



**PUBLIC COMMITTEE OF THE WHOLE
AGENDA PACKAGE**

Wednesday, November 17, 2021

4:00 p.m.

E. D. Fullerton Municipal Building

1395 Blair Lake Road

Amherst, N.S.

B4H 3Y1

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 October 20, 2021 Public Committee of the Whole meeting.

2.3. Business Arising

Review of the Business Arising from the October 20th, 2021, Committee of the Whole meeting.

2.4. Public Hearing(s)

2.5. Delegations/ Presentations/ Petitions

- 2.5.1. Bear Proof Common Waste/Recycling System at Mattatall Lake - Wade Parker, Kim Davison
Mattall Lake residents are requesting a common bear proof waste and recycling removal system, centrally located on French Road. The link to their online petition is <https://www.change.org/p/mayor-murray-scott-and-municiple-council-of-cumberland-county-bear-proof-common-waste-recycling-system-at-mattatall-lake-cumberland-co>.

Representatives from Mattatall Lake will be on hand to present their petition to Council.

3. ORGANIZATIONAL POLICY/BYLAW ITEMS

- 3.1. Municipality of Cumberland Youth Council Policy - Shelley Hoeg-Eaton, Municipal Clerk
Prior to approval, the CAO wishes to have a discussion with Council regarding how this policy would be operationalized. Therefore, staff is requesting **that Council provide direction/input on how the operations of this Committee will be overseen, and whether the expectation is that a staff member would be assigned by the CAO to oversee that committee or whether a member of Council would do that.** Among the concerns is that having the oversight at the Council level may not be sustainable in the longer term and that, at present, no staff member has been assigned by the CAO to provide oversight either.

- 3.2. Rodent and Raccoon Control Policy - Shelley Hoeg-Eaton, Municipal Clerk
Council was provided a draft of a Rodent and Raccoon Control Policy at its' October 20, 2021 Public Committee of the Whole. Staff requested any suggested amendments from Council and have supplied the amended draft policy for review at this meeting.

Recommended Motion:

That the Rodent and Raccoon Control Policy be forwarded to the November 24, 2021 meeting of Council for consideration.

- 3.3. Noise By-Law 09-01 - Steve Ferguson, Director of Community Development
At the September 15th, 2021, Public Committee of the Whole, a motion was carried which directed staff to compile a report outlining how other Municipalities deal with the issue of fireworks, with suggested amendments to our current Noise Bylaw. The report is included with your meeting package. Staff is requesting that Council provide direction on the specific days and hours they wish to specifically prohibit the use of fireworks, with exceptions for specified holidays.

- 3.4. Open Air Burning - Consolidation of By-Laws - Steve Ferguson, Director of Community Development
The former By-Law and Policy Committee requested that staff look into the consolidation of the Municipality's Open Air Burning By-Law with those of the former towns of Springhill and Parrsboro. Staff have provided a consolidated draft for Council's review.

Recommended Motion:

That a By-Law to amend the Open Air Burning By-Law (reflecting the amendments in the attached draft) be forwarded to the November 24, 2021 meeting of Council for first reading.

3.5. Land Use By-Law Setbacks

Residents have been raising concerns relating to the Municipality's building setback requirements. Some of the setback requirements may be unnecessary and are restricting potential development.

Recommended Motion:

A motion to direct staff to provide a briefing on the current setbacks, in all zones, included in our current Land Use By-Law.

4. **BUSINESS ISSUES**

4.1. Cumberland Snowmobile Club Grant Re-Allocation Request- Steve Ferguson, Director of Community Development

The Cumberland Snowmobile Club is requesting to allocate a previously approved grant of \$5000 to the replacement of the decking on a bridge on Trail 30 on Lynn Mountain. Staff have provided documentation for Council's review.

Recommended Motion:

That the Cumberland Snowmobile Club's request to be permitted to use the approved \$5000 grant to replace the deck on the first bridge on Trail 30 be forwarded to the November 24, 2021 regular meeting of Council for consideration.

4.2. River Hebert, Joggins, and Area Development Association Grant Request for Christmas Hampers Project - Steve Ferguson, Director of Community Development

The annual Christmas Hamper Project has provided meals for local families struggling during the holiday season for many years. In the past, they have helped approximately 70 families and expect that number may double this season. This project has always relied on donations from individuals and organizations within the community and has applied for a Regional Grant to cover 50% of the cost of food gift cards.

Recommended Motion:

That a request for a Regional Grant of \$2500 to the Rive Hebert, Joggins and Area Development Association for their 2021 Christmas hamper project be forwarded to the November 24, 2021 regular meeting of Council for consideration.

4.3. Annual Recreation Funding Request - Pugwash Village Commission

Correspondence was received from the Pugwash Village Commission (attached) requesting a guarantee of an annual grant to the Village of Pugwash for Recreation Services.

Recommended Motion:

To direct our CAO to forward correspondence to the Pugwash Village Commission advising that this item will be considered during our budget deliberations.

4.4. Application for Divert NS Municipal Adoption Fund

At the July 14, 2021 Council meeting, a motion was made directing staff to investigate the feasibility of apply for funding through Divert NS's Municipal Adoption Fund to install ReUse Centres at transfer stations. A report has been submitted from staff and is included in your meeting package.

Recommended Motion:

That Council direct staff to submit an application to the Municipal Adoption Fund for the installation of ReUse Centres at all three transfer Stations with the proviso that the final decision on the implementation of this new program would come back to Council for decision in the 22/23 budget process.

4.5. Pugwash Village Commission Request for Community-Building Funds

The Pugwash Village Commission is requesting that they be an annual recipient of the Canada Community-Building Funds. Relating correspondence is included with your meeting package.

Recommended Motion:

That Council direct staff to prepare a report for its consideration on the issues surrounding this request.

5. EXTERNAL REPORTS/COMMITTEE MINUTES/PROCLAMATIONS

There are no external reports, committee minutes, and/or proclamations.

6. INTERNAL UPDATES/REPORTS/COMMITTEE MINUTES

6.1. Community Development, Monthly Report - Steve Ferguson, Director

The Community Development department's monthly report is included with your meeting package.

6.2. Engineering and Operations, Monthly Reports - Justin Waugh-Cress, Director

The Engineering and Operations department's monthly reports are included with your meeting package.

6.3. HR Community Facilities, Monthly Report - Allie McCormick, Director

The HR and Community Facilities department's monthly report is included with your meeting package.

6.4. Municipal Clerks, Monthly Report - Shelley Hoeg-Eaton, Municipal Clerk

The Municipal Clerk department's monthly report is included with your meeting package.

6.5. Finance, Monthly Report - Andrew MacDonald, Director

The Finance Departmental report is included with your meeting package.

7. INFORMATION ITEMS

7.1. Deputy Mayor Policy - Shelley Hoeg-Eaton, Municipal Clerk

As per the Policy, the Deputy Mayor will be elected at our November 24th, 2021 Council session. Staff have included the Deputy Mayor Policy on this agenda for the review of Council prior to the Election at the November 24th, Council Session.

7.2. World Prematurity Day, November 17th - Councillor Goodwin

World Prematurity Day is observed on 17 November each year to raise awareness of preterm birth and the concerns of preterm babies and their families worldwide. Approximately 15 million babies are born preterm each year, accounting for about one in 10 of all babies born worldwide.

For more information please visit: <https://www.marchofdimes.org/mission/world-prematurity-day.aspx>

7.3. Crohn's and Colitis Awareness Month, November - Mayor Scott

November is a month to help bring Crohn's disease and ulcerative colitis out from behind closed doors. Canada is a country with one of the highest rates of Crohn's Disease and Ulcerative Colitis, in the world, with Nova Scotia having the highest rates in Canada. Both are debilitating and lifelong diseases caused by an abnormal response from the body's immune system. During the month of November, Crohn's and Colitis Canada is raising awareness about these diseases, and its impacts on those who live with IBD every day, both those with the diagnosis and those who support them.

For more information please visit: <https://crohnsandcolitis.ca/about-Crohn-s-Colitis/What-are-Crohns-and-Colitis>

8. ADJOURNMENT

**PUBLIC COMMITTEE OF THE WHOLE
Meeting Minutes**

**October 20, 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, Sarah LeBlanc

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

On October 20th, 2021, the Mayor called the Committee of the Whole meeting to order at 3:33 pm.

Mayor Scott acknowledged the tragic passing of a 7-year-old boy who lost his life after being pinned under a log near Southampton on October 18th. Council paused for a moment of silence.

1.1. Territorial Acknowledgement

Mayor Scott acknowledged that we were in the ancestral and unceded territory of the M'kmaq people.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

Clarification was given to distinguish the differences between Committee of the Whole (COW) and Public Council sessions.

Agenda items are researched, reviewed, discussed, and developed at the COW level and then submitted to Public Council for a decision. In addition, first readings, second readings, and the passing of bylaws and policies all take place at the Public Council meetings.

The Municipality holds one Committee of the Whole and one Public Council Session each month. Special Council meetings are held as necessary.

2.1. Approval of Agenda

IT WAS MOVED by Councillor Gilroy

Seconded by Councillor Joseph

To approve the agenda as presented.

MOTION CARRIED

2.2. Approval of Minutes

IT WAS MOVED by Councillor Porter

Seconded by Councillor Gould

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

MOTION CARRIED

2.3. Presentations

2.3.1. Mattatall Lake - Curbside Collection Issues, Wade Parker

The presentation has been tabled until the November Committee of the Whole.

Action: Add Mattatall Lake - Curbside Collection Issues presentation to the November COW meeting agenda

3. ORGANIZATIONAL POLICY/BYLAWS ITEMS

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

Council reviewed and discussed the Youth Council Policy. It requested that Councillors send feedback to the Municipal Clerk email to be discussed at the November Committee of the Whole.

It was suggested to add "Municipal Cumberland" to the name of the policy to avoid confusion with other youth council groups in Cumberland and to consider membership guidelines in the policy versus the number of schools in Cumberland for inclusion purposes. It is also recommended that The Cumberland Youth Council meet quarterly to handle school workloads.

The Youth Council will require staff resources, this will be discussed with Council on how to proceed.

3.2. Rodent Policy - Greg Herrett, Chief Administrative Officer

Council reviewed and discussed the Rodent and Raccoon Control Policy. It was requested that Council submit any specific suggestions regarding this RFP to the Municipal Clerk's email. A level of service needs to be defined within this policy. Staff request that Council provide their initial comments at the meeting and follow up by email to the Clerk's office.

Council thanked and showed their appreciation to the Director of Engineering and Operations and staff for their work on developing this policy.

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

Council reviewed and discussed the draft Bylaw to Repeal Springhill By-Laws. These bylaws are obsolete, redundant, or irrelevant. Municipal staff have done research to ensure there will be no unintended consequences if the bylaws are repealed.

IT WAS MOVED by Councillor Joseph

Seconded by Councillor Gould

**If Council does not require further work on this By-Law, then the following motion is in order:
To have the Repeal of the By-Law to Repeal Springhill By-Laws on the October 27, 2021,
Council session for First Reading.**

MOTION CARRIED

3.4. Decommissioning of Wind Turbines - Mayor Scott

Council reviewed and discussed the decommissioning regulations of wind turbines.

There is a required decommissioning plan in the turbine project agreements, however if the wind turbines are deemed refurbishable, applicants are not held accountable to a decommissioning timeline.

Development officer, Nelson Bezanson will research where responsibility lays pertaining to consultation and report regulation on the wind turbine impacts on local communities, the environment, and communications interference.

There will be further resource discussions on this item and brought back to the COW in November. Deputy Mayor Redmond will forward email inquiries from concerned residents to the Municipal Clerk's email.

IT WAS MOVED by Deputy Mayor Redmond
Seconded by Councillor Gilroy

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 setbacks, as they relate to turbines, continue to be appropriate.

MOTION CARRIED

4. BUSINESS ISSUES

- 4.1. Cumberland Public Libraries, Community Board Member - Shelley Hoeg-Eaton, Municipal Clerk
Council discussed the membership request from the Cumberland Public Libraries for a community representative from Municipal Council.

IT WAS MOVED by Councillor Gould
Seconded by Councillor Houghtaling

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.

MOTION CARRIED

5. EXTERNAL REPORTS/COMMITTEE MINUTES/PROCLAMATIONS

- 5.1. All Saints Hospital, Health Update - Mayor Scott
Mayor Scott provided an update on the health care shortage issues at the Cumberland Regional and All Saints Hospitals.

It was requested to allow the local community to be part of the process to help solve the healthcare shortage issue. It is believed Cumberland was heard and we will see the community be engaged on this issue and this working progress.

6. INTERNAL UPDATES/REPORTS/COMMITTEE MINUTES

- 6.1. Finance Department Update - Andrew MacDonald, Director
An update was provided from the director of the Finance Department. Council reviewed and discussed the attached reports.

There are currently 1008 accounts in arrears for the upcoming tax sale. This number is a product of dissolution however the financial indicators have been and are still improving.

6.2. Community Development Department Update - Steve Ferguson, Director

An update was provided from the director of the Community Development Department. Council reviewed and discussed the attached reports.

6.3. Engineering and Operations - Justin Waugh-Cress, Director

An update was provided from the director of the Engineering and Operations Department. Council reviewed and discussed the attached reports.

Shinimicas Fire Department

Council expressed concerns on the Shinimicas Fire Department construction progression. about meeting the completion date listed in the contract. It was assured that the contractors will be held to the intended timelines of the contract.

Springhill and Parrsboro Paving

Costin's Paving contractors are currently paving in Springhill but plan to be in Parrsboro in the middle of the October 25-29th week. The repair of Parrsboro roads is included within the current paving project contract. After completion of the Parrsboro paving and repairs, contractors will return to finish the remaining touch-ups in Springhill.

6.4. Human Resources and Community Facilities - Allie McCormick, Director

An update was provided from the director of the Human Resources and Community Facilities Department. Council reviewed and discussed the attached reports.

6.5. Municipal Clerks Office - Shelley Hoeg-Eaton

An update was provided from the Municipal Clerk.

The Municipality is implementing new software to track complaints and questions from residents. This new system will increase efficiency of customer service by documenting incoming data. A web portal will also be available for online complaints in the future.

7. INFORMATION ITEMS

7.1. Defunct Committees - Greg Herrett, Chief Administrative Officer

Council reviewed and discussed the action lists. Staff provided assurance that the actions left by the, now defunct, Committees and Board will be completed.

8. ADJOURNMENT

IT WAS MOVED by Councillor Houghtaling

Seconded by Councillor Gilroy

To Adjourn the Public Committee of the Whole meeting at 5:14 m.

MOTION CARRIED

Mayor Murray Scott

Municipal Clerk Shelley Hoeg

DRAFT

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

BUSINESS ARISING PUBLIC COW

October 20, 2021

Business Arising (Actions) From the Wednesday, October 20, 2021, Public Committee of the Whole Meeting	Person(s) Responsible	Status
1. Add the presentation from the Mattatal Lake Residents regarding solid waste collection to the November 17 th , 2021, Committee of the Whole	Shelley Sarah	Completed
2. Prepare revisions to the Youth Council Policy and add to the November 17 th , 2021 COW agenda	Shelley	Completed
3. Prepare revisions to the draft Rodent and Raccoon Policy and add the draft to the November 17 th , 2021 COW	Steve Shelley	Completed
4. Advise Cumberland Public Libraries that Council is in agreement with the changes to their Board and request that the changes be reflected in a formal letter of agreement by all parties and request CPL to submit the letter for the consideration of all parties.	Greg Shelley	Letter has been sent
5. Incorporate the business arising lists from defunct committees to our current business arising.	Shelley Sarah	Completed
6. Develop a timeline for Energy goals, projects, and initiatives	Steve	
7. 1-2 page financial info sheet on Geothermal Park benefits vs. costs	Steve	
8. 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.	Steve	
9. Consult with Council on a potential inter-municipal partnership with the Town of Amherst.	Greg	Ongoing
10. Form a Climate Change Strategy working group to include specialized municipal staff and community stake holders.	Steve	

11. Draft a Signing Authority Policy and cover Memo for Council	Greg	
12. 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 Greg	Completed
13. Develop a By-Law Adoption Policy which will include alternate means of meeting the advertising requirements	Steve	
14. Develop a consolidated Open Air Burning By-Law for Council	Steve Allie	On the Nov 17, 2021 Public C.O.W. agenda
15. Consolidation of the Cumberland, Springhill, and Parrsboro Heritage By-Laws.	Nelson Steve	



At 100 signatures, this petition is more likely to be featured in recommendations!



Bear proof common waste/recycling system at Mattatall Lake (Cumberland Co)

48 have signed. Let's get to 100!



At 100 signatures, this petition is more likely to be featured in recommendations!



Jamie Davison started this petition to Mayor Murray Scott and Munciple Council of Cumberland County.

Mattatall Lake Residents of Cumberland County need a common, bear proof waste and recycling removal system, centrally located on French Rd. Currently waste is being picked up at individual residents homes. Most of the residents do not use this service as the supplier is inconsistent and the wildlife in the area is attracted to the garbage.

The benefits of a central system is increased usage by local residents, therefore less dumping, burning and transferring of waste by individuals to other areas. In addition, less time and money for the county by reducing the number of stops required, as well as increased refundable credit to the county. Overall a better usage of residents

[Sign this petition](#)

Name	City	Province	Postal Code	Country	Signed On
Jamie Davison				Canada	2021-08-06
Kimberlee Davison	Wentworth		B0M	Canada	2021-08-06
Susan Smithers	Halifax		B3H	Canada	2021-08-09
Blaine Ogden	Wentworth		B6l1n4	Canada	2021-08-09
Sara Brydie	Halifax		B0M	Canada	2021-08-09
Tanis Seewald	Truro		B2N	Canada	2021-08-09
Deborah Lusby	Halifax		B3K	Canada	2021-08-09
Robyn bay	Edmonton		T6T 6C0M5	Canada	2021-08-09
Michele Gillis	Nine Mile River		B2S	Canada	2021-08-09
Tara Starratt	Londonderry		B0M	Canada	2021-08-09
Allyson Hickey	Wolfville		B4P	Canada	2021-08-09
Gotdon Boyd	Wentworth		B0M1Z0	Canada	2021-08-09
Gary Dennis	Wentworth		B0M1Z0	Canada	2021-08-09
Sandra Taylor	Truro		B2N	Canada	2021-08-09
Jessica Pearston	Truro		B2N 4L4	Canada	2021-08-09
Grace Morgan	Moncton		E1A	Canada	2021-08-09
kara sutherland	Moncton	Page 15 of 95	E1C	Canada	2021-08-09

Kirk Wright	Moncton		E1C	Canada	2021-08-09
Dave Sommerville	Swan River		R0L 1Z0	Canada	2021-08-09
Gareth Korkskruven	Mississauga		L5B	Canada	2021-08-10
jamie dennis	North River		b6l6b9	Canada	2021-08-10
Flossie Warford Brown	New Glasgow		B2H	Canada	2021-08-12
Fred Brown	Mattatall Lake		BOM1Z0	Canada	2021-08-12
Tamara Ward	Moncton		E1G	Canada	2021-08-17
chris gagne	Moncton		E1G	Canada	2021-08-17
Susan Isnor	Dartmouth		B3A	Canada	2021-08-20
Karen Boyd	Halifax		B3H 4N8	Canada	2021-08-20
David Morton	Wentworth		B0M 1Z0	Canada	2021-08-20
Jessica Miville	Central Lot 16		C0B	Canada	2021-08-20
Suzanne Villacastin	Saint John		E2J	Canada	2021-08-20
Kathleen Roy	Truro		B2N	Canada	2021-08-20
Charlene Tattrie	14 Silvercross Cove Road		B0M	Canada	2021-08-20
Cathy Patker	Truro		B2n2r1	Canada	2021-08-20
Chris Bolger	Bible hill		B2n	Canada	2021-08-20
Danielle vandermolen	Denman Island	Page 16 of 95	V0R	Canada	2021-08-20

	Mattatal Lake		B0k1v0	C
y	Charlottetown		C1A	C
	Mattatal Lake		Bok1co	C
	Matattall Lake		B0K	C
	Dartmouth		B2Y	C
	Wallace		B0K1Y0	C
	Halifax		B3H	C
	Truro		B2N	C
	Truro		B2N 1C7	C
	Montréal		H3G	C



COMMITTEE OF THE WHOLE

CDR #8

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: November 17, 2021

SUBJECT: Municipality of Cumberland Youth Council Policy

ORIGIN:

Staff received a request from Council to create a Policy to govern the Municipality of Cumberland Youth 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: Prior to approval, the CAO wishes to have a discussion with Council regarding how this policy would be operationalized. Therefore, staff is requesting **that Council provide direction/input on how the operations of this Committee will be overseen, and whether the expectation is that a staff member would be assigned by the CAO to oversee that committee or whether a member of Council would do that.** Among the concerns is that having the oversight at the Council level may not be sustainable in the longer term and that, at present, no staff member has been assigned by the CAO to provide oversight either.

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. Staff brought a draft Policy to Council at its’ October 20th, Public Committee of the Whole and amendments were requested. Staff made amendments to the Policy for this meeting that include the name of the Policy to reflect the Municipality of Cumberland Youth Council Policy; amended the number of members on the Youth Council to 8 to reflect one representative from each District of our Municipality, and the final amendment was to amend the frequency of meetings to quarterly.

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.



COMMITTEE OF THE WHOLE

CDR #8

Date: November 17, 2021

Staff have made changes to the draft Policy to amend the name of the Policy to reflect the Municipality of Cumberland; amended the number of members to reflect a member from each district; amended the term Junior Mayor to reflect Chairperson and finally amended the meeting frequency to quarterly.

Staff are not recommending this policy for approval at this time as they would like direction on how the operating of the Committee will be overseen.

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.

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

Purpose

1. The purpose of this Policy is to establish a policy for the governance of the Municipality of Cumberland Youth Council.

Definitions

2. In this Policy, unless the context otherwise requires,
 - a) "Municipal 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 Municipality of Cumberland Youth Council will act as an advisory body to Municipal Council on those matters within the influence of the Municipality which have an impact on the youth of the Municipality, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality, or gender. The Youth Council will improve the image of the Municipality by raising the profile of the Municipality's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

Role of the Committee

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

Membership (see information taken from *Policy on Citizen Appointments - attached)

9. Municipal Council shall appoint members of the Youth Council by resolution.
10. The maximum number of appointees on the Youth Council is 8 (one member from each of the Municipality's districts).
11. Members shall be students attending schools from grade 7 to 12.

12. The term for citizen youth appointees shall be one year and members may be reappointed to the Youth Council without limitations. Members who do not complete their term may be replaced, with their replacement finishing their term and being eligible for reappointment without limitations.
13. Citizen youth appointee terms shall commence November 1st.
14. Each year, a request for expressions of interest will be advertised using appropriate media to reach youth. Municipal Council will appoint Youth Council members for the new term prior to the end of October each year.
15. A Chairperson shall be elected yearly from their peers on the Youth Council.

Meetings

15. Meetings will be scheduled by the *Chairperson*, in consultation with staff and fellow members.
16. The Youth Council will meet quarterly or as required. Each month a member of the Youth Council will attend a Municipal Council regular meeting.
17. All meetings are open to the public. If local organizations wish to present to the Youth Council, they must inform the Chairperson of their presentation plans and receive approval prior to the meeting.
18. All members of the Youth Council are required to notify the Chairperson if they are to miss a meeting. If two meetings are missed without regrets sent, the Youth Council will discuss attendance improvement for that individual.

****Taken from our Policy on Citizen Appointments***

1. *This Policy is entitled the "Policy on Citizen Appointments" and applies to all appointments of persons to committees of, or created by, Municipal Council and all appointments by Council to committees or governance boards of other organizations (such as the Cumberland Regional Development Authority, the Police Services Advisory Committee, the Cumberland Senior Care Corporation Board, Wellfield and Planning Advisory Committees, etc.), hereinafter referred to as "Citizen Appointments". This Policy does not apply to the appointment of Councillors to committees or boards, whether of Council or otherwise.*
2. *All Citizen Appointments shall be made or approved by Council on such terms and conditions as Council may determine.*
3. *The following terms and conditions shall apply to all Citizen Appointments unless Council specifically determines otherwise:*
 - a) *All Citizen Appointments are at the pleasure of Council and may be terminated at any time without notice or cause.*
 - b) *The term of all Citizen Appointments to Committees of Council shall be from the date of appointment until the end of the calendar year in which a municipal general election is held.*
 - c) *Citizen Appointments to boards or committees of other organizations shall be for the term set by that organization unless earlier terminated by Council.*
 - d) *All Citizen Appointments must have their primary residence in the Municipality. If a citizen Appointment moves their primary residence outside the Municipality their Appointment shall cease immediately unless Council determines otherwise.*
 - e) *Citizen Appointments shall be reimbursed their travel expenses to and from meetings at the same rate, and on the same terms and conditions, as Councillors. Travel expenses for other purposes related to the Appointment will be paid by the Municipality at the Municipality's standard rates, if approved in writing, in advance, by the Municipality's CAO. Citizen Appointments shall be paid an honorarium for each meeting of the committee or board that they attend. The honorarium shall be \$50.00 for each meeting lasting three hours or less, and \$100.00 for meetings lasting more than three hours.*

Annotation for Official Policy Book

Date of Notice of Intent: _____

Date of Date of ad of Adoption by Council: _____

I certify this Policy was adopted by Council and published as indicated above.

Municipal Clerk

Date

DRAFT



COMMITTEE OF THE WHOLE

CDR #13

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: November 17, 2021

SUBJECT: Rodent and Raccoon Control Policy

ORIGIN: Staff received a request from Council to create a Policy which would govern the Municipality's rodent and raccoon control activity on properties owned or leased to the Municipality or that are subject to a Dangerous and Unsightly Order.

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.

RECOMMENDATION: That the Rodent and Raccoon Control Policy be forwarded to the November 24, 2021 meeting of Council for consideration.

BACKGROUND: In 2021 the Municipality encountered numerous complaints regarding 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. Council had requested staff to better define the level of service with a policy on the issue.

DISCUSSION:

In summary the policy as drafted makes it clear that unless the rodent/raccoon issue is on a municipally owned or leased property or relates to a property on which there is a Dangerous or Unsightly Premise order, the responsibility for dealing with the pests will be with the property owner.

This Policy has 4 key principles which are:

Accountability

Efficacy

Health and Safety

Sustainability



COMMITTEE OF THE WHOLE

CDR #13

Date: November 17, 2021

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

FINANCIAL IMPLICATIONS: During the past 6 months the Municipality has over \$15,000 in pest control costs in responding to rodent related complaints. The policy as drafted will ensure that Municipal resources will only be used on the properties described in it. It is expected that Municipal expenditures would decrease as a result.

ENVIRONMENTAL IMPLICATIONS: The Municipality will use strategies that minimize negative effects to non-target organisms

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

ALTERNATIVES:

- 1) Direct staff to make amendments to the Policy and then be brought back to a future meeting.
- 2) Decline to enact a policy. This will leave the level of service unclear.

ATTACHMENTS: Draft Rodent and Raccoon Control Policy

Report prepared by: S. Hoeg-Eaton

Report and Financial approved by: n/a

Title

1. This Policy is entitled the “Rodent and Raccoon Control Policy”.

Legislative Authority

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.

Policy Statement

3. 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 Unsanitary 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 Unsanitary 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.

Purpose

4. 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.

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, where possible, that minimize negative effects to non-target organisms and preventing the development of pesticide resistant pest populations.

Annotation for Official Policy Book

Date of Notice of Intent:
Date of Date of ad of Adoption by Council:

I certify this Policy was adopted by Council and published as indicated above.

Municipal Clerk

Date



COMMITTEE OF THE WHOLE

CDR #11

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Steve Ferguson

DATE: November 17, 2021

SUBJECT: **Amending the Noise By-Law to Further Regulate or Prohibit Fireworks**

ORIGIN: Council directed staff to prepare a report considering amendments to the Municipality's Noise By-Law that would add restrictions or prohibit the use of fireworks.

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 170 to 172 of the same Act. Sections 2, 9A, 14A, and 47 are also relevant.

The MGA contains the following specific provisions regarding noise by-laws:

172 (1) A council may make by-laws, for municipal purposes, respecting

(d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws

(i) prescribing a distance beyond which noise shall not be audible,

(ii) distinguishing between one type of noise and another,

(iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,

(iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited,

(v) authorizing the granting of exemptions in such cases as the by-law provides,

(vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;

RECOMMENDATION/DIRECTION SOUGHT: That Council provide direction to on the specific days and hours they wish to specifically prohibit the use of fireworks, with exceptions for specified holidays.



COMMITTEE OF THE WHOLE

CDR #11

Date: November 17, 2021

BACKGROUND: The Municipality's current Noise By-Law prohibits the use of fireworks every day before 6:00 pm and after midnight, except:

- “...in connection with any organized traditional, festive or religious activity celebrating:
- (a) Canada Day;
 - (b) New Year's Eve; or
 - (c) recognized religious holidays;”

Staff have reviewed the Noise by-laws of 26 other municipalities in Nova Scotia. Of those, 17 do not specifically mention fireworks, although most of them do restrict noise above certain decibel levels (45 – 75) that would likely apply to fireworks at close range.

Of the nine other municipalities sampled that do specifically regulate fireworks (HRM, CBRM, Stewiacke, Shelburne, Digby, Barrington, Argyle, Annapolis, and Antigonish) most allow them to be used between 6:00 pm and 11:00 pm or midnight, and those time limits do not apply on Canada Day, New Years Eve, or “recognized religious holidays”.

DISCUSSION: If Council wishes to prohibit the use of fireworks in the Municipality, that can be done. If Council wishes to shorten the length of time each day that fireworks can be used, or to limit their use on the days when their use is currently unrestricted, those changes can also be put in place.

Enforcement of noise by-laws is difficult, especially if the duration of the problem is short. Prohibitions can be effective however, if the disturbance continues for a period of time or if it is regularly repeated. Council should consider whether the by-law will be enforced by the RCMP or Municipal By-Law Enforcement Officers. Either way, enforcement will be difficult given the distance officers will often have to travel. In the past, enforcement has been done by the RCMP.

FINANCIAL IMPLICATIONS: None, unless the Municipality wishes to have Municipal By-Law Enforcement Officers devote time to this issue.

ENVIRONMENTAL IMPLICATIONS: Smoke and noise from fireworks can be seen as a type of pollution.

HOW WILL IT BE COMMUNICATED? If Council decides to proceed, the proposed changes would be advertised, and there would be a Public Hearing before 2nd reading. If the changes are adopted, they will have to be published before they come into force. The Municipality would likely also want to conduct some sort of public education program around the new rules in order to encourage voluntary compliance.



COMMITTEE OF THE WHOLE

CDR #11

Date: November 17, 2021

ALTERNATIVES: Leave the Noise By-Law as it is.

ATTACHMENTS: Current MCC Noise Bylaw

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

Noise By-Law

Whereas section 172(1)(d) of the Municipal Government Act empowers Municipalities to make by-laws respecting “nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances including noise...”

And whereas it is the wish of Council to use that power to protect people and individuals from being unreasonably disturbed by noise:

1. This By-Law is entitled the “Noise By-Law”.
2. In this By-Law:
 - (1) “emergency response personnel” includes police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
 - (2) “fireworks” means any article containing a combustible or explosive composition or any substance or combination of substances prepared for, capable of, or discharged for the purpose of producing pyrotechnical display which may or may not be preceded by, accompanied with, or followed by an explosion, or an explosion without any pyrotechnical display, and includes (but is not limited to) roman candles, sky rockets, pinwheels, batteries, barrages, bottle rockets, cannon crackers, mines, squibs, torpedoes and firecrackers;
 - (3) “Municipality” means the Municipality of the County of Cumberland;
 - (4) “point of reception” means any point on premises containing a dwelling unit where sound, originating from other premises, including other dwelling units, is received; and
 - (5) “public address system” means any system comprised of one or more of the following and in any combination: loudspeaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound.

Municipality of Cumberland By-Law 09-01

Prohibitions and Interpretations

3. No person shall engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighborhood. For the purpose of this section, evidence that one person is unreasonably disturbed by a noise is prima facie evidence that the neighborhood is unreasonably disturbed by the noise.
4. Without limiting the generality of section 3, the activities or noises listed in Schedule “A” during the prohibited times as set out therein are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighborhood if the sound resulting from the activity is audible at a point of reception.

Fixed Exemptions

5. This By-Law does not apply to:
 - (1) emergency response personnel engaged in the execution of their emergency response duties; or
 - (2) persons acting at the request of emergency response personnel during an actual or apparent emergency condition;
 - (3) persons involved in the repair of essential services such as electrical power, sewer systems, water distribution, and telephone services.and, without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.
6. Notwithstanding any other provisions of this By-Law, this By-law shall not apply to or prohibit:
 - (1) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
 - (a) Canada Day;
 - (b) New Year’s Eve; or
 - (c) recognized religious holidays;
 - (2) the emission of sound in connection with calls to worship, ringing of bells at places of religious worship;
 - (3) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, Nova Scotia Power Incorporated, and telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties between 6:00am and 11:00pm in the day;

Municipality of Cumberland By-Law 09-01

- (4) noise caused by lawfully operating commercial, power generating, forestry, fishing or agricultural activity, or construction activity pursuant to a valid building permit;
- (5) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres except between 1:00am and 6:00am;
- (6) noises from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities funded, sponsored or sanctioned by the Federal or Provincial government or the Municipality.

Grant Of Exemptions By Council

7. Any person may make application to Council to be granted an exemption from any of the provisions of this By-Law with respect to the emission of the noise from an industrial, institutional, commercial or community activity for which that person might otherwise be prosecuted. Council, by resolution, may refuse to grant the exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption so granted shall:
 - (1) specify a time period of not greater than two years during which the exemption shall be effective;
 - (2) shall be confirmed in writing by the CAO before becoming effective; and
 - (3) shall include such terms and conditions as Council deems appropriate.
8. In deciding whether or not to grant an exemption under section 7 or in determining terms or conditions of the exemption, Council shall give consideration to:
 - (1) the social or economic benefit of the proposed activity to the Municipality;
 - (2) the volume, nature, duration and consistency of noise emission from the proposed activity;
 - (3) the proximity and nature of abutting or adjacent land uses;
 - (4) the hours of operation of the proposed activity; and
 - (5) any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.
9. Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this section but all other exemptions, renewals of exemptions, or amendments expanding the scope of an exemption shall only be granted after a public hearing at which Council shall give the applicant and any other person interested in the application an opportunity to be heard.

Municipality of Cumberland By-Law 09-01

10. Applications for an exemption for an activity of less than 48 hours duration may be approved by the Municipality's Chief Administrative Officer on behalf of the Municipality following the same conditions and considerations set out in the preceding sections.
11. Advance notice of the time, date and purpose of a public hearing pursuant to section 9, shall be mailed by the applicant to the assessed owner or owners, as shown in the records of the Municipality, of each property which contains a building located within 150 meters of the property which will be the subject of the hearing, except that where the exemption is sought for an outdoor event not conducted at a fixed location, notice may be given by advisement in a local news paper of general circulation. Notices or advertisements required by this section shall be mailed or published, respectively, not less than 10 days before the hearing.
12. Any contravention of the terms or conditions of an exemption pursuant to section 7 shall constitute a contravention of this By-Law. In addition to any other available remedies for such contravention, the CAO may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption.
13. Any exemption pursuant to section 7 shall be reviewable by Council at any time upon 7 days notice to the person exempted, and Council is free to revoke, suspend or restrict the exemption with or without cause, having regard to the criteria set forth in section 8, without giving notice to adjacent owners in accordance with section 11.

Penalty

14. Any person who contravenes any provision of this By-Law is punishable on summary conviction by a fine of not less than \$200.00 and no more than \$2,000.00 and to imprisonment of not more than 14 days in default of payment thereof.
15. Any person who contravenes sections 3, 4 or 12 of this By-Law and who is given notice of the contravention pursuant to the Municipality's Payment in Lieu of Prosecution Policy may pay to the Municipality at the place specified in the notice, the sum of \$100.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

Municipality of Cumberland By-Law 09-01

Schedule "A"

Part 1: Activities prohibited at all times:

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order that has not been altered and in constant operation.
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance.
3. The detonation of explosive devices not used in construction or quarrying.
4. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation
5. The operation of any public address system, television set, radio, disc player, tape deck, phonograph or other electronic sound reproduction or amplification system, if the resulting sound is audible beyond the bounds of the property where it is being created.

Part 2: Activities prohibited between ½ hour after sunset and ½ hour before sunrise:

1. The discharge of firearms except while legally destroying nuisance wildlife under the authority of a valid permit issued by the Nova Scotia Department of Natural Resources pursuant to section 28 of the Wildlife Act, or within a firing range designated under the Canadian Firearms Act.

Part 3: Activities prohibited any day before 6:00 pm and after Midnight:

1. The detonation or use of fireworks.

Part 4: Activities prohibited any day before 6:00 am and after 10:00 pm:

1. The operation in the outdoors of any power tool for domestic purposes other than snow removal.
2. The operation of a chainsaw for any domestic purpose.
3. Yelling, shouting or screaming.

Municipality of Cumberland By-Law 09-01

Clerk's Annotation For Official By-Law Book

Date of first reading: May 20, 2009

Date of advertisement of Notice of Intent to Consider: June 10, 2009

Date of second reading: June 24, 2009

Date of advertisement of Passage of By-Law: July 23, 2009

Date of mailing to Minister a certified copy of By-Law: July 14, 2009

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

Municipal Clerk

Date

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



COMMITTEE OF THE WHOLE

CDR #12

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Steve Ferguson

DATE: November 9, 2021

SUBJECT: OPEN AIR BURNING – CONSOLIDATION OF BY-LAWS

ORIGIN: The former By-Law and Policy Committee requested that staff investigate consolidation of the Municipality’s Open Air Burning By-Law with those of the former towns of Springhill and Parrsboro.

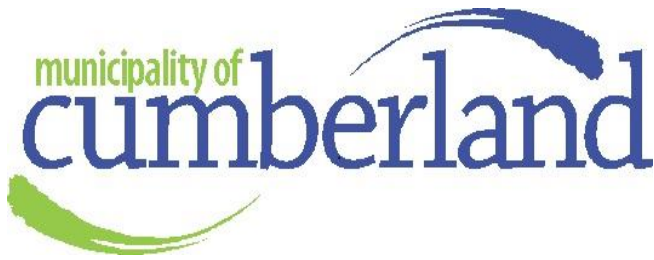
LEGISLATIVE AUTHORITY: The procedures to be followed when adopting, amending, or repealing by-laws are found in sections 168 and 169 of the MGA. The powers of municipalities to regulate activity through by-laws are set out in sections 170 to 172 of the same Act. Sections 2, 9A, 14A, and 47 are also relevant.

Section 172 of the MGA contains the following specific provisions that apply to burning and fires:

“172 (1) A council may make by-laws, for municipal purposes, respecting
(a) the health, well being, safety and protection of persons;
(b) the safety and protection of property;
(d) nuisances, activities and things that, in the opinion of
the council, may be or may cause nuisances, including noise, weeds,
burning...”.

RECOMMENDATION: That a Bylaw to amend the Open Air Burning By-Law (reflecting the amendments in the attached draft) be forwarded to the November 24, 2021 meeting of Council for first reading.

BACKGROUND: In the summer of 2021 the Springhill Fire Department indicated that it was having trouble enforcing the Fires and Burning By-Law of the former Town (which prohibits “out of doors” burning), as the Municipality’s Open Air Burning By-Law allows open air burning. The former By-Law and Policy Committee requested that staff investigate a consolidated by-law that would include the relevant provisions of the former towns’ by-laws.



COMMITTEE OF THE WHOLE

CDR #12

Date: November 17, 2021

The current Open Air Burning By-Law of the Municipality allows open air burning under specified conditions, including separation distances from property boundaries and structures on other properties.

The Fires and Burning By-Law of the former Town of Springhill (attached), which is still in force, prohibits any type of burning "out of doors" (defined), except for barbeques and special burning permits.

We could not find any relevant by-laws for the former Town of Parrsboro.

DISCUSSION: The simplest way to fulfill the request of the Committee is to add a section to the Municipality's by-law that specifically prohibits open air burning within the community of Springhill. That is what we have done with the attached draft amended Open Air Burning By-Law. There is no reference to Parrsboro, as we are not aware of any relevant by-law there. The draft amended By-Law therefore brings some regulation in Parrsboro, where there was none, although open air fires would still be permitted there. In Springhill open air burning would be prohibited (as it is now) and enforcement would hopefully be a bit easier.

It is well within Council's authority to consider more or less regulation of burning in specific parts of the Municipality or the entire municipality should it wish to provide further direction. Allowing open air burning in built-up and densely populated areas of the Municipality can be a nuisance and safety concern for adjoining property owners.

FINANCIAL IMPLICATIONS: It is not anticipated that changes to these regulations would have any significant financial implications.

ENVIRONMENTAL IMPLICATIONS: Open air burning for property maintenance or disposal of waste does unnecessarily release greenhouse gases, noxious gases, and particulates, and should therefore continue to be restricted, however small campfires are probably not a significant environmental concern.

HOW WILL IT BE COMMUNICATED? A public education program around the new rules in order to encourage voluntary compliance.

ALTERNATIVES:

1)The Bylaws can be left as they are, and the Springhill Fires and Burning By-Law can be given more prominence on the Municipality's website to facilitate compliance and enforcement.



COMMITTEE OF THE WHOLE

CDR #12

Date: November 17, 2021

2)The Open Air Burning By-Law could be amended to specifically exclude Springhill, and at the same time a new by-law that would only apply to Springhill could be developed and adopted.

ATTACHMENTS: Draft amended Open Air Burning Bylaw and Springhill Fires and Burning By-Law.

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

Open Air Burning By-Law

General

1. This By-Law is entitled the “Open Air Burning By-Law.”
2. The purpose of this By-Law is to prohibit open air fires which are hazardous, or which pose a threat to public safety. The By-Law is also intended to prevent nuisance associated with open air burning in densely populated areas.
3. In this By-Law:
 - a. “fire chief” means a fire chief, fire captain or chief officer of a fire department, brigade or company or other person designated by such person in and for the applicable fire protection district or area;
 - b. “fire department” means a Volunteer Fire Company approved by the Council of the Municipality of Cumberland;
 - c. “open air” means anywhere that is not fully enclosed by a building;
 - d. “open air fire” does not include a fire in an appliance which is designed and being used to burn propane, natural gas, charcoal or wood for the purpose of cooking food; and
 - e. “recreational outdoor wood burning appliance” means an appliance that is designed to contain a small fire for recreation and entertainment purposes and includes an outdoor fireplace, an outdoor dome fireplace, a fire pit, a fire bowl and a chimney, but does not mean an appliance that is designed or used to provide heat to a building.

Open Air Fires

4. No person shall light, ignite or start or allow or cause to be lighted, ignited or started, or add fuel to, or otherwise permit or encourage to burn a fire of any kind whatsoever in the open air except as permitted under section 5.
5. Notwithstanding any other provision of this By-Law, no person shall light, ignite or allow or cause to be lighted, ignited or started, or add fuel to, or otherwise permit or encourage a fire of any kind in the open air within the community of Springhill.
6. Except as may be otherwise prohibited by law, provided all necessary provincial permits are obtained, the Nova Scotia Department of Natural Resources has not

Municipality of Cumberland By-Law XX-XX

issued a ban on open air burning and some method of fire suppression is directly accessible, an open air fire is permitted:

- a. if the burning is carried out pursuant to and in strict compliance with a current, valid Burning Permit issued by the Nova Scotia Department of Natural Resources provided:
 - i. the fire is located at least 30 meters from all adjacent properties;
 - ii. the fire is authorized by the owner of the property where the fire is situated;
 - iii. the fire is not started or permitted to continue when the wind is blowing with sufficient velocity to jeopardize the ability of the person responsible to control the fire;
 - iv. the fire is not left unattended;
 - v. the fire is not fueled by, or allowed to burn anything except wood, brush and vegetation or byproducts thereof;
 - vi. any smoldering embers from the fire are extinguished after the burning is complete; and
 - vii. the fire does not appear to be getting out of control and has not gotten out of control.
- b. for training purposes, or as a preventative measure intended to reduce the risk or spreading of a more serious fire, if the burning is carried out or directly supervised by a fire department;
- c. for agricultural purposes, provided all provincial requirements are met;
- d. by a person lost or in distress in a wooded area, if reasonable precautions are taken against the spreading of the fire;
- e. in a recreational outdoor wood burning appliance, provided the manufacturer's instructions for installation and use are followed;
- f. for a campfire not exceeding 75 centimeters in width at the largest point, and not piled higher than 45 centimeters, provided:
 - i. the fire is located at least 9 meters from a dwelling located on another property,

- ii. the fire is not within 6 meters of another property, unless the fire was started with the express written consent of the owner and occupant of such other property;
 - iii. the fire is authorized by the owner of the property where the fire is situated;
 - iv. the fire is not started or permitted to continue when the wind is blowing with sufficient velocity to jeopardize the ability of the person responsible to control the fire;
 - v. the fire is not left unattended;
 - vi. the fire is not fueled by, or allowed to burn anything except wood, brush and vegetation or byproducts thereof;
 - vii. any smoldering embers from the fire are extinguished after the burning is complete; and
 - viii. the fire does not appear to be getting out of control and has not gotten out of control; and
- g. for a campfire not exceeding 120 centimeters in width at the largest point, and not piled higher than 60 centimeters, provided:
- i. the fire is located at least 30 meters from all adjacent properties;
 - ii. the fire is authorized by the owner of the property where the fire is situated;
 - iii. the fire is not started or permitted to continue when the wind is blowing with sufficient velocity to jeopardize the ability of the person responsible to control the fire;
 - iv. the fire is not left unattended;
 - v. the fire is not fueled by, or allowed to burn anything except wood, brush and vegetation or byproducts thereof;
 - vi. any smoldering embers from the fire are extinguished after the burning is complete; and
 - vii. the fire does not appear to be getting out of control and has not gotten out of control.

Municipality of Cumberland By-Law XX-XX

7. A fire chief may extinguish or order to be extinguished any open air fire, if in the opinion of the fire chief the fire is not in compliance with any requirement set out in section 5 of this By-Law.

Penalties

8. Any person who contravenes section 4 or 5 of this By-Law is guilty of an offence punishable on summary conviction by a fine of not less than \$200 and not more than \$10,000.
9. Any person who contravenes section 4 or 5 of this By-Law and who is given a Notice of the By-Law violation by the Municipality's By-Law Enforcement Officer in accordance with the Municipality's Payment in Lieu of Prosecution Policy may pay to the Municipality, at the place specified in the Notice, the sum of \$100 within 14 days of the date of Notice and shall thereby avoid prosecution for that contravention.
10. Any person who contravenes section 4 or 5 of this By-Law and thereby causes a fire department to be dispatched shall upon conviction pursuant to section 7 of this By-Law be subject to a penalty of \$500 in addition to any fine imposed to defer the cost associated with dispatching a fire department.
11. On the effective date of this By-Law any previous Open Air Burning By-Laws of the Municipality and the former Town of Springhill are repealed.

<u>Clerk's Annotation For Official By-Law Book</u>	
	Date of first reading: _____
Date of advertisement of Notice of Intent to Consider: _____	Date of final reading: _____
*Date of advertisement of Passage of By-Law: _____	Date of mailing to Minister a certified copy of By-Law: _____
I certify that this OPEN AIR BURNING BY-LAW was adopted by Council and published as indicated above.	

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

DRAFT

TOWN OF SPRINGHILL

FIRES AND BURNING OF MATERIALS BY-LAWS

1. This By-Law shall be known as the Fires and Burning By-Law

DEFINITIONS

2. In this By-Law, "Out of doors" means anyplace on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning out of doors.

FIRES AND BURNING OF MATERIALS

3. No person shall ignite, set fire to or burn any materials, articles or substances whatsoever, out of doors, within the limits of the Town of Springhill, except as provided by this By-Law.

EXCEPTION FOR BARBECUES

4. This By-Law shall not apply to the setting on fire or burning of charcoal or other flammable materials commonly used for the purpose of a barbecue or similar outdoors cooking, when intended only for the purpose of food preparation.

SPECIAL BURNING PERMIT

5. The Fire Chief may, from time to time, issue a special permit to an applicant and may prescribe within the permit:
 1. The number of people required to supervise the burning;
 2. The conditions under which the fire may be set;
 3. The types of materials that will be permitted to be burned;
 4. The hours and days on which burning shall take place;
 5. The location at which the fire may be set.

PENALTY

6. Any person who violates or contravenes any of the provisions of this By-Law shall, upon conviction thereof, be subject on summary conviction to a fine or not less than one hundred dollars, in accordance with section 505(2) of the Municipal Government Act.

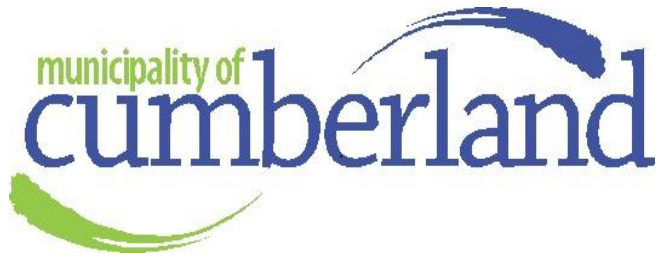
EXCEPTION

7. This By-Law shall not apply to persons acting directly under the authority of the fire chief of the Springhill Fire Department in the performance of his duties.

REPEAL

8. All Fires and Burning of Materials By-Laws of the town now in force are hereby repealed and this By-Law therefore law substituted therefore.

Donald J. Zuber
May 27, 2008



CUMBERLAND COUNCIL
Agenda Submission #5
Date: November 17, 2021

TO: CAO and Municipal Clerk
SUBMITTED BY: Mayor Scott
DATE: November 17, 2021
SUBJECT: Land Use By-Law Setbacks

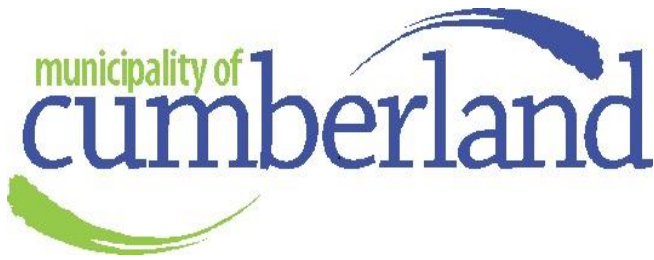
ITEM / ISSUE: Set back requirements of building in the Municipality of Cumberland may be too stringent.

BRIEF SUMMARY: I have been receiving many calls expressing concerns that the setbacks required to build are prohibitive and are stifling development.

OUTCOMES: I would like to see options to consider for changes to setbacks/lot size to encourage development. To begin that discussion, I'd like to have a briefing from staff on the current situation.

DIRECTION/MOTION TO CONSIDER: A motion to direct staff to provide a briefing on the current setbacks, in all zones, included in our current Land Use By-Law.

ATTACHMENTS: There are no attachments.



COMMITTEE OF THE WHOLE

CDR #7

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Melanie Prendergast

DATE: *November 1, 2021*

SUBJECT: Cumberland Snowmobile Club Grant Request

ORIGIN: During this year's Budget process Council approved a grant for the Cumberland Snowmobile Club. The Club has now requested that they be allowed to use the funds for a purpose different than originally approved.

LEGISLATIVE AUTHORITY: The general authority for the Municipality to provide grants to community organizations is found in sections 2, 9A, and 14A of the Municipal Government Act.

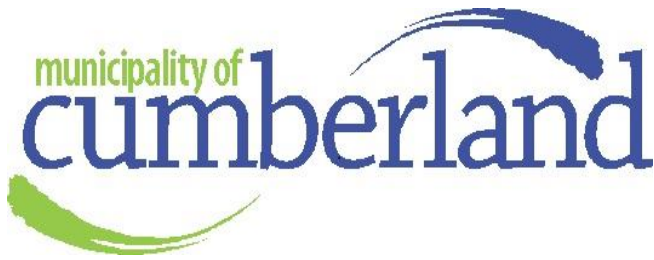
RECOMMENDATION: That the Cumberland Snowmobile Club's request to be permitted to use the approved \$5000 grant to replace the deck on the first bridge on Trail 30 be forwarded to the November 24, 2021 regular meeting of Council for consideration.

BACKGROUND: The Cumberland Snowmobile Club applied to the Municipality in March 2021 for \$10,000 towards a \$560,000 project to upgrade and repair the Tidnish Ketchum Cable Bridge. Council approved a grant in the amount of \$5,000. The grant was not paid out right away as some documentation required for the application was outstanding. That documentation has now been supplied, but a request to re-allocate the funds arrived at about the same time.

The Club has now requested permission to use the funds to replace the decking on a bridge on Trail 30 on Lynn Mountain. The budget for the new project is \$10,000. They have received a quote from Baxter Trucking (attached) in the amount of \$8,200 to remove and dispose of the old decking and supply the new decking and related materials. They plan to spend \$3200 of their own funds and to donate \$1800 worth of in-kind labour. The balance of the cost would be covered by the Municipality's grant.

The Club has provided photographs of the bridge surface showing it to be quite worn. One plank is missing entirely.

DISCUSSION: The Municipality's grant guidelines require that funds be used for the project or activity proposed in the grant application in order to ensure that the Municipality and grant recipients are accountable for taxpayer dollars.



COMMITTEE OF THE WHOLE

CDR #7

Date: November 17, 2021

FINANCIAL IMPLICATIONS: The \$5000 for the original project was approved in June 2021 and the fund have been earmarked for the Cumberland Snowmobile Club since. If this request is denied, the funds will return to the Regional grant funds.

ENVIRONMENTAL IMPLICATIONS: N/A

HOW WILL IT BE COMMUNICATED? By email to the organization's contact person as well as a letter sent in the mail. Pursuant to the Municipality's Grant Disclosure Policy, the public will be informed of the grant through the Municipal Newsletter and Website.

ALTERNATIVES: Decline the request

ATTACHMENTS: Quote from Baxter Trucking.

Report prepared by: Melanie Prendergast
Report and Financial approved by:

Baxter Trucking Ltd
 514 Ripley Rd
 Truemanville, Nova Scotia B4H 3Y2
 Canada
 baxter.trucking@xplornet.ca

QUOTE

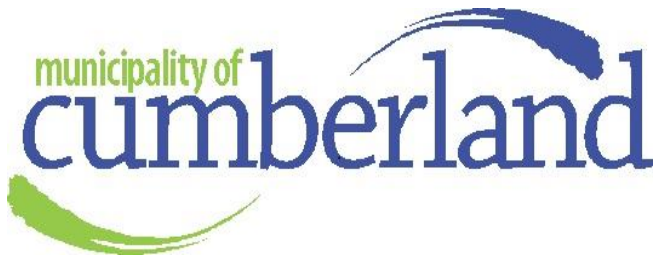
Quote No.: 751
 Date: 09/15/2021
 Page: 1
 Ship Date:

Sold To:
Cumberland Snowmobile Club
 514 Wyvern Rd
 Collingwood, NS

Ship To:
 Cumberland Snowmobile Club
 514 Wyvern Rd
 Collingwood, NS

Business No.: 877492918

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount	
	1		Bridge on trail 30 Lynn Mtn	H			
			Remove old decking, load & truck debris to appropriate dump site...equipment & tipping fees included	HI	2,000.00	2,000.00	
	1		treated lumber for decking, nails & spikes	HI	5,000.00	5,000.00	
	1		tidy up approaches, includes necessary aggregate material & equipment	HI	1,200.00	1,200.00	
			Subtotal:			8,200.00	
			HI - HST @ 15%, included				
			HST		1,069.56		
Baxter Trucking Ltd HST: #877492918							
Shipped by							
Comments Thank You! Quote Valid for 5 days from issue date & subject to supply fluctuations						Total Amount	8,200.00
Sold By:							



COMMITTEE OF THE WHOLE

CDR# 14

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Melanie Prendergast

DATE: November 2, 2021

SUBJECT: River Hebert, Joggins and Area Development Association Grant Request for Christmas Hampers Project

ORIGIN: The River Hebert/Joggins and Area Development Association has applied for a Regional Grant to cover 50% of the cost of food gift cards for the annual Christmas hamper project.

LEGISLATIVE AUTHORITY: The general authority for the Municipality to provide grants to community organizations is found in sections 2, 9A, and 14A of the Municipal Government Act.

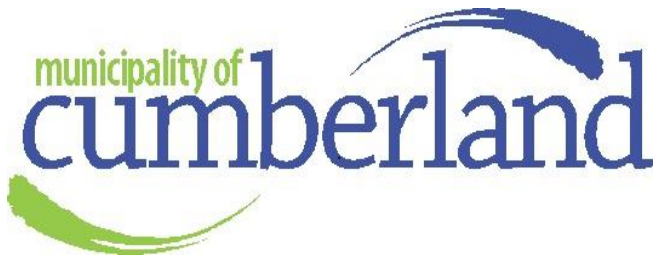
RECOMMENDATION: That a Request for a Regional Grant of \$2,500 to the River Hebert, Joggins and Area Development Association for their 2021 Christmas hamper project be forwarded to the November 24, 2021 regular meeting of Council for consideration.

BACKGROUND: The annual Christmas hamper project has provided meals for local families struggling during the holiday season for many years. In the past, they have helped approximately 70 families and expect that number may double this season. This project has always relied on donations from individuals and organizations within the community.

DISCUSSION: The total cost of the project is \$6305. They plan to fundraise \$2500 and will provide \$1305 worth of in-kind. They are requesting assistance for the remaining \$2500.

The County has provided grants of \$2000 for many consecutive years for this project. The extra \$500 that the Association is requesting this year is to help cover the predicted increase of those in need, as more people are laid off or suffering job losses due to the pandemic.

For the last several years, rather than giving actual food baskets which they previously did, they have given Superstore gift cards valued at \$50 each. They plan to do the same this year or they may possibly lower the dollar amount of each gift card to accommodate more families.



COMMITTEE OF THE WHOLE

CDR# 14

Date: November 17, 2021

FINANCIAL IMPLICATIONS: There is a balance of \$17,292.50 remaining in the grant reserves.

ENVIRONMENTAL IMPLICATIONS: N/A

HOW WILL IT BE COMMUNICATED? By email to the organization's contact person as well as a letter sent in the mail. Pursuant to the Municipality's Grant Disclosure Policy, the public will be informed of the grant through the Municipal Newsletter and Website.

ALTERNATIVES: N/A

ATTACHMENTS: None. Application can be provided upon request.

Report prepared by: Melanie Prendergast
Report and Financial approved by:

For office use only:
 Reviewed by: _____
 Recommendation: _____



GRANTS TO NON-PROFIT ORGANIZATIONS APPLICATION FORM

The grant application process is an important tool to permit diligent use of the Municipality's financial resources. This process is intended to provide the information necessary for the Municipality to properly evaluate and rank projects for funding.

Grants will only be given to those organizations where there is a clearly demonstrated financial need.

**In this application the word "project" will be used in place of the project, activity, facility, or event you are applying for.*

Please note: If your organization received funds from the Municipality in the past three years, a new application will only be considered if have you completed the mandatory Final Project Report Form which can be found here: <https://cumberlandcounty.ns.ca/grant-opportunities.html>

GENERAL INFORMATION

All applicants must be registered with the Nova Scotia Registry of Joint Stock Companies (or equivalent).

Who are you registered with? *Nova Scotia Registry of Joint Stocks (2076529)*

What is your organization's full registered name? *River Hebert/Joggins and Area Development Association*

Contact Person:
Charine Brown

Position:
Secretary

Full Mailing Address:
P.O. Box 212
River Hebert, N.S.
B0L 1G0

Phone: 902-297-3969
Alternate Phone:
E-mail Address:
charine.cbrown@gmail.com

Brief description of the organization's activities and mandate: *(Attach printed materials if available)*

Our organization's mandate is to preserve, improve and promote our unique area for the benefit and enjoyment of its residents and visitors.
 We are currently employed in the creation of a community centre which is expected to provide services for the physical and mental well-being of our residents.

Description of proposed project: *(Attach separate sheet if necessary)*

The annual Christmas hamper project has provided meals for families struggling during the holiday season. In the past, we have helped approximately 70 families and expect that the number may even double this season. Our contributions and yours may not be sufficient if that is the case.

FINANCIAL

***Please note that the deadline for all applications is March 31 if more than \$3,000 is requested**

Please indicate which category of grant this application applies to:

Capital construction, renovations & major repairs (must supply copy of deed or lease)

*Up to 50% of the total cost of project

Operation and maintenance

*Up to 20% of total annual operating costs, to a max of \$3,000

Programs

*Up to 30% of the total program budget, to a max of \$5,000

Special events and initiatives

*Up to 30% of the total cost, to a max of \$5,000

The Municipality has specific guidelines for each grant category listed. For full details such as eligibility, criteria and deadlines, please refer to: <http://www.cumberlandcounty.ns.ca/grant-opportunities.html>

NG

What is the total cost of your project?

\$ 6,305 (Specify a dollar amount)

NG

Amount of assistance requested from the Municipality:

\$ \$2,500 (Specify a dollar amount)

Total contribution made by your organization:

Cash: \$ _____

In kind (labour) \$15/hour X 87 # of hours = \$ 1305

In kind (professional services) \$25/hour X _____ # of hours = \$ _____

In kind (other*) \$ _____ / hour X _____ # of hours = \$ _____

Total Contribution (cash plus in kind) \$ _____ *Use this amount in your project budget (pg. 6)

*If using "other" in kind, please provide a justification of the hourly rate used.

<p>Please describe how your organization raises money. This project has always relied on donations from individuals and organizations within the community.</p>	
<p>Has the Municipality provided financial assistance for this project in the past? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, list when and the amount. Annually, in the amount of \$2,000</p>	
<p>If your organization received funds from the Municipality in the last three years, have you completed the mandatory Final Project Report Form which can be found here: https://cumberlandcounty.ns.ca/grant-opportunities.html Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	
<p>Please list all other grants that your organization has applied to for this project other than the Municipality of Cumberland.</p>	
<p>How will you fund this project if you do not receive a grant from the Municipality? As always, from the hearts and pockets of our community.</p>	
	/7

BENEFIT TO THE COMMUNITY	
<p>Will this project improve the health and well-being of residents? If so, please describe. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Christmas can be a bleak season for those in poverty, suffering layoffs, or job losses. A gift of this nature, though small, reminds them that the community is ready to help.</p>	
<p>Will this project attract visitors? If so, who and how many? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	

<p>Will this project focus on decreasing barriers (i.e. accessibility, financial, transportation, etc.)? If so, please describe. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> In our small way, the Christmas food gift cards may enable those in need to purchase 'extras' for Christmas celebrations. For some, it will go to augment their monthly food budget.</p>	
<p>Inclusivity can be described as including any member of society regardless of gender, income level, race, sexuality, age, disability, etc. Do you feel that your project is inclusive according to this description? If so, please explain. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> We do not discriminate in our giving. The only criteria is need.</p>	
<p>Will this project benefit local business? If so, please describe. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	
<p>If there are other benefits that your project will bring to the community, please describe.</p>	
	/6

PROJECT FEASIBILITY AND LIKELIHOOD OF SUCCESS	
<p>Why is it believed that this project will be successful? We have a long history of providing Christmas hampers and hope to continue to do so for many years.</p>	
<p>How many people are involved in implementing this project? Nine on the committee and at least three on distribution.</p>	
	/2

COMMUNITY SUPPORT

Please describe what you have done to determine the level of community support you have or will have for this project?

This program has the complete support of our community. It has become an institution, expected of us annually.

/1

LONG TERM SUSTAINABILITY

Does your organization have a history of successful projects? Please list.

We have supported this program for many years.
Our organization has promoted tourism through the successful completion of the Heritage Models Museum and the Log Cabin.
We have also contributed to the construction of the Medical Centre to promote the health of individuals within our community.
Currently, we are working on a Community Centre to promote the physical and mental health and safety of our residents.

How are you recruiting new members/volunteers?

We principally recruit through the enthusiasm of our volunteers who share their experience on social media and in face-to-face contact.

Does your organization foresee requiring funding from the Municipality every year to be able to remain operational?

Yes, we do.

/3

ORGANIZATIONAL PRACTICES

Is your budget available to the public?

Yes No

Are your financial statements available to the public?

Yes No

Do you hold an Annual General Meeting (AGM)?

Yes No

Do you have a written strategic plan (by any name)?

Yes No

/4

DETAILED PROJECT BUDGET

(A separate document may be used instead of this section
as long as all revenues and expenditures are included)

REVENUE:	
Fees or charges	
Membership	
Fundraising	\$2,500.00
Grant requested from Municipality	\$2,500.00
Grants requested from other sources	
Sponsorships	
Monetary contributions/donations	
"In kind" contributions (Enter amount from Page 2)	\$1,305.00
Other (specify)	
TOTAL REVENUES:	\$6,305.00

EXPENDITURES:	
Equipment & materials	
Transportation	
Facility rental	
Utilities	
"In Kind" (Enter amount from Page 2)	\$1,305.00
Other (specify)	\$5,000.00
Other (specify)	
Other (specify)	
TOTAL EXPENDITURES:	\$6,305.00

CHECKLIST:

The following checklist is to be used by the applicant and submitted with the application. If a listed item is not applicable to your application, it must be indicated as such.

Please attach the following:

- A copy of Deed or Lease if a capital application
- A financial statement for the organization from the previous year
- Supporting financial information for all current funds including surpluses and reserves along with copies of recent bank statements for all accounts.
- Organization's annual budget for upcoming/current year
- Detailed Budget for this project (a template is provided)
- Minutes from organization's most recent Annual General Meeting (AGM).
**If you do not have an AGM, please include the meeting minutes from your most recent meeting.*
- Copies of quotes for any goods or services to be purchased as part of this project
- Up to three letters of support for this project. How many are being submitted? _____

**Unless they are the same*

For office use only:

- Was the application received on time? Yes No
- Was the application complete? Yes No
- Has the applicant demonstrated financial need? Yes No
- Has the applicant accounted for previous grants from the County? Yes No

All complete applications will be evaluated based on the following criteria:

FINANCIAL (30%)	Pages 2-3	/7	x 4.29=
BENEFIT TO THE COMMUNITY (20%)	Page 3-4	/6	x 3.33=
PROJECT FEASIBILITY AND LIKELIHOOD OF SUCCESS (20%)	Page 4	/2	x 10.00=
COMMUNITY SUPPORT (10%)	Page 5	/1	x 10.00=
LONG TERM SUSTAINABILITY (10%)	Page 5	/3	x 3.33=
ORGANIZATIONAL PRACTICES (10%)	Page 5	/4	x 2.50=
TOTAL			



COMMUNITY CREDIT UNION

RIVER HEBERT JOGGINS & AREA DEV ASSOCIATION
 C/O BRUCE HEBERT
 1539 HWY 242 P.O. BOX 15
 RIVER HEBERT NS B0L 1G0

Contact us

COMMUNITY CREDIT UNION
 0857
 33 PRINCE ARTHUR STREET
 AMHERST, NS
 B4H 1V7
 P 902-667-7541

COMMON SHARES #20783-07-3 Joint: DEBORAH METHEREL

Date	Transaction Type	Item	Debit	Credit	Balance
Sep 01 21		Opening Balance			10.00
Sep 29 21	Equity share trnsfr			5.00	15.00
Sep 30 21		Closing Balance			15.00

SURPLUS SHARES #20783-08-3 Joint: DEBORAH METHEREL

Date	Transaction Type	Item	Debit	Credit	Balance
Sep 01 21		Opening Balance			45.00
Sep 30 21		Closing Balance			45.00

YOUR NON PROFIT CHEQ #20783-10-3 Joint: BRUCE HEBERT

Date	Transaction Type	Item	Debit	Credit	Balance
Sep 01 21		Opening Balance			148,517.83
	Mbr Direct Bill Pmt	NOVA SCOTIA POWER CONF#105048	438.64		148,079.19
	Clearing cheque	00000211	370.97		147,708.22
Sep 13 21	Clearing cheque	00000212	690.00		147,018.22
Sep 17 21	Clearing cheque	00000213	1,503.14		145,515.08
Sep 27 21	Clearing cheque	00000215	87.25		145,427.83
Sep 29 21	Clearing cheque	00000214	558.31		144,869.52
	Clearing cheque	00000216	17,216.05		127,653.47
	Equity share trnsfr		5.00		127,648.47
	Service charge		5.00		127,643.47
	Interest			6.00	127,649.47
Sep 30 21		Closing Balance			127,649.47
		Total	20,874.36	6.00	

fundraising #20783-20-3 Joint: BRUCE HEBERT

Date	Transaction Type	Item	Debit	Credit	Balance
Sep 01 21		Opening Balance			8,730.85
Sep 29 21	Interest			0.36	8,731.21
Sep 30 21		Closing Balance			8,731.21

ball park #20783-21-3 Joint: BRUCE HEBERT

Date	Transaction Type	Item	Debit	Credit	Balance
Sep 01 21		Opening Balance			2,055.29
Sep 29 21	Interest			0.08	2,055.37
Sep 30 21		Closing Balance			2,055.37

Lost or stolen debit cards call 1-888-277-1043.

Lost or Stolen Collabria Financial Credit Cards call 1-855-341-4643, outside Canada/Continental U.S call 647-252-9564 (collect).

Please examine your statement and notify your Credit Union within 30 days of any errors or omissions.



River Hebert/Joggins Development Association

Minutes of the Annual General Meeting

February 9, 2021, 7:00 PM

Members present:

P.J. White, Bruce Hebert, Deborah Metherel, Charine Brown, Larry Scopie
Eudora Ripley, Mike Corby, Dale Porter, Dale Quin, Wade Quin, Murray Scot,
Mark Joseph, Terry Hebert, Carson Ferriss, Ryan Ferriss, Sara Ferriss

Elections for office were held prior to meeting commencement and all members of the executive were returned by acclamation. In addition, Larry Scopie was persuaded to stand as 2nd Vice Chair and Charine Brown offered to replace Jennifer Legere who stepped down in December as secretary. They were elected without opposition.

The chair, P.J. White, called the meeting to order and read the minutes of the January meeting, prepared by Deborah Metherel. Larry Scopie moved they be accepted as read, seconded by Dale Porter, motion carried.

Treasurer, Deborah Metherel, read the treasurer's report. There being no errors or omissions, Larry moved they be accepted as read. Seconded by Eudora Ripley.

Fund raising chair, Carrie Lee, was absent. Deborah reported that there are currently no fundraising activities underway.

The following agenda items were discussed:

1. Naming the Community Centre. Several suggestions were put forward, among them a contest through the school and possibly seeking corporate sponsorship. Sara Ferriss offered to propose the idea of a contest at the next school staff meeting on February 17th, and Murray Scott offered to pursue the possibility of Explornet sponsorship. Discussion followed in which it was determined that the size of our catchment area and the need for the name to be meaningful to the community we serve should be considered when arriving at a name. The issue remains pending.
2. Renovations. P.J. proposed we seek more quotes since those received are quite high. Some contractors seem eager for the work and at least one has declined due to prior negative experience with the County. All agreed with the chair that the practice of hold backs is reasonable to ensure that projects are completed promptly and to code. Ryan Ferriss asked what work could be done with volunteers. P.J. asked about permits and Dale offered to contact Dave Buell to get more information. P.J. will have Kent Harrison expand the washroom plans with detailed specifications.
3. Grant update. Deborah outlined the ongoing Credit Union Community Investment Grant application \$10 – 15,000 for student jobs and the Recreation Facility Development application for \$150,000. Charine will be working on grant applications with Vicki Weaver. Ryan Ferriss suggested that an ongoing lottery might be a good way to ensure continued funding and P.J. suggested he bring the idea to the next meeting when Carrie is in attendance. Since we live in a small community it was generally agreed that it is not a good idea to compete head to head with other organizations for their charitable donations.
4. Skating rink for Family Day. Percy's pond is working well as a skating rink so there is nothing planned for Family Day.
5. Ron Baker memorial donations. We agreed that some suitable construction should bear his name but came to no decision as to what that might be. Further discussions will take place with the family in the spring.

New business

Deborah pointed out that we still require an official phone number for the Association. The phone has not yet been removed although we are not paying for, or using the service at this time. Email has been set up, and Bruce Hebert will be setting up a Facebook page for the Centre.

The Minudie Heritage Association requested a letter of support for their grant proposals. Secretary to prepare.

The chair concluded discussion and Deborah reminded all to sign in.

Larry Scopie moved the meeting be adjourned, Terry Hebert seconded, and the motion was carried.

County Of Cumberland
Grants Programs

4683 Boars Back Rd.
River Hebert, NS B0L 1G0

October 27, 2021

To the Grant Committee of Cumberland:

I am writing to lend my support to the committee in charge of the Christmas Hampers. As a member of this community I see the needs.

As you know, the annual Christmas Hamper project has for many years provided meals for families struggling during the holiday season. In the past, they have helped approximately 70 families with \$50 grocery gift cards. This will barely provide any kind of meals for a family with the rise in prices. This year that number could double as people are laid off or suffering job losses due to the continuing pandemic. As small as this gift is, it will remind these families that the community cares and are ready to help. I'm asking if you could please increase the amount of the grant for the rising costs this year. Thank you for all you do.

Respectfully,
Jackie Gould

Heritage Models Association

To Whom It May Concern;

On behalf of Heritage Models Association I would like to show our support of the River Hebert, Joggins and Area Development Association in their application for a grant to provide funding to sponsor the Christmas Hamper Program.

The local Development Association does an admirable job of supporting worthy causes and Heritage Models commends them for their efforts.

The Christmas Hamper Program is a recognized service to this community and has been successfully helping deserving families enjoy a healthy Christmas dinner for many years.

It is my hope that you will consider the application and provide the funding as requested.

Sincerely,

Joy M. Gray . Oct. 27, 2021

Joy Gray,

Secretary, Heritage Models Association.

MEMORANDUM

TO: Mayor and Council

FROM: Gregory D. Herrett, CPA, CA
Chief Administrative Officer

DATE: **November 10, 2021**

RE: Pugwash Village Commission Request for Annual Recreation funding

You will find attached a letter from the Pugwash Village Commission expressing an interest in being considered to receive annual budgeted recreation funds to assist them in securing summer staff at an earlier date.

It is recommended that Council direct staff to refer this item to budget deliberations.



PO Box 220, 124 Water Street, Pugwash, NS, B0K 1L0
www.pugwashvillage.com
P: 902.243.2946 F: 902.243.2126

3rd November 2021

Mayor Murray Scott and Council
Municipality of the County of Cumberland
By e-mail

Dear Council,

The Village of Pugwash plans for a recreation program for the summer months annually.

The Village has a very limited budget and is thus heavily dependant on funding programs. These must be applied for every year with no guarantee that the application will be successful. The Municipality has been very generous in past years in always granting funds for a recreation program in Pugwash, as it does for other parts of the County. On the rare occasion that recreation staff has not been found, the grant has been returned to the Municipality.

We feel we often miss the opportunity of hiring qualified summer staff because we delay looking for staff until we are assured that we have the funding to help defray payroll costs.

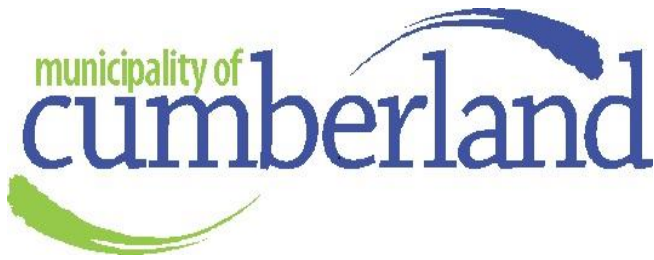
The recreation programs we offer serve users from a large part of Cumberland County. Children and adults of all ages from as far as Wallace, Oxford and Northport come to Pugwash to participate in recreation activities.

Therefore, so that the Village can start the hiring process early in the year with the assurance that funding will be available to help with payroll costs, the Village of Pugwash requests Council to guarantee an annual grant to the Village of Pugwash for recreation services.

Best regards,

Roger Mundle
Chair, Pugwash Village Commission

Cc Greg Herrett, Chief Administrative Officer



COMMITTEE OF THE WHOLE

CDR# 16

Date: November 17, 2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Justin Waugh-Cress

DATE: November 10, 2021

SUBJECT: Application for Divert NS Municipal Adoption Fund

ORIGIN: At the July 14, 2021 a motion was made directing staff to investigate the feasibility of apply for funding through Divert NS's Municipal Adoption Fund to install ReUse Centres at transfer stations.

LEGISLATIVE AUTHORITY: Nova Scotia Municipal Government Act Part XIII, "Solid-Waste Resource Management".

RECOMMENDATION: That Council direct staff to submit an application to the Municipal Adoption Fund for the installation of ReUse Centres at all three transfer Stations with the proviso that the final decision on the implementation of this new program would come back to Council for decision in the 22/23 budget process.

BACKGROUND: The Municipality Operated transfer stations that accept construction and demolition waste in Pugwash, River Hebert, and Advocate.

The Municipal Adoption Fund is a program managed by Divert NS. Divert NS is a not-for-profit corporation that supports recycling in Nova Scotia. The Municipal Adoption Fund provides support to municipalities that "wish to adopt a waste diversion program previously established in Nova Scotia." The implementation of a ReUse Centre is a type of project identified as a program the Municipal Adoption Fund would support. The Municipal Adoption Fund provided a minimum of 50% of the eligible costs of a project. This program is continuous intake, there is no deadline to submit applications.

DISCUSSION: The purpose of a ReUse Centre is to divert materials that could serve useful purpose from landfills. Applying this concept to the operation of the existing transfer stations that accept primarily construction and demolition waste could result in the diversion of some materials from the landfill.

A suggested model of this would be to install sheds at all three transfer stations near the attendant shelter with a garage door that can be secured outside of operating hours. This



COMMITTEE OF THE WHOLE

CDR# 16

Date: November 17, 2021

space would be made available to store materials being brought to the site that are suitable for reuse.

The intent of these centres would be to operate passively with only minor commitment of staff time (less than 4 hours per month). Clear rules of use would have to be put in place and communicated to users of the site.

FINANCIAL IMPLICATIONS: The Municipal Adoption Fund covers 50% of eligible costs. A prefabricated 16'x24' structure would cost approximately \$15,000 to install at each site. These costs would be further refined if proceeding with an application for funding.

This project would be suitable for inclusion in future capital budgets. Total costs are estimated to be \$45,000 with potential government assistance of \$22,500 leaving a net cost of \$22,500

The proposed model of operation would require minimum input of staff time and would be planned to not require an increase of staff resources.

ENVIRONMENTAL IMPLICATIONS: The diversion of material from landfill is a positive environmental impact.

HOW WILL IT BE COMMUNICATED? N/A

ALTERNATIVES:

1. Submit an application to the Municipal Adoption Fund to place ReUse Centres at all transfer stations.
2. Submit an application to the Municipal Adoption Fund to pilot the program by installing a ReUse Centre at a single transfer station. The phased roll out may impact availability of future funding.
3. Do not pursue funding at this time.

ATTACHMENTS: N/A

Report prepared by:

Report and Financial approved by:

MEMORANDUM

TO: Mayor and Council

FROM: Gregory D. Herrett, CPA, CA
Chief Administrative Officer

DATE: **November 10, 2021**

RE: Pugwash Village Commission Request for Canada Community-Building Fund Monies

You will find attached a letter from the Pugwash Village Commission expressing an interest in being considered as a recipient of a portion of the Municipality of Cumberland's monies received through the Canada Community-Building Fund.

It is recommended that Council direct staff to prepare a report for its consideration on the issues surrounding this request.



PO Box 220, 124 Water Street, Pugwash, NS, B0K 1L0
www.pugwashvillage.com
P: 902.243.2946 F: 902.243.2126

4th November 2021

Mayor Murray Scott and Council
Municipality of the County of Cumberland
By e-mail

Dear Council,

The Canada Community-Building Fund (CCBF), previously known as the Gas Tax Fund, is a *permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility (1).*

The Village of Pugwash owns properties that include infrastructure such as the seawall alongside Eaton Park, car parks and a boat ramp. A clear demonstration that upgrades are required was made during Hurricane Dorian in September 2019. Substantial damage to the seawall was sustained in the storm that made the boardwalk unsafe and unusable. An insurance claim covered most of the \$45,000 required to make repairs necessary to part of the seawall and lighting. We would like to make proactive structural improvements to that and the rest of the seawall to avoid expensive repairs later.

Services provided by the Village of Pugwash include areas wider than those contained within the Village boundaries.

The Village of Pugwash would like to express an interest in being considered when the Municipality of Cumberland County is budgeting its dispersal of funds from the CCBF. The Village would like to be allotted a known amount, proportional to the approximate area that Village services cover, that could be used immediately or held in reserve to upgrade infrastructure.

Best regards,

Roger Mundle
Chair, Pugwash Village Commission

Cc Greg Herrett, Chief Administrative Officer

(1) <https://www.infrastructure.gc.ca/plan/gtf-fte-eng.html>

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Steve Ferguson, Director of Community Development
DATE: November 8, 2021
RE: Monthly Community Development Department Report

Parrsboro Playgrounds Project

The Playground Advisory Committee continued to meet regularly through October, with and without the consultants. The conceptual plans for the primary features and main pieces of equipment are coming together well, and the Parrsboro Community Playground Society is working on obtaining written confirmation that donations pledged will be provided at the required times.

The current concept for the project includes an 8 foot constructed play hill with slides and other features, a four bay swing set, a whale drum, a climbing structure in a wood fibre surface, and a rubber surface area which would include a play structure, an "orbit" and a carousel.

Community Solar Projects

Work is now complete on the Springhill Water Treatment Facility Solar installation, with only the installation of the new two-way meter by NSPI remaining to be done.

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 has been 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 working NSPI in that regard. There could be some revenue consequences if there is no agreement with NSPI.

Tourism

We met twice m5 regarding the wrap-up of our Branding and Marketing project. We received a report detailing the results of our first digital marketing campaign (which will be shared in the near future) as well as some instruction regarding management of the explorecumberland.ca website.

With the exception of the "image capture" component, this project is now virtually complete. 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 December. We are still discussing with m5 the possibility of using some of the remaining budget to acquire winter images.

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 and with Develop Nova Scotia (the primary contract holder) to discuss the way forward, and a subsequent meeting was held with Colchester, DNS and Xplornet to plan the way forward.

Collective Bargaining

After a hiatus since July, the Collective Bargaining process with CUPE Local 919 is set to resumed last week week.

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Justin Waugh-Cress, P.Eng.
DATE: November 8, 2021
RE: Engineering and Operations Department Activity Report

Capital Paving Project

Work is underway on the Capital Paving project. Costin has completed asphalt overlays Springhill and Parrsboro. Costin is finalizing some final touches in Springhill the week of November 8, 2021 and will then return to Parrsboro to finish patching work.



Figure 1 Asphalt Overlay on Two Island Rd. Parrsboro



Figure 2 Asphalt Overlay on Farrell Rd. Parrsboro

Main Street and Junction Rd. Infrastructure Rehabilitation Detailed Design

WSP has conducted site work required to complete design work to rehabilitate Main Street and Junction Rd. existing sewers were inspected with remote camera to determine condition and location of underground infrastructure. Survey of the project area has also been completed.

Boreholes samples will be drilled in November to identify soil conditions and existing roadway structures.

The information collected by the engineering consultant will be used to complete a detailed design of the sanitary sewer, stormwater collection, water distribution, roads and sidewalks in the project area.



Figure 3 Remote Controlled Camera Preparing to enter catch basin

Shinimicas Firehall

Construction of the Shinimicas fire hall is progressing. The truck bay roofing has been installed, interior framing has been completed, and truck bay doors are planned to be installed the week of November 8, 2021.



Figure 4 Shinimicas Fire Hall Nov 8, 2021



Fire Statistics October 21, 2021

The following table summarizes fire calls the volunteer fire departments responded to in the month of October 2021.

OCTOBER	TOT	YTD	M	T	W	T	F	S	S	INV	MUT	ALRM	CHIM	BRSH	POW	VEH	MVA	MED	STRU	OTH	
Advocate	3	13				1		2		1									1	1	Mutual Aid: Southampton
Collingwood	4	34			1	1	1		1								1	3			
FPW	8	19	1	1	1	2		3		3								5			Mutual Aid: Advocate(2)
Joggins	19	88	2	2	1	4	3	4	3	5							1	13			Mutual Aid: Southampton, River Hebert(3), Advocate
Leicester	0	5																			
Oxford	4	57		1		1		2		1	1					1	1				Mutual Aid: Southampton
Parrsboro	11	43	1	3	1	3		2	1	5						1	2	1		2	Mutual Aid: Five Island, Southampton, FPW(2), Advocate
Pugwash	15	114	3		4		1	4	3		1						1	11		2	
River Hebert	19	87	2	2	1	4	3	4	3	15								4			Mutual Aid: Joggins(14), Advocate
Shinimicas	0	24																			
Southampton	5	23	1	1		1		1	1	1				1				1	1	1	Mutual Aid: Advocate
Springhill	13	137	3	2	1		2	4	1	3	2					3	1	1		3	Mutual Aid: Southampton(2), Oxford
Tidnish Bridge	3	23			1		1		1		1							1	1		
Truemanville	1	18	1																		
Wallace	3	44		1	1			1		2	1										Mutual Aid: Pugwash(2)
Wentworth	3	17	1					1	1		1							1			1
Westchester	3	26	1	1				1		2								1			Mutual Aid: Oxford, Wentworth
TOTAL	114	772	16	14	12	17	12	28	15	0	38	7	0	0	1	5	10	40	2	11	
YTD	772		112	88	103	129	108	117	115	6	245	56	22	35	10	22	86	182	38	67	

Figure 5 Oct 2021 Fire Calls

Upcoming Capital Work

Demney Steel has been awarded the sidewalk barrier rehabilitation work over the aboiteau on Two Islands Rd. in Parrsboro. The contractor has completed site inspection and is expected to be onsite December 2021 to complete the work.

The Springhill salt storage building supply and install has been awarded. Springhill Public Works will be preparing the site and constructing the foundation in advance of a planned February 2022 delivery date. In the interim Public works will use the foundation and temporary tarps.

Municipality of the County of Cumberland
District Report

Issued from October 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	21-0426-DEVO	2021-10-04	Single Family Detached	Development	0.00	\$ -
4	Sutherland Lake	21-0438-DEVO	2021-10-07	Residential Accessory / Storage	Development	0.00	\$ -
3,4	Wallace Bay, South Pugwash	21-0440-DEVO	2021-10-04	Residential Accessory / Storage	Development	0.00	\$ -
8	Fox River	21-0450-DEVO	2021-10-06	Single Family Detached	Development	0.00	\$ -
N/A	Oxford	21-0489-DECK	2021-10-25	Single Family Detached	Deck	0.00	\$ -
N/A	Oxford	21-0512-DEVO	2021-10-28	Single Family Detached	Development	0.00	\$ -
N/A	Oxford	21-0513-NEW	2021-10-28	Single Family Detached	New Building	0.00	\$ -
1	Amherst Point	21-0446-DEVO	2021-10-14	Single Family Detached	Development	0.00	\$ -
1	Amherst Point	21-0447-ADD	2021-10-14	Single Family Detached	Addition	23.00	\$ 60,000.00
2	Amherst Shore	21-0452-DEVO	2021-10-04	Single Family Detached	Development	0.00	\$ -
2	Amherst Shore	21-0453-ADD	2021-10-04	Single Family Detached	Addition	69.00	\$ 50,000.00
2	West Leicester	21-0455-DEVO	2021-10-13	Single Family Detached	Development	0.00	\$ -
2	West Leicester	21-0456-NEW	2021-10-13	Single Family Detached	New Building	0.00	\$ 200,000.00
2	Linden	21-0458-REPAI	2021-10-28	Single Family Detached	Repair	0.00	\$ -
2	West Leicester	21-0460-SOLAR	2021-10-06	Single Family Detached	Solar Installation	0.00	\$ -
2	Amherst Shore	21-0434-ADD	2021-10-28	Single Family Cottage/Camp Seasonal	Addition	0.00	\$ -
2	Warren	21-0483-DEVO	2021-10-13	Single Family Detached	Development	0.00	\$ -

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2	Warren	21-0484-NEW	2021-10-13	Single Family Detached	New Building	0.00	\$ 400,000.00
2	Salem	21-0494-DEVO	2021-10-25	Single Family Detached	Development	0.00	\$ -
2	Salem	21-0495-NEW	2021-10-29	Single Family Detached	New Building	0.00	\$ -
2	Hastings	21-0496-DEVO	2021-10-28	Single Family Detached	Development	0.00	\$ -
2	Hastings	21-0497-NEW	2021-10-28	Single Family Detached	New Building	2,928.00	\$ 230,000.00
2	Linden	21-0477-DEVO	2021-10-27	Single Family Detached	Development	0.00	\$ -
2	Linden	21-0478-NEW	2021-10-27	Single Family Detached	New Building	2,400.00	\$ 220,000.00
2	Northport	21-0505-SOLAR	2021-10-25	Single Family Detached	Solar Installation	0.00	\$ -
3	Mount Pleasant	21-0475-DEVO	2021-10-18	Residential Accessory / Storage	Development	0.00	\$ -
3	Mount Pleasant	21-0476-ACC	2021-10-18	Residential Accessory / Storage	Accessory	0.00	\$ -
3	Gulf Shore	21-0464-DEVO	2021-10-04	Single Family Detached	Development	0.00	\$ -
3	Gulf Shore	21-0465-NEW	2021-10-14	Single Family Detached	New Building	0.00	\$ 220,000.00
3	Port Howe	21-0400-DEVO	2021-10-05	Residential Accessory / Storage	Development	0.00	\$ -
3	Gulf Shore	21-0443-DEVO	2021-10-13	Single Family Detached	Development	0.00	\$ -
3	Gulf Shore	21-0444-NEW	2021-10-13	Single Family Detached	New Building	0.00	\$ -
3,4	Wallace Bay, South Pugwash	21-0441-ACC	2021-10-04	Residential Accessory / Storage	Accessory	267.00	\$ 40,000.00

Municipality of the County of Cumberland

District Report

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3,4	Wallace Bay,South Pugwash	21-0442-ACC	2021-10-04	Residential Accessory / Storage	Accessory	267.00	\$ 40,000.00
4	Sutherland Lake	21-0461-DEVO	2021-10-18	Single Family Cottage/Camp Seasonal	Development	0.00	\$ -
4	Sutherland Lake	21-0462-NEW	2021-10-20	Single Family Cottage/Camp Seasonal	New Building	0.00	\$ -
4	Sutherland Lake	21-0463-NEW	2021-10-20	Single Family Cottage/Camp Seasonal	New Building	0.00	\$ -
4	Malagash Centre	21-0150-NEW	2021-10-07	Single Family Cottage/Camp Seasonal	New Building	0.00	\$ 300,000.00
4	Wentworth Centre	21-0253-NEW	2021-10-12	Single Family Detached	New Building	0.00	\$ -
4	Sutherland Lake	21-0361-ACC	2021-10-21	Residential Accessory / Storage	Accessory	0.00	\$ 100,000.00
4	Kerrs Mill	21-0365-NEW	2021-10-04	Commercial Other	New Building	49.00	\$ 79,500.00
4	Sutherland Lake	21-0370-NEW	2021-10-04	Single Family Cottage/Camp Seasonal	New Building	89.00	\$ 100,000.00
4	Kerrs Mill	21-0398-NEW	2021-10-04	Commercial Other	New Building	0.00	\$ -
4	Kerrs Mill	21-0399-NEW	2021-10-04	Commercial Other	New Building	49.00	\$ 79,500.00
4	Sutherland Lake	21-0427-ACC	2021-10-05	Single Family Detached	Accessory	0.00	\$ -
4	Sutherland Lake	21-0439-ACC	2021-10-07	Residential Accessory / Storage	Accessory	45.00	\$ 45,000.00
4	North Shore	21-0436-DEVO	2021-10-15	Single Family Detached	Development	0.00	\$ -
4	North Shore	21-0437-NEW	2021-10-15	Single Family Detached	New Building	0.00	\$ 680,000.00

Municipality of the County of Cumberland
District Report

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4	Wentworth	21-0466-SOLAR	2021-10-06	Single Family Detached	Solar Installation	0.00	\$ -
4	Wentworth Centre	21-0467-DEVO	2021-10-14	Single Family Detached	Development	0.00	\$ -
4	Wentworth Centre	21-0468-NEW	2021-10-18	Single Family Detached	New Building	0.00	\$ 160,000.00
4	Sutherland Lake	21-0479-ADD	2021-10-14	Single Family Cottage/Camp Seasonal	Addition	0.00	\$ -
4	Wentworth	21-0481-DEVO	2021-10-15	Single Family Detached	Development	0.00	\$ -
4	Lower Wentworth	21-0485-DEVO	2021-10-19	Residential Accessory / Storage	Development	0.00	\$ -
4	Lower Wentworth	21-0486-ACC	2021-10-27	Residential Accessory / Storage	Accessory	0.00	\$ 100,000.00
4	Wentworth	21-0490-DEVO	2021-10-25	Single Family Detached	Development	0.00	\$ -
4	Wentworth	21-0543-DEVO	2021-10-29	Single Family Detached	Development	0.00	\$ -
4	Wentworth	21-0544-ADD	2021-10-29	Single Family Detached	Addition	0.00	\$ -
4	Malagash Point	21-0516-DEVO	2021-10-26	Single Family Cottage/Camp Seasonal	Development	0.00	\$ -
4	Sutherland Lake	21-0519-ACC	2021-10-27	Residential Accessory / Storage	Accessory	576.00	\$ 17,000.00
4	Fountain Road	21-0511-DEMO	2021-10-25	Single Family Detached	Demolition	0.00	\$ -
5	Springhill	21-0435-RENO	2021-10-04	Single Family Detached	Renovation	0.00	\$ 111,000.00
5,7	Little Forks, Springhill Junction	21-0492-DEVO	2021-10-25	Single Family Detached	Development	0.00	\$ -

Municipality of the County of Cumberland
District Report

Issued from October 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>
5,7	Little Forks, Springhill Junction	21-0493-NEW	2021-10-25	Single Family Detached	New Building	0.00	\$ 241,500.00
6	Collingwood Corner	21-0471-DEVO	2021-10-18	Residential Accessory / Storage	Development	0.00	\$ -
6	Collingwood Corner	21-0472-ACC	2021-10-18	Residential Accessory / Storage	Accessory	0.00	\$ -
6	Williamsdale	21-0411-NEW	2021-10-19	Single Family Detached	New Building	678.00	\$ 100,000.00
7	River Hebert	21-0459-SOLAR	2021-10-04	Single Family Detached	Solar Installation	0.00	\$ -
7	River Hebert	21-0445-SOLAR	2021-10-07	Single Family Detached	Solar Installation	0.00	\$ -
7	Maccan	21-0508-RENO	2021-10-21	Single Family Detached	Renovation	0.00	\$ -
8	Lakelands	21-0539-DEVO	2021-10-28	Single Family Detached	Development	0.00	\$ -
8	Spencers Island	21-0448-DEVO	2021-10-19	Single Family Cottage/Camp Seasonal	Development	0.00	\$ -
8	Spencers Island	21-0449-NEW	2021-10-19	Single Family Cottage/Camp Seasonal	New Building	600.00	\$ 50,000.00
8	New Prospect	21-0248-NEW	2021-10-21	Single Family Cottage/Camp Seasonal	New Building	936.00	\$ 200,000.00
8	Parrsboro	21-0473-DEVO	2021-10-19	Residential Accessory / Storage	Development	0.00	\$ -
8	Parrsboro	21-0474-ACC	2021-10-08	Residential Accessory / Storage	Accessory	0.00	\$ -
8	Fox River	21-0451-NEW	2021-10-06	Single Family Detached	New Building	0.00	\$ -

Municipality of the County of Cumberland
District Report

Issued from October 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	Greenhill	21-0487-DEVO	2021-10-20	Residential Accessory / Storage	Development	0.00	\$ -
8	Greenhill	21-0488-ACC	2021-10-20	Residential Accessory / Storage	Accessory	0.00	\$ -
8	East Fraserville	21-0498-DEVO	2021-10-21	Single Family Detached	Development	0.00	\$ -
8	Apple River	21-0500-DEVO	2021-10-21	Residential Accessory / Storage	Development	0.00	\$ -
8	Apple River	21-0501-ACC	2021-10-25	Residential Accessory / Storage	Accessory	0.00	\$ -
8	Parrsboro, New Prospect	21-0502-SOLAR	2021-10-28	Single Family Detached	Solar Installation	0.00	\$ -

Public Works Monthly Report – October 2021

November 3, 2021

Public Works activities in October 2021 have included:

Streets:

- Repaired asphalt and gravel potholes.
- Ditching ongoing.
- Costin Paving completed most of the paving in Springhill and began paving in Parrsboro. Paving is expected to be completed by about November 10.
- Sidewalk barrier rehabilitation over aboiteau on Two Islands Road, Parrsboro was awarded to Demney Steel. Construction expected to take place December 2021.
- Tender closed for Springhill Salt Storage Building without any submissions, alternate procurement where quotations obtained. Recommendation for award has been provided.
- Springhill PW in house paving work started.

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.
- Install pH probe Biggs Drive Water
- Scada work on water system Parrsboro
- Follow-up on delinquent accounts.
- GUDI evaluation of Parrsboro Well 5 ongoing.
- Quarterly samples taken for Parrsboro.
- Bowers completed watermain replacement on Layton Street, Parrsboro. Final inspection pending.
- Coordinated and assisted Bowers.
- Related to 2021 paving, 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 under investigation in Springhill (hydro-vac found copper at curb stop).
- Springhill Water backwash drying bed sludge removal, hauled material to landfill
- Annual lead samples for Springhill and Pugwash sent for analysis
- Overhead crane hoist inspection at Springhill WTP.
- Springhill Water modifying monorail hoist system, re-organized mezzanine, and positioned transformer in support of solar installation.

Wastewater:

- Routine sampling and treatment plant checks.
- Pinky's Creek culvert replaced in Parrsboro.
- Repair and change guide bars at Wallace lift station 4.
- Conduct repair Maccan, rewire pumping station panel
- Service Maccan lift stations
- Service Pugwash lift station 1
- New Pugwash hospital sewer lines investigation

- Pump out solids from three tanks at Maccan WWTP
- Continue dewater at Little Forks septage and Pugwash
- Lab work Pugwash
- Reporting on Wastewater systems through ERRIS Program with Feds
- Overhead crane hoist inspection at Springhill WWTP.
- 20 hp Submersible pump rebuild completed at Springhill WWTP
- Pump repairs for Athol Road lift station, pump now at WWTP being rebuilt
- Pump inspections and troubleshooting at Monument Hill lift stations

Other:

- Sign Install Wentworth
- Removal of indoor SolarTron tank and electrical, was hooked to existing heating equipment
- Safety repairs to Upper Nappan garages, signs, shelves lighting etc.
- Install fire pump packing gland for Shinimicas Fire
- Fire pump test
- Service bush cutter
- Trailer flat bed breaks and tire, safety inspection
- Assisted with fire truck pump testing (ongoing).
- New backhoe ordered from Case, Parrsboro. Delivery date not yet determined.
- Speed feedback sign relocated from Advocate to Parrsboro.
- Legion banner installation in Springhill over 3 days
- Repairs to vehicles, 2019 Ram van wheel bearings, 2005 GMC frame repair, safety inspections
- Undercoating vehicles, preparing salt equipment
- Springhill grader snow wing partial rebuild

Next Month:

- Install Parrsboro Well 5 flow controller (delayed due to contractor availability).
- Install sewer line across highway Route 2 by directional drilling
- Insulate ground for conduits in Maccan, regrade
- Bush cut along fences at lagoons and roadways
- Replace culvert on Pinky's Creek Road.
- Relocate water laterals to newer line on the east side of Upper Main Street.
- Sidewalk repairs: Main Street at NSCC and McFarlane Street.
- Hydrant replacement McGee Street near penitentiary.
- Arena geothermal well repairs.
- Install Springhill WWTP flow meter manhole.
- ACWWA Training.
- Legion banners to come down, Xmas decorations to go on poles. estimated 2 days with bucket truck or man lift
- Site preparation for salt storage building

MONTHLY REPORT

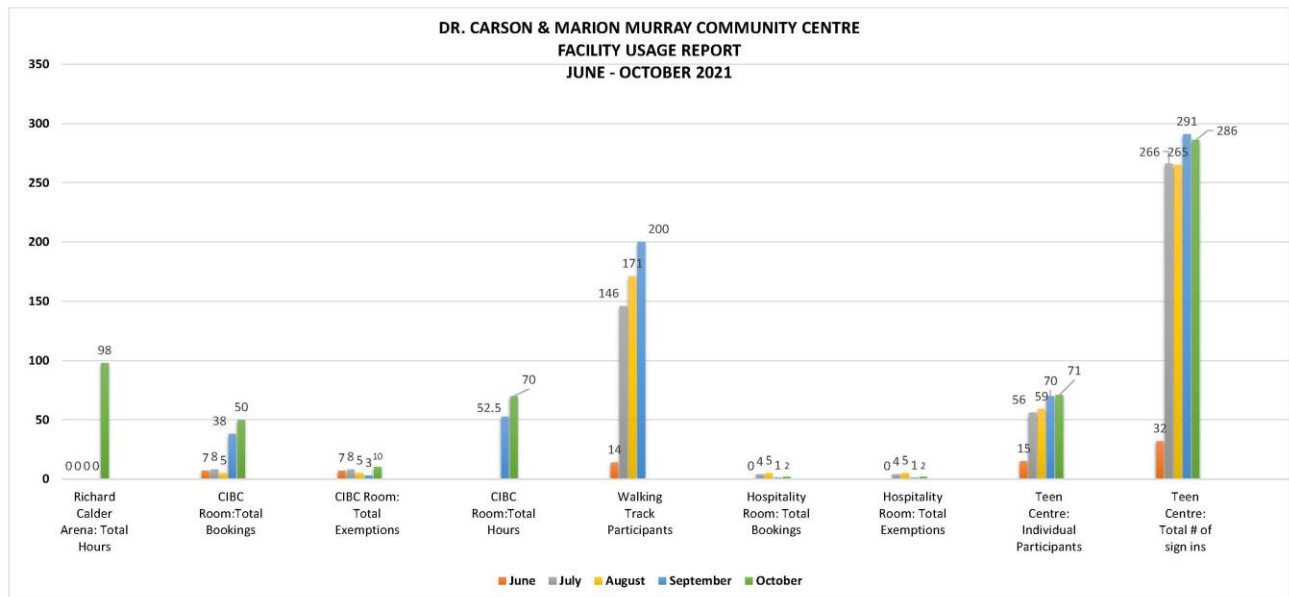
HR & Community Facilities

October 2021

RECREATION

Planning is well underway for the 2021 Springhill Christmas Parade and Christmas Craft Fair. Christmas Parade planning is moving quickly and we are proud of the partnership that the Municipality has formed with the Springhill Fire Department to prepare and implement the Christmas Parade. As for the planning for the Christmas Craft Fair, we have secured 40 vendors, which is full capacity. Staff have been working hard to promote the event through the Recreation Facebook Page. To date, the Facebook posts have reached approximately 10.6k Facebook users.

Dr. Carson & Marion Murray Community Centre Facility Usage



PROCUREMENT

Work continues for the 2021/2022 capital procurements

Procurement		
	Sept	Oct
Capital:		
Anticipated Procurement from Capital Budget: 24	4	1
Scopes for capital received in the month	2	1
All Procurement:		
Total new scopes of work received	2	1

in month		
Released to the public in the month	2	1
Closed during the month	4	1
Awarded by council during the month	4	0
Open at the end of month (released month a, closed month b)		1
Alternative Procurement	0	1*

**Received no bids for the Springhill Salt Shed. Awarded by Alternative Procurement per Procurement Policy*

HUMAN RESOURCES

Current external postings:

- Director of Protective Services
- Regional Emergency Management Coordinator
- Driver
- LEAD By-Law Enforcement Officer
- Facilities Coordinator

PLANNING

Rezoning Applications - October	
<i>Status</i>	<i>Total</i>
Rezoning Applications Received	0
Rezoning Approved	0
Rezoning In Process	0
Rezoning Year to Date	7

Subdivision Applications - October	
<i>Status</i>	<i>Total</i>
Subdivisions Received	14
Subdivisions Approved	4
Subdivisions in process	13
Subdivisions YTD	88
Subdivision Previous Year	66
Change from Previous Year	33%
Average Approval Time (days)*	25.25

**Approval times often experience significant delays waiting for action from applicant*

INFORMATION TECHNOLOGY (IT)

IT has been working to upgrade the video conferencing system for Council meetings. This includes coordinating equipment installation and ensuring compatibility with the incoming eScribe software.

IT is working with the Municipality's Managed Services Provider to install internet access for the SCADA system at the Springhill Water Treatment Facility. This new equipment will allow our SCADA system to access the internet and to be managed remotely and securely.

MEMORANDUM

TO: Greg Herrett, CAO
FROM: Shelley Hoeg, Municipal Clerk
DATE: November, 2021
RE: Monthly Clerk’s Office Report

Records Management

We have trained our new hires in Laserfiche and will be doing a refresher for existing staff during the month of November. We will also implement a process to curb the saving of files to desktops rather than our electronic filing system.

Committee/Council/COW work

Staff have standardized the forms for Council submissions, which is providing Council with a more professional, clear and concise document to aid in their decision making. Training continues in the next two weeks for all managers and their admin support the use of the Escribe system. Clerk’s office staff are also working with our IT Administrator to ensure the continuation of being able to virtually share our Council sessions once in-person meetings resume.

Customer Service;

At my last update I advised Council they would be kept abreast of updates regarding the roll out of our Customer Service Software. At this point, our main users have been trained and we will do a soft roll out of this product during the week of November 15th, 2021. The Clerk’s office will be providing regular reports to Council and management regarding the volume and types of complaints/concerns/requests as well as timelines for completion.

District Grants

The summary of grants by District was emailed to Council earlier this week and in future will be emailed at the first of each month. To date a total of 19 organizations received district grant funds, totalling \$29,557.

The overall summary is included as part of this report:

	<u>Appr’d</u>	<u>Grants Paid</u>	<u>Remaining</u>
District 1	10,000	500	9,500
District 2	10,000	3,600	6,400
District 3	10,000	3,500	6,500
District 4	10,000	2,300	7,700
District 5	10,000	2,878	7,122
District 6	10,000	2,278	7,722
District 7	10,000	6,500	3,500
District 8	10,000	7,000	3,000
Mayor	10,000	1,000	9,000
Total	\$90,000	\$29,557	\$60,444

Policy/ByLaw

The Clerk is currently working with the Director of Community Development regarding amending the draft Rodent and Raccoon Control 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. and the standardizing/branding of administrative items, such as email signatures, letterhead, etc.

Monthly Report Finance Department October 2021

Financial

The 2020/21 year-end audit is being finalized. Draft statements and Auditors' Report to be presented to the Audit Committee later this month.

Bank reconciliation for the general operating fund have been completed for the month of October. All other bank accounts have been reconciled up to September, with October reconciliations in progress.

Our financial software provider, SAP, does their annual updates each fall. Part of their process is to require Municipal staff to undertake testing to ensure any proposed changes work properly. Testing has to be done outside normal working hours and requires finance staff to put in additional hours on weekends and evenings throughout the month of October.

Financial Reporting

Year to date revenue and expenditures reports for second quarter ending September 30th are being finalized. Second quarter financial reports will also be presented to the Audit Committee in November.

2022/23 Budget

Finance staff will be preparing 2022/23 budget packages for all departments for distribution the very near future. Also, over the next 2 months, finance staff will be providing SAP training for Directors and Supervisors, to better assist them in monitoring their own expenditures and inputting their budget information for the upcoming year.

Payroll

All Statutory payroll withholdings, Income Tax, Canada Pension, Employment Insurance and Workers' Compensation premiums are remitted directly by our payroll provider ADP and are up to date.

Plans for November and December include reconciling payroll for the calendar year-end for the preparation of the 2021 T4 file.

Property Taxes

Collections

Total outstanding taxes as of October 31st were \$3,502,816 as compared to \$4,138,545 for October 31, 2020. A total of \$736,242 was collected during the month (\$ 332,981 collected in October 2020).

Aging	October 2021	October 2020
Current	\$ 1,724,360	2,020,422
Arrears		
1 year	651,044	859,175
2 years	312,287	507,005
3 years	273,113	190,109
4 years and greater	542,012	561,833
Total Arrears	1,778,546	2,118,122
Grand Total	\$ 3,502,816	\$ 4,138,544

The collection rate for current year's taxes is 92.5% (90.9% October 2020).

Tax Sale

On October 6, 2021, 1,008 preliminary tax sale letters were issued representing \$2 million in outstanding tax balances. As of October 31st, 649 of these accounts remain in arrears with a total balance of \$1.4 million. The next step in the process is to send a number of these accounts for title search. The cost incurred for title searches is added to the tax account.

Water Billing and Collection

Pugwash Water Utility

Next meter reading will take place in first week of January for the quarter Oct-Dec. We have 185 customers (six added in October) connected to water. We continue to see a slight increase in residents connecting to the system.

Springhill Water Utility

Next billing will take place in first week of January for the Jan-Mar quarter. We have 1,555 flat water accounts and 51 metered accounts. We have approximately 400 statements for current quarter and 80 for two quarters outstanding.

Parrsboro Water Utility

Next billing will take place in the first week of January for the quarter Oct-Dec. 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.

In the first week of January, we will be reading the meters in Parrsboro for those customers who are connected to the sewer system for the quarter Oct-Dec.. They will be receiving a sewer metered invoice the middle of January which is based on their water consumption.

Municipality of Cumberland Policy 20-07

Deputy Mayor Policy

1. This Policy is entitled the “Deputy Mayor Policy”.
2. This Policy shall be interpreted in accordance with and subject to applicable provincial legislation.
3. In this Policy:
 - a. “majority” means a majority of Councillors who are present at the meeting; and
 - b. “present at the meeting” means all Councillors present when the Clerk calls the meeting to order, plus all Councillors who join the meeting in progress before the final vote for Deputy Mayor is taken.

Deputy Mayor

6. At the first regular meeting of Council following:
 - a. a general municipal election;
 - b. the expiry of the term of a previous Deputy Mayor;
 - c. Council receiving notice of the resignation of a Deputy Mayor;
 - d. the Deputy Mayor’s removal from office in accordance with this Policy; or
 - e. the office of Deputy Mayor otherwise becoming vacant.

Council shall select from among its members a Deputy Mayor in accordance with the process and rules set out in Section 7 of this Policy.

7. The Deputy Mayor shall be elected from Council in accordance with the following process and rules:
 - a. The Mayor or, in the absence of the Mayor, the Clerk shall preside as Chair at any meeting or portion of any meeting during which a Deputy Mayor is elected.

- b. After announcing that the business of Council at the meeting is to elect a Deputy Mayor, the Chair shall call for nominations. All nominations shall be made openly and publicly, by raising of the hand to attract the attention of the Chair and announcing the nomination of a candidate when called upon.
- c. A candidate may be nominated by himself or herself, by any other Councillor, including a Councillor who is a nominator of a previously nominated candidate, or who is a previously nominated candidate. Nominations do not require a seconder.
- d. Each nominee shall be asked if they consent to being nominated. If the nominee declines to give unconditional consent, the nominee's name shall not be included in the list of candidates to be voted upon.
- e. The Chair shall repeatedly call for additional nominations until, after calling three successive times without a successful nomination, the Chair shall announce that nominations are closed.
- f. When there is only one candidate, the Chair shall call for a motion to elect the Deputy Mayor, and the candidate shall be elected Deputy Mayor if the motion passes by majority vote.
- g. When there is more than one candidate to be voted upon, the Clerk shall prepare ballots with each candidate's name and shall distribute the ballots, one to each Councillor. Before the voting occurs, Council may by resolution appoint a scrutineer to verify the vote and to assist the Clerk in connection with the vote.
- h. Before the voting occurs, each candidate, in the order of their nomination, may address Council, for not more than ten minutes. If a candidate does not exhaust their allotted time, they may, at their own discretion, entertain questions through the Chair from other Councillors, for the balance of their allotted time.
- i. The Councillors shall vote by placing a mark beside the candidate of their choice and folding the ballot. A candidate may vote for themselves.
- j. The ballots shall be collected and counted in a manner that preserves the confidentiality of each Councillors' ballot. The Chair shall only declare a ballot to be spoiled if the ballot does not disclose a clear preference in favour of any one candidate.
- k. If, after any vote, the Chair determines that a majority has voted for any one candidate, the Chair shall announce the name of the Deputy Mayor so elected, but shall not announce the number of votes obtained by any candidate. Council may pass a motion authorizing the Clerk to destroy the ballots.
- l. If, after any vote, a majority has not voted for any one candidate, new ballots shall be prepared

but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Deputy Mayor is declared elected by the Chair.

- m. In the event of a tie or deadlock, the Chair shall fairly use the following methods, firstly in an effort to have the voting progress towards reducing the number of candidates to two, and secondly in an effort to elect a Deputy Mayor by a majority:
- i. If, with no candidate elected by majority, there is more than one candidate in a tie with the fewest votes, all such candidates in the tie shall be excluded from the new ballot unless their exclusion would result in less than 2 candidates remaining upon the ballot.
 - ii. The Chair shall ask if any candidate is prepared to withdraw his or her name from the next ballot.
 - iii. Where three or more candidates remain, and one candidate had more votes than others, a run-off ballot may be carried out amongst the others to see which candidate should progress to a final vote. The Candidate with the most votes in the runoff ballot shall progress to the final vote, even if they do not have a majority. If there is a tie for most votes in the runoff ballot, the Clerk shall place the names of the tied candidates on equal size pieces of paper in a box and shall choose a person to draw one name from the box. The candidate drawn shall progress to the final vote.
 - iv. If, after employing the foregoing methods, the election remains unresolved due to a tie, the Chair may call for one additional confidential vote, with only the names of the tied candidates on the ballot.
 - v. After every reasonable effort by the Chair to find a candidate with majority support, the deadlock shall be broken by having the Clerk place the names of the candidates on equal size pieces of paper in a box and having one name being drawn by a person chosen by the Chair.
8. The term of office of the Deputy Mayor shall expire at the beginning of the first regular Council meeting after the 31st day of October each year or when the term of office of the Council expires following a general municipal election, whichever comes first.
9. The Deputy Mayor may resign and may cease to be qualified to hold office in the same manner as stipulated in respect of Councillors in applicable legislation.
10. The Deputy Mayor may be removed from office by Council by a vote of two-thirds of the Council Members after twenty days notice in writing has been provided to the Clerk and Council

Members.

11. In addition to any duties, responsibilities, powers, or authority prescribed by applicable legislation, the Deputy Mayor shall:
 - a. In the absence of the Mayor, the Deputy Mayor shall chair all meetings of Council and have the same authority while presiding at the meeting as the Mayor would have if present;
 - b. Be chairperson of all meetings of Council Committee; and
 - c. Be a member ex officio of all committees of Council.

12. The previous Warden and Deputy Warden Policy (Policy 13-06) is hereby repealed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: November 18, 2020

Date of Passage of Current Policy: December 2, 2020

I certify that this Policy was adopted by Council as indicated above.

Brenda Moore
Clerk

December 7, 2020
Date