



PUBLIC COUNCIL SESSION

AGENDA PACKAGE

For the meeting of

Date: Wednesday, April 7, 2021

Time: 6:00 p.m.

Place: Zoom Meeting

AGENDA PACKAGE

PUBLIC COUNCIL

Date: April 7, 2021

Time: 6:00 p.m.

ZOOM MEETING

1. CALL TO ORDER

1.1 Territorial Acknowledgement

We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people

1.2 Roll Call

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda

2.2 Approval of Minutes

- i) Approval of the March 17, 2021 Council Minutes
- ii) Approval of the March 24th, 2021 Council Minutes

2.3 Business Arising

March 17, 2021 Council Session

2.4 Public Hearing(s)

Development Agreement for PID 25223686, 14 Chambers Blvd., Parrsboro

Staff have provided the background on the request for a Development Agreement for PID 25223686, 14 Chambers Blvd, Parrsboro. First Reading was approved by Council at a previous Council session. Today will be the public hearing on this matter.

Action: Motion to hold Second Reading of this Development Agreement at the April 21, 2021 Council session

3. STRATEGIC PRIORITIES ISSUES

3.1 Organizational Communications and Public Relations Plan

The Communications Committee has been meeting weekly to prepare an Organizational Communications and Public Relations Plan which will enable the municipality to improve upon communication practices, both internally and externally.

The Communications Committee has provided the document and background for Council's review.

Action: Motion for approval of the Organizational Communications and Public Relations Plan

- 3.2 Cumberland Joint Services Management Authority Budget
The Draft CJSMA budget has been included on this agenda for Council's review and discussion.

Action: Discussion

4. **MAJOR ORGANIZATIONAL ITEMS**

- 4.1 2021/22 Capital Investment Plan
The Capital Investment Plan Committee has prepared a Capital Investment Plan for the 2021/22 fiscal year for Council's consideration. Staff will provide the backup material after the April 1, 2021 budget meeting.

Action: Discussion

- 4.2 Spring Debenture
At the December 16, 2020 Council session Council approved a temporary borrowing resolution in the amount of \$482,309 on behalf of Sunset. This borrowing relates to the renovation project undertaken in their facility. Sunset reimburses the Municipality for the principal and interest payments related to this debt. Attached is Pre-approval Resolution Subject to Interest Rate for the above noted projects. By approving this resolution Council provides the Mayor and Clerk with the authority to finalize the debenture issuance within the resolution parameters.

Action: Motion to approve Pre-Approval Subject to Interest Rate Resolution

5. **ORGANIZATIONAL POLICY/BYLAW ITEMS**

- 5.1 Public Highway Signage Bylaw – First Reading
Staff have provided a memo outlining the background of the Public Signage Bylaw.

Action: Motion to approve First Reading of the Public Signage Bylaw and to direct staff to advertise a Public Hearing of this item at the May 5, 2021 Council session

Amendment to Land Use Bylaw to rezone PID 25172917, 689 Kerrs Mill Road, Kerrs Mill – First Reading

- 5.2 Staff have provided a memo outlining the request for an amendment to the Land Use Bylaw to rezone PID 25172917, 689 Kerrs Mill Road, Kerrs Mill.

Action: Motion to approve First Reading of the amendment to the Land Use Bylaw to rezone PID 25172917, 689 Kerrs Mill Road and to direct staff to advertise Public Hearing of these items at the May 19, 2021 Council session

Council meetings and Proceedings Policy

- 5.3 Staff have prepared and provided an amended Council Meetings and Proceedings Policy and would like a motion of Notice of Intent to Consider this Policy for adoption at a future meeting.

Action: Motion of Notice of Intent to consider the Council Meetings and Proceedings Policy for adoption at the April 21, 2021 Council session

6. **BUSINESS ISSUES**

6.1 Volunteer Representative 2021

Staff have include a memo in your Council package advising of the Municipality's Volunteer of the Year.

Action: Motion to approve and recognize our Volunteer of the Year

6.2 Springhill Baseball Field #2 Revitalization Capitol Budget Project Update

A memo from the Manager of Recreation Programs and Services regarding the status of the Springhill Baseball Field #2 Revitalization Project.

Action: Discussion and Motion to move the project to the 2021/22 Capitol Budget with the budget amount to be increased.

6.3 Summer Programs 2021

A memo from the Active Living Coordinator and the Manager of Recreation Programs and Services regarding the 2021 Summer Employment and Programs is included in your package.

Action: Discussion and Motion to approve the recruitment and hiring process for summer positions.

7. **INFORMATION ITEMS**

There are no information items for this 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.

2.2 i)

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

1. CALL TO ORDER

1.1 Roll Call

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

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

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

Media present in the meeting:

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

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda

The agenda was approved with the following additions and deletions:

Additions:

- 6.8 Nominations Committee Report
- 6.9 Shinimicas Fire Department Update

Deletions:

- 3.1 Organizational Communications and Public Relations Plan

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

**No Objections
MOTION CARRIED**

2.2 Approval of the Minutes

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

**No Objections
MOTION CARRIED**

2.3 Business Arising

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

2.4 Public Hearing

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

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

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

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

**No Objections
MOTION CARRIED**

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

**No Objections
MOTION CARRIED**

3. STRATEGIC PRIORITIES ISSUES

- 3.1 Organizational Communications and Public Relations Plan
This item has been deleted from the agenda

4. MAJOR ORGANIZATIONAL ISSUES

There are no Major Organizational Items for today's meeting

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

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

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

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

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



**No Objections
MOTION CARRIED**

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

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

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

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



**No Objections
MOTION CARRIED**

6. BUSINESS ISSUES

6.1 *Glooscap Campground Advisory Committee TOR

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

**No Objections
MOTION CARRIED**

* TOR Attached as Appendix A to these minutes

6.2 Remittal Request(s)

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

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

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

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

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

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

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

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

**No Objections
MOTION CARRIED**

6.3 Springhill / Parrsboro Water Write Off Listing

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

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

**No Objections
MOTION CARRIED**

6.4 Sunset Community

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

**No Objections
MOTION CARRIED**

6.5 Grant Requests

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

**No Objections
MOTION CARRIED**

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

**No Objections
MOTION CARRIED**

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

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

6.8 Nominations Committee Report

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

**No Objections
MOTION CARRIED**

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

**No Objections
MOTION CARRIED**

6.9 Shinimicas Fire Department Update

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

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

7. INFORMATION ITEMS

7.1 Low Income Exemption Information

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

8. ADJOURNMENT

8.1 Adjournment

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

Mayor Murray Scott

Municipal Clerk Brenda Moore

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

1. Purpose of the Committee and these Terms of Reference

- a. The purpose of the Glooscap Campground Advisory Committee (the Committee) is to advise the Campground Manager and the Municipality's CAO regarding the operations, finances, staffing, and infrastructure of the Glooscap Campground.
- b. The purpose of these Terms of Reference is to set out the responsibilities and composition of the Committee.

2. Members of the Committee

- a. The voting members of the Committee shall be three members of Municipal Council appointed by Council. The voting members may be removed and replaced by Council at any time, and appointments shall be reviewed and may be changed by Council annually as part of the committee appointments process.
- b. Council shall also appoint one additional member of Municipal Council who shall be an alternate member of the Committee. The alternate member may attend and participate in meetings of the Committee on a non-voting basis. In the event of the temporary absence of one or more voting members, the alternate member shall have the same rights and privileges as a voting member.
- c. The Committee shall be supported in its work by:
 - i. one or two Campground employees, selected by the Committee;
 - ii. one Community Development Department employee selected by the Director of Community Development; and
 - iii. one Finance Department employee selected by the Director of Finance.The employees referenced above shall be non-voting members of the Committee. Any seasonal employees selected to support the Committee shall be compensated at their normal hourly rate for time worked in the off-season, or in addition to, or outside, normal working hours.

3. Meetings of the Committee

- a. The quorum necessary to conduct business of the Committee shall be two voting members
- b. The Committee may meet in person or by means of electronic communications.
- c. The Committee may adopt its own procedures and rules of order.
- d. The voting members of the Committee shall select a Chair and Vice Chair from amongst the voting members.
- e. The Chair, or in the absence of the Chair, the Vice Chair, shall have the authority to call meetings of the Committee.
- f. The voting members of the Committee shall appoint one of the members to keep meeting notes. The meeting notes shall, at a minimum, include a record of any recommendations made, the name of the individual responsible to ensure the recommendation is duly considered, and the expected timeline.
- g. The meeting notes shall be distributed to all Committee Members, Council, and the CAO once they have been approved by the Committee.

4. Campground Employees

- a. When there is a staff vacancy, the Committee shall participate in the recruitment process and shall make recommendations to the CAO regarding hiring and placement on the salary scale. The CAO has hiring authority for Campground staff and may delegate that authority to a Director.
- b. The authority to discipline or dismiss a Campground employee rests with the CAO, who may delegate that authority to a Director. The Committee may make recommendations to the CAO or Director with regard to the discipline or dismissal of a Campground employee.
- c. The CAO has sole authority to approve position descriptions and responsibilities. The Committee may develop and draft revisions of the position descriptions and responsibilities for the Campground employees and recommend those changes to the CAO.
- d. Except as required by sections 4.b. and c. above, the Committee Chair is authorized to communicate Committee recommendations to the Manager.
- e. The Committee may recommend and approve training for Campground staff in accordance with the approved budget.

5. Budget, Finances and Marketing

- a. The Committee shall develop annual capital and operating budgets for the Campground and shall submit those to Council as part of the annual budget process.
- b. The Committee shall oversee the implementation of the Campground budgets as approved by Council. The Committee Chair may approve Campground invoices for payment.
- c. The Committee may set the rates to be charged to the various classes of Campers and the amounts to be charged for services or goods to be offered to Campers.

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

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

Brenda Moore, Clerk

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.

2.2 ii)

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

1. CALL TO ORDER

1.1 Roll Call

Mayor Scott called the March 24, 2021 Council session of the Municipality of the County of Cumberland to Order at 6:00 p.m. and declared the Municipality of the County of Cumberland acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

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

Staff present Allie McCormick, Acting CAO; Steve Ferguson, Director of Community Development; Amanda MacLeod, Sustainable Communities Marketing Officer; Shelley Hoeg Communications/Executive Assistant to the CAO; and Brenda Moore, Municipal Clerk who recorded the meeting.

Media present in the meeting:

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

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda

The agenda was approved with the following addition:

6.1 Nominations Committee Report

IT WAS MOVED by Councillor Gilroy seconded by Councillor Gould to approve the agenda as amended.

**No Objections
MOTION CARRIED**

2.2 Public Hearing(s) Presentation(s)

Proposed Bill 4 - Biodiversity Act – Cumberland County Forestry Advisory Committee

Jeff Black and Steven McLean of the Cumberland County Forestry Advisory Committee provided Council with information regarding potential impacts to Cumberland County if the proposed Bill 4 – The Biodiversity Act is passed. Numerous Councillors expressed concern for more public consultation on the Bill. The Mayor thanked the presenters for their presentation.

IT WAS MOVED by Councillor Gilroy seconded by Deputy Mayor Redmond that correspondence be sent to Premier Ian Rankin and Forestry Minister Chuck Porter from the Cumberland County Council requesting further Public and Forest Industry Consultation regarding Bill 4 before any further legislative action is taken by the Province.

**No Objections
MOTION CARRIED**

IT WAS MOVED by Councillor Gilroy seconded by Councillor Gould to authorize the Mayor of the Municipality of Cumberland to represent Council at the Provincial Law Amendments Committee when Bill 4 is called.

**No Objections
MOTION CARRIED**

3. STRATEGIC PRIORITIES ISSUES

There are no Strategic Priority Issues for this meeting

4. MAJOR ORGANIZATIONAL ISSUES

There are no Major Organizational Items for today's meeting

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

There are no Organizational Policy/By-Law Issues for this meeting.

6. BUSINESS ISSUES

6.1 Nominations Committee Report

IT WAS MOVED by Deputy Mayor Redmond seconded by Councillor Gould to accept the Nominations Committee Report.

The Nominations Committee Report

1. Call to Order

The Nominations Committee meeting was called to Order by the Deputy Mayor Redmond at 5:50 p.m.

Attendance

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

Staff: Allie McCormick, Acting CAO; Stephen Ferguson Director of Community Development; Shelley Hoeg, Communications and Executive Assistant to the CAO; Brenda Moore, Municipal Clerk who recorded the proceedings.

2. Decision Issues

i. Poverty Reduction Advisory Committee

IT WAS MOVED by Councillor Joseph seconded by Councillor Fred Gould to add Councillor Houghtaling as Council representatives on an ad hock committee for the sole purpose of developing the terms of reference for the proposed Joint Poverty Reduction Advisory Committee.

**No Objections
MOTION CARRIED**

3. Adjournment

On motion from Mayor Scott the meeting adjourned at 4:51 p.m.

**No Objections
MOTION CARRIED**

7. INFORMATION ITEMS

There are no Information Items for this meeting.

8. ADJOURNMENT

8.1 Adjournment

On motion by Councillor McCormick seconded by Councillor the meeting was adjourned at 6:45 p.m.

Mayor Murray Scott

Municipal Clerk Brenda Moore

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

ACTION LIST
Public Council Meeting
March 3, 2021

| <u>Action List from The Wednesday, March 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: Terry McCormick, Ericka Caissie-Stone | Shelley | Completed |
| 4. Write correspondence to Mun. of Colchester to request that we be permitted to join in on their Policing Services Review. | Allie Shelley | Completed |
| 5. Issue a single request for proposal to procure professional service for the Springhill Main St. Rehabilitation project and Springhill Junction Rd. Rehabilitation project. | Justin | Completed |
| 6. Approve 2 nd reading for PID 25074808, 324 Nappan Road. | Will | Completed |
| 7. Follow up on Council's direction for the CAO to work with Directors to schedule the accrued vacation in excess of five days throughout the 2021/2022 fiscal year. | Allie Directors | Completed |
| 8. Follow up on approval of the following remittals: ACCOUNT 09210784 in the amount of \$1,258.65 ACCOUNT 00911879 in the amount of \$328.54 ACCOUNT 01353101 in the amount of \$4028.17 ACCOUNT 09216200 in the amount of \$261.82 ACCOUNT 05893976 in the amount of \$1049.93 | Jen Moore | Completed |
| 9. Follow up on the approval of Option 6 for the Healthy Communities Initiative. | Vicki | Completed |
| 10. Follow up on Council's approval of the amended Instrument of Incorporation documents for the Cumberland Senior Care Corporation. | Steve | Ongoing |
| 11. Authorize the CAO to continue to work with the Town of Amherst regarding a request from a County resident to connect to the Town of Amherst sewer system, which runs past their property. | Allie | Reaching out to TOA by end of week |

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. Schedule a public hearing on Development Agreement for PID 25223686, 14 Chambers Boulevard, Parrsboro for our April 7 th , 2021 Council session. | Will Shelley | Complete |
| 2. Develop a plan to amend the MPS to allow for Commercial Development Districts. | Nelson | Ongoing |
| 3. Develop a plan to create a Bylaw regarding Commercial Development Districts. | Steve Nelson Andrew MacD. | Ongoing |
| 4. Follow up on the approval of Tree Sculpture Proposal submitted by Lynette Richards, in response to RFP-MCC-2010, at a cost of \$4,955.00. | Michelle Byers | Ongoing |
| 5. Follow up on the issuance of an RFP for Agenda and Meeting Management Software. | Shelley Kellie | Complete |
| 6. Establish a Fire Service Advisory Committee containing 2 staff, 2 Councillors and 3 Chiefs and or 2 Chiefs and 1 Deputy. | Mike Carter | Complete |
| 7. Request the Divestiture of Property Committee to prepare a comprehensive inventory of municipally owned properties and options for those properties and report back to Council. | Allie | Report/update pending |
| 8. Provide Council further information on the February 17 th , 2021 Council Session staff recommendations regarding the Low-Income Exemption thresholds and amounts | Jen Moore | Complete |
| 9. Process grant in the amount of \$3450 for the Southampton Community Centre. | Melanie Shelby | Awaiting Certificate of Incorporation |
| 10. 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

2.4

DATE: April 7, 2021

RE: Public Hearing on Development Agreement for PID 25223686, at 14 Chambers Boulevard, Parrsboro

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

The subject property 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.

There was 1 submission made for the Public Hearing, and no requests to speak received:
Dear Planning Dept., Mayor and Council,

I would like to start with saying this is the third time I have been excited that there is a proposed development on this property. On May 24/16 the Town of Parrsboro approved a development agreement with the same owner. Then on May 17/17 the County of Cumberland approved a development agreement with the same owner. Only this time there was a condition, the Municipality had to run sewer line from King Street to Chambers Blvd. The sewer line was installed but still no Development!

Today, Attempt Three, the project is 3 times larger with 48 living units. Hopefully this is followed through and completed.

Now that there are 48 new units being proposed on the new sewer. With the Local Improvement Charge of \$2,200,000 being absorbed by the 445 residents and businesses at \$4,941 each. I propose that the Developer is charged at the signing of this agreement 48 Local Improvement Charges! In doing so would change the total Local Improvement users to 493 units and should change the unit charge to \$4462.

Again I am in favour of this development, but I am also in favour of being fair to the Residents having to Pay the Local Improvement Change!

Than You / Kind Regards,

As a correction to the presentation made for First Reading on February 17, 2021, the Municipality does not have an easement covering the Triassic Park Ball Field. The owner has been generously allowing the public to use the property for many years. The applicant is not interested in granting an easement or selling the land. Staff will provide more context for the continuation of the operation of the ball park, access, and parking at the Second Reading.

Recommendation: Give Second Reading to the proposed Development Agreement on April 21, 2021.

Next Steps: Give Second Reading to the proposed Development Agreement on April 21, 2021.

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

DEVELOPMENT AGREEMENT
14 Chambers Boulevard, Parrsboro, NS

2.4

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*.

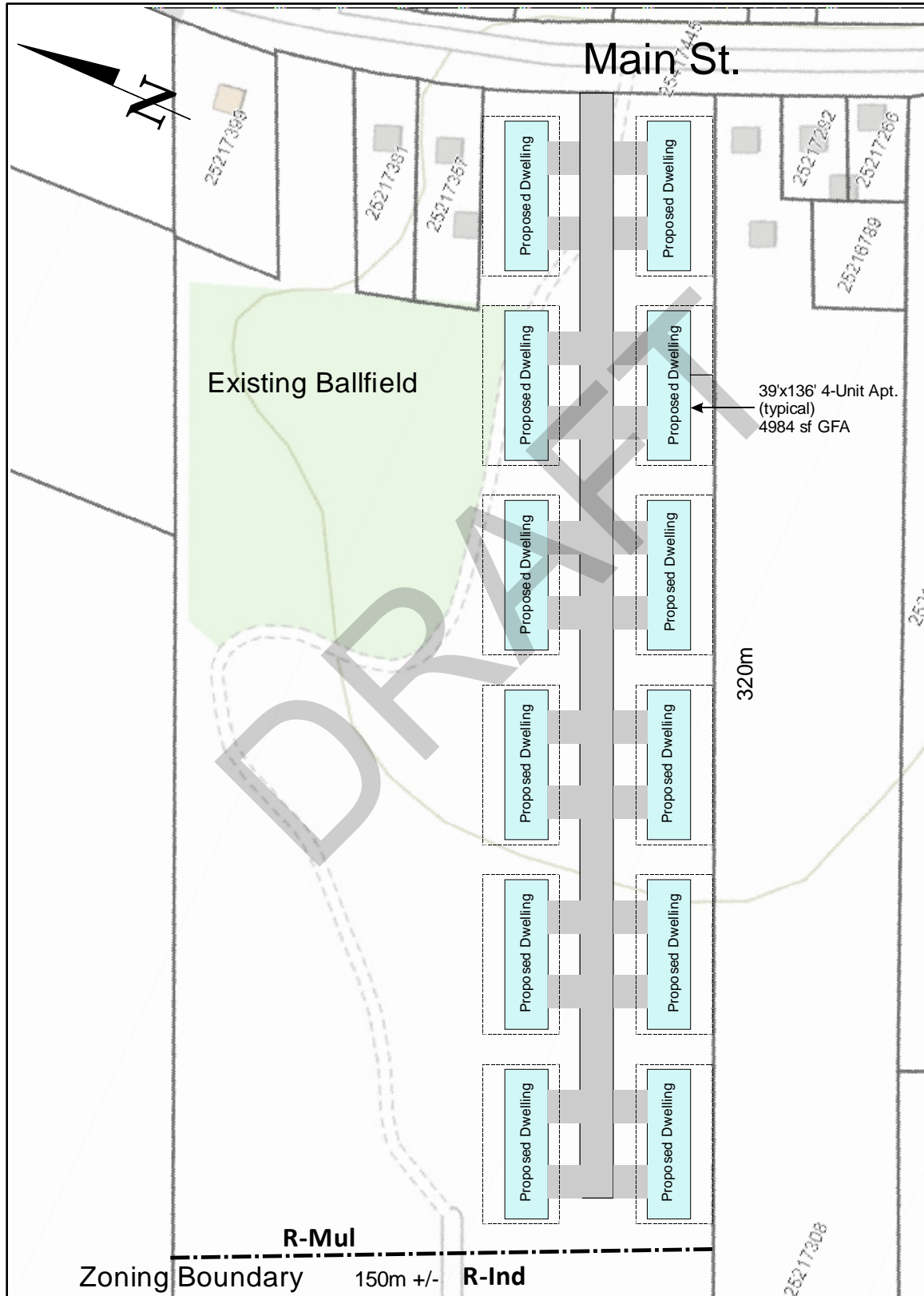
*** *Municipal Government Act, Part IX Compliance* ***

Compliance:

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

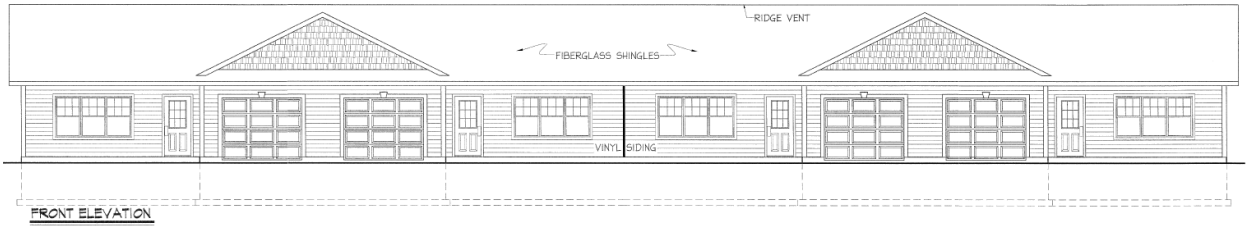
Schedule C

Site Plan



Schedule D

Building Elevation



DRAFT

MEMORANDUM

TO: Council

FROM: Communications Committee

DATE: March 9, 2021

RE: Organizational Communications and Public Relations Plan

3.1

The Communications Committee has been meeting weekly to prepare an Organizational Communications and Public Relations Plan which will enable the municipality to improve upon communication practices, both internally and externally.

The following document is the plan which the committee believes will develop a foundation on which to build for years to come. This plan was developed using the RACE model. The RACE model is the accepted method used in the public relations field. It outlines the need to research and analyse prior to creating tactics to deliver key messages to targeted audiences and then the need to evaluate if the communication was received as intended. The evaluation of the plan does not need to be a stand alone end point, rather works best if interconnected throughout the communication procedures and as building blocks for subsequent years' plans.

Highlights in our plan include the goal to be an organisational structure that consistently provides timely, concise and accurate information to the public. In achieving that goal, three overarching objectives for 2021/2022 are:

1. Create an internal environment of communication culture, applicable to council and staff, proactively addressing internal and external audiences.
2. Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input.
3. Establish a unified voice for all municipal communication channels.

In order to complete the objectives, a series of tactics are outlined in the plan. The tactics for the 2021/2022 year require \$3,700 of new budget money, and impact the use of \$147,000 from other pre-existing budgets.

It is the intention of this committee to continue to meet monthly to ensure the plan stays on track and to evaluate the success of the objectives.

Municipality of the County of Cumberland
Organizational Communications and Public Relations Plan
2021-2022

Committee members:

Carolyn Bollwerk

Carrie Goodwin

Cathy Coon

Shelley Hoeg

Jennifer Houghtaling

Amanda MacLeod

Brenda Moore

Betty-Anne Paris

Kathy Redmond

Murray Scott

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Background

The Municipality of the County of Cumberland is situated between the Nova Scotia/New Brunswick border and the neighbouring County of Colchester. In 2015 the former Town of Springhill dissolved into the municipality followed by the former Town of Parrsboro in 2016. The dissolutions have created two more urban areas in a largely rural geographic area. Other areas of note in the municipality include the Village of Pugwash and the Village of River Hebert.

In early fall 2018, the CAO charged staff with the task of developing a communications plan with the overall objectives of informing customers and the public regarding our programs, projects, services, strategies, priorities, operations and successes. As part of this process, staff was asked to identify the differences and relationships between Communications and Public Relations. The 2019-2020 plan was not implemented.

The mandate of the 2021-2022 iteration of the communications committee is the updating of the communications plan from 2019-2020 so that the staff responsible for communications are able to fulfill their roles effectively.

The following document will serve as a communications plan, complete with explanations of the relationships between Communications, Public Relations and Marketing. This document will also validate the need for a formal plan and outline the procedure from which it was created.

Definition of terms

Communication:

- The transfer of information from one person to another that attempts to create a common understanding and generates a response.¹

Public Relations:

- The management function that establishes and maintains mutually beneficial relationships between an organization and the publics on whom its success or failure depends.²

Marketing:

- The management function that identifies human needs and wants, offers products and services to satisfy those demands and causes transactions that deliver products and services in exchange for something of value to the provider.³

Marketing Communications:

- Comprised of seven promotional disciplines; public relations, advertising, sales promotion, personal selling, sponsorship, direct response communications, digital communications.⁴

¹ Fundamentals of Public Relations and Marketing Communications in Canada (2015) p.84

² Effective Public Relations 10th edition, ed Glen Broom (2009) p.3

³ Effective Public Relations 10th edition, ed Glen Broom (2009) p.9

⁴ Fundamentals of Public Relations and Marketing Communications in Canada (2015) p.135

It is proven that written communication plans are vital to any organization wishing to effectively practice public relations. This committee recognizes the benefits of written communication plans as such⁵:

- Establishing priorities
- Creating organized, appropriate messages for all audience levels
- Guiding all stakeholders in managing responsibilities, creating and implementing key messages and executing oral/written communications
- Providing day-to-day focused activities
- Building stronger control over barriers and gaps that can hinder success
- Informing employees and executive staff on their responsibilities, start times, deadlines and day-to-day needs
- Responding proactively to last-minute changes and reactive requests from management, staff, sponsors, and primary stakeholders
- Assisting with smoother implementation of campaign elements
- Determining strengths and weaknesses of current campaigns to improve future campaigns

This communications plan was developed using the RACE model. The RACE model is the accepted method used in the public relations field in such cases. It outlines the need to research and analyse prior to creating tactics to deliver key messages to targeted audiences and then the need to evaluate if the communication was received as intended. It is in the evaluation procedures where the mutually beneficial two-way communication will occur. The evaluation of the plan does not need to be a stand alone end point, rather works best if interconnected throughout the communication procedures.

*RACE, a model for the PR process*⁶

- **Research** to identify or verify if a perceived problem or opportunity exists, to gain knowledge of the history and scope of an issue, and to identify the publics that may be affected or may have an impact on the operations of an organization.
- **Analysis** of the research findings to identify the potential impact of the issue on the organization and the impacts on the publics. Analysis helps an organization identify what it needs communication to do.
- **Communication** to develop appropriate messages to address the verified concerns of the identified publics and using the most effective media appropriate to each public
- **Evaluation** to determine if the message was successfully received by the publics and to determine if communication efforts achieved the desired outcomes.

⁵ Fundamentals of Public Relations and Marketing Communications in Canada (2015) p.176

⁶ Fundamentals of Public Relations and Marketing Communications in Canada (2015) p.85

Research

Cumberland County Vital Signs

In 2016 a report was compiled to present the demographics of Cumberland County. The report used existing data for research, so there are some inconsistencies in timespans or geographic boundaries, but overall, the report does provide the reader with sufficient information to gain an understanding of Cumberland County. Also, as this report is for Cumberland County as a whole, the Municipality of the County of Cumberland will assume that the information is not overly impacted by the other two municipalities in the county, Amherst and Oxford.

The population of Cumberland County is declining, with a 4% decrease in population between 2011 and 2015. The median age in Cumberland County as of 2011 was 48.3, with the percentage of seniors comprising the population increasing from 18% in 2011 to 25% in 2015. Comparatively, the population percentage of youth in the county declined from 17% in 2001 to 13% in 2015. If current trends continue, we can only expect the population of Cumberland County to continue to be senior-laden.

In 2011 the top three industries of Cumberland County were health care and social assistance, manufacturing and retail trade. That same year, the median household income in Cumberland County was \$43,385 which is roughly \$10,000 lower than the provincial median.

Due to the large geographic area, Cumberland County residents tend to rely on personal vehicles for transportation. In 2011, 91% of residents relied on personal vehicles as their primary course of transportation, and it should be noted that there is not a publicly funded transit service.

A very small portion of residents in Cumberland County self-identify as a visible minority. In 2011, 4.6% of the population of Cumberland County identified as Aboriginal, and it is important to note that the area of Cumberland County and some parts of neighbouring New Brunswick are traditional territory of the Mi'kmaq. That same year, 1.5% of the population of Cumberland County were of African Nova Scotian decent, many descendants of Black Loyalists or slaves who were involved in building Fort Beausejour in N.B.

Citizen Engagement and Public Relations Strategic Plan

In 2012, a committee similar to the one struck for this document, created a Citizen Engagement and Public Relations Strategic Plan. That committee decided the plan needed to answer three questions:

1. What methods of communication does the Municipality of Cumberland County use to get municipal information to the public?
2. What processes does the Municipality of Cumberland County follow to gather information from its citizens?
3. How does Cumberland County Council use the information they have gathered to complement decision making processes?

The plan was well received by the general public and offered three objectives to answer the driving questions:

1. Getting information OUT
 - a. Create an informed citizenry, staff and Council.
2. Taking information IN
 - a. Ensure the Municipality receives input from a broad section of the public on a regular and issue specific basis by providing and encouraging the use of a variety of communication tools.
3. USING this information
 - a. Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input.

The plan took the objectives and set out 27 recommended actions for achieving the objectives. While there was mention of evaluation needed in the plan, no formal evaluation was ever completed. The committee for the Organizational Communications and Public Relations Plan recognises that the recommended actions could be a good starting point for creating updated strategies. It is worth noting that the earlier plan recommended increasing communications capacity in the form of a dedicated staff member, and that action was completed.

Analysis

SWOT

| | |
|--|--|
| <p>Strengths</p> <ul style="list-style-type: none"> - Old Strategy Plan - Capacity - PlanCumberland communications - Top-down support (from an organizational standpoint) - Monthly Newsletter (on-line based) - Frontline workers as listeners - 1/8 Councillors acclaimed. (2020) – high competition for seats in Council compared to previous years | <p>Weaknesses</p> <ul style="list-style-type: none"> - Recreational social media is tied into personal accounts. - No SEO (Search Engine Optimization) on the Web. - Youth Engagement – No Youth Council - No evaluation of previous plan(s) - Multiple publishers = Multiple voices - Late Communications involvement in projects. - Multiple websites confuse authority of information |
| <p>Opportunities</p> <ul style="list-style-type: none"> - Common place to post community news – Post Office. - Better use the Mayor as a spokesperson. - Radio Coverage - Increased engagement with livestreams during pandemic | <p>Threats</p> <ul style="list-style-type: none"> - Rural Internet Access - Newspaper Circulation - Accessibility Rules (Provincial) - Resident contact restrictions. - Geography - Cottage/Woodlot Tax Payers |

The committee reviewed the previous SWOT analysis, regarding the current status of communications at the Municipality. It was viewed as a strength that there was a previous iteration of a Citizen Engagement and Public Relations Strategic Plan. From that plan, capacity has been created in staffing levels in terms of communication support, including a monthly newsletter.

There are still opportunities to better use elected officials as spokespersons and to continue to mobilize frontline workers as listeners. Public interest in civic involvement as evidenced by the number of councillors who were acclaimed in 2020 and the overall competition for council positions is a change from a previously ranked weakness to a strength in 2021. Competition is healthy and helps drive accountability within elected officials.

The global COVID-19 pandemic challenged staff, council and residents to try new methods of communication. One opportunity continues to be the use of the internet to livestream council meetings. Both real time and after the fact viewership continues to increase.

The committee outlines a general threat to communication success due to the large mostly rural, geography of the municipality. Media coverage and internet access are both limited in this rural setting. Cottage and woodlot owners may ordinarily reside outside of the municipality and pose a threat as a missed audience or as a vocal group without regular residential interests.

Currently, there are an assortment of social media groups/pages which are not governed by strategic plans and are tied to personal accounts of staff. The website is not optimized for modern search engines and has multiple managers. Separate departments have created their own webspace separate from the municipal website to try to get their message out. While there is a previous iteration of a Citizen Engagement and Public Relations Strategic Plan, the evaluation metrics were never enforced, resulting in an unclear voice and approach to communicating via the web.

PESTEL

| | | |
|--|---|--|
| <p>Political</p> <p>Mayor/8 Councillors/100+ Staff **Election was October 2020**</p> <p>MGA legislation</p> <p>FOIPOP</p> <p>Internal Policies and Procedures</p> | <p>Economic</p> <p>Raised taxes for the first time in 12 years. (in 2018)</p> <p>Budget Balance</p> <p>Shrinking Tax Base</p> | <p>Environmental</p> <p>Energy Authority (CEA)</p> <p>Water in Pugwash, River Hebert, Joggins (Safe Drinking Water for several districts)</p> <p>Rural/Vast Demographics</p> <p>Winter Weather gets in the way of activities.</p> <p>Lead in the water in some communities.</p> |
| <p>Technical</p> <p>Municipal Website Venture – past due for update</p> <p>Constant Contact/Limits to Length</p> <p>Security Policy Pending for the Municipality of Cumberland County.</p> <p>Access to Internet/E-Mail (both staff and residents)</p> <p>Lack of organized Social Media presence.</p> <p>CASL for email uses</p> | <p>Social</p> <p>Community Identify (District Review, Dissolution)</p> <p>Districts are lacking Community Centres and lacking recreation facilities.</p> <p>Lack of organized Social Media presence.</p> <p>Aging population</p> | <p>Ethical</p> <p>Responsibility to residents to provide accurate/timely information</p> <p>Need transparency</p> <p>Need to improve internal communications practices</p> |

Audience and Goals

In the early stages of this plan, the CAO gave the overall objective of informing customers and public regarding our programs, projects, services, strategies, priorities, operations and successes. In the following section, we will address the original mandate with both an updated goal and updated target audiences, matching what research has led the committee to understand.

Audience Analysis

The original audience definition of “customers and public” was a good place to start from. Depending on the situation, who the customer is can be different than the general public. The committee has decided that “customers” are active while “the public” is passive.

For the purposes of this plan, the committee has outlined and committed to the following audience sets. Again, depending on the situation, switching from a primary or active audience to a secondary or passive audience may occur.

| Primary | Secondary |
|--|------------------------------------|
| 1. Tax Payers (residential/commercial) | 1. Nova Scotia Government Agencies |
| 2. Residents (regular/seasonal) | 2. Municipal Affairs |
| 3. Staff (Upper Nappan/Parrsboro/Springhill) | 3. Neighboring Municipalities |
| 4. Council | 4. Community Organizations |
| 5. Municipal Affairs | 5. Post Secondary Institutions |
| 6. Neighboring Municipalities | 6. School Kids (P-12) |
| 7. Community Organizations | |
| 8. Post Secondary Institutions | |
| 9. School Kids (P-12) | |

Goals

The original ask from the CAO in 2018 was to inform customers and the public regarding our programs, projects, services, strategies, priorities, operations and successes.

The 2019-2020 plan had the overarching goal that ties into the organizational culture of customer service. That goal remains unchanged:

To be an organizational structure that consistently provides
timely, concise and accurate information to the public.

Objectives

The objectives are the pillars on which the goal will be supported. How the objectives will be accomplished will be detailed under the communications section of this plan.

1. Create an internal environment of communication culture, applicable to council and staff, proactively addressing internal and external audiences.
2. Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input.
3. Establish a unified voice for all municipal communication channels.

Communication

Strategies

| Objective | Strategy |
|---|--|
| Create an internal environment of communication culture, applicable to council and staff, proactively addressing internal and external audiences. | Be proactive in messaging and media monitoring |
| | Be “on brand” in messaging |
| | Develop an understanding of how customer service is both internal and external |

| Objective | Strategy |
|--|---|
| Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input. | Define and implement the listening process. This should include social media listening and customer service listening |
| | Use the bylaw adoption feedback process as a best practice |

| Objective | Strategy |
|---|--|
| Establish a unified voice for all municipal communication channels. | Establish a comprehensive social media and website publishing process. |
| | Establish an advertisement and sponsorship process. |

Tactics tables

Objective: Create an internal environment of communication culture, applicable to council and staff, proactively addressing internal and external audiences.

| Strategy | Tactics |
|--|--|
| Be proactive in messaging and media monitoring | Meet with directors to discuss communication inclusion to create top-down communications support |
| | Design & deliver training for all staff on communications considerations |
| | Develop media monitoring process |
| | Prepare communication pieces prior to council meetings |
| | Develop individual communications plans for each Capital Investment Project and other major undertakings within the municipality |

| Tactic | Due date | Staff lead |
|--|---|------------------|
| Meet with directors to discuss communication inclusion to create top-down communications support | On-going | Shelley & Amanda |
| Design & deliver training for all staff and council on communications considerations \$ | As needed | Shelley & Amanda |
| Develop media monitoring process \$ | April 1 | Shelley |
| Prepare communication pieces prior to council meetings | On-going | Amanda |
| Develop individual communications plans for each Capital Investment Project and other major undertakings within the municipality | Guidelines for what needs to be communicated – April 1 Plans sussed out – June 1 | Shelley & Amanda |

| Strategy | Tactics |
|----------------------------|---|
| Be “on brand” in messaging | Follow current branding visual identity in creating all communication templates |
| | Develop approval process for messaging development |
| | Implement messaging development process |

| Tactic | Due date | Staff lead |
|---|-----------------|-------------------|
| Follow current branding visual identity in creating all communication templates | June 1 | Amanda |
| Develop approval process for messaging development | June 1 | Amanda |
| Implement messaging development process | June 1 | Amanda |

| Strategy | Tactics |
|--|---|
| Develop an understanding of how customer service is both internal and external | Audit customer service procedures |
| | Implement a standardized approach to respond times |
| | Implement best practices for email and voicemail |
| | Train staff on interdepartmental workings and overlap |

| Tactic | Due date | Staff lead |
|---|-----------------|-------------------|
| Audit customer service procedures | July 1 | Brenda |
| Implement a standardized approach to respond times | July 1 | Brenda |
| Implement best practices for email and voicemail | July 1 | Brenda |
| Train staff on interdepartmental workings and overlap | July 1 | Brenda |

Objective: Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input.

| Strategy | Tactics |
|---|--|
| Define and implement the listening process. This should include social media listening and customer service listening | Audit customer feedback opportunities |
| | Create process for social media 2-way communication |
| | Audit bylaw adoption feedback process |
| | Train staff in importance and role of actively listening to feedback |

| Tactic | Due date | Staff lead |
|--|--|-------------------|
| Audit customer feedback opportunities | May 1 (After new website) November 1 | Brenda |
| Create process for social media 2-way communication | June 1 | Amanda |
| Audit land use bylaw adoption feedback process | Oct 1 | Amanda |
| Develop external audience listening procedure | Dec 1 | Amanda |
| Train in importance and role of actively listening to feedback | Jan 15 | Amanda |

Objective: Establish a unified voice for all municipal communication channels.

| Strategy | Tactics |
|--|--|
| Establish a comprehensive social media and website publishing process. | Review and update current social media policy and include how council needs to fit into it |
| | Social media channel audit |
| | Website audit |
| | Write process for publishing to website |
| | Launch new website |
| | Write social media plan, to include 2-way communication |
| | Train staff on new website and social media policies |

| Tactic | Due date | Staff lead |
|--|-----------------|-------------------|
| Review and update current social media policy and include how council needs to fit into it | July 1 | Amanda |
| Social media channel audit | May 1 | Amanda |
| Website audit | April 1 | Amanda |
| Write process for publishing to website \$ | Aug 1 | Amanda |
| Launch new website | Aug 1 | Amanda |
| Write social media plan, to include 2-way communication \$ | June 1 | Amanda |
| Train on new website and social media policies \$ | July 1 | Amanda |

| Strategy | Tactics |
|---|--|
| Establish an advertisement and sponsorship process. | Audit all advertisements over the last year |
| | Audit all sponsorship over the last year |
| | Determine separate budget lines for both sponsorship and advertising |
| | Write policy for sponsorship criteria |
| | Write policy for advertisement |
| | Implement policy for sponsorship criteria |
| | Implement policy for advertisement |

| Tactic | Due date | Staff lead |
|--|-----------------|-------------------|
| Audit all advertisements over the last year | Jan 15 | Amanda |
| Audit all sponsorship over the last year | Jan 15 | Amanda |
| Create separate budget lines for both sponsorship and advertising \$ | Dec 1 | Deana & Finance |
| Write policy for sponsorship criteria | Aug 1 | Amanda |
| Write policy for advertisement | Aug 1 | Amanda |
| Implement policy for sponsorship criteria | Sept 1 | Amanda |
| Implement policy for advertisement | Sept 1 | Amanda |

Budget

Aspects of this plan require financial contributions and are marked in the above tables with a \$. Some of the financial components, such as annual website fees and advertising and sponsorship are pre-existing in annual budgets.

Several new budget items will come from this document, and the committee suggests using the communications funding from the dissolutions of Springhill and Parrsboro to support this plan.

| Item | Amount |
|--|--|
| Media monitoring | \$1,700 (new spend) |
| Media training for key people | \$2,500 (allocated from other departments) |
| Business writing training for key staff | \$2,500 (allocated from other departments) |
| Social Media advertising | \$2,000 (new spend) |
| Social Media training for key people | \$2,500 (allocated from other departments) |
| Website annual fees | \$6,500 (allocated from other departments) |
| Advertising & Sponsorship | \$133,000 (allocated from other departments) |
| TOTAL IMPACT NEW SPEND | \$3,700 |
| TOTAL IMPACT ALLOCATED FROM OTHER DEPARTMENTS | \$147,000 |

Evaluation

The Citizen Engagement and Public Relations Strategic Plan from 2012 led to numerous changes in how the municipality communicated, however, there was not a formal evaluation ever performed. It is the intent of this iteration of a communications and public relations plan that the committee reconvene at 6-month intervals to evaluate if the desired strategies are on-task, or if course corrections are required.

In addition to the metrics below, successful implementation of this plan will include financial responsibility and adherence to the budget laid-out in the previous section.

Metrics

| Objective | Measured successful by |
|--|--|
| Create an internal environment of communication culture, applicable to council and staff, proactively addressing internal and external audiences. | Media monitoring process is in place |
| | Council decisions are proactively communicated |
| | Each Capital Investment Project has a communications plan in place |
| | External communications are on brand |
| | Customer Service is consistent between departments, including email and phone best practices and respond times |
| Collaborate with and empower citizens by ensuring their feedback is taken into serious consideration when decisions are made and by acknowledging their input. | Listening procedure is in place |
| | More feedback is recorded |
| Establish a unified voice for all municipal communication channels. | Social media plan is in place |
| | New website is launched |
| | Advertisement plan is in place |
| | Sponsorship plan is in place |



CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

SOLID WASTE SERVICES

MEMORANDUM

TO: CJSMA Board Members
FROM: Stephen Rayworth, CET
DATE: March 8, 2021
RE: **DRAFT FY 2021/2022 Budget**

Attached is the Draft FY 2021/2022 Budget. A summary is provided below.

Tipping Fees/Revenues:

- All tipping fees remain the same as prior year:
 - o Residual Waste \$215 per tonne
 - o Organics \$90 per tonne
 - o Recycling No cost
 - o Mixed C&D \$90 per tonne
 - o Clean wood or shingles \$35 per tonne
- Projected landfill tonnages have been increased by 200 tonnes, based on historical data. All other projected tonnages remain the same.

Staffing:

- The Budget includes a 0.5% cost of living (CPI) increase for all CJSMA staff as per the Salary Administration Policy.
- The following positions are eliminated in the DRAFT budget:
 - o Finance Manager – has been vacant for over one year, we have not able to fill this vacancy due to the uncertainty in the organization.

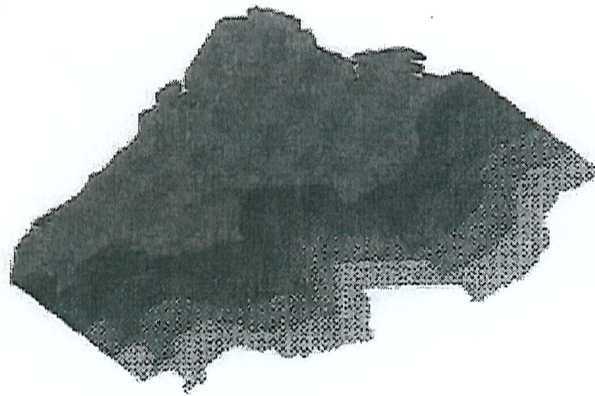
Proposed (significant) changes in Operational Expenditures:

- \$250,000 in professional fees for on-going RFP project.
- \$40,000 for the installation of new monitoring wells as required in our new Approval (to be installed by June 15 per Approval).
- \$30,000 for tarps to cover compost as required in our new Approval.

Capital Expenditures:

The following capital expenditures are proposed:

- \$50,000 for land purchase resulting from RFP Due Diligent Report.
- \$3,353,746 for closure of existing cells (as required by regulation) funded by the Cell Closure Reserve.



Cumberland Joint Services Management Authority
Solid Waste Services

DRAFT FY 2021/2022 BUDGET

March 8, 2021

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Cumberland Joint Services Management Authority
DRAFT FY20/21 Capital Budget

| | <u>19/20</u> <u>Projection</u> | <u>19/20</u> <u>Budget</u> | <u>20/21</u> <u>Budget</u> | <u>21/22</u> <u>Budget</u> |
|---------------------------------------|-----------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Capital Funding (To Operating) | | | | |
| Reserve Transfers | | | | |
| Operations Reserve | 0 | 0 | 283,250 | 19,438 |
| Cell Development | 0 | 0 | 67,210 | 0 |
| Equipment Reserve | 0 | 0 | 0 | 50,000 |
| Closure Reserve | 0 | 3,353,746 | 3,353,746 | 3,353,746 |
| Insurance Proceeds | 0 | 0 | 0 | 0 |
| Operations | 0 | 0 | 0 | |
| External Funding | | | | |
| Municipal Financing Corp | 0 | 0 | 0 | 0 |
| Proceeds on Disposal of Capital | 0 | 0 | 0 | 0 |
| Total Funding | 0 | 3,353,746 | 3,704,206 | 3,423,184 |
| Capital Expenditures | | | | |
| Landfill | | | | |
| Cell Development (Final holdback) | 0 | 0 | 67,210 | 0 |
| RTV Replacement | 0 | 0 | 0 | 0 |
| LTF Upgrades | 0 | 0 | 0 | 0 |
| Land Purchase | 0 | 0 | 0 | 50,000 |
| Cell Closure | 0 | 3,353,746 | 3,353,746 | 3,353,746 |
| Total Landfill Capital | 0 | 3,353,746 | 3,420,956 | 3,403,746 |
| Compost | | | | |
| Compost Building Liner | 0 | 0 | 0 | 0 |
| Compost Screener | 0 | 0 | 0 | 0 |
| N/A | 0 | 0 | 0 | 0 |
| Total Compost Capital | 0 | 0 | 0 | 0 |
| Recycling | | | | |
| Transfer Station | 0 | 0 | 0 | 0 |
| N/A | 0 | 0 | 0 | 0 |
| N/A | 0 | 0 | 0 | 0 |
| Total Recycling Capital | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 3,353,746 | 3,420,956 | 3,403,746 |
| To Operations | 0 | 0 | 283,250 | 19,438 |

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY21/22 Operating Budget

| | <u>20/21</u> <u>Apr '20 - Feb 21</u> | <u>20/21</u> <u>Projection</u> | <u>20/21</u> <u>Budget</u> | <u>21/22</u> <u>Budget</u> |
|-------------------------------|---|-----------------------------------|-------------------------------|-------------------------------|
| Solid Waste Operations | | | | |
| Revenues | 1,875,115 | 2,054,873 | 2,475,383 | 2,448,572 |
| Administrative Expenses | 692,145 | 752,799 | 1,005,529 | 671,306 |
| Operation Expenses | 897,780 | 1,201,796 | 985,354 | 1,118,179 |
| Surplus (Deficit) | 285,189 | 100,279 | 484,501 | 659,087 |
| Compost Operation | | | | |
| Revenues | 397,506 | 424,648 | 419,056 | 424,611 |
| Operation Expenditures | 124,886 | 140,984 | 183,932 | 200,774 |
| Surplus (Deficit) | 272,620 | 283,663 | 235,123 | 223,836 |
| Recycling Operations | | | | |
| Revenues | 48,496 | 69,839 | 43,611 | 38,055 |
| Operation Expenditures | 334,130 | 364,506 | 1,012,413 | 920,979 |
| Surplus (Deficit) | (285,634) | (294,667) | (968,802) | (882,923) |
| Total Revenues | 2,321,117 | 2,549,360 | 2,938,050 | 2,911,238 |
| Total Expenses | 2,048,942 | 2,460,085 | 3,187,227 | 2,911,238 |
| Surplus (Deficit) | 272,175 | 89,275 | (249,177) | (0) |
| Total | | | | |

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY21/22 Operating Budget

| | | 20/21 <u>Apr '20 - Feb 21</u> | 20/21 <u>Projection</u> | 20/21 <u>Budget</u> | 21/22 <u>Budget</u> |
|---------------------------------------|------|----------------------------------|----------------------------|------------------------|------------------------|
| REVENUE - LANDFILL OPERATIONS | | | | | |
| Tipping Fees | 4900 | 1,787,797 | 1,936,697 | 2,071,000 | 2,114,000 |
| Other Income | | 33,768 | 17,246 | 36,800 | 40,800 |
| Funding/Grants | | 53,549 | 100,930 | 84,333 | 84,334 |
| Reserve Transfer (N/A) | | | | 283,250 | 209,438 |
| Total Revenue | | 1,875,115 | 2,054,873 | 2,475,383 | 2,448,572 |
| EXPENSES - ADMINISTRATION | | | | | |
| Bad Debt Allowance | 5015 | 0.00 | 0 | 0 | 0 |
| Bank Charges | 5010 | 513 | 560 | 500 | 1,000 |
| Advertising | 5020 | 448 | 488 | 2,500 | 2,500 |
| Administration Salaries & Benefits | | 299,443 | 324,396 | 434,679 | 357,456 |
| Electricity | 5040 | 3,980 | 4,342 | 6,400 | 6,400 |
| Travel & Training | | 2,921 | 3,187 | 22,000 | 22,000 |
| Payroll Admin | 5085 | 1,972 | 2,151 | 2,750 | 2,750 |
| Total Telephone | | 10,580 | 11,541 | 10,500 | 10,500 |
| Professional Fees | | 348,425 | 380,100 | 475,000 | 215,000 |
| Meeting Expense | 5035 | 659 | 718 | 1,000 | 1,000 |
| Office Expense | | 9,909 | 10,809 | 16,700 | 19,200 |
| Waste Diversion | | 13,297 | 14,506 | 33,500 | 33,500 |
| Total Administration Expense | | 692,145 | 752,799 | 1,005,529 | 671,306 |
| EXPENSES - LANDFILL OPERATIONS | | | | | |
| Hazardous Waste Program | 5295 | 35,519 | 38,748 | 32,500 | 32,500 |
| Total Staffing Costs | | 247,683 | 268,333 | 227,109 | 259,514 |
| Utilities | 6225 | 8,612 | 9,395 | 15,000 | 15,000 |
| Insurance | 6150 | 36,691 | 40,027 | 26,700 | 34,000 |
| Capital (Cell) | 6030 | 111,559 | 121,701 | 3,715 | 3,715 |
| Video Cameras/Security System | 6330 | 499 | 545 | 1,500 | 1,500 |
| Total Safety | 6215 | 2,994 | 3,266 | 4,000 | 4,000 |
| Total Scale House | | 8,186 | 8,931 | 13,900 | 13,900 |
| Consulting Services | 6355 | 0 | 0 | 10,000 | 10,000 |
| Site Maintenance | | 17,017 | 23,439 | 25,500 | 45,500 |
| Equipment | | 181,672 | 198,188 | 157,900 | 157,900 |
| Fuel & Oil | | 46,328 | 50,539 | 62,500 | 64,500 |
| Communications Eqp. | 6240 | 6,937 | 7,567 | 3,000 | 3,000 |
| Leachate System | | 52,492 | 108,389 | 74,000 | 94,000 |
| Monitoring | 5590 | 43,465 | 47,417 | 55,000 | 100,000 |
| Sediment Management | 6395 | 0 | 0 | 2,000 | 2,000 |
| Cell Development Reserve | 6415 | 0 | 0 | 0 | 0 |
| Cell Closure | 6420 | 70,626 | 245,313 | 231,030 | 237,150 |
| Transfer to Equipment Reserve | 6430 | 27,500 | 30,000 | 40,000 | 40,000 |
| Total SW Expenditures | | 897,780 | 1,201,796 | 985,354 | 1,118,179 |
| Total Administrative Expense | | 692,145 | 752,799 | 1,005,529 | 671,306 |
| Solid Waste Contribution | | 285,189 | 100,279 | 484,501 | 659,087 |
| Waste Tonnages | | | | | |
| Residual | | 7,030 | 8,544 | 7,400 | 7,600 |
| C & D | | 3,397 | 5,614 | 5,100 | 5,100 |
| Oily Soils | | 346 | 621 | 900 | 900 |
| Recycling Waste | | 957 | 114 | 150 | 150 |
| Total Landfill Tonnage | | 11,731 | 14,894 | 13,550 | 13,750 |
| Cost/Tonne | | 67.02 | 72.52 | 72.45 | 81.05 |
| Net Revenue/Tonne | | 24.31 | 6.73 | 35.76 | 47.93 |

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY21/22 Operating Budget

| | | 20/21 | 20/21 | 20/21 | 21/22 |
|---------------------------------------|------|------------------|------------------|------------------|------------------|
| | | Apr '20 - Feb 21 | Projection | Budget | Budget |
| REVENUE - COMPOST FACILITY | | | | | |
| Tipping Fees | 4905 | 365,006 | 389,813 | 396,000 | 396,000 |
| Compost Sales | 4800 | 6,815 | 6,815 | 5,000 | 5,000 |
| Diversion Credits | 4815 | 25,685 | 28,019 | 18,056 | 23,611 |
| Total Revenues | | 397,506 | 424,648 | 419,056 | 424,611 |
| EXPENSES - COMPOST FACILITY | | | | | |
| Wages & Benefits | | 50,687 | 54,911 | 48,082 | 48,274 |
| Safety Eq. & Clothing | 6725 | 608 | 663 | 1,500 | 1,500 |
| Equipment Costs | | 38,172 | 47,407 | 69,500 | 69,500 |
| Compost Building & Site | | 3,311 | 3,612 | 9,000 | 9,000 |
| Analysis Expense | | 584 | 0 | 6,000 | 6,000 |
| Capital - | 6930 | 0 | 0 | 0 | 0 |
| Insurance | 6670 | 13,191 | 14,390 | 23,350 | 30,000 |
| Biofilter Mgmt | 6690 | 0 | 0 | 1,000 | 1,000 |
| Equipment Reserve | 6950 | 18,334 | 20,001 | 20,000 | 30,000 |
| Leachate Mgmt | 6680 | 0 | 0 | 5,500 | 5,500 |
| Total Organic Expenses | | 124,886 | 140,984 | 183,932 | 200,774 |
| Contribution from Compost | | 272,620 | 283,663 | 235,123 | 223,836 |
| Compostable Materials | | 3,985 | 4,830 | 4,400 | 4,400 |
| Cost/Ton | | 31.34 | 29.19 | 41.80 | 45.63 |
| Net Revenue/Ton | | 68.41 | 58.73 | 53.44 | 50.87 |
| REVENUE - RECYCLING OPERATIONS | | | | | |
| Tipping Fees | | | | | 0 |
| Recycling Sales | | 28,855 | 48,412 | 20,000 | 20,000 |
| Diversion Credits | 4180 | 19,641 | 21,427 | 23,611 | 18,055 |
| Labour Costs Recovered | 4400 | 0 | 0 | | |
| Reserve Transfer (Design) | | 0 | 0 | | |
| Total Recycling Revenue | | 48,496 | 69,839 | 43,611 | 38,055 |
| RECYCLING EXPENSES | | | | | |
| Total Supplies & Materials | | 2,160 | 2,356 | 3,000 | 3,000 |
| Total Staff Expense | | 120,025 | 130,936 | 282,663 | 174,579 |
| Capital (2018-Storage) | 7400 | 0 | 0 | 0 | 0 |
| Insurance | 7240 | 3,634 | 3,964 | 13,350 | 17,000 |
| Clothing Allowance | 7230 | 2,156 | 2,352 | 2,500 | 2,500 |
| Safety Expense | 7320 | 1,239 | 1,351 | 5,000 | 5,000 |
| Plant Costs | | 12,972 | 14,151 | 12,000 | 12,000 |
| Equipment Costs | | 20,586 | 22,457 | 18,500 | 18,500 |
| Recycle Transport | 7260 | 70,226 | 76,610 | 274,000 | 287,000 |
| Tipping Fees | 7365 | 82,800 | 90,327 | 391,400 | 391,400 |
| Equip. Reserve | 7380 | 18,334 | 20,001 | 10,000 | 10,000 |
| Total Recycling Expenses | | 334,130 | 364,506 | 1,012,413 | 920,979 |
| Recycling Contribution | | (285,634) | (294,667) | (968,802) | (882,923) |
| Recyclable Tonnages | | 2,682 | 3,353 | 3,150 | 3,150 |
| Cost/Ton | | 124.60 | 108.70 | 321.40 | 292.37 |
| Net Cost/Ton | | 106.52 | 87.87 | 307.56 | 280.29 |

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY21/22 Budget

SCHEDULE 1
Tipfees Estimated Tonnages By Source

| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | Budgeted 2021 | Budgeted 2022 | Tip Fee \$/TON | Budgeted 2022 Revenue |
|--|---------------|--------------|--------------|--------------|--------------|--------------|------------------|------------------|-------------------|-----------------------------|
| | Tonnages | Tonnages | Tonnages | Tonnages | Tonnages | Tonnages | Tonnages | Tonnages | | |
| Solid Waste | | | | | | | | | | |
| Regular Garbage | 7,886 | 7,743 | 7,329 | 7,350 | 7,490 | 7,902 | 7,400 | 7,600 | \$215.00 | \$1,634,000 |
| Recycling/Compost Waste | 767 | 804 | 690 | 1,376 | 215 | 114 | 150 | 150 | | |
| | <u>10,268</u> | <u>8,547</u> | <u>8,019</u> | <u>8,726</u> | <u>7,705</u> | <u>8,017</u> | <u>7,550</u> | <u>7,750</u> | | |
| Other Materials | | | | | | | | | | |
| Regular C & D | 4,766 | 5,642 | 5,395 | 4,494 | 4,763 | 4,885 | 4,500 | 4,500 | \$90.00 | \$405,000 |
| Sorted C&D | 732 | 711 | 599 | 617 | 343 | 574 | 600 | 600 | \$35.00 | \$21,000 |
| Oily Soils | 768 | 3,001 | 901 | 1,167 | 553 | 621 | 900 | 900 | \$60.00 | \$54,000 |
| | | | | | | | | | | <u>\$2,114,000</u> |
| | | | | | | | | | | To L/F Revenues |
| Compost | | | | | | | | | | |
| Source Separated | 4,441 | 4,126 | 4,415 | 4,797 | 5,435 | 4,499 | 4,400 | 4,400 | \$90.00 | \$396,000 |
| | | | | | | | | | | To Compost Revenues |
| Recycling | | | | | | | | | | |
| Recyclables: | 3,777 | 3,755 | 3,632 | 3,448 | 3,138 | 3,066 | 3,150 | 3,150 | \$0.00 | 0 |
| | | | | | | | | | | To Recycling Revenues |
| Total Of Residual, Organics and Recyclables | 16,104 | 15,623 | 15,376 | 15,595 | 16,063 | 15,468 | 14,950 | 15,150 | | |
| Total Of All | 24,752 | 25,781 | 22,961 | 23,249 | 21,937 | 21,661 | 21,100 | 21,300 | | |

SCHEDULE 2
Allocation of Diversion Credits

| | Actual 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | Budget 2021 | Budget 2021 |
|---------------------------|----------------|----------|----------|----------|----------|----------|----------------|----------------|
| Facility | | | | | | | | |
| Landfill | \$11,620 | \$9,271 | \$9,324 | \$7,754 | \$6,797 | \$9,851 | \$8,334 | \$8,334 |
| Compost | 23,444 | 25,213 | 24,249 | \$19,063 | 13,453 | 27,908 | 23,611 | 23,611 |
| Recycling | 20,020 | 17,162 | 18,341 | \$27,140 | 18,904 | 21,342 | 18,055 | 18,055 |
| Total | \$55,084 | \$51,646 | \$51,914 | \$53,957 | \$39,155 | \$59,100 | \$50,000 | \$50,000 |
| Materials Diverted | | | | | | | | |
| Landfill | 1,600 | 3,812 | 1,600 | 1,884 | 996 | 1,294 | 1,600 | 1,600 |
| Compost | 4,441 | 4,126 | 4,415 | 4,797 | 5,435 | 4,499 | 4,400 | 4,400 |
| Recycling | 3,010 | 2,951 | 2,942 | 2,072 | 2,923 | 2,952 | 3,000 | 3,000 |
| Total | 9,051 | 10,889 | 8,957 | 8,753 | 9,355 | 8,745 | 9,000 | 9,000 |
| Diversion Per Ton | 12 | 5 | 6 | 6 | 4 | 3 | 3 | 3 |

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY21/22 Budget

**SCHEDULE 3 -
Change in Reserve Balances**

| | Operating Reserve | Equipment Reserve * | Cell Development | Closure/ Post-Closure | Total Reserves |
|---|-------------------|---------------------|------------------|-----------------------|----------------|
| Beginning Balances, Projected (3/31/20) | 407,519 | 1,798,649 | 67,210 | 3,534,225 | 5,807,603 |
| 2021 Projected Transfers From Operations | 89,275 | 70,000 | (67,210) | 245,313 | 337,378 |
| 2022 Transfers From (To) Operations | | | | | |
| RTV Replacement | | | | | |
| Compost Screener | | | | | |
| Land Purchase | | (50,000) | | | |
| Compost Building Liner Repair | | | | | |
| Transfer Station | | | | | |
| Cell Closure | | | - | (3,353,746) | (3,353,746) |
| Scheduled Allocation to Reserves | (209,438) | 80,000 | - | 237,150 | 107,712 |
| Net 2022 Budgeted Transfers From Operations | (209,438) | 30,000 | - | (3,116,596) | (3,246,034) |
| Projected Ending Balances (03/31/22) | 287,356 | 1,898,649 | (0) | 662,942 | 2,898,946 |

* - Equipment reserve includes \$1,018,805 in insurance proceeds from recycling facility fire.

MEMORANDUM

TO: Council
FROM: Andrew MacDonald
DATE: March 31, 2021
RE: Debenture issuance

4.2

Background

The Nova Scotia Municipal Finance Corporation (MFC) is the lending body for long term capital projects carried out by municipalities and municipal entities. The MFC issues debentures in the capital market on a semi-annual basis, usually in the Spring and the Fall.

To participate in the debenture issue Municipalities must submit the following documents to Municipal Finance Corporation:

1. Commitment Letter
2. Approved Temporary Borrowing Resolution
3. Pre-Approval Resolution Subject to Interest Rate

At the December 16, 2020 meeting Council approved a temporary borrowing resolution in the amount of \$482,309 on behalf of Sunset. This borrowing relates to the renovation project undertaken in their facility. Council has previously borrowed \$11.8 million for this project.

Sunset reimburses the Municipality for the principal and interest payments related to this debt.

Attached is Pre-approval Resolution Subject to Interest Rate for the above noted projects.

By approving this resolution Council provides the Mayor and Clerk with the authority to finalize the debenture issuance within the resolution parameters.

Action

Approve Pre-Approval Subject to Interest Rate Resolution

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on **December 16, 2020**.

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the
Municipality of Cumberland
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding **\$482,309** , for a period not to exceed **20** years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the
Municipality of Cumberland
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 5.5%;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For MFC use only:
TBR #: _____
Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

(Name of Unit)

held on the _____ day of _____ 20

GIVEN under the hands of the Mayor/Warden and the Clerk of the

(Name of Unit)

this _____ day of _____ 20

Mayor/Warden

Clerk

MEMORANDUM

5.1

TO: Mayor and Council

FROM: Will Balsler, Junior Planner, Development Officer

DATE: March 17, 2021

RE: **First Reading on Public Highway Signage Bylaw and Tourism Signage Guidelines**

Background: In May of 2018, The Nova Scotia Border Committee requested a bylaw to control signage on Highway 2 between the Tourist Bureau and the Amherst Town Boundary in an effort to improve the appearance of this key access point to all of Cumberland County. Two open houses were held in Upper Nappan on June 18th and July 24th, 2018 to give the public, land owners, and business owners an opportunity to voice concerns, and provide input. Advertising for the open houses included two newspaper ads, door hangers to every business along Route 2, phone calls to all sign owners, and the Municipality of Cumberland's Facebook page, website, and newsletters. Most feedback received was regarding design standards, placement, and number of signs, and was overall supportive of the regulations.

The Municipal Government Act gives Municipalities the authority to regulate signage within their jurisdiction. However, this authority does not extend to land next to public roads. Section 49 of the Public Highways Act applies to public highways vested in the Crown. Under the Public Highways Act, the Province can delegate its authority over signage in areas of provincial jurisdiction to municipalities. Municipalities may develop by-laws to prohibit or regulate signage on any part of a highway that is within their boundary and designated in the by-law, (excluding controlled access highways).

Municipalities that wish to regulate signage along provincial roads must submit a proposed bylaw to the Minister of the Department of Transportation and Infrastructure Renewal. The Minister may approve some or all of the by-law, attach conditions, or approve it with changes. The Minister may also revoke or vary the by-law.

The Town of Amherst passed a motion of support for the bylaw on February 24, 2020.

The By-Law and Policy committee recommended that Council approve the Bylaw on March 12, 2021.

Recommendation: Approve first reading of the Public Highway Signage Bylaw and call for a public hearing on May 5, 2021

Next Steps: If approved by Council, staff will prepare advertisements for a public hearing.



February 28, 2020

Municipality of the County of Cumberland
Municipal Clerk
1395 Blair Lake Road,
Upper Nappan, NS, B4H 3Y4

Dear Brenda,

At the February 24, 2020 Committee of the Whole meeting, Amherst Town Council gave endorsement to the Municipality of the County of Cumberland Public Highway Signage Bylaw.

Yours very truly,

Kimberlee Jones
Municipal Clerk



Public Highway Signage By-Law

5.1

General:

1. This By-Law is entitled the “Public Highway Signage By-Law”.
2. This By-Law is made pursuant to the provisions of Section 49A of the *Public Highways Act*.
3. Nothing in this By-Law is intended to limit or change the application of the Municipality’s Land Use By-Law.
4. Should any section of this by-law be declared by a court of competent jurisdiction as ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section or part has been struck out.
5. Should the provisions of this by-law be found to conflict with any provisions of any other by-law of the municipality, the provisions of the by-law providing the greater degree of safety shall prevail.

Definitions:

6. In this By-Law:
 - a. “Municipality” means the Municipality of the County of Cumberland;
 - b. “Council” means the Council of the Municipality;
 - c. “Public Highway” means a roadway vested in Her Majesty in right of the Province of Nova Scotia, and for clarity includes the full width of the roadway, including what is commonly referred to as the “public right of-way”. As set out in section 15 (1) of the Public Highways Act, a Public Highway is deemed to be at least 20.1168 metres in width until the contrary is shown; and
 - d. “sign” means a structure or device used to advertise or draw attention to any product, place, person, business, institution, or organization, including any directional or way-finding purpose, and including any posts or other material installed to support the sign. Signs placed by, or under the authority of, the Province of Nova Scotia or the Municipality are not subject to this By-Law.

Purpose:

7. The purpose of this By-Law is to eliminate or reduce unsightly accumulations of signs within designated portions of Public Highways in the Municipality.

8. The intention is to protect the scenic beauty along the public and private roads in Cumberland County, promote vehicular and pedestrian safety, and provide for sign advertisement in a uniform and consistent manner where Council has determined that it is warranted.

Interpretation:

9. This By-Law does not apply to:
 - a. any part of a highway that has been designated as a controlled access highway under section 21 of the *Public Highways Act*;
 - b. signs placed by, or under the authority of, the Province of Nova Scotia or the Municipality; and
 - c. campaign signs during an election or plebiscite in the area in which the sign is located or any sign specifically exempted under section 49 of the *Public Highways Act*.

Signs Prohibited

10. Signs, including existing signs, are prohibited within the sections of Public Highway designated in Schedule "A" of this By-Law.

Removal of Signs

11. Any sign existing within the sections of Public Highway designated in Schedule "A" of this By-Law at the time it becomes effective shall be posted with a notice indicating that the sign will be removed by the Municipality after thirty days, unless the sign is first removed by the owner. When the notice period has elapsed, the sign may be removed by the Municipality.
12. Any sign placed in contravention of this By-Law may be removed by the Municipality without notice.
13. Any signs removed by the Municipality will be destroyed. The Municipality is not responsible for any losses or damages suffered by the owner of a sign as a result of the sign being removed and destroyed.

Administration and Enforcement

14. The Municipality's Engineer or designate is authorized and responsible to take any action or perform any work required to implement and achieve the purpose of this By-Law. The Engineer or designate may retain and direct the services of third parties in order to carry out work and exercise authority as set out in this By-Law.
15. This By-Law comes into force upon approval by the Minister of Transportation and Infrastructure Renewal, and upon publication.

Schedule "A"

All that section of Fort Lawrence Road, Cumberland County extending 150m in either direction from the intersection with Trunk 2, (also known as Old Trunk 2 and Highway 2); and also Trunk 2, in Fort Lawrence, from its intersection with the Fort Lawrence Road, south to the limits or boundary of the Town of Amherst, are hereby designated for the purposes of the Public Highway Signage By-Law of the Municipality of Cumberland.

Clerk's Annotation For Official By-Law Book

Date of first reading _____, 2020
Date of advertisement of Notice of Intent to Consider: _____, 2020
Date of second reading: _____, 2020
*Date of advertisement of Passage of By-Law: _____, 2020
Date of mailing to Minister a certified copy of By-Law: _____, 2020

I certify that this Insert Title Here BY-LAW was adopted by Council and published as indicated above.

_____, 2020
Municipal Clerk Date

***Effective Date of the By-Law unless otherwise specified in the text of the By-Law**

MEMORANDUM

TO: Mayor and Council

FROM: Will Balsler, Junior Planner, Development Officer

5.2

DATE: April 7, 2021

**RE: First Reading on amendment to Land Use Bylaw to rezone PID 25172917, at 689
Kerrs Mill Road, Kerrs Mill**

Background: On March 26th, 2021, Planning and Development staff received an application regarding the property at 689 Kerrs Mill Road, Kerrs Mill - PID 25172917 (the "subject property").

The subject property is located along the Wallace River and Kerrs Mill Road, Southwest of Wallace. The application is for a rezoning to permit the development of Campground with year round rentals of 3-4 Geodesic domes.

From the Land Use Bylaw: CAMPGROUND means the use of land, or part thereof, for providing an overnight camping experience to the travelling public in tents, yurts, bunkies, or other similar structures, but does not include an RV park.



Regulatory and Land Use Context:

Current Zone: Recreational Residential (RRec)

Proposed Zone: Commercial Recreation (CRec)

The subject property is designated as Resource on Schedule A of the Municipal Planning Strategy (MPS). The current Country Residential zoning does not permit the development of a Campground.

The neighboring properties are mixed forested lots and cleared fields, zoned as Agriculture (AG) and Recreational Residential (RRec), and very few dwellings in the area.

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



Policy 4-66A: Council shall, in the Land Use By-law, create the Commercial Recreation Zone, intended to permit outdoor commercial recreation uses, such as campgrounds, RV parks, golf course, and driving ranges. Permitted uses shall include outdoor commercial recreation operations, limited residential development, and a limited range of supportive commercial uses. Zone standards shall be in keeping with the large area of land these uses require for the activity, parking, and on-site 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 first reading to the proposed amendments to the Land Use Bylaw and call a public hearing for May 19, followed by a second reading.

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

MEMORANDUM

5.3

TO: Council
FROM: Brenda and Allie
DATE: March 19, 2020
RE: Meeting and Proceedings of Council Policy

The Municipality of the County of Cumberland Meetings and Proceedings of Council Policy went to the Policy and By-Law Committee for review and revision.

The revised draft Meeting and Proceedings of Council Policy is included in the material for the April 7, 2021 Council Meeting.

RECOMMENDATION:

It is the recommendation of the Policy and By-Law Committee that Council consider the amended Policy for adoption and give notice of Intent to Consider.

ACTION:

If Council is in agreement, the following motion is in order:

I move that Council give notice of intent consider the Meeting and Proceedings of Council Policy for adoption at the April 21, 2021 Council Meeting.

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.
2. In this Policy, unless the context otherwise requires,
 - (1) ~~(1)~~ —“business day(s)” means a day when the Municipality’s office is open for business;
 - (2) ~~(2)~~ —“Chair” means the presiding officer;
 - (3) ~~(3)~~ —“CAO” means the Chief Administrative Officer of the Municipality;
 - (4) ~~(4)~~ —“Committee of the Whole” means a committee consisting of all of the Councillors;
 - (5) ~~(4)~~ —“Council” means the Council of the Municipality;
 - (6) ~~(5)~~ —“Council Member(s)” include(s) the ~~Warden Mayor~~ unless the context indicates otherwise;
 - (7) ~~(6)~~ —“majority” means more than one half of those present, unless the context indicates otherwise;
 - (8) ~~(7)~~ —“Municipality” means the Municipality of the County of Cumberland.
3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held
 - (1) ~~(1)~~ —at the Council Chamber in the E. D. Fullerton Municipal Building, 1395 Blair Lake Road, Upper Nappan;
 - (2) ~~(2)~~ ~~commencing at 5:00 p.m.~~ on the first and third Wednesday of each month, except that there shall be no regular meeting during the month of August. ^[AM1]
4. Regular meetings of Council may be rescheduled, relocated or canceled
 - (1) ~~(1)~~ —by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (2) ~~(2)~~ —by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (3) ~~(3)~~ —by the CAO on behalf of the ~~Warden Mayor~~, owing to unforeseen circumstance, provided the ~~Warden Mayor~~ believes that the majority of Council Members would support such a step.
5. Additional or special meetings of Council may be convened
 - (1) ~~(1)~~ —by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - ~~(1)(2)~~ ~~(2)~~ —by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or

- ~~(3)~~ ~~(3)~~—by the CAO on behalf of the ~~Warden~~Mayor, owing to unforeseen circumstances, provided the ~~Warden~~Mayor believes that the majority of Council Members would support such a step.
6. Specific notice to Council Members and to the public need not be provided of
~~(1)~~ ~~(1)~~—meetings held pursuant to section 3; or
~~(2)~~ ~~(2)~~—meetings held pursuant to subsection 1 and 2 of section 4 or 5;
but, subject to any statutory relaxation of notice requirements, three days notice shall be specifically provided for other meetings to Council Members in the manner described in sections 7 and 8 and to the public in the manner described in section 9.
7. Subject to section 6, notice of meetings shall be provided in writing (including ~~electronic~~ mail) to each Council Member.
8. Within 30 days following the first meeting of Council after a municipal election or by-election, ~~each elected Council Member the Municipality will provide each elected Councillor and the Mayor shall provide to the CAO an~~ official Municipal email electronic mail address and ~~—or a cell phone telephone number at~~ which the Council Member ~~has, and~~ will maintain and use for conducting Council business, access to electronic mail or voicemail, as the case may be, and which the Council Member will be expected to check these at least once per day; ~~failing which~~, the Council Member shall also be responsible for checking ~~at least once per business day a~~ the mailbox assigned to the Council Member and marked with the Council Member's name located at the E D Fullerton Municipal Building office of the Warden in the aforesaid E. D. Fullerton Municipal Building and ~~shall be deemed to have chosen this method of notification~~. The Council Member shall be deemed to have received any notice within one business day of its being sent ~~or left by the method of the Council Member's choice~~ pursuant to this section.
9. Subject to section 6, notice of meeting shall be provided to the public by posting a "Notice of Council Meeting" containing the time, date and place of the meeting at on the outer doors leading to the ~~two~~ main lobbies of the ~~aforesaid E. D. Fullerton Municipal Service Centres in Upper Nappan, Springhill, and Parrsboro Municipal Building a~~ "Notice of Council Meeting" ~~containing the time, date and place of the meeting;~~ and on the Municipality's web site and social media accounts.

Conduct of Meetings: General

10. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.
11. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.

12. The minutes shall be kept by the Municipal Clerk and shall:

- ~~(1)~~ ~~(1)~~—record the time when any Council member joins or leaves a meeting which is in progress;
- ~~(2)~~ ~~(2)~~—contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders and a brief summary of the issues discussed;
- ~~(3)~~ ~~(3)~~—record the outcome of each vote; and
- ~~(4)~~ ~~(4)~~—mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

13. It shall be the duty of the Chair to:

- ~~(1)~~ ~~(1)~~—open the meeting of Council by taking the chair and calling the Council Members to order;
- ~~(2)~~ ~~(2)~~—Read the territorial acknowledgement -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.
- ~~(3)~~ ~~(2)~~—ask the Council whether there is a consensus of an item of procedure or business, and if no Council Member indicates dissent, may treat the item as resolved to the same extent as if a motion had been duly moved, seconded and passed by vote;
- ~~(4)~~ ~~(3)~~—receive and submit to Council motions properly presented by a Council Member;
- ~~(5)~~ ~~(4)~~—put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
- ~~(6)~~ ~~(5)~~—decline to put to a vote, a motion which infringes upon the rules of procedure;
- ~~(7)~~ ~~(6)~~—restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
- ~~(8)~~ ~~(7)~~—enforce on all occasions, the observance of order and decorum;
- ~~(9)~~ ~~(8)~~—call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
- ~~(10)~~ ~~(9)~~—inform the Council when necessary, or when referred to, on a point of order;
- ~~(11)~~ ~~(10)~~—permit the CAO to speak on any point upon request;
- ~~(12)~~ ~~(11)~~—permit proper questions to be asked through the Chair of any official or employee of the Municipality, to provide information to assist any debate;
- ~~(13)~~ ~~(12)~~—declare a meeting dissolved if no quorum has been achieved within 15 minutes after the scheduled meeting time; unless a Councillor has within the previous hour, indicated his or her arrival within 30 minutes after the scheduled meeting time; and
- ~~(14)~~ ~~(13)~~—adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by a majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.

14. At Council and Committee of the Whole meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order:

- (1) Call to Order
 - 1.1 Territorial Acknowledgement
 - 1.2 O Canada
 - 1.23 Roll call
- (2) Administrative and Procedural Issues;
 - 2.1 Approval of agenda
 - 2.2 Approval of minutes from the previous meeting

- 2.3 Action List from Previous Meeting
 - 2.4 Delegations Presentations Petitions
 - 2.5 Public Hearings
 - (3) Strategic Priorities;
 - (4) Major Organizational Issues;
 - (5) Organizational Policy / By-Law Issues;
 - (6) Business Issues;
 - (7) Information Items; and
 - (8) Adjournment
 - 8.1 The Queen.
15. At the time the agenda is put forward for approval the Chair shall inquire of Council Members whether they have any new or other business. Council Members having such business shall then identify it for the Chair, or shall lose the right to raise new or other business at the meeting.
16. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
17. No Council Member shall speak for a second time on any question or motion until all Council Members who wish to speak have spoken once.
18. The mover of a motion shall have the right to reply and sum up in closing the debate.
19. No Council Member shall speak more than ten minutes upon any matter without the leave of Council.

Conduct of Council Meetings: Motions and Voting

20. The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question?" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
21. The usual form of voting on any question shall be by the Chair calling for a show of hands, and any Council Member can call for, and obtain through the Chair, a recorded vote with each Council member's vote entered into the minutes. If the Chair believes a question is generally supported by Council, he or she may, instead of calling for a show of hands, ask if there are any objections to the motion or question. If no objections are voiced by any Councillor, the Chair may declare the matter resolved in the affirmative. If any objections are voiced by a Councillor, the issue shall be decided by vote.
22. A motion must be seconded and then repeated by the Chair or read aloud by the Municipal Clerk before it is debated. The Chair may direct that the motion be put in writing.
23. After reading of a motion by the Chair or Municipal Clerk, it shall be open for discussion.
24. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.

25. When any question is before the Council, the only motions in order shall be:
- (1) a motion in amendment of the original motion;
 - (2) a motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (3) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (4) a motion to close the debate at a specified time;
 - (5) a motion that the question be put to a vote;
 - (6) a motion to adjourn.
26. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment to the original motion or to the amendment, except the following:
- (1) to refer to a committee;
 - (2) to defer the consideration of the question;
 - (3) to close the debate at a specified time;
 - (4) that the question be put to a vote;
 - (5) to adjourn;
- any of which may be moved either to the original motion or to the amendment of the original motion.
27. A motion:
- (1) that the debate be closed at a specified time; or
 - (2) that the question be put to a vote;
- shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard, and the mover of the question has had the right to reply and sum up as provided in section 18 herein.
28. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote." If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall continue to debate the question.
29. A motion to adjourn shall always be in order except in the following cases:
- (1) when a Council Member is in possession of the floor;
 - (2) when the vote is being called;
 - (3) while the Council Members are voting; or
 - (4) when the adjournment was the last preceding motion.
30. The following questions shall be decided without debate:
- (1) all motions as to priority of business or as to the suspension of the order of the day;
 - (2) a motion to allow any person other than the Council member to address the Council;
 - (3) a motion to postpone to a specified time or day;
 - (4) a motion to lay on the table when claiming a privilege over another person; and
 - (5) a motion to adjourn.

31. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

~~31.~~

32. Except for matters arising from correspondence, committee or other reports, agenda items, or notice of motion or other material circulated to Council Members on or before the day before the meeting, and except for matters arising from an ~~in-camera~~~~in-camera~~ meeting, no motion committing the Municipality to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.

33. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.

Committee of the Whole Meetings

1. Council hereby establishes a Committee of the Whole, consisting of all the councillors, to meet on the third Wednesday of each month except that there shall be no meeting during the month of August.
2. Council or Committee of the Whole may cancel or re-schedule a meeting of the Committee of the Whole, providing the public is given at least three days' notice.
3. The Committee of the Whole will be responsible for all matters which would be of concern to the Municipal Council.
4. Meetings of the Committee of the Whole shall be open to the public, unless the Committee moves into an In-Camera session which complies with the Municipal Government Act (MGA) (Section 22(2)). The public, with permission from the majority of Council, may address the Committee, with a time limit of ten minutes. This excludes comments on matters where there are existing meeting procedures with First or Second Readings, or other matters that have a public process in place.
5. Staff reports and Councillor's reports shall be presented to the Committee of the Whole.
6. Committee of the Whole will meet for the purposes of discussion and possible recommendation to Council. No formal decisions will be made when the councillors are meeting as Committee of the Whole.
7. Committee of the Whole may, in its discretion, decide not to refer a staff recommendation to Council if the Committee feels that recommendation would not be appropriate at that time.
8. a) The Mayor shall act as chairperson and presiding officer at the meetings of the Committee of the Whole.
(b) In the absence of the Mayor, the Deputy Mayor shall so serve.
(c) In the absence of both the Mayor and Deputy Mayor, the Committee of the Whole may appoint a chairperson from the members present.

9. The Clerk shall keep minutes of the discussions and recommendations of the Committee of the Whole.

Conduct of Meetings: Points of Order

- 1-10. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
- 2-11. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 3-12. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
- 4-13. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to section 40 and 44, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 5-14. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
- 6-15. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question or order or practice or upon the interpretation of the rule of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 7-16. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
- 8-17. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
- 9-18. Persons who are not Council Members or officers or employees of the Municipality shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair, to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 10-19. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.

~~11-20.~~ An order of the Chair to expel a person from the Council Chamber pursuant to sections 40 and 44 of this Policy constitutes a direction from the Municipality to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

~~12-21.~~ If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.

~~13-22.~~ Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

~~14-23.~~ All former Council Meetings and Proceedings Policies of the Municipality are hereby repealed.

| | |
|--|---------------|
| <u>Clerks Annotation for Official Policy Book</u> | |
| Date of Notice to Council Members of Intent to Consider: <u>March 1, 2017</u> | |
| Date of Passage of Policy: <u>March 15, 2017</u> | |
| I hereby certify that this Council Meetings and Proceedings Policy was adopted as indicated above. | |
| _____ Clerk | _____ Date |

MEMORANDUM

6.1

TO: Mayor & Councillors
FROM: Michelle Herrett
DATE: March 31, 2021
RE: 2021 Provincial Volunteer Representative

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.

Gregory Nix has been selected as the Representative Volunteer of the Year for the Municipality of the County of Cumberland. We would like to formally recognize and congratulate Greg on all the countless hours of volunteer work he has contributed to the community. Greg has been a champion of all things outdoors; guiding many groups in outdoor activities, teaching youth outdoor skills, and trail maintenance. The knowledge Greg has shared throughout our county and province had made an everlasting positive impact.

Greg is also involved in numerous associations, including Friends of the Pugwash Estuary, Cumberland Trails, Pugwash Search & Rescue, Nova Scotia Trails Federations, Nova Scotia Trails Fundy Region Representative, Wentworth, Wallace, Pugwash and Area Health Board, Route 6 Snowmobile Club, Oxford & Area Trails Association, Cumberland Tourism Advisory Committee and Hike NS.

MEMORANDUM

TO: Council

FROM: Rachael Little, Manager of Recreation Programs and Services

DATE: March 31, 2021

RE: Springhill Baseball Field #2 Revitalization: Capital Budget Update

6.2

The purpose of this memo is to update Council on the status of the Springhill #2 Baseball Field Revitalization project, approved in the 2020/2021 Capitol Budget, and to request that the project be rolled into the 2021/22 Capital Budget.

Renovating the baseball field will significantly reduce the risk of players being hurt. There is a large quantity of rocks in the infield and regardless of how much raking and preparation maintenance staff do, they will never improve due to the lack of infield mix and sand. If the field is left in its current state, it will continue to decline and will eventually not be suited for play. The size of the infield also needs to be reduced as it does not meet the standard measurements for play.

Revitalization of the Springhill #2 Baseball Field includes the reduction of the infield, installation of new topsoil, sod, infield mix, and the equipment and labor to strip, screen, and reinstall the existing infield material. The approved amount for this project was \$18,745.00, based on the estimate we received from the company. Due to the added work required the project estimate has increased to \$23,400.00.

The delay in the project was due to staff turnover, job load of the company we were working with, and impacts from COVID-19.

It is requested that Council move the Springhill Baseball Field #2 Revitalization project to the 2021/22 Capital Budget with the budgeted amount to be increased to \$23,400.00.

MEMORANDUM

TO: Council

FROM: Carolyn Bollwerk, Active Living Coordinator, and Rachael Little, Manager of Recreation Programs and Services

DATE: March 29, 2021

RE: Summer Programs 2021

6.3

Each year the Municipality hires summer staff in Springhill and Parrsboro to run our Summer Day Camp Programs, facilitate sports and special community events, and provide Maintenance support for the Dr. Carson & Marion Murray Community Centre.

The chart below outlines the funding we received in 2019, the number of summer staff we hired, and how many children attended our programs. Below that is the forecasted budget for 2021, showing the number of staff we are requesting for 2021.

| 2019 Summary | | | | |
|--------------------|----------------------|--|--|--|
| Funding Source | Funding Contribution | Positions Received | Positions Approved | Number of participants in our Day Camp program |
| Canada Summer Jobs | 8,670.00 | Received funding to cover 50% of 5 positions | Springhill – 9 Parrsboro - 7 Maintenance - 2 | Springhill – 72 Parrsboro - 56 |

| 2021 Forecast | | |
|---|--|---|
| Requested Staff Positions | Program Facilitators: Springhill (10) & Parrsboro (8) Roving Facilitators: County Wide (3) Parks Labourers: Springhill (2) TOTAL = 23 | |
| # of participants we could accommodate | Day Camp Springhill (56) Parrsboro (39) | Sport/Events Springhill (150) Parrsboro (130) County Wide (130) |
| Fed Gov't Pending Contribution 5 positions | 37,000.00 | |
| Revenue Registrations | 12,000.00 | |
| Wages Includes CPP, EI, WCB | 162,000.00 | |
| Program Cost Includes travel, supplies, training | 13,000.00 | |
| Net Cost to Municipality | 126,000.00 | |

We have applied for funding support through the Federal Grant- Canada Summer Jobs. Historically, this funding was only available for students who were returning to their post-secondary studies in the fall. The guidelines have changed this year and allow anyone between the ages of 15-30 to be eligible for these summer positions (*they do not have to be a student*).

We are also exploring funding through two extra programs: the Canada Parks & Recreation Association Youth Employment Experience, and the Levenhurst Foundation, both of which are geared to grow youth leaders in the sport and recreation sector, and to provide quality programming to underserved children. We believe our applications align very well with the goals of these extra funding programs, so we are hopeful of receiving funding, although competition for the limited funds available will be strong.

We may not know how successful our funding applications will be until after the Municipality's Budget is approved in May.

In addition to providing great activities for youth in the Municipality, the Summer Programs provide much needed income and experience for the young people we employ.

Unfortunately, this year, as indicated in the chart above, we must plan for a significant reduction in the number of children we can accommodate in our Day Camps compared to 2019. The reason for this is the current Government of Nova Scotia's Return to Day Camp Guidelines limit us to operating in smaller groups while requiring additional staff.

After being forced to cancel all of our Summer Programs last year, we hope to provide as many recreational opportunities and as much programming as we can this summer. In addition to the Springhill and Parrsboro programs, we hope to be able to hire three Roving Summer Facilitators that would provide sports, events, and activities in other areas of the Municipality that we have not been able to serve in the past.

If we are going to be able to offer these services, we need to begin the staff recruitment process now.

RECOMMENDATION: That Council approve commencing the recruitment process for 23 summer positions effective immediately, with actual approval for hiring to be provided through the 2021/22 Budget process.