



**PUBLIC COMMITTEE OF THE WHOLE
AGENDA PACKAGE**

Wednesday, October 20, 2021

3:30 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

Recommended Motion:

To approve the agenda as presented.

2.2. Approval of Minutes

Recommended Motion:

To approve the minutes of the September 15, 2021 Council meeting.

2.3. Presentations

Mattatal Lake, Curbside Collection Issues - Wade Parker

3. ORGANIZATIONAL POLICY/BYLAWS ITEMS

3.1. Youth Council Policy - Shelley Hoeg-Eaton, Municipal Clerk

The Youth Council Policy has been discussed at the committee level several times and now staff would like to solicit council's feedback on the concept and some of the details such as the number of representatives, how often the committee would meet, etc. There is an attachment with your package.

Direction Sought:

Staff wish to restart the work on this policy and want to get Council's feedback and direction on content. Staff will reflect that feedback in the next draft that we'll bring to COW next month. Staff are seeking initial comments from Council at the meeting and asking them to email feedback to Clerk's office.

3.2. Rodent Policy - Greg Herrett, Chief Administrative Officer

Given the volume of rodent-related complaints since the spring of this year, the CAO has asked staff to develop a draft Rodent Control Policy to define the level of service that Council wishes the Municipality to provide.

Direction Sought:

As this is the initial draft, staff are not seeking to bring this forward for approval at this month's Council meeting. Rather, staff are seeking Council's input on the draft. Staff request that Council provide their initial comments at the meeting and follow up by email to the Clerk's office.

3.3. Repeal of Springhill Bylaws - Steve Ferguson, Director of Community Development or Shelley Hoeg-Eaton, Municipal Clerk

The Municipality's former By-Law and Policy Committee reviewed the by-laws of the former Town of Springhil. In order to more efficiently implement the current by-laws of the Municipality, and to make record keeping more efficient, it is recommended they be repealed. There is an attachment with your package.

Direction Sought:

Staff are not seeking to bring this forward for approval at this Committee of the Whole, rather staff are seeking Council's input on the draft. Please provide your initial comments at the meeting and also forward any follow up comments to the Clerk's Office. Any comments and suggestions will be reflected in the draft of the Policy which will be brought forward.

If Council does not require further work then the following motion is in order:

To have the Rodent Policy on the October 27, 2021 Council session for approval.

3.4. Decommissioning of Wind Turbines - Mayor Scott

Mayor Scott is requesting Council consider a change to the Municipality's MPS/LUB to include provisions for the decommissioning of wind turbines at the end of their life cycle to alleviate some concerns from community members and Councillors alike as to who is responsible and who will pay for the cost. There is an attachment with your package.

Recommended Motion:

To request staff to investigate amendments to our By-Law to include the requirement of a bond/surety, decommissioning wind turbines at the end of their life cycle, as well as enforcement provisions in the Bylaw and whether the current zoning set-backs, as they relate to turbines, continue to be appropriate.

4. BUSINESS ISSUES

- 4.1. Cumberland Public Libraries, Community Board Member - Shelley Hoeg-Eaton, Municipal Clerk
Council has received a request from the Chief Librarian requesting agreement from Council for the Board to add a community representative on their Board to assist with diversity and inclusion.

Recommended Motion:

Have the staff advise Cumberland Public Libraries that Council is agreement with the changes but request that the changes be reflected in a formal letter of agreement by all parties and request Cumberland Public Libraries to submit the letter for consideration of all parties.

5. EXTERNAL REPORTS/COMMITTEE MINUTES/PROCLAMATIONS

- 5.1. All Saints Hospital, Health Update - Mayor Scott
Mayor Scott will provide a verbal update at the meeting on this item.

6. INTERNAL UPDATES/REPORTS/COMMITTEE MINUTES

- 6.1. Finance Department Update - Andrew MacDonald, Director
Included in your package is an update from the Finance Department. An up to date Tax Collection report is also attached.
- 6.2. Community Development Department Update - Steve Ferguson, Director
Included in your package is an update from the Community Development Department.
- 6.3. Engineering and Operations - Justin Waugh-Cress, Director
Included in your package is an update from the Engineering and Operations Department.
- 6.4. Human Resources and Community Facilities - Allie McCormick, Director
Included in your package is an update from the Human Resources and Community Facilities Department.
- 6.5. Municipal Clerks Office - Shelley Hoeg-Eaton
Included in your package is an update from the Municipal Clerks office.

7. INFORMATION ITEMS

- 7.1. Defunct Committees - Greg Herrett, Chief Administrative Officer
included in your package is a memo from Shelley Hoeg, Municipal Clerk, regarding the following committees/Board that are now defunct-

- By-Law and Policy Committee
- Cumberland Energy Authority Board
- Divestiture of Surplus Property Committee

8. ADJOURNMENT

**Cumberland Municipal Council
Meeting Minutes**

**September 15, 2021, 3:30 p.m.
Zoom Meeting**

Members Present:

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

Staff Present:

- CAO, Greg Herrett
- Municipal Clerk, Shelley Hoeg
- Director of Community Development, Steve Ferguson
- Director of Finance, Andrew MacDonald
- Director of Engineering and Operations, Justin Waugh-Cress
- Director of Human Resources and Community Facilities,
Allie McCormick
- Corporate Communications Officer, Amanda-Leigh MacLeod
- Executive Assistant to Administration

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

1. CALL TO ORDER

Mayor Scott called the meeting to order at 3:32 pm.

Mayor Scott acknowledged the tragic passing of a family of 6 whose lives were taken by fire. Mayor Scott held a moment of silence for the family and encouraged Council and Public to visit the vigil and support the fundraisers being held for the family.

IT WAS MOVED by Councillor Gilroy

Seconded by Councillor McCormick

To lower the flags to half mast on Municipal properties to express respect for the family of 6 whose lives were taken by fire.

MOTION CARRIED

1. Territorial Acknowledgement

Mayor Scott acknowledged we are in Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq people.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.a Approval of Agenda

IT WAS MOVED by Councillor Gilroy

Seconded by Councillor Gould

To approve the agenda as presented.

MOTION CARRIED

2.b Approval of Minutes

IT WAS MOVED by Councillor Porter

Seconded by Deputy Mayor Redmond

To approve the minutes of the June 9, 2021, Committee of the Whole meeting.

MOTION CARRIED

2.c Delegations/Presentations/Petitions

1. Athol Forestry Cooperative Ltd. - Forestry in Cumberland County and Tomorrow's Opportunity

Ian Ripley of Athol Forestry Cooperative Ltd. to Council regarding the importance of forestry in Cumberland County to give Council a greater understanding of forestry in Cumberland County and to ask for the Municipality's Economic Development department to include a file on forestry.

The presentation contained Cumberland's 2020 wood supply from the Nova Scotia Registry of Buyers of Primary Forest Products, the Lahey Report (an independent review of forest practices in Nova Scotia). Ian discussed possible wood heat conversions and renewable natural gas opportunities.

Ian will share the presentation and links to the Registration of Buyers and the Lahey Report with Council via email and Council will discuss it at a later.

3. EXTERNAL REPORTS/COMMITTEE MINUTES/PROCLAMATIONS

There are no External Reports/Committee Minutes/Proclamations

4. INTERNAL UPDATES/REPORTS/COMMITTEE MINUTES

4.a Human Resources and Community Facilities Report

Council reviewed the report and there were no questions.

4.b Finance Department Report

Council reviewed the report and there were no questions.

4.c Engineering and Operations Department Report

Council reviewed the report and there were no questions.

5. ORGANIZATIONAL POLICY/BYLAW ITEMS

5.a Noise By-Law 09-01

Mayor Scott made a motion to direct staff to compile a report on how other municipalities deal with the issue of fireworks and suggestive amendments to the current Noise By-law.

IT WAS MOVED by Councillor Joseph

Seconded by Councillor Houghtaling

For Council to direct staff to compile a report on how other municipalities deal with the issue of fireworks and suggestive amendments to the current Noise By-law.

MOTION CARRIED

6. BUSINESS ITEMS

6.a Divestiture of Surplus Real Property

Mayor Scott made a motion to declare 53 Junction Rd. Springhill (PID 25230970) and 242 McGee St. Springhill (PID 25239336) as surplus to the needs of the Municipality and direct staff to list the properties at fair market value via tender.

IT WAS MOVED by Councillor Gould

Seconded by Councillor Joseph

To declare 53 Junction Road Springhill (PID 25230970) and 242 McGee Street, Springhill (PID 25239366) surplus to the needs of the Municipality and direct staff to list the properties at fair market value via tender.

MOTION CARRIED

Mayor Scott made a motion to declare 53 Junction Road Springhill (PID 25230970) and 242 McGee Street, Springhill (PID 25239366) surplus to the needs of the Municipality and direct staff to list the properties at fair market value via tender.

IT WAS MOVED by Councillor Joseph

Seconded by Councillor Gilroy

To declare 123 Church Street, Springhill (PID 25225798) surplus to the needs of the Municipality and direct staff to offer the property to abutting landowners for the value not less than the cost to migrate the property and legal fees incurred by the sale.

MOTION CARRIED

7. INFORMATION ITEMS

There are no information items.

8. ADJOURNMENT

The meeting was adjourned at 4:04 pm.

IT WAS MOVED by Councillor Gilroy

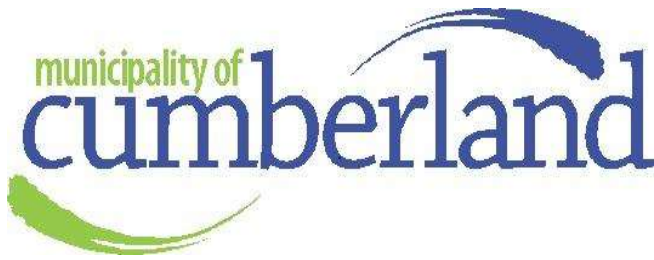
Seconded by Councillor Joseph

To adjourn the meeting.

MOTION CARRIED

Mayor Murray Scott

Municipal Clerk Shelley Hoeg



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: October 15, 2021

SUBJECT: Youth Council Policy

ORIGIN:

At the April 21st meeting of Council, Council directed staff to create a policy draft for discussion with Policy Committee and eventually with Council.

LEGISLATIVE AUTHORITY:

MGA sections 47(1) states "The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law".

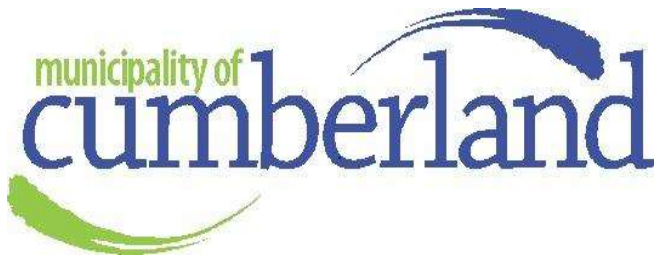
DIRECTION SOUGHT: Staff wish to restart the work on this policy and want to get council's feedback and direction on the content. Staff will reflect that feedback in the next draft that will be brought back to COW next month. Staff are seeking initial comments from Council at the meeting and asking them to email feedback to clerk's office.

BACKGROUND: Some months ago, Councillor Houghtaling requested a policy to govern a Youth Council. Should Council approve such a policy, it would be the governance document for the operation of a Youth Council.

DISCUSSION: There are municipalities in Nova Scotia that currently host a Youth Council which allows the youth of our Municipality an input on matters, within the influence of the Municipality, which would have an impact on our area youth. This would assist the Municipality with gaining valuable insight and awareness of youth facilities, services, organizations and opportunities and programs. Having such a policy will also engage and educate area youth on Municipal Government.

FINANCIAL IMPLICATIONS: Any financial implications would be minimal and may include mileage and meetings fees.

ENVIRONMENTAL IMPLICATIONS: There will be no environmental implications for this item.



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

HOW WILL IT BE COMMUNICATED? As part of the normal public communications following Council decisions. In addition we would target our social media and contact the schools withing our jurisdiction.

ALTERNATIVES:

Direct staff to make amendments to the Policy and then be brought back to a future meeting.

ATTACHMENTS: Draft Municipality of Cumberland Youth Council Policy

Report prepared by: S. Hoeg-Eaton

Report and Financial approved by: n/a

Cumberland Youth Council Policy

Purpose:

1. To establish a policy for the governance of the Cumberland Youth Council.

Definitions:

2. In this Policy, unless the context otherwise requires,
 - a. "Council" means the Council of the Municipality of the County of Cumberland.
 - b. "Municipality" means the Municipality of the County of Cumberland

Basis:

3. The Cumberland Youth Council will act as an advisory body to the County Council on those matters within the influence of the County of Cumberland which have an impact on the youth of the County, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Cumberland Youth Council will improve the image of the County of Cumberland by raising the profile of the County's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

Role of Committee:

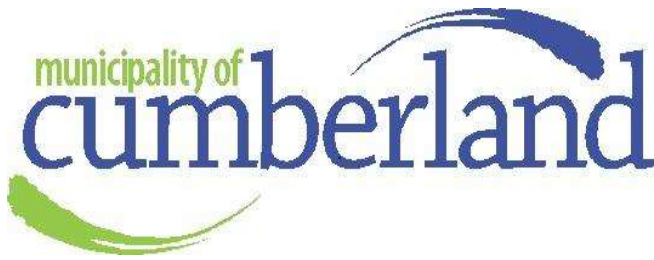
4. The Cumberland Youth Council will identify and bring forward issues which have an impact on the youth of Cumberland County and, while *indirectly* under the control of the Municipality of the County of Cumberland, may be of sufficient significance to warrant the County's consideration or support.
5. The Cumberland Youth Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation in council meetings.
6. The Cumberland Youth Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
7. The Cumberland Youth Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in the County, and through this involvement, foster a positive image for all young people.
8. The Cumberland Youth Council may address, foster discussion, or make recommendations to County Council on issues that they believe need to be addressed for the benefit of the youth.

Membership:

9. The Council shall appoint members of the Cumberland Youth Council by resolution.
10. The maximum number of appointees on the Cumberland Youth Council is 10.
11. Members shall be students attending Cumberland County schools from grade 9 - 12 with a maximum of 4 members from each school in Cumberland County.
12. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence November 1st annually.
13. In September of each year, advertisements for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term prior to the end of October each year.

Meetings:

14. Meetings shall be scheduled by the *Chair* in consultation with staff and fellow members. Generally, meetings will commence at 3:05pm at an accessible location or virtually.
15. The committee will meet bi-monthly or as required. When the Youth Council would like to address an issue, a member of the Cumberland Youth Council will attend a Cumberland County Council regular meeting. The Youth Council will attend at least one Council meeting per year.
16. *All meetings are open to the public. If local organizations wish to present to the Cumberland Youth Council they must previously inform the elected Chair of the Youth Council of their presentation plans.
17. *All members of the Cumberland Youth Council are required to notify a member of the Cumberland Youth Council or staff if they are to miss a meeting. If two meetings are missed without regrets sent, the Cumberland Youth Council will discuss attendance improvement for that individual.



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: October 15, 2021

SUBJECT: Rodent and Raccoon Control Policy

ORIGIN: Given the volume of rodent-related complaints since the spring of this year, the CAO has asked staff to develop a draft Rodent Control Policy to define the level of service that Council wishes the Municipality to provide.

LEGISLATIVE AUTHORITY: MGA sections 47(1) states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law” and also pursuant to sections 2, 3(r),9A, 14A, 48(3), 346, 350 and 352 of the Municipal Government Act.

DIRECTION SOUGHT: As this is the initial draft, staff are not seeking to bring this forward for approval at this month's Council meeting. Rather, staff are seeking Council's input on the draft. Staff request that Council provide their initial comments at the meeting and follow up by email to the Clerk's office.

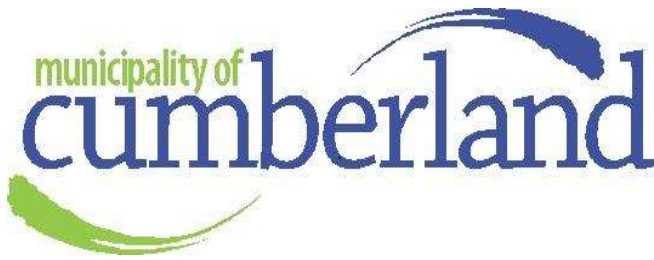
BACKGROUND: In 2021 we encountered various areas of our Municipality that had issues with rodents and raccoons. This necessitated the Municipality to take a look at our practices and determine if there could be a more coordinated approach to rodent and raccoon management on our properties, in order to protect public health and safety and to preserve ecological sustainability and promote livability in our communities.

DISCUSSION: This Policy has 4 key principles which are:

- Accountability
- Efficacy
- Health and Safety
- Sustainability

These Principles will be incorporated, when feasible, into design and construction standards and in project planning.

A goal of this Policy is to support Council and staff in the long term management of rodents and raccoons.



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

FINANCIAL IMPLICATIONS: Financial implications have yet to be determined and will be dependent on the level of service Council wishes to provide.

ENVIRONMENTAL IMPLICATIONS: The Municipality will use strategies that minimize negative effects to non-target organisms. Pesticide application will be determined according to the federally regulated product label and applied at the lowest effective rate on the product label appropriate to the site conditions and determined level of infestation.

HOW WILL IT BE COMMUNICATED? As part of the normal public communications following Council decisions.

ALTERNATIVES: Direct staff to make amendments to the Policy and then be brought back to a future meeting.

ATTACHMENTS: Draft Rodent and Raccoon Control Policy

Report prepared by: S. Hoeg-Eaton

Report and Financial approved by: n/a

1. This Policy is named the “Rodent and Raccoon Control Policy.
2. This Policy is adopted pursuant to sections sections 2, 3(r),9A, 14A, 48(3), 346, 350 and 352 of the Municipal Government Act.
3. **Policy Statement:** The Municipality of the County of Cumberland carries out rodent and raccoon control activity to maintain properties that are owned or leased by the Municipality, or that are subject to an Order issued pursuant to the provisions of Part XV of the Municipal Government Act respecting Dangerous or Unsightly Premises. This Policy does not apply to any other property or premises.

Although the Municipality may undertake educational programs to inform and encourage private property owners and occupiers to prevent and eliminate rodent and raccoon infestation problems, the Municipality will not undertake any actions or work on private property unless it is related to the enforcement of a Dangerous or Unsightly Premises Order made by the Municipality.

The rodent and raccoon management approach to be followed by the Municipality will prioritize preventative methods of control and will support long-term management of rodents and raccoons using a combination of techniques.

The Municipality’s Chief Administrative Officer is authorized to create and implement one or more Administrative Procedures to direct staff in the implementation of this Policy.

4. The purpose of this Policy is to set out a framework for rodent and raccoon control in order to protect public health and safety, to preserve ecological sustainability, and to promote livability in our communities.

The four key principles underpinning the Municipality’s Rodent and Raccoon Control Policy are accountability, efficacy, health and safety, and sustainability. Whenever rodent or raccoon control decisions are undertaken, consideration of all the below principles will be documented.

Accountability

- The Municipality will be accountable to the public regarding its rodent and raccoon activities, including application of pesticides. As such, the Municipality will develop tools for effectively communicating its rodent and raccoon control activities to the public.

Efficacy

- The decision-making framework will prioritize rodent and raccoon control actions that are expected to be effective against the identified species under site specific conditions and level of infestation.

- When a pesticide is selected as a suitable treatment, best practices with respect to timing and rate of pesticide application will be determined according to the federally regulated product label. Pesticides will be applied at the lowest effective rate on the product label appropriate to the site conditions and determined level of infestation.

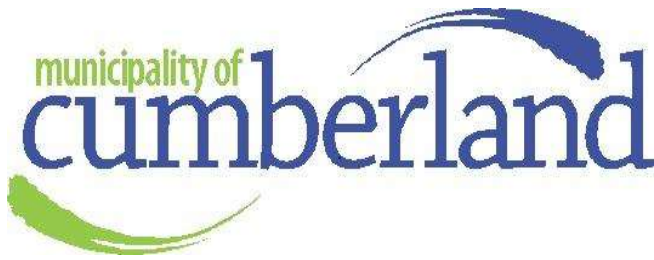
Health and Safety

- Rodent and raccoon management strategies and action thresholds will be developed that are protective of public health and safety as well as the occupational health and safety of Municipal staff and contractors.

Sustainability

- The Municipality will promote long-term ecosystem sustainability by prioritizing strategies that minimize negative effects to non-target organisms and preventing the development of pesticide resistant pest populations.
- The Municipality will incorporate the principles set out in this Policy, where feasible, into design and construction standards in project planning and implementation to support long-term management of rodents and raccoons.

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



COMMITTEE OF THE WHOLE

CDR#

Date:

TO: Mayor Scott and Members of Council

SUBMITTED BY: Steve Ferguson

DATE: October 15, 2021

SUBJECT: By-Law to Repeal Former Town of Springhill By-Laws

ORIGIN: This is part of an ongoing effort to clean up the by-laws and policies of the former Towns. Many such by-laws and policies are now obsolete or redundant.

LEGISLATIVE AUTHORITY: The procedures to be followed when adopting, amending, or repealing by-laws are found in sections 168 and 169 of the MGA. The powers of municipalities to regulate activity through by-laws are set out in sections 168 to 169 of the same Act. Sections 2, 9A, 14A and 47 are also relevant.

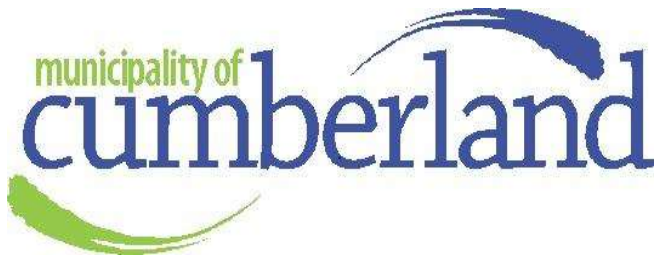
RECOMMENDATION: That Council approve first reading of the attached By-Law to Repeal Former Town of Springhill By-Laws.

BACKGROUND: Following a dissolution and merger process, the by-laws and policies of a former town remain in effect until they are repealed or amended by the surviving municipality. .

DISCUSSION: The Municipality's former By-Law and Policy Committee reviewed the by-laws of the former Town of Springhill that are included in the attached draft by-law and determined that they are all either obsolete or redundant. In order to more efficiently implement the current by-laws of the Municipality, and to make record keeping more efficient, it is recommended they be repealed.

FINANCIAL IMPLICATIONS: none

ENVIRONMENTAL IMPLICATIONS: none



COMMITTEE OF THE WHOLE

CDR#

Date:

HOW WILL IT BE COMMUNICATED? As part of the normal public communications following Council decisions. In addition, notice of intent to consider the by-law will have to be published before second reading can occur.

ALTERNATIVES: Keep the by-laws in question in effect and “on the books”.

ATTACHMENTS: Draft By-Law to Repeal Former Town of Springhill By-Laws.

Report prepared by: S. Ferguson
Report and Financial approved by:

Municipality of the County of Cumberland By-Law 21-05

By-Law to Repeal of Former Town of Springhill By-Laws

1. The following By-Laws adopted by the former Town of Springhill are hereby repealed:

- #2 T. of Springhill - Boundaries and Wards
- #3 T. of Springhill - Town Seal
- #43 T. of Springhill - Appointment of Assessor
- #44 T. of Springhill – Notice of Motions to be Made in Writing
- #45 T. of Springhill - Addition to by-law- Buses
- #46 T. of Springhill - Amendment to Chapter 23
Permits for Erection, Repair, Alteration of Building
- #49 T. of Springhill - Polls to be Kept Open until 6:00 pm
- #54 T. of Springhill - Repealed By-laws
- #55 T. of Springhill - Early Close By-law
- #67 T. of Springhill - Providing Pension for Kenneth Terris
- #68 T. of Springhill - Agreement with Can Am Containers
- #71 T. of Springhill - Recreation Committee Bylaw
- #74 T. of Springhill - Establish the Springhill Police Commission
- #88 T. of Springhill - Provide Pensions and Schedule A
- #89 T. of Springhill - Amendment to Bylaw to Establish Springhill Police Commission
- #80 T. of Springhill - Election Deposit Bylaw
- #83 T. of Springhill - Resolution—Sell Real or Personal Property
- #89A T. of Springhill - A Provincial Subdivision Regulations for Town of Springhill
- #89B T. of Springhill - Amendments to Subdivision Regulations for Town of Springhill
- #93 T. of Springhill - Building
- #97 T. of Springhill - Pensions
- #102 T. of Springhill - CAO By-law repealed

2. This By-law shall come into force upon publication.

Clerk's Annotation for Official By-Law Book

Date of first reading: October 27, 2021

Date of Advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

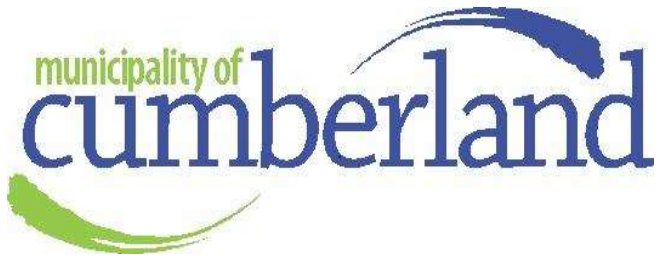
Date of mailing to Minister a certified copy of By-Law:

I certify that this By-Law was adopted by Council and published as indicated above.

Clerk

Date

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



CUMBERLAND COUNCIL
Agenda Submission #
Date: October 20, 2021

TO: CAO and Municipal Clerk
SUBMITTED BY: Mayor Scott
DATE: October 15, 2021
SUBJECT: Decommissioning of Wind Turbines

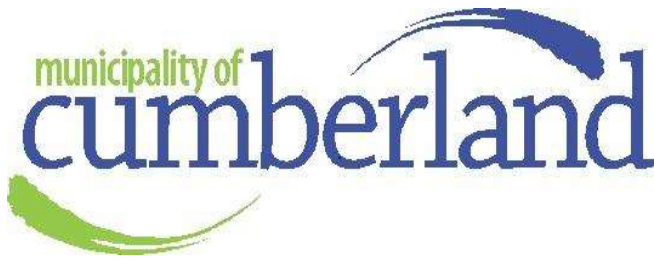
ITEM / ISSUE: Decommissioning of Wind Turbines

BRIEF SUMMARY: I am requesting Council consider a change to our MPS/LUB to include provisions for the decommissioning of wind turbines at the end of their life cycle. I have received questions from residents regarding the responsibility for decommissioning, the cost, etc.

OUTCOMES: The inclusion of decommissioning wind turbines as well as the requirement of a bond, surety, etc., to take care of any future decommissioning in our By-Law. I feel that this action would alleviate some concerns from community members and Councillors alike as to who is responsible and who will pay for the cost.

MOTION TO CONSIDER: To request staff to investigate amendments to our By-Law to include the requirement of a bond/surety and decommissioning wind turbines at the end of their life cycle.

ATTACHMENTS: There are none



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: October 14, 2021

SUBJECT: Cumberland Public Libraries Community Representative

ORIGIN: The Municipality received correspondence (attached) from the Board of the Cumberland Public Libraries regarding their wish to add a community representative to their Board.

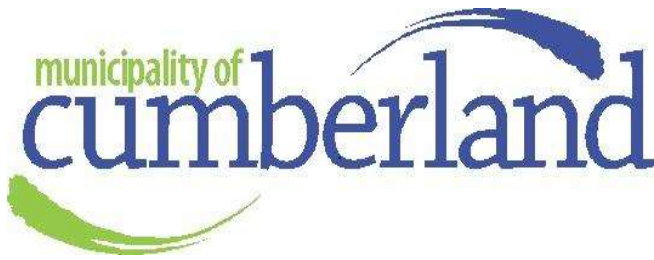
LEGISLATIVE AUTHORITY: Section 10 2c of the Libraries Act requires the appointment of additional members of a library board requires agreement from all parties.

RECOMMENDATION: have the staff advise Cumberland Public Libraries that Council is agreement with the changes but request that the changes be reflected in a formal letter of agreement by all parties and request Cumberland Public Libraries to submit the letter for consideration of all parties.

BACKGROUND: Council historically has always had Council representation on the Cumberland Public Library Board as the Library Act specifies that:

- (2) A regional library Board shall consist of
 - a) one member appointed by each city, town and municipality that is a party to the agreement;
 - b) two members appointed by the Governor in Council; and
 - c) additional members appointed in such a manner and number as the parties to the agreement agree.

DISCUSSION: The Library Board is made up of 5 appointed members, one from each of the 3 Municipalities in Cumberland County and two appointed by the Provincial Executive Council Office. The Board is wanting to add a community member with an eye to bring inclusion, equity, and/or diversity to the Library Board and to also aid in strengthening the Board's connection to the community.



COMMITTEE OF THE WHOLE

CDR#

Date: October 20, 2021

FINANCIAL IMPLICATIONS: There would be no financial implications to the Municipality should Council agree to the addition of a community member to the Cumberland Public Library Board.

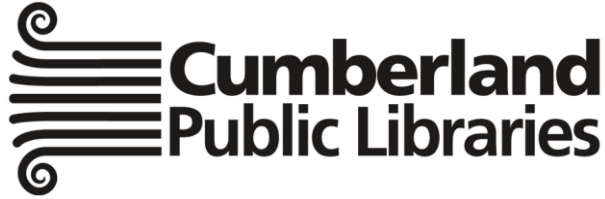
ENVIRONMENTAL IMPLICATIONS: There will be no environmental implications should this request be approved.

HOW WILL IT BE COMMUNICATED? Cumberland Public Libraries will handle the communications on this item.

ALTERNATIVES: Council could deny this request.

ATTACHMENTS:
Correspondence from Cumberland Public Libraries

Report prepared by: Shelley Hoeg-Eaton
Report and Financial approved by:



PO Box 220
21 Acadia St., 2nd floor
Amherst, Nova Scotia
B4H 3Z2
information@cumberlandpubliclibraries.ca

Mayor Scott and Municipal Council
Municipality of Cumberland
1395 Blair Lake Road,
Upper Nappan, NS B4H 3Y4

October 7, 2021

Dear Mayor Scott and Council:

I am writing to request council's input on a change to the Cumberland Regional Library Board. As you know, the library board is made up of 5 appointed members, one from each of the municipalities of Cumberland, Amherst, and Oxford, and two appointed by the Provincial Executive Council office.

We wish to add a community representative that can bring an eye to inclusion, equity, and/or diversity; strengthen the library board's connection to the community and aid us in making decisions that will benefit a larger sector of the population.

Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties:

- (2) A regional library board shall consist of*
(a) one member appointed by each city, town and municipality that is a party to the agreement;
(b) two members appointed by the Governor in Council; and
(c) additional members appointed in such manner and number as the parties to the agreement agree.

Therefore I am reaching out to you to ensure that the Council is in agreement with the proposed change to the makeup of the board. The library board will be discussing this at the November 16th meeting. If council has an objections to addition of a community board member I would ask that they contact me by November 12th.

Please contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Denise Corey".

Denise Corey
Chief Librarian, Cumberland Public Libraries

cc. Councillor Fred Gould
Councillor Dale Fawthrop, Library Board Chair

CUMBERLAND REGIONAL LIBRARY BOARD

By-Laws

February 2004; Amended June 2011; Amended November 2011; Amended April 2015;
Amended September 2020

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ARTICLE I NAME:

This body shall be known as the Cumberland Regional Library Board and shall operate under the terms of the Libraries Act and Regulations, c.254, Revised Statutes of Nova Scotia 1989, as amended from time to time and agreements entered into under the Act.

The Cumberland Regional Library Board manages and operates the “Cumberland Public Libraries”, a body corporate pursuant to the Libraries Act of Nova Scotia.

ARTICLE II MISSION:

To promote life-long learning and recreation, fostering an appreciation of literature at all ages, by providing free access to the world of media and technology to the residents of Cumberland County.

ARTICLE III MEMBERS:

- Section A - The Library Board shall be made up of one representative from each participating municipal funding unit.
- Section B - The Province of Nova Scotia shall be represented by two members on the Board.
- Section C - Additional representatives shall be appointed with the agreement of all member parties.
- Section D- Each appointing body has complete discretion in its appointments to the Board within the following guidelines: no current staff member of the CPL shall be appointed to the Board; no former staff member of the CPL shall be appointed to the Board within a period of 5 years from the date of the separation from service with the CPL; and no Board members shall be re-appointed to the Board if they have failed to attend at least 50% of the regular, special and Board committee meetings in the previous year unless absence was due to a justifiable cause.
- Section E- All members are expected to adhere to the CPL Library Board, Staff, and Volunteer Code of Conduct and Conflict of Interest Policy

ARTICLE IV OFFICERS:

- Section A - The Executive Committee shall be the Chair, Vice-Chair and Treasurer.
- Section B - The Regional Librarian shall act as Chief Executive Officer and

Secretary to the Board. The Regional Librarian shall be an ex-officio member of the Board.

- Section C - Election of Officers.
The Executive shall be elected by majority vote of the members present at the Annual Meeting of the Board held in April.
- Section D - Presiding at Meetings.
The Chair shall preside at all meetings of the Board.
In the absence of the Chair, the Vice-Chair shall preside at any regular or special meeting of the Board. In the absence of the Chair and the Vice-Chair, the meeting shall be presided over by the Treasurer.
- Section E - Signing Authority.
The signing officers shall be any 2 of the following: Chair, Treasurer, Chief Librarian, Deputy Chief Librarian; however, of the 2 persons one must be a Trustee and one must be either the Chief Librarian or Deputy Chief Librarian.
- Section F - Notice of Meetings, Records, Minutes, etc.
The Chief Librarian shall keep the records of the Board, shall advise on Meetings, and convey appropriate materials to members of the Board, and perform such duties as may properly belong to this office or be delegated by the Board.

ARTICLE V MEETINGS:

- Section A - Meetings.
The Board shall hold not fewer than 5 regular meetings in any fiscal year. These meetings shall be held in April, June, September, November and February.

Meetings may be attended in person, by telephone, or by other electronic means with approval of the Chair.
- Section B - Special Meetings.
Special meetings may be called:
a) by the Chair
b) by the Vice-Chair in the absence of the Chair
c) by the majority of the Board at any regular meeting.
- Section C - Annual Meeting.
The Annual Meeting shall be held in April. The Election of Officers is held at this meeting, and a draft budget for the coming fiscal year will be presented to the Board.

Section D - Quorum.
At any meeting of the Board, or by an e-mail vote, half of the members duly appointed, plus one, shall constitute a quorum. If any such number results in a fraction, it shall be rounded down to the nearest whole number (example: appointed membership is 5, a quorum is 3).

Section E - Mileage.
Board members are paid mileage for travel to meetings and library-related conferences based on the prevailing Provincial rate.

ARTICLE VI COMMITTEES:

Section A- The Board may appoint ad hoc committees as from time to time as it deems necessary. These committees may also include staff and public representatives, as well as outside experts if relevant to the needs of the committee. Ad hoc committees are to serve until the final report of the work for which they were appointed has been filed with the Board.

ARTICLE VII VOTING:

Section A- Motions at regular Board meetings
Motions at a duly constituted Board meeting shall be carried by a majority of the members present. The Chair has a vote. In case of a tie, the motion is not carried.

Section B- Motions by way of e-mail
If a decision must be made between meetings of the Board, an e-mail vote may be taken, if all members agree, and provided the following steps are taken:

a) The Board Chair or the Chief Librarian will provide the reason for the e-mail vote and relevant information. All members need to reply and indicate their agreement to proceed by way of an e-mail vote, whereupon 2 members have to formulate, move, and second a motion, which shall then be sent to all members. If a member is unable to participate due to illness or absence from the area or other cause, the reply of members who would be able to attend a meeting constitutes sufficient consent.

b) The Chair shall determine the number of days, not more than 5, available to respond and discuss by e-mail.

c) On the last of the days set, the Chair will call for an e-mail vote, within a certain time period set by the Chair.

d) Any members whose e-mail vote is not received within the set time will be regarded as having abstained.

- e) Results will be disseminated to all Board Members via e-mail.

ARTICLE VIII ENDOWMENT FUND

An endowment will be held by the Cumberland Regional Library Board. The capital of this endowment fund shall be strictly preserved and shall be invested in accordance with the Board's directions.

Section A- Funds

Funds placed into the endowment fund will come from:

- a) All testamentary gifts or donations of any kind which are either specifically designated for the Endowment Fund or which are described restrictively for the income to be used only and not the capital.
- b) Surplus funds that have been designated by the board to become part of the Endowment Fund.

Section B- Use of income

The income of this Endowment Fund, or so much of it as the Members of the Board deem advisable from time to time, may be used for the general purposes of the Board.

Section C- Emergency provisions

In the case of a fiscal emergency and with the unanimous consent of all Members of the Board, the capital, or a portion of it, may be borrowed or spent to alleviate the emergency or to preserve the continued existence of the Board.

ARTICLE IX PARLIAMENTARY PROCEDURE:

The Standard Code of Parliamentary Procedure by Alice Sturgis, will be used as reference.

ARTICLE X AMENDMENTS:

Amendments to these bylaws may be made at any regular meeting by majority vote of those present, providing that each member has received notification in writing of the specific proposed amendment at least thirty (30) days prior to the regular meeting.

Monthly Report Finance Department September 2021

Financial

The year-end audit is underway. As of August 25th, the external auditors have been provided with our draft non-consolidated statements and required supporting documentation for 2020-21 audit. The external auditors have been onsite throughout the month of September.

The Audited Statements for the Cumberland Joint Service Management Authority (CJSMA) were received October 5, 2021. We are required to include our proportionate share of the CJSMA in our audited consolidated financial statements.

Once the audit is completed, the draft audited statements will be presented to the Audit Committee for review.

The Gas Tax Annual Expenditure Report, Capital Investment Plan and Statement of Estimates have been submitted to the Department of Municipal Affairs by the September 30th deadline.

Bank reconciliation for the general operating fund have been completed for the month of September. All other bank accounts have been reconciled up to August and September are in progress.

Tax Collection

2,082 past due notice statements were issued to customers in October.

Staff met on September 21, 2021, to establish a move forward plan with tax sale. The preliminary tax sale listing includes 1008 accounts representing outstanding tax balances of \$2,094,513.14.

On October 6, 2021, preliminary tax sale letters were issued for these accounts. Customers have until October 26, 2021, to pay their accounts or properties will be sent to the county solicitor for title search.

Water Billing and Collection

Pugwash Water Utility

Next meter reading will take place October 4th for the quarter July -Oct. We have 179 customers connected to water. We continue to see a slight increase in residents connecting to the system. We will be scheduling disconnections in October.

Springhill Water Utility

Next billing will take place October 4th for the Oct-Dec quarter. We have 1,555 flat water accounts and 51 metered accounts. Letters with statements were mailed on September 3rd for customers who are scheduled for disconnection due to nonpayment. Deadline is September 22nd. Door hangers will be delivered shortly after if payment is not received by the deadline. We typically average around 30 door hangers and average less than 10 that are disconnected.

Parrsboro Water Utility

Next billing will take place October 4th for the quarter July-Oct. We currently have 720 flat water accounts. We are currently working with our consultants to complete the water rate study for Parrsboro. Once complete billing will change from flat to metered. Door hangers were delivered on August 31st for customers who are scheduled for disconnection due to nonpayment. We typically average less than 5 that are disconnected.

We will be reading the meters in Parrsboro for those customers who are connected to the sewer system. They will be receiving a sewer metered invoice the middle of October which is based on their water consumption. The current sewer rate is \$2.65 per m3.

MEMORANDUM

TO: Council

FROM: Jennifer Moore

DATE: October 8, 2021

RE: Tax Collection Memo for September 30, 2021

Tax Collection

Total outstanding taxes as of September 30, 2021 were \$4,239,058 as compared to \$4,471,526 for September 30, 2020. A total of \$414,887 was collected during the month of September 2021.

The breakdown of taxes receivable is as follows:

	30-Sep-21	30-Sep-20
Current	2,221,722	2,269,604
Arrears	2,017,335	2,201,923
Total Outstanding	4,239,057	4,471,527

As of September 30, 2021, 90.30% of the current year's tax levy has been collected (89.8% in 2020).

Total outstanding taxes as a percentage of the annual tax levy is 18% as of September 2021 (20% in 2020).

A total of 2,082 quarterly past due statements were issued to customers in October 2021.

Tax Sale Update

The finance team met on September 21, 2021 to establish a move forward plan with tax sale. A preliminary tax sale listing was finalized, which consists of 1008 accounts with a total balance of \$2,094,513.14.

On October 6, 2021 preliminary tax sale letters were issued for all accounts that qualify for tax sale. Customers have until October 26, 2021 to pay their accounts or properties will be sent to the county solicitor for title search.

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Steve Ferguson, Director of Community Development
DATE: October 12, 2021

RE: Monthly Community Development Department Report

Staffing

In the last month we began to fill the vacancies in the Department with the hiring of two new Economic Development Officers in September. One, Alicia Clark, began on September 20th and has been fitting in very well. She has been getting up to speed on various projects and initiatives we have on the go and will begin to take responsibility for some files in the near future. Alicia has been getting acquainted with various other folks working on economic development in the area and is attending her first Team Cumberland meeting today.

Unfortunately, the other individual we hired received another employment offer just after starting on September 27, and he decided to return to Ontario to take that position. We will therefore have to restart the hiring process, which we may do in tandem with Amherst, as their EDO position is also vacant.

Parrsboro Playgrounds Project

In an effort to get ahead of Provincial grant deadlines we have hit the ground running on this project. The Playground Advisory Committee was appointed by the CAO in mid September, and the first meeting was held with the Project Manager (Steve Ferguson) and the consultant/contractor (Cobequid Consulting) on-site on September 24th. A project roles and responsibilities document was prepared and provided to the Committee to clarify the project process and the Committee's role.

A second meeting was held on October 8th with Cobequid to review four options for the playgrounds prepared by the consultant, and the Committee met again without Cobequid on October 9th to develop a consensus on the values and most important features for the project. The results of that meeting were provided to Cobequid on October 12th, and a meeting to consider a refined option is tentatively scheduled for the 14th. Once the main features have been identified, a detailed concept will be recommended to the CAO before the go-ahead is given to order apparatus and prepare the final design.

Community Solar Projects

Work has begun on the Springhill Water Treatment Facility Solar installation, with most of the equipment now on-site. Work is on-going to resolve potential conflicts between new electrical equipment to be installed in the electrical room and communication panels previously installed by Bell Aliant.

Our primary installation contractor (Thermodynamics Ltd.) is experiencing supply problems with components required for the Springhill and Parrsboro Wastewater Treatment facilities, as well as scheduling work to be done by NSPI in preparation for the inter-connection. An extension may need to be requested for the required completion dates for these two projects. The consultant hired by the CEA to oversee that work (Aaron Long of AREA Ltd.) is currently approaching NSPI in that regard. There could be some revenue consequences if there is no agreement with NSPI.

Pugwash Library

New scaled back concepts for the proposed new branch library have been prepared by A49 Architects and Kent Harrison. Staff have been in touch with both parties and expect to have a final draft from A49 this week. When complete, these reports will be shared with Council.

Tourism

Alicia Clark and I met with the current m5 manager handling our Branding and Marketing project. With the exception of the "image capture" component, this project is now virtually complete, and we will be provided with an analysis of the digital marketing campaign conducted on our behalf in the near future. Due to significant staff turnover m5 was not able to commission the much-needed image capture work this summer, and we will be requesting that Council agree to 'roll-over' the budgeted funds to the next fiscal year. We expect to provide Council with details of that request in November. We hope that by having the funds committed early we may be able to partner with Tourism Nova Scotia on a more extensive project for use on our website (explorecumberland.ca) and future marketing campaigns.

High Speed Internet Project

We continue to receive monthly reports from Xplornet with regard to their progress on the installation of new fibre and towers. Xplornet has been hampered somewhat by a slow permit approval process (NSPI, NSTAT, NS Environment, etc.) and the lack of qualified contractors to conduct required tree trimming work. The CAO and I met recently with our counterparts in Colchester to discuss the situation, and we have scheduled a meeting with develop Nova Scotia (the primary contract holder) to share additional information.

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Justin Waugh-Cress, P.Eng.
DATE: October 12, 2021
RE: Engineering and Operations Department Activity Report

Layton Street Waterline Replacement

Bowser's Construction has completed work on the Layton Street Waterline Replacement project in Parrsboro. The value of this work is \$137,600.00. Approximately 200 m of watermain was replaced as part of this project. Layton Street will be paved as part of the Capital Paving Project in October.



Figure 1 Layton St. Waterline Replacement

Capital Paving Project

Work is underway on the Capital Paving project. Costin has completed milling and road preparation in Springhill and Parrsboro. Costin is currently placing paving overlays in the community of Springhill. It is expected that paving streets in Parrsboro will begin the week of October 18, 2021.

Shinimicas Firehall

Construction of the Shinimicas fire hall is progressing. The truck bays will be available to park fire truck overnight prior to cold weather setting in. The Contractor hosted a site tour for members of the Shinimicas Volunteer Fire Department October 6, 2021. The owner of Global Construction and the project engineer John Baxter were onsite to answer department member's questions.



Figure 3 Shinimicas Fire Hall Oct 8, 2021

Last month news was shared that the delivery of the rescue truck was imminent. The Shinimicas Fire Volunteer Department received the truck October 8, 2021.



Figure 4 Rescue Truck delivered to Shinimicas

Staff Achievement

Two staff members have recently achieved operator designations.

Ralf Pettigrew has earned the Operator in Training designation for Water Distribution and Travis Babineau has earned the Wastewater Collection Operator Level 1 designation.

**VALLEY COMMUNICATIONS REPORT FOR MUNICIPALITY OF COUNTY OF CUMBERLAND FIRE BRIGADES / DEPARTMENTS
2021**

APRIL	TOT	YTD	M	T	W	T	F	S	S	INV	MUT	ALRM	CHIM	BRSH	POW	VEH	MVA	MED	STRU	OTH	
Advocate	1	2							1						1						
Collingwood	4	4			2	1		1			1			3						Mutual aid Westchester fire	
FPW	0	3																			
Joggins	1	3							1				1								
Leicester	0	2																			
Oxford	7	20	3	1	1	1	1				4	1							2	Mutual aid Pugwash(x2) & Springhill(x2) fire	
Parrsboro	4	17				1	2	1		1			2	1							
Pugwash	6	20	1	2		1	2					1	1	1					1	2	
River Hebert	1	4							1		1									Mutual aid Joggins fire	
Shinimicas	2	10		1			1				1	1								Mutual aid Pugwash fire	
Southampton	2	6				1	1						1				1				
Springhill	19	41	5	1	2	3	4	4			1	4	1	8			1		2	2	Mutual aid Southampton fire
Tidnish Bridge	2	8				1	1				1								1	1	Mutual aid Shinimicas fire
Truemanville	1	6						1									1				
Wallace	5	14	1	1		1	1	1			3		2								Mutual aid Tatamagouche & Pugwash(x2) fire
Wentworth	1	1						1			1										Mutual aid Tatamagouche fire
Westchester	2	7			1		1						1								1
Total	58	168	10	6	6	10	14	9	3	1	13	7	5	17	1	0	3	0	3	8	
YTD	168		26	18	25	31	24	26	18	1	42	20	20	25	4	6	22	1	11	16	

**VALLEY COMMUNICATIONS REPORT FOR MUNICIPALITY OF COUNTY OF CUMBERLAND FIRE BRIGADES / DEPARTMENTS
2021**

MAY	TOT	YTD	M	T	W	T	F	S	S	INV	MUT	ALRM	CHIM	BRSH	POW	VEH	MVA	MED	STRU	OTH	
Advocate	4	6	1	1					2	2	2							1	1		Mutual Aid: Southampton, Springhill
Collingwood	4	8	1				2	1		2	2						1				Mutual Aid: Westchester, Pugwash
FPW	1	4								1	1							1			Mutual Aid: Advocate
Joggins	5	8	1	1						3	4						1				Mutual Aid: River Herbert, Advocate, Southampton, Springhill
Leicester	1	3							1									1			
Oxford	8	28			3		2	2	1	5	2									1	Mutual Aid: Springhill(3), Pugwash
Parrsboro	4	21	1	1					2	2			1		1						Mutual Aid: Advocate, Southampton
Pugwash	6	26	3	1			2										1	2	1	2	
River Hebert	4	8	1	1					2	3	1										Mutual Aid: Joggins, Advocate, Southampton
Shinimicas	1	11					1				1										Mutual Aid: Pugwash
Southampton	5	11	1		1		1		2	3							1		1		Mutual Aid: Advocate, Springhill(2)
Springhill	16	57	3			3	4	3	3	1	3	2		1			1	1	3	4	Mutual Aid: Pugwash, Westchester, Southampton
Tidnish Bridge	1	9		1																1	
Truemanville	2	8					1	1			1						1				Mutual Aid: Pugwash
Wallace	4	18	1		1		1	1			1	1						1		1	Mutual Aid: Pugwash
Wentworth	5	6	2				2	1		2				1			2				Mutual Aid: Pugwash, Westchester
Westchester	4	11	1				3			1	2								1		Mutual Aid: Wentworth, Pugwash
Total	75	243	16	6	5	3	19	10	16	2	32	6	1	2	1	0	9	6	8	8	
YTD	243		42	24	30	34	43	36	34	3	74	26	21	27	5	6	31	7	19	24	

**Municipality of the County of Cumberland
District Report**

Issued from September 2021

<u>EDistrict</u>	<u>Community</u>	<u>Permit</u>	<u>Issued</u>	<u>Use</u>	<u>Type</u>	<u>Area</u>	<u>Value</u>
		21-0336-NEW	2021-09-28	Single Family Detached	New Building	0.00	\$ 270,000.00
N/A	Oxford	21-0373-NEW	2021-09-08	Residential Accessory / Storage	New Building	0.00	\$ -
		21-0418-DEVO	2021-09-20	Single Family Detached	Development	0.00	\$ -
		21-0419-NEW	2021-09-23	Single Family Detached	New Building	0.00	\$ -
		21-0420-DEVO	2021-09-20	Residential Accessory / Storage	Development	0.00	\$ -
		21-0421-ACC	2021-09-20	Residential Accessory / Storage	Accessory	112.00	\$ 80,000.00
		21-0422-SOLAR	2021-09-29	Single Family Detached	Solar Installation	0.00	\$ -
		21-0423-NEW	2021-09-29	Single Family Detached	New Building	388.00	\$ 400,000.00
		21-0424-RENO	2021-09-22	Single Family Detached	Renovation	0.00	\$ -
		21-0425-RENO	2021-09-24	Single Family Cottage/Camp	Renovation	0.00	\$ 30,000.00
		21-0433-DEVO	2021-09-23	Single Family Cottage/Camp	Development	0.00	\$ -
		21-0457-RENO	2021-09-29	Government	Renovation	0.00	\$ -
1	Brookdale	21-0409-DEVO	2021-09-21	Single Family Detached	Development	0.00	\$ -
1	Upper Nappan	21-0390-RENO	2021-09-17	Commercial Other	Renovation	0.00	\$ -
1	Upper Nappan	21-0379-DEVO	2021-09-10	Commercial Other	Development	0.00	\$ -
2	Lorneville	21-0382-DEVO	2021-09-21	Single Family Detached	Development	0.00	\$ -
2	Lorneville	21-0383-DECK	2021-09-21	Single Family Detached	Deck	0.00	\$ -
2	Tidnish Bridge	21-0368-DEMO	2021-09-03	Single Family Cottage/Camp	Demolition	0.00	\$ -
2	Amherst Shore	21-0342-DEVO	2021-09-01	Residential Accessory / Storage	Development	0.00	\$ -

**Municipality of the County of Cumberland
District Report**

Issued from September 2021

<u>EDistrict</u>	<u>Community</u>	<u>Permit</u>	<u>Issued</u>	<u>Use</u>	<u>Type</u>	<u>Area</u>	<u>Value</u>
2	Amherst Shore	21-0343-ACC	2021-09-01	Residential Accessory / Storage	Accessory	0.00	\$ -
2	Northport	21-0206-NEW	2021-09-28	Single Family Detached	New Building	0.00	\$ -
3	Conns Mills	21-0261-ACC	2021-09-17	Residential Accessory / Storage	Accessory	0.00	\$ -
3	Port Howe	21-0384-DEVO	2021-09-22	Single Family Cottage/Camp	Development	0.00	\$ -
3	Port Howe	21-0385-FDN	2021-09-22	Single Family Cottage/Camp	Foundation Only	0.00	\$ 60,000.00
3	Port Howe	21-0386-ADD	2021-09-13	Single Family Cottage/Camp	Addition	0.00	\$ 250,000.00
3	South Pugwash	21-0388-DEVO	2021-09-20	Single Family Detached	Development	0.00	\$ -
3	Pugwash River	21-0375-DEVO	2021-09-27	Residential Accessory / Storage	Development	0.00	\$ -
3	Pugwash River	21-0376-ACC	2021-09-22	Residential Accessory / Storage	Accessory	0.00	\$ -
3	Port Howe	21-0377-DEVO	2021-09-14	Residential Accessory / Storage	Development	0.00	\$ -
3	Port Howe	21-0378-ACC	2021-09-14	Residential Accessory / Storage	Accessory	0.00	\$ -
3	Port Howe	21-0381-DEMO	2021-09-02	Single Family Detached	Demolition	0.00	\$ -
3	Roslin	21-0393-RENO	2021-09-10	Single Family Detached	Renovation	0.00	\$ -
3	Gulf Shore	21-0394-DEVO	2021-09-20	Residential Accessory / Storage	Development	0.00	\$ -
3	Gulf Shore	21-0395-ACC	2021-09-20	Residential Accessory / Storage	Accessory	0.00	\$ -
3	Hansford	21-0401-SOLAR	2021-09-10	Single Family Detached	Solar Installation	0.00	\$ -
3	Pugwash	21-0404-ACC	2021-09-23	Residential Accessory / Storage	Accessory	280.00	\$ 16,100.00
4	Sutherland Lake	21-0405-DEVO	2021-09-20	Single Family Detached	Development	0.00	\$ -
4	Sutherland Lake	21-0406-ACC	2021-09-21	Residential Accessory / Storage	Accessory	0.00	\$ -

**Municipality of the County of Cumberland
District Report**

Issued from September 2021

<u>EDistrict</u>	<u>Community</u>	<u>Permit</u>	<u>Issued</u>	<u>Use</u>	<u>Type</u>	<u>Area</u>	<u>Value</u>
4	Sutherland Lake	21-0412-DEVO	2021-09-22	Residential Accessory / Storage	Development	0.00	\$ -
4	Sutherland Lake	21-0413-ACC	2021-09-22	Residential Accessory / Storage	Accessory	0.00	\$ -
4	Sutherland Lake	21-0414-DEVO	2021-09-28	Residential Accessory / Storage	Development	0.00	\$ -
4	Sutherland Lake	21-0415-ACC	2021-09-22	Residential Accessory / Storage	Accessory	0.00	\$ 40,000.00
4	Kerrs Mill	21-0364-DEVO	2021-09-20	Commercial Other	Development	0.00	\$ -
4	Sutherland Lake	21-0369-DEVO	2021-09-22	Single Family Cottage/Camp	Development	0.00	\$ -
4	Fox Harbour	21-0313-DEVO	2021-09-08	Residential Accessory / Storage	Development	0.00	\$ -
4	Fox Harbour	21-0314-NEW	2021-09-16	Single Family Detached	New Building	135.00	\$ 207,000.00
6	Williamsdale	21-0410-DEVO	2021-09-29	Single Family Detached	Development	0.00	\$ -
7	Lower Cove	21-0362-DEVO	2021-09-08	Single Family Detached	Development	0.00	\$ -
7	Lower Cove	21-0363-ADD	2021-09-08	Single Family Detached	Addition	0.00	\$ 20,000.00
7	Joggins	21-0397-DEVO	2021-09-15	Accessory / Storage	Development	0.00	\$ -
8	Parrsboro	21-0396-RENO	2021-09-24	Single Family Detached	Renovation	0.00	\$ 8,500.00
8	Greenhill	21-0335-DEVO	2021-09-29	Single Family Detached	Development	0.00	\$ -
8	Spencers Island	21-0374-DEMO	2021-09-02	Single Family Detached	Demolition	0.00	\$ -
8	Lower Five Islands	21-0304-DEVO	2021-09-21	Single Family Detached	Development	0.00	\$ -
8	Parrsboro	21-0309-NEW	2021-09-03	Single Family Detached	New Building	0.00	\$ -
8	Spencers Island	21-0348-DEVO	2021-09-02	Residential Accessory / Storage	Development	0.00	\$ -
8	Spencers Island	21-0349-ACC	2021-09-02	Residential Accessory / Storage	Accessory	37.00	\$ 35,000.00

Municipality of the County of Cumberland

District Report

Issued from September 2021

<u>EDistrict</u>	<u>Community</u>	<u>Permit</u>	<u>Issued</u>	<u>Use</u>	<u>Type</u>	<u>Area</u>	<u>Value</u>
8	Halfway River	21-0354-DEVO	2021-09-03	Single Family Detached	Development	0.00	\$ -
8	Halfway River	21-0355-NEW	2021-09-08	Single Family Detached	New Building	241.00	\$ 500,000.00

Public Works Monthly Report – September 2021

October 6, 2021

Public Works activities in September 2021 have included:

Streets:

- Repaired asphalt and gravel potholes.
- In areas planned for 2021 paving, continued repairing manholes, valve boxes and culverts.
- Repaired washouts in Parrsboro from heavy rain events.
- Cutting grass at intersections, around hydrants ditches.
- Ditching ongoing.
- Costin Paving prepared for paving by conducting cold milling in Parrsboro and Springhill. Patching work completed in Springhill and began paving on Junction Road.
- Tender issued for sidewalk barrier rehabilitation over aboiteau on Two Islands Road, Parrsboro.
- Tender issued for Springhill Salt Storage Building.

Water:

- Ongoing water reading (off cycle) for home sales.
- Ongoing water filter maintenance at fire stations.
- Weekly bacterial and annual samples taken as well as daily grab samples.
- Summer seasonal water disconnections.
- Follow-up on delinquent accounts.
- GUDI evaluation of Parrsboro Well 5 ongoing.
- Repaired damaged SCADA radio antenna at Parrsboro reservoir caused by lightning.
- Replaced curb stop and standpipe at 77 Stanley Street and coordinated with owner as they replaced private side with new $\frac{3}{4}$ copper into house at 77 Stanley Street ($\frac{1}{2}$ copper in ROW).
- Two cottages connected to municipal water on Hawks Road.
- Bowsers installed temporary water services in preparation for watermain replacement on Layton Street, Parrsboro.
- In areas planned for 2021 paving, continued identifying lead water services through sampling. Sample bottles delivered to 238 homes, so far 186 have returned sample bottles for testing. Letters sent to 186 water customers with results. Out of 186 sample results there are two exceedances in Parrsboro (one of which was below MAC on a re-test due to prolonged stagnation) and 30 exceedances in Springhill. 21 services have been replaced (coordinated with owner's work or owner's side had been replaced previously), 14 stubbed services have been installed, three verified not lead in ROW and a further 8 are being investigated in Springhill (hydro-vac found copper at curb stop).
- Performed landscaping and clean-up at water service work locations ahead of Costins.
- Maintenance and clean out of deposits in Springhill PAC coagulant tank.
- Springhill annual watershed chemical, metal scan, Algae ID and count analysis.
- Performed maintenance, checks and calibrations on Springhill chlorine system.
- Backup checks and calibrations on Springhill monitoring equipment analyzers.
- Maintenance on Springhill Treated Sodium Hydroxide chemical pump system.
- Installed new probe tip for chlorine analyzer (Contact Chamber) and pH (Clearwell Treated), Springhill.
- Installed outer screen at Leamington Brook intake.
- 3rd Quarter Water Analysis: Springhill and Pugwash chemical, metal scan, HAA and VOC.

- Conducted annual lead sampling for Springhill and Pugwash.
- An employee in Springhill achieved OIT for water distribution.

Wastewater:

- Routine sampling and treatment plant checks.
- Dewatered Pugwash and transported solids to landfill.
- Septage dewater ongoing.
- Mechanical equipment maintenance and repairs.
- Sewer connection at 31 Lower Main Street, Parrsboro.
- Replace manhole ring and cover on Main Street, Parrsboro.
- Dewatering of Parrsboro STP ongoing.
- Surveyed Springhill lagoon cells 1 and 2 with sludge judge.
- Scada programming Biggs Wastewater Plant purge system.
- Scada programming for Pugwash flow meter.
- Lab work Pugwash and Biggs Drive STP.
- An employee in Parrsboro achieve Wastewater Collection Operator Level I.
- 20 hp Submersible pump rebuild started at Springhill WWTP

Other:

- Maintenance around treatment facilities continued
- Assisted with fire truck pump testing (ongoing).
- New backhoe ordered from Case, Parrsboro.
- Vehicle and equipment maintenance.
- Service tractor and repairs Jaws of life repair.
- Speed feedback sign installed in Advocate.
- Solar Tron removed in Upper Nappan.
- Bearing replacement cooling tower EDF
- Serviced compressors and conducted blower maintenance
- Repaired gravel washout in Joggins.

Next Month:

- Install Parrsboro Well 5 flow controller.
- Replace culvert on Pinky's Creek Road.
- Relocate water laterals to newer line on the east side of Upper Main Street.
- Asphalt patching in Parrsboro.
- Quarterly samples Parrsboro.
- Sidewalk repairs: Main Street at NSCC and McFarlane Street.
- Hydrant replacement McGee Street near penitentiary.
- Paint yellow pavement markings in Springhill pending paint delivery.
- Arena geothermal well repairs.
- Install Springhill WWTP flow meter manhole.
- ACWWA Training.
- Pump Maintenance.
- Sensor replacements at various sites.

MONTHLY REPORT

HR & Community Facilities

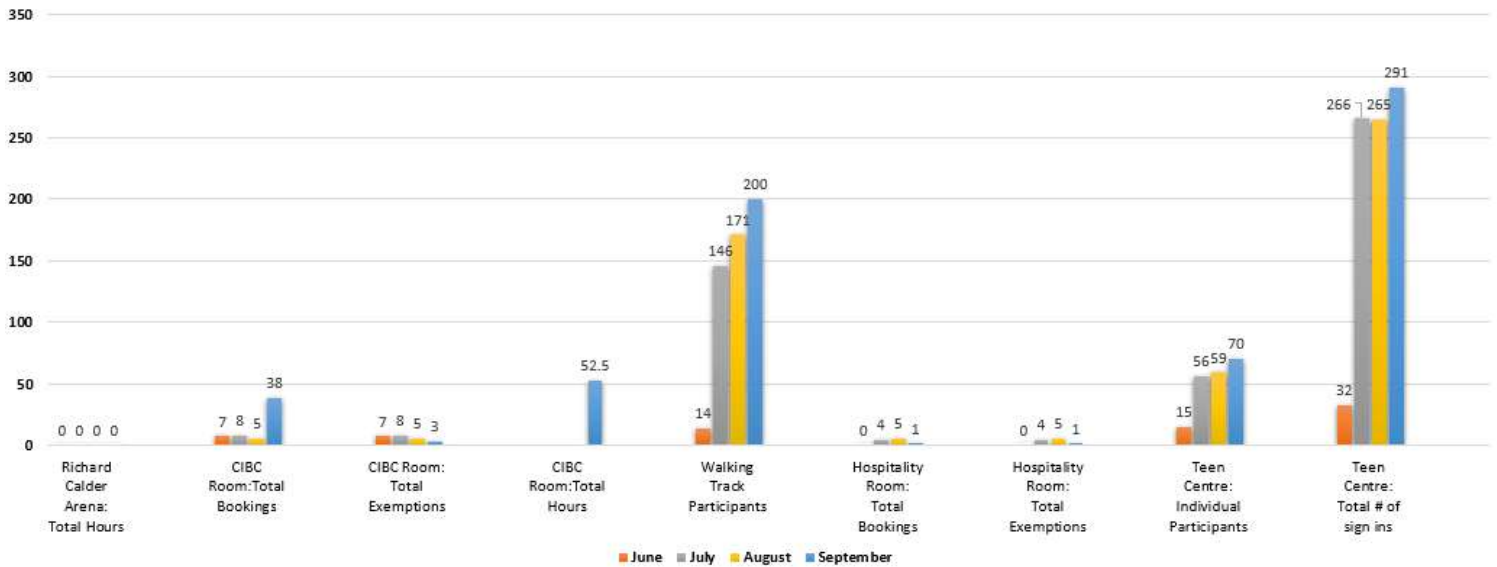
September 2021

RECREATION

Dr. Carson & Marion Murray Community Centre Facility Usage

The Dr. Carson & Marion Murray Community Centre has seen a slight increase in usage for the month of September and we are very optimistic that we will continue to see increases for the month of October. Bookings are coming in daily and request for ice rentals are steady.

FACILITY USAGE REPORT: JULY-SEPTEMBER 2021



***Note: The projected number for October in the Arena (144) is the total number of hours booked. User groups include but are not limited to: Cumberland County Minor Hockey, Cross Border Women's Hockey, Adult Pickup Hockey**

PROCUREMENT

Work continues for the 2021/2022 capital procurements

	Sept
Capital:	
Anticipated Procurement from Capital Budget: 24	4
Scopes for capital received in the month	2
All Procurement:	
Total new scopes of work received	2

in month	
Released to the public in the month	2
Closed during the month	4
Awarded by council during the month	4
Open at the end of month (released month a, closed month b)	2

HUMAN RESOURCES

The Teen Centre Coordinator Casual position closed in September. The Municipality did not receive any applicants that had applicable qualifications.

The Community Centre Maintenance Casual position closed in September and Darryl Bragg and Mike Voigt were the successful candidates.

The second Economic Development Officer, Jason Evans, accepted the position and started September 27th. Later that week Jason informed the Municipality he accepted a job elsewhere.

The Water Distribution Operator / Driver position closed with Ralph Pettigrew being the successful internal candidate.

Current Internal Posting:

- LEAD By-Law Enforcement Officer

Current external postings:

- Director of Protective Services
- Regional Emergency Management Coordinator
- Driver

PLANNING

Rezoning Applications - September	
<i>Status</i>	<i>Total</i>
Active	2
Complete	0

Subdivision Applications - September	
<i>Status</i>	<i>Total</i>
Subdivisions Received	4
Subdivisions Approved	9
Subdivisions in process	4
Subdivisions YTD	76

Average Approval Time (days)*	31
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*Approval times often experience significant delays waiting for action from applicant

INFORMATION TECHNOLOGY (IT)

IT has reconnected the sound system at the Dr. Carson & Marion Murray Community Centre and the radio and CD player are now operational. Upgrades to the system now allow the sound system to be controlled from a touch pad in the main office of the Community Centre, including control of the volume from both locations. Outstanding items requiring reconnection include the DJ booth jacks and the public address system, which we hope to be addressed at the technician's next scheduled visit of October 12th.

IT has also recently completed a network upgrade to the Community Centre and all devices requiring access to the network have been configured. The Xerox printer is now accessible from both the wired and wireless networks.

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Shelley Hoeg, Municipal Clerk
DATE: October 12, 2021

RE: **Monthly Clerk's Office Report**

Records Management

We are currently working on getting new staff trained in Laserfiche as well as doing a refresher for existing staff. Once this is completed, we anticipate locking down the S drive to staff and then having software to track items being saved to desktops.

Parrsboro and Springhill records.

There is a large cache of records from the former Towns of Springhill and Parrsboro which are paper only. We will be working over the next months to review these files and to merge them into our electronic filing system. We will also be revamping the file room at E. D. Fullerton and Springhill Admin Office.

Committee/Council/COW work

Staff are working on processes to streamline our meetings. Part of this is the use of Escribe as well as standardized forms. I will be preparing a process document that can be forwarded to council and senior staff. This also includes forms for groups wishing to present.

Customer Service;

As we are all aware, customer service is one of the priorities of our Council. In an effort to be able to identify and track concerns the Municipality has purchased customer service software which is called E11. At this point Managers have received training on the software. Next steps are to determine workflows and then we will roll out this software to applicable staff. Council and management will be kept abreast of the roll out of this product as it moves forward.

Grants

The administration department has been tasked with administering the District Grants. To date we have processed 12 grants and the system/process seems to be working well. At present a spread sheet is being prepared that is tracking the grants and remaining district funds.

Policy/ByLaw

Will be working with Steve and others regarding various policy-by-law items. Currently working with Managers on the Rodent Abatement Policy and the Youth Council Policy.

Our Office is also working with the Communications Officer regarding the revamp of our web site, public events, proclamations, invitations to public presentations, etc.

MEMORANDUM

TO: Council and CAO

FROM: Shelley Hoeg-Eaton, Municipal Clerk

DATE: **October 15, 2021**

RE: Action Lists

You will find action lists from the now defunct By-Law and Policy Committee and the Cumberland Energy Authority.

Staff have included these for Council's review and also to advise that these actions will be completed even though the Committee no longer exists.

We will deal with these items at our Committee of the Whole meetings and will circulate updated lists until such time as all are completed.

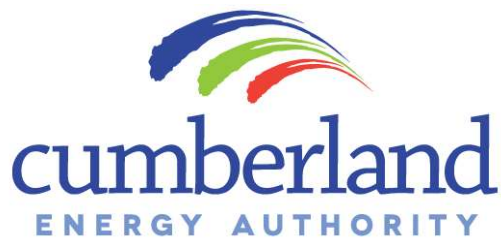
The Divestiture of Surplus Property Committee items will also now be dealt with at our public Committee of the Whole meetings.

Staff would like to thank Council for their support as we undertake new processes for dealing with Committees.

POLICY & BY-LAW COMMITTEE
PRIORITY AND ACTION LIST

July 20, 2021

Priorities	Overall responsibility and Due Date	Next Task	Next task Responsibility and Due Date
1. Confirm whether the 3 identified Springhill pensions by-laws (# 67, 88, and 97) can be repealed without unintended consequences	Steve August 1	Add to list for repeal	Steve August 1
2. Prepare a By-Law for Council to repeal the 14 By-Laws that the B&PC has confirmed can be repealed without unintended consequences	Steve August 25	Prepare a draft	Sarah August 7
3. Revise the Youth Council Policy with reference to diversity, inclusion, and equal representation and add to a Council agenda for discussion.	Steve August 25	Prepare a draft for B&PC review	Shelley and Steve August 7
4. Draft a Signing Authority Policy and cover Memo for Council	Greg and Steve September 1	Greg to supply precedent and direction	Greg August 16
5. Amend the Flag Policy to recognize National Indigenous Peoples Day by providing for flying the Mi'kmaq Grand Council flag on June 21 each year	Steve September 15	Prepare a draft for B&PC review	Steve August 15
6. Develop a By-Law Adoption Policy which will include alternate means of meeting the advertising requirements	Steve October 1	Prepare a memo regarding advertising for the B&PC	Allie August 1
7. Develop a consolidated Open Air Burning By-Law for Council	Steve November 15	Develop a draft and options for the B&P Committee	Steve October 1
8. Consolidation of the Cumberland, Springhill, and Parrsboro Heritage By-Laws.	Nelson January 15, 2022	Initiate public engagement and research	Nelson October 15



BOARD ACTION LIST

May 18, 2021

<u>ACTION ITEMS</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
1. Develop a CEA timeline for this year's goals, projects, and initiatives	March 16, 2021	Ray	In Progress
2. Form a list of businesses in Canada for a survey to gather potential interest in renting a lot in the Geothermal Industrial Park. (The Board will revisit this after the Municipal budget is passed)	March 16, 2021	Amanda	In Progress
3. 1-2 page financial info sheet on Geothermal Park benefits vs. costs	March 16, 2021	Ray	In Progress
4. Research if the cost of winter maintenance on the Springhill Community Centre's solar panels is feasible considering the low intake of energy during the winter months.	March 16, 2021	Ray	In Progress
5. Discuss with Andrew MacDonald, the financial impacts of changing the borrowing ratios in the PACE Policy Customer Agreement	April 20, 2021	Ray	In Progress
6. Consult with Council on a potential inter-municipal partnership with the Town of Amherst.	April 20, 2021	Greg	In Progress
7. Invite the Solar Colchester Administrator to the next Board meeting and Request a copy of the Solar Colchester PACE Agreement.	May 18, 2021	Ray	
8. Form a Climate Change Strategy working group to include specialized municipal staff and community stake holders.	May 18, 2021	CEA Staff	