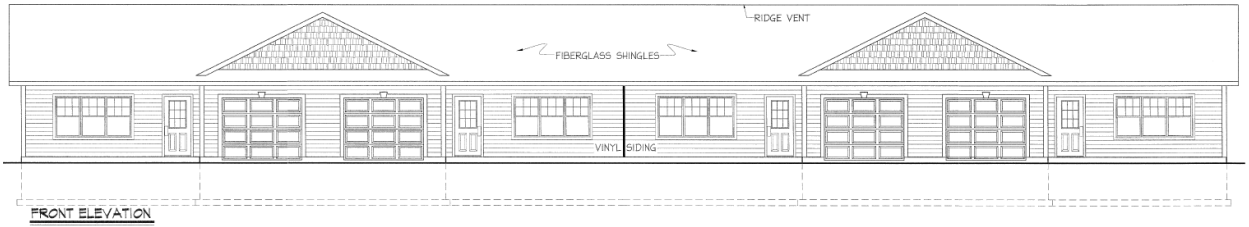
Schedule C

Site Plan



Schedule D

Building Elevation



DRAFT

MEMORANDUM

5.3

TO: Council

FROM: Steve Ferguson, Director of Community Development

DATE: February 9, 2021

RE: Commercial Development Districts and MPS Amendment

The purpose of this memo is to request Council's approval and direction to move forward with the development of a Municipal Planning Strategy (MPS) amendment and a Commercial Development District (CDD) By-Law that together would enable the Municipality to delay the effect of increased property assessments on new commercial capital investments in specified areas.

The Province gave municipalities this authority a few years ago by enacting section 71C of the MGA, which provides:

(2) Notwithstanding subsection 57(2) but subject to Section 71D, where a council considers it necessary or advisable, the council may, by by-law, provide for

(a) the phasing-in of an increase in the taxable assessed value of an eligible property located in a commercial development district over a period not exceeding ten years; and

(b) the cancellation, reduction or refund of taxes paid as a result of the phasing-in of the increase.

(3) Subject to subsection (4), a by-law made pursuant to subsection (2) must establish, in accordance with a municipal planning strategy, one or more commercial development districts.

(4) A commercial development district may only be established in an area that is serviced by wastewater facilities and a water system.

The intended purpose of this new authority was to enable municipalities to encourage redevelopment of older commercial areas, but it can be extended to any commercial area with central water and wastewater systems, and it may be a tool to attract investment.

At least one developer in the area has expressed an interest in the Municipality adopting such a program.

As Council is aware, amending planning documents is a complicated process due to the requirements of the MGA. Amending the MPS in particular is a lengthy process,

even when, as in this case, the actual addition to the Strategy could be relatively simple.

Our Planner, Nelson Bezanson, has advised that the following steps would be required to amend the MPS:

- Public Engagement (typically 3 months)
- First Reading
- Advertising for public hearing
- Public hearing (with our council schedule, at least a month after first reading)
- Second Reading (possibly the next council meeting)
- Provincial Approval (at least a month)
- Advertising that the MPS amendment is in effect.

The process to adopt the CDD By-Law would be synchronised with the MPS amendment so that both documents can go the Province for approval at the same time.

If directed to proceed, we will form a Committee comprised of staff from Planning, Community Economic Development, and Finance, as all three areas would be involved in the planning and implementation of such a program. Staff will seek direction from Council at regular intervals, as decisions will have to be made as we work through the processes.

If Council is in agreement, a motion to the following effect would be in order:

That staff be directed to begin the process to allow the creation of Commercial Development Districts pursuant to section 71C of the Municipal Government Act by commencing the process to adopt the necessary amendment to the Municipal Planning Strategy and developing a Commercial Development District By-Law.

MEMORANDUM

TO: Staff & Council
FROM: Melanie Prendergast
DATE: February 9, 2021
RE: Grant Request for Council Review

6.1

Organization	Project	Request	Staff Recommends
<p>St. Andrew's – Wesley United Church</p>	<p>The church has a parking lot adjacent to the downtown business core in Springhill, NS. The citizens have been using this parking lot as an overflow for the downtown core to park in for over 50 years which is greatly appreciated by the citizens as well as the local businesses.</p> <p>They are seeking an annual grant to assist with the cost of hiring a company to plow and salt the parking lot so it can continue to be of benefit to all.</p> <p>The estimated cost would be \$2000 (\$1100 for plowing and \$900 for salting. These numbers might vary slightly once official quotes are received). They plan to contribute \$400 and are requesting the balance of \$1600.</p> <p>In the past this service was provided by the Public Works Departments of the Town of Springhill and then the Municipality, but this has been withdrawn due to liability concerns.</p>	<p>\$1600</p>	<p>\$800-\$1600 The guidelines indicate 20% of total cost with leeway for Council to go beyond that where circumstances justify it, and since most of the parking provided at no charge to the public is not for church purposes, a higher percentage may be justified.</p>

MEMORANDUM

6.3

TO: Council

FROM: Accessibility Advisory Committee

DATE: Feb 10, 2021

RE: SOAR Letter

The purpose of this memo is to inform Council that the Accessibility Advisory Committee for the Municipality of the County of Cumberland (the Committee) recently received a letter written by the SOAR Community Health Board.

The letter advocates for a renewed discussion between the Town of Amherst and the County of Cumberland that would outline a cooperative strategy for construction of pedestrian access to the Cumberland Regional Health Care Centre (CRHCC).

The letter states that they believe the responsibility for this advocacy work should shift to the newly formed accessibility committees in the two municipalities. It also asks that the Committee formally request official mandates from the Provincial Accessibility Advisory Board and directly from the Minister of Justice to make this happen.

The Committee's understanding is that the issue of pedestrian access between Amherst and CRHCC is more complicated than being simply a jurisdictional issue, and one that may need an alternate solution.

We ask that Council revisit this issue. Equal access to health care is a necessary service and something that we should address to meet the requirements laid out by the Nova Scotia Accessibility Act.

SOAR Community Health Board

6.3

To: Members of the Accessibility Committees for the Town of Amherst and the County of Cumberland.

From: Leon Landry – On behalf of the SOAR Community Health Board

CC: Town of Amherst, County of Cumberland

Committee Members,

In the latter part of 2019, SOAR advocated for a renewed discussion between the Town of Amherst (the Town) and the County of Cumberland (the County) that would outline a cooperative strategy for construction of pedestrian access to the Cumberland Regional Health Care Centre. Due to jurisdictional problems, budgetary concerns, and liability issues, it seems that this project remains at a stalemate.

SOAR believes that the responsibility for this advocacy work should shift to the newly formed accessibility committees. Equal access to health care is paramount to all citizens in both the Town and the County and must be considered a necessary public service. The lack of pedestrian access must be considered a barrier to access this fundamental right to health care for all.

The Nova Scotia Accessibility Act requires barriers to the delivery and receipt of goods and services be removed. It is the position of SOAR that, because this issue is complicated by jurisdictional confusion, that both the respective Accessibility Committees formally request official mandates from the Provincial Accessibility Advisory Board and directly from the Minister of Justice.

The Town of Amherst and the County of Cumberland both deserve better.

Sincerely,



Leon Landry, Chair

SOAR Community Health Board

MEMORANDUM

6.4

TO: Mayor & Councillors
FROM: Shelley Hoeg, Michelle Herrett
DATE: February 9, 2021
RE: 2021 Provincial Volunteer Awards Nominations

The 47th Annual Provincial Volunteer Recognition ceremony is taking in April. Each year, one outstanding volunteer or group of volunteers from the Municipality of the County of Cumberland is selected by Municipal Council to attend the provincial awards ceremony and luncheon as the Municipality's Volunteer Representative. Due to COVID- 19 restrictions, this year's ceremony will be taking place virtually on April 26th.

Council is invited to nominate residents of the Municipality for this prestigious award. Attached is the Volunteer Representative Award nomination form. **The Provincial deadline for submissions is March 1st, 2021 so the deadline for Councillors is February 23rd, 2021.**

The selection process for the Municipality's Volunteer Representative Award is as follows:

1. Councillors are invited to nominate an individual, a youth, a family volunteering together for the Volunteer Representative Award and, a new category this year, Nova Scotia Strong Award.
2. All nominations are sent to Michelle Herrett, no later than February 23rd, 2021. One outstanding volunteer will be selected via an online vote February 25th and 26th: and
3. The chosen volunteer's nomination form is sent to the Provincial Volunteer Awards Committee for recognition.

If you would like more copies of the nominations form, or have any questions, please do not hesitate to contact Michelle or Shelley.

MEMORANDUM

6.6

TO: Mayor and Council

FROM: Shelley Hoeg, Communications Officer/EA to the CAO and Council

DATE: February 10, 2021

RE: Agenda and Meeting Management Software – Request for RFP

Background:

The Municipality of the County of Cumberland's Council and Committee meetings include the preparation and dissemination of information packages prior to each session/meeting.

At present this process is done by one staffer who sends out requests for items, receives those items, addresses any formatting errors in the documents, follows up with staff for items not received, compiles each document, creates .pdf files of the documents, edits the .pdf's to include the numbering then creates a complete package, which is then disseminated to Council and Public.

Going Forward:

Many Municipalities are using an Agenda and Meeting Management Software that streamlines the process for the production of meeting agenda's, minutes and action lists. The software also provides the bonus of standardizing the documents and creating documents that will meet criteria of the Accessibility Act.

The Director of Finance has confirmed that funding for this software could be included in budget deliberations for 2021/2022.

Action:

If Council is in agreement, a motion to allow for an RFP to be issued to purchase Agenda and Meeting Management software, is in order.



COMMITTEE MEMBER EXPRESSION OF INTEREST

Fire Service Advisory Committee

The Fire Protection Services Coordinator is currently accepting expressions of interests from Fire Chiefs in the Municipality of the County of Cumberland for the Fire Service Advisory Committee. There are 2 available spots.

The purpose of the Fire Service Advisory Committee is to make recommendations to Council regarding certain operational issues as they relate to the Fire Departments. Please see the draft committee mandate for more details.

Please email or hand deliver your resume and a letter detailing why you are interested in joining this committee to Mike Carter, Fire Protection Services Coordinator on or before March ?, 2021 at 4:30 pm.

Mike Carter, Fire Protection Services Coordinator
1395 Blair Lake Rd
Amherst NS B4H 3Y4

mcarter@cumberlandcounty.ns.ca

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

FIRE SERVICES ADVISORY COMMITTEE MANDATE

PURPOSE

The purpose of the Fire Service Advisory Committee is to make recommendations to Council regarding certain operational issues as they relate to the Fire Departments.

AUTHORITY

The Committee is an advisory committee to Council and does not have any delegated authority over the management of individual Fire Departments or their bylaws. Any direction given by the Fire Committee, to the Fire Departments, shall be done so through the Fire Coordinators office and reporting back shall follow the same order.

COMPOSITION

Membership shall consist of two (2) members of Council appointed by Councils' nomination committee. The committee will also include two (2) Fire Chiefs, appointed by the Mayor in consultation with the Fire Service Coordinator. An expression of interest form will be sent to the Fire Chiefs and will be reviewed by the Mayor and Coordinator. Staff members will include the Fire Service Coordinator, Director of Finance and an Administrative Assistant, other staff may be asked to attend as required.

FREQUENCY OF MEETINGS

Meetings will be held on a bi-monthly basis on the first Monday of the month beginning on March ?, 2021.

TERM

The length of term for this committee shall be for a two-year period which begins from the time of appointment.

CHAIRPERSON

The Chairperson shall be appointed by the Mayor.

SCHEDULE OF MEETINGS

Meetings will be held on a bi-monthly basis on the first Monday of the month beginning on March 1st, 2021. Meets shall commence at 6:30 p.m.

MANDATE

The Fire Committee's mandate includes but not limited to the following:

1. Policy review
2. Development of Cumberland County Fire Services standards
3. Review reports from the Fire Service Coordinator regarding the risk assessment information provided by the fire departments.
4. Development of a new five-year strategic plan

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.