



**PUBLIC COUNCIL SESSION
AGENDA PACKAGE**

Monday, November 29, 2021

5:30 p.m.

Zoom Meeting

Pages

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.

3. STRATEGIC PRIORITIES ISSUES

4. MAJOR ORGANIZATIONAL ITEMS

5. ORGANIZATIONAL POLICY/BYLAWS ITEMS

5.1. First Reading, Septage Hauler Licensing By-Law to Repeal and Replace Septage Disposal By-Law 10-01 - Chief Administrative Officer, Greg Herrett

3 - 11

With the pending sale of the Cumberland Central Landfill Facility, the need for a By-Law with regard to septage, other than in respect of the licensing of haulers, is no longer required.

Recommended Motion:

To approve First Reading of the Septage Hauler Licensing By-Law to Repeal and Replace the Septage Disposal By-Law 10-01.

6. BUSINESS ISSUES

- 6.1. Regional Grant Request, River Hebert, Joggins and Area Development Association - Municipal Clerk, Shelley Hoeg-Eaton 12 - 19

Staff have received a grant request in the amount of \$18,515.00. The RHJ&ADA is currently renovating the former Curling Club facility to become the home of the Library as well as a Community Recreation Centre. The building is in overall good shape, but does require a new roof immediately. The Association has supplied 3 quotes

Recommended Motion:

To approve a regional grant in the amount of \$18,500 to the River Hebert, Joggins and Area Development Association for a new roof for the Community Centre.

- 6.2. Award of Contract - Fire Services Review Director of Engineering and Operations, Justin Waugh-Cress

The Tender for contractors to provide the Fire Service Review recently closed and staff will have a report prepared prior to the meeting outlining the results of the Tender and providing a recommendation for awarding the Tender.

- 6.3. Approval of Terms of Reference, Inter-Municipal Poverty Reduction Advisory Committee - Chief Administrative Officer, Greg Herrett 20 - 25

Some months ago Council approved participation in an Inter-Municipal Poverty Reduction Advisory Committee. A draft Terms of Reference for the Committee is in your package and requires approval by our Council. The Towns of Oxford and Amherst have both recently approved the Terms of Reference.

Recommended Motion:

To approve the draft Terms of Reference for the Inter-Municipal Poverty Reduction Advisory Committee.

- 6.4. Parrsboro Storage Unit 26 - 27

The Municipality has accumulated a variety of seasonal items that are used for cultural/seasonal/tourism purposes, ranging from art works to holiday lighting fixtures. These items were stored in a space that is no longer available, and new storage space is required.

Recommended Motion:

that the purchase of a storage shed at a total cost not to exceed \$17,500 including non-recoverable HST be approved.

7. INFORMATION ITEMS

8. ADJOURNMENT



CUMBERLAND COUNCIL

RFD#2021-11-10

Date: 11/29/2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Greg Herrett, CAO

DATE: 11/25/2021

SUBJECT: *First Reading of the Septage Hauler Licensing By-Law to Repeal and Replace Septage Disposal By-Law 10-01*

ORIGIN: With the pending sale of the Cumberland Central Landfill Facility, the need for a By-Law with regard to septage, other than that in respect of the licensing of haulers, is no longer required.

LEGISLATIVE AUTHORITY: This By-Law is made pursuant to sections 172 and 333 of the Municipal Government Act, S.N.S. 1998, c. 18, may be cited as the Septage Hauler Licensing By-Law and shall apply to the entire Municipality of the County of Cumberland.

RECOMMENDATION: **To approve First Reading of the Septage Hauler Licensing By-Law to Repeal and Replace the Septage Disposal By-Law 10-01.**

BACKGROUND: With the pending sale of the Cumberland Central Landfill Facility, the need for a By-Law with regard to septage, other than that in respect of the licensing of haulers, is no longer required.

DISCUSSION: The proposed By-Law sets out the licensing regime for septage haulers, including minimum vehicle standards and insurance coverage. There is also a provision which repeals the existing By-Law

FINANCIAL IMPLICATIONS: There are no direct financial implications of this proposed By-Law. There are obviously significant implication on the sale of the facility which has been discussed at length, previously.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.



CUMBERLAND COUNCIL

RFD#2021-11-10

Date: 11/29/2021

HOW WILL IT BE COMMUNICATED? This will be communicated using local media sources, our website and social media.

ALTERNATIVES: Leaving the existing By-Law in place is an alternative, but it would result in an inability to enforce its provisions after the Landfill has been sold.

ATTACHMENTS: Draft By-Law

Report prepared by:

Report and Financial approved by:

Municipality of Cumberland By-Law

Septage Hauler Licensing By-Law to Repeal and Replace Septage Disposal By-Law 10-01

General

1. This By-Law is made pursuant to sections 172 and 333 of the Municipal Government Act, S.N.S. 1998, c. 18, may be cited as the Septage Hauler Licensing By-Law and shall apply to the entire Municipality of the County of Cumberland.
2. This By-Law shall be read and applied in conjunction with all federal and provincial regulations governing the pumping, handling, transportation and treatment of septage.
3. This By-Law applies to persons hauling domestic septage in the service area.
4. In this By-Law:
 - (a) the words "shall" and "must" are mandatory and not permissive. Words used in the present tense include the future. Words used in the singular include the plural except where otherwise indicated and words used in the plural include the singular.

Definitions

5. In this By-Law, unless the context otherwise requires:
 - (a) "Council" means the Municipal Council of the Municipality of the County of Cumberland;
 - (b) "domestic septage" means the liquid, semi-solid and solid material resulting from the treatment of domestic sewage (as defined herein) by on-site wastewater disposal systems including septic tanks, holding tanks and vault privies;
 - (c) "domestic sewage" means the wastewater produced as a result of normal human living activities such as food preparation and consumption, household cleaning, washing and the use of toilet facilities, whether those activities take place in a residential, commercial or institutional setting. Domestic sewage specifically excludes wastewater produced by industrial, processing, manufacturing, mining or agricultural activities;
 - (d) "Engineer" means the Director of Public Works of the Municipality and his or her delegate(s);
 - (e) "holding tank" means a closed watertight receptacle that is designed and used to receive and store domestic sewage, as defined herein, prior to collection by a domestic septage hauler;

- (f) "license" means a document issued by the Engineer pursuant to this By-Law stating that the person named therein, subject to this By-Law and any conditions specified in the license, shall dispose of domestic septage at the septage treatment facility, and "licensed" has a similar meaning;
- (g) "licensed domestic septage hauler" mean a person holding a license pursuant to this By-Law to dispose of domestic septage at the septage treatment facility;
- (h) "Municipality" means the Municipality of the County of the Cumberland;
- (i) "NSE" means Nova Scotia Environment;
- (j) "person" and "persons" mean an individual, sole proprietorship, partnership, co-operative or corporation;
- (k) "pumper/transport vehicle" means a vehicle operated by a domestic septage hauler and used for the purposes of collecting and/or transporting domestic septage intended for disposal at the septage treatment facility;
- (l) "septage" means the liquid, semi-solid and solid material resulting from the treatment of sewage by individual on-site wastewater disposal systems and includes domestic septage (as defined herein);
- (m) "septage treatment facility" means the centralized treatment facility designed for the storage and de-watering of septage and holding tank material located at Little Forks, Cumberland County;
- (n) "service area" means the municipal boundaries of the Municipality of Cumberland County, which excludes the Towns of Amherst and Oxford; and
- (o) "year" means the fiscal year of the Municipality.

Administration and Authority

6. The Engineer may conduct inspections and take steps to administer and enforce this By-Law or remedy a contravention of this By-Law without prior notice to a licensed domestic septage hauler.

Disposal

7. All domestic septage originating within the service area and collected by a licensed domestic septage hauler shall be disposed of at the septage treatment facility provided this By-Law is complied with.

Licensing

8. The following applies to licensing of licenced domestic septage haulers:
- (a) A license shall only be issued to a sole proprietorship, partnership, cooperative or corporation duly registered with the Registry of Joint Stock Companies for the Province of Nova Scotia, or to an individual doing business under his or her own name;
 - (b) A license shall only be issued to a person who holds a valid permit or registration to pump and transport septage, as required or issued by Nova Scotia Environment;
 - (c) Any person wishing to obtain a domestic septage hauler's license must make application to the Municipality as set out in Schedule "A";
 - (d) Any person wishing to obtain a domestic septage hauler's license must provide proof of registration with Nova Scotia Environment as a septic tank cleaner as per section 37(1) of the Nova Scotia On-site Sewage Disposal Systems Regulations and this proof must be included with the application;
 - (e) Any person wishing to obtain a domestic septage hauler's license must provide proof of insurance coverage for commercial general liability (bodily injury and property damage), automobile liability and workers' compensation insurance with limits that are required by appropriate regulatory agencies or the following limits which are subject to adjustment by Council from time to time, whichever are greater:
 - i. commercial general liability having a minimum coverage limit of \$2,000,000.00 combined single occurrence and in the aggregate;
 - ii. comprehensive automobile liability for owned, hired, and non-owned vehicles having a minimum coverage limit of \$2,000,000.00 combined single occurrence and in the aggregate;
 - (f) All licences expire on March 31st each year and each annual renewal of a licence requires a new completed application and licensing fee;
 - (g) The license shall specify the particular vehicle(s), by description and vehicle license plate particulars, that a licensed septage hauler shall use when pumping, transporting or disposing of septage in the Municipality together with such other conditions as the Engineer may reasonably impose; and
 - (h) The Engineer shall issue a license to a person who has submitted all information required by, and who is in compliance with, this By-Law.

Prohibitions

9. No person shall deposit, cause or permit to be deposited, septage in a storm sewer.

10. No person shall deposit, cause or permit to be deposited, septage into a sanitary sewer, manhole, wastewater treatment facility or collection system operated by the Municipality without written authorization from the Municipality.
11. Violation of sections 8 or 9 of this By-Law is a "license offence" with the consequences set out in sections 12 and 13 of this By-Law.

Vehicle Signage

12. The Engineer shall assign a license number to each licensed domestic septage hauler and shall provide signage indicating that number and the existence of the license for each vehicle identified in a license. Failure to install the signage as directed by the Engineer or to maintain its visibility will result in license suspensions as set out in section 12 of this By-Law.

License Suspension

13. Any licensed domestic septage hauler who contravenes or fails to comply with the provisions of this By-Law shall:
 - (a) on a first contravention or failure to comply, receive a temporary license suspension which shall last until 5 days after the infraction for which the suspension had been given is corrected;
 - (b) on a second contravention or failure to comply, receive a temporary license suspension which shall last until 30 days after the infraction for which the suspension had been given is corrected; and
 - (c) on a third or any subsequent contravention or failure to comply, receive a temporary license suspension which shall last until 90 days after the infraction for which the suspension had been given is corrected.

License Offences

14. Any licensed domestic septage hauler who contravenes or fails to comply with the provisions of this By-Law has committed a license offence and shall:
 - (a) on a first contravention or failure to comply, receive a temporary license suspension of 5 days and must pay to the Municipality a reinstatement fee of \$250.00 before the license is reinstated;
 - (b) on a second contravention or failure to comply, receive a temporary license suspension of 30 days and must pay to the Municipality a reinstatement fee of \$1,000.00 before the license is reinstated;

- (c) on a third contravention or failure to comply, receive a temporary license suspension of 90 days and must pay to the Municipality a reinstatement fee of \$2,500.00 before the license is reinstated; and
- (d) on a fourth or any subsequent contravention or failure to comply, receive an indeterminate license suspension, shall be prohibited from applying for reinstatement for 12 months, must obtain Council approval for the reinstatement and must pay a reinstatement fee of \$5,000.00.

Licensing Fee

- 15. The annual licensing fee for a licensed domestic septage hauler shall be set by Council by Resolution from time to time.

Accountability

- 16. The actions of any persons in the employ or acting on behalf of a licensed domestic septage hauler while performing activities governed by this By-Law are deemed, for the purpose of this bylaw, to be conducted by the licensed domestic septage hauler.

Previous By-Law

- 17. This By-Law repeals and replaces Septage Disposal By-Law 10-01.

Coming into Force

- 18. This By-Law comes into force upon publication.

Schedule "A" of the Septage Hauler By-Law
Licensing Application

General Information - (Please print clearly and legibly)

Name of Applicant (if a company, corporate name)

Mailing Address _____

Street Address _____

Community _____ Postal Code _____

Work Phone _____ Home Phone _____

Cellular Phone _____ Facsimile _____

HST # _____ # of Pumper/Transport Vehicles _____

Insurance Policy # _____ Insurance Policy # _____

Please attach insurance confirmations to this application

Pumper/Transport Vehicle Information

Plate # (Truck #1) _____ Plate # (Truck #2) _____

Make (Truck #1) _____ Make (Truck #2) _____

Model (Truck #1) _____ Model (Truck #2) _____

VIN # (Truck #1) _____ VIN# (Truck #2) _____

PMV # (Truck #1) _____ PMV # (Truck #1) _____

Signing Authority:

First Name Last Name

Position Date

Signature

Information for Applications

1. The application must comply with the terms of Septage Hauler By-Law _____.
2. The application fee must accompany this application form. Please make cheques payable to “Municipality of the County of Cumberland”
3. The completed form and payment can be returned by mail or dropped off at the Municipal office.



CUMBERLAND COUNCIL

RFD#2021-11-13

Date: 11/29/2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Shelley Hoeg-Eaton, Municipal Clerk

DATE: 11/26/2021

SUBJECT: Regional Grant Request, River Hebert Joggins and Area Development Assoc.

ORIGIN: Staff have received a grant request for funding to replace the roof on the Community Centre, which is currently under renovation.

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: To approve a regional grant in the amount of \$18,500 to the River Hebert, Joggins and Area Development Association for a new roof for the Community Centre.

BACKGROUND: As Council is aware, a dedicated group of Volunteers and members of the River Hebert, Joggins and Area Development Association has been renovating the former Curling Club in River Hebert to turn the facility into a Community Centre, which will also host the Library. The renovations for the library are complete but the Association is concerned that the roof will leak and damage any of the renovations already completed.

DISCUSSION: The building is in overall good shape, other than the current status of the roof. The RHJ&ADA has put hundreds of volunteer hours into renovations to the building to house a community centre for the residents in that area. They have also done numerous fund raisers to assist them with this project.

FINANCIAL IMPLICATIONS: Our Regional Grant budget has been depleted, a discussion regarding funding sources should be had.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to this item.



CUMBERLAND COUNCIL

RFD#2021-11-13

Date: 11/29/2021

HOW WILL IT BE COMMUNICATED? This will be communicated via correspondence to the Committee.

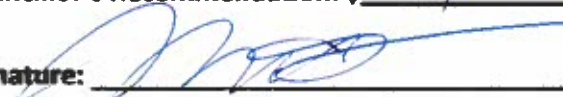
ALTERNATIVES: An alternative would be to turn down the grant request in its entirety or to provide only a portion of the grant.

ATTACHMENTS: 3 quotes for the cost of the roof

Report prepared by:

Report and Financial approved by:

APPLICATION FORM
(see other side for information and guidelines)

GENERAL INFORMATION	
What is your organization's full registered name? River Hebert Joggins Area Development Association	
Which Municipal Councillor is this application directed to? District 7 - Dale Porter <i>MURRAY</i> <input type="checkbox"/> (Call 902-667-2313 or Toll Free: 1-888-756-6262 if you are unsure) <i>SCOTT MAYN</i>	
Organization Contact Person: Deborah Metherele	Position: Treasurer
Full Mailing Address: 1808 Hwy 242 P.O. Box 212 River Hebert, N.S. B0L 1G0	Phone: <i>226-820-3857</i> E-mail Address: <i>debmetherele58@gmail.com</i>
What does the organization do? We are a group of citizens dedicated to the prosperity and development of our areas greatest resource: its people	
Please provide a brief description of the proposed project or activity: We are currently renovating the former curling club into a much needed community centre. The project currently at hand is the roof. Its in need of a new one before it leaks into the newly renovated library. <i>new roof</i>	
What is the total cost of your project or activity? \$18,500 _____ (Specify a dollar amount)	
Amount of assistance requested from the Municipality: \$18,500 _____ (Specify a dollar amount)	
Councillor's Recommendation: \$ <u><i>18,500.00</i></u>	
Signature: 	Date: <u><i>2025-11-26</i></u>
Approved Amount: \$ _____	Signature of CAO: _____ Date: _____



Cumberland Roofing

& Renovations

Sub Total:	\$16,053.72
HST:	\$ 2,408.05
HST ID: 791574486RT0001	
Grand Total:	\$18,461.77
Labour	\$5,000.00+Tax
Material	\$11,053.72+Tax

Labour, Material, Dump Fees & Delivery included in the price

Full Amount Must be paid upon completion

Payment Method: Certified Cheque, Cash, Bank Draft or E-Transfer

We install top quality material and double nail every shingle for wind resistance.
We also cover our work with a 5 year workmanship warranty at no additional cost.

Email: cumberlandroofing@hotmail.com

Office: 902-694-8659

Cell: 705-562-5573

You can find us on facebook

Quality Workmanship Done Right The First Time!

Quote

Submitted on 11/16/2021

Estimate

Larry Scapie

Estimate

1

93 Lower Maccan

Maccan, Nova Scotia

B0L 1B0

Project

Roofing Community

Centre

Description	Qty	Unit price	Total price
Materials for roofing contract	1	\$12,500.00	\$ 12,500.00
Labour installing roof	1	\$3,600.00	\$ 3,600.00

Notes:

Subtotal \$ 16,100.00

Tax \$ 2,415.00

\$18,515.00



Cumberland Roofing

& Renovations

Roof Estimate: 11/11/2021

River Hebert Community Centre

John Therrien

1808 Hwy 242, River Hebert

902-694-8659

Material

1"x4"x12' Strapping	160
Box Framing Nails	02
Metal Roof Panels	3780SQFT
Ridge Cap 10FT	12
Gable Edge Trim	12
Eave Drip Edge Trim	10
Wall Flashing	07
Supra Roof Caulking	05
24" Metal Valley	09
Box Roof Panel Screws 500PC	05
16" Rubber Boot	02
3" Rubber boot	02
Delivery	01

Quality Workmanship Done Right The First Time!



Roger Baker
902 664 1182

735 Highway 366
tyndal road ns
b4h 3x9
Canada

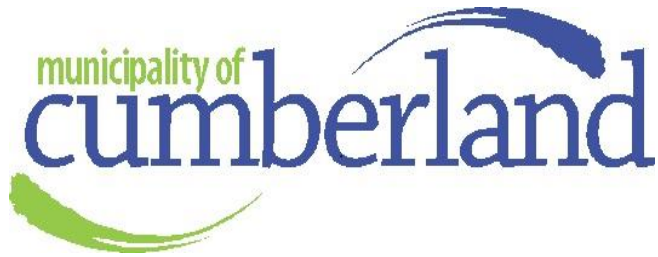
Prepared For
Brookside Curling club
1808

Estimate Date
11/16/2021

Estimate Number
0000096

River Hebert, Nova Scotia
bol 1g0
Canada

Description	Rate	Qty	Line Total
Install new steel on curling club	\$0.00	1	\$0.00
Materials	\$13,965.32	1	\$13,965.32
All labour	\$7,426.97	1	\$7,426.97
	Subtotal		21,392.29
	Tax		0.00
	Estimate Total (CAD)		\$21,392.29



CUMBERLAND COUNCIL

RFD#2021-11-11

Date: 11/29/2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Greg Herrett, CAO

DATE: 11/25/2021

SUBJECT: Inter-Municipal Poverty Reduction Advisory Committee Terms of Reference

ORIGIN: Council has previously approved its participation in an Inter-municipal Poverty Reduction Advisory Committee.

LEGISLATIVE AUTHORITY: MGA 24(1) The Council may establish standing, special and advisory committees.

RECOMMENDATION: That Council accept the draft Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee.

BACKGROUND: A draft Terms of Reference has been drafted and vetted by the CAO's of Cumberland and Amherst and the Clerk for the Town of Oxford. The draft was a collaborative effort of representatives of all 3 units.

DISCUSSION: The attached Terms of Reference must be approved by all 3 participating Municipal units.

FINANCIAL IMPLICATIONS: There are no financial implications for approving this Committee Term of Reference.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications on the formation of this Committee.

HOW WILL IT BE COMMUNICATED? This item will be communicated using local media outlets, our website and social media.



CUMBERLAND COUNCIL

RFD#2021-11-11

Date: 11/29/2021

ALTERNATIVES: Council could request changes to this Terms of Reference.

ATTACHMENTS: Draft Terms of Reference

Report prepared by:

Report and Financial approved by:

Inter-Municipal Poverty Reduction Advisory Committee (PRAC)

DRAFT Terms of Reference

Purpose

The purpose of the PRAC is to advise all municipalities of Cumberland County on matters regarding poverty reduction and the application of social equity lenses within rural communities. The primary goals of the PRAC are:

- 1. to increase wellness and quality of life for all constituents living in Cumberland County focusing on what is needed to prevent people from experiencing poverty.***
- 2. To support those who are marginalized by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration.***

Mandate

The mandate of the PRAC is to:

- Develop a Strategic Plan to be reviewed annually.
- Provide advice and recommendations to Municipal Councils as determined by the Strategic Plan, or as directly requested by Municipal Councils;
- Create awareness and education around social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose;
- Review these Terms of Reference every three years.

Strategic Plan

The components of the Strategic Plan may contain the following:

- Ongoing asset mapping and statistical analysis of relevant evidence and data sets including, but not limited to, local housing market, Canadian census, employment, health and wellness, etc.
- Outline causes of poverty and identify those that are most likely to experience it.
- Identification of most vulnerable demographics and related service gaps (single-mothers and youth, for example)
- Establish priorities based on a Social Determinants of Health model and develop corresponding action plans.
- A robust and accessible communications strategy to actively engage our local community.

- A five-year outlook with actionable goals outlined for years one and two.
- Develop tools to measure the success of the strategic plan and a reporting strategy to communicate results to municipal councils and the public.

Committee Composition and Term

The Committee's initial mandate is for a three-year term, ***with the first 9 months dedicated to the creation of the strategic plan***. At the end of the three years, the Committee will review the terms of reference and make recommendations to the three municipalities regarding the Committee's continuing role. ****Possibly stagger membership lengths***

The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Cumberland County.

The membership of the **PRAC** will be as follows:

- One Councillor from each Municipality (Amherst, Oxford and the County) will be the voting members.
- Each Municipality will appoint at least one staff person as a non-voting support member.
- **The following sectors will be asked to recommend one voting member to the PRAC: Business, non-profit, education, medical, social supports, and justice.**
- Two community members with experience living with poverty will be recruited and selected by the Councillor and staff appointments to the PRAC.
- Other staff members from each municipal unit may be asked to attend meetings to assist the Committee as required.

Committee Member Selection Process

PRAC members will be selected as follows:

- Municipal Councils will each select their own representatives.
- Staff members will be appointed by the CAO or Clerk of each municipality.
- Applications for other community representatives will be solicited using radio, newspaper, social media and municipal websites. Interested citizens and organizations will be invited to submit a letter of interest and experience. The staff and Council members appointed to the Committee will review the applications and select the community representatives.

Delegated Authority

The PRAC is established as an advisory committee to the three Municipal Councils and does not have any delegated authority. The Committee has no authority to direct staff. Any advice requiring implementation, reports or staff actions must first be considered by each of the municipal Councils.

Functioning of the Committee

The Chairperson role shall be shared amongst, and meetings co-chaired by, the elected officials.

A quorum consists of a majority of the members of the Committee. Decisions of the Committee will be made by consensus. For the purposes of this Committee, consensus means general agreement, or a decision that all members of the Committee can live with, even if it is not every member's preferred way forward. If a minority of the Committee strongly objects to a decision, reasonable efforts will be made to find an accommodation. If those efforts fail, the dissenting opinions will be briefly noted in the Committee's recommendations.

Sub-Committees

The PRAC may convene sub-committees with the purpose of implementing specific action items within defined time frames.

Budget and Resources Remuneration

PRAC Committee members serve as volunteers and shall serve without remuneration.

Budget and Reimbursement of Expenses

The PRAC will request funds from Councils on a per capita allotment.

The PRAC will use funds to reimburse public members of the committee for travel and childcare expenses.

The PRAC may request additional funds from Councils for miscellaneous items necessary to fulfill the committee's purpose.

Location of the Meetings

The Committee meetings will rotate between the three Municipal units with the option to be held virtually.

Frequency of Meetings

It is expected the PRAC will meet monthly or as determined by the Committee. Meetings will normally be held during normal business hours, however special workshops and meetings may be held on weekends or evenings.

Absenteeism

If a Committee member misses three consecutive meetings without the consent of the Committee, the Committee will advise the person or body responsible for the appointment or nomination of the member, and request that they recommend either the continued representation by that member, or the replacement of the member with another person to be named.

DRAFT



CUMBERLAND COUNCIL

RFD#2021-11-9

Date: 11/29/2021

TO: Mayor Scott and Members of Council

SUBMITTED BY: Steve Ferguson, Director of Community Development

DATE: 11/25/2021

SUBJECT: *Parrsboro Storage Unit*

ORIGIN: The Municipality, and before it the Town of Parrsboro, have over the years accumulated a variety of seasonal items that are used for cultural/seasonal/tourism purposes, ranging from art works to holiday lighting fixtures. The Municipality's contracted Project Facilitator has, until this year, been able to find off-season storage for these items in the local area at no cost, but now that storage space is no longer available, and new storage space is required.

LEGISLATIVE AUTHORITY: The general authority for the Municipality to acquire things is found in sections 2, 9A, and 14A of the MGA.

RECOMMENDATION: that the purchase of a storage shed at a total cost not to exceed \$17,500 including non-recoverable HST be approved.

BACKGROUND: As mentioned above, past storage space for seasonal items in the Parrsboro area is no longer available. The current list of items that require storage includes (this list will change over time):

- the Clause Cause seasonal lighting decorations (pole decorations)
- story table
- sails that come off the poles when Christmas lights go up
- stained glass sculpture (to keep sidewalks clear for snow removal)
- fish from the fish weir exhibits 4-bins
- metal garden anchors
- canon story board
- 2 red selfie frames 4' X 4' X 7' H
- signage: information signs come off the kiosk at entrance
- lumber to be used for story table extension in 2021/22
- 4 beach super large Adirondack chairs

We have obtained a quote for a 12' x 30' shed. The base cost without tax is \$14,658. With delivery (~\$500), and couple of optional items (\$770) and non-recoverable HST (~\$800) it rounds to about \$17,000. Estimated deliver is 2 – 3 weeks, but delays are possible due to



CUMBERLAND COUNCIL

RFD#2021-11-9

Date: 11/29/2021

demand and material shortages.

DISCUSSION: The Project Facilitator has tried to find alternate storage but has been unable to do so. The recommended solution would be a long-term solution at a reasonable price. Public works staff have identified a suitable location adjacent to the PW garage, and they are agreeable to overseeing the installation and use of the shed.

As a result of two full time positions being vacant in the Community Development Department for an average of 6 months each, there will be more than sufficient surplus funds in the CED budget category to accommodate this expenditure.

FINANCIAL IMPLICATIONS: None, other than the transfer referred to above.

ENVIRONMENTAL IMPLICATIONS: Not applicable.

HOW WILL IT BE COMMUNICATED? After the Council meeting using customary channels

ALTERNATIVES: Continue with current arrangement although this is not sustainable in the long term.

ATTACHMENTS: None

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