



Naturally Yours

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**COMMITTEE OF THE WHOLE  
FOR THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
September 10, 2018**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, September 10, 2018, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

**THOSE IN ATTENDANCE WERE:**

Deputy Warden David Levy  
Warden Penny Smith  
Councillor Doris Townsend  
Councillor Terry McIntyre  
Councillor Roger Taylor  
Councillor John Roscoe  
Councillor Norman Wallet  
Tom MacEwan, CAO

**ALSO IN ATTENDANCE:**

Adam Dedrick, Director of Recreation & Parks  
Anita DeMings, Executive Assistant  
Erin Hartley, Director of Corporate Services  
Val Kean, Community Development Coordinator  
Bobbeth Colebrook, Community Development Co-op Student

**1. CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Deputy Warden Levy.

**2. APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of September 10, 2018, be approved with the following additions:

- 7.(h) Bell Internet Update - Added
- 7.(i) Develop Nova Scotia - Added
- 7.(j) Boundary Meeting Update – Added

**- MOTION CARRIED**

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Tom MacEwan, CAO

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**3. APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of July 9, 2018, be approved as circulated.

- **MOTION CARRIED**

**4. Presentation:**

- (a) Campaign to Protect Offshore Nova Scotia - Marilyn Keddy & Marion Moore  
Re: Public Inquiry

4.(a) Marilyn Keddy and Marion Moore made a presentation to Committee regarding the Campaign to Protect Offshore Nova Scotia call for a public inquiry. The Federal Government and Government of Nova Scotia have been called upon to undertake a public inquiry into the impacts of the offshore oil and gas explorations. It is their opinion that offshore oil and gas exploration pose a serious risk to the fisheries and tourism industries which are the lifeblood of our local economy.

Councillor Roscoe joined the meeting at 5:25 pm.

Discussion was held regarding the risks and the impacts a public inquiry would identify. Committee was requested to support the appointment of a public inquiry by writing to the Prime Minister and Premier.

Committee thanked Ms. Moore and Ms. Keddy for their presentation.

**5. Inspection Services:**

- (a) Private Road Name Change Request – Sandy Point – “Paradise Point Road”

5.(a) Andrew Goreham, Manager of Inspection Services, presented the Private Road Name Change Request staff report to Committee.

A written request was submitted by local residents requesting approval to change the private road currently known as “Grace Rosie Road” to “Paradise Point Road”.

Discussion was held regarding the history and the new owner felt that the road located at the entrance of the Shelburne Harbour should have a name befitting one of the greatest natural harbours in the world.

Mr. Goreham advised Committee that the Inspection Department and Nova Scotia Department & Infrastructure Renewal found no duplication of the proposed road name.

**MOTION: Private Road Name Change Request – Sandy Point - “Paradise Point Road”**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the name change of the private road currently known as “Grace Rosie Road” to “Paradise Point Road” in the community of Sandy Point.

- **MOTION CARRIED**

**6. Recreation:**

- (a) Shelburne County Arena Phase 4 Capital Upgrades
- (b) Community Art Fund Second Round Proposals

6.(a) Adam Dedrick, Director of Recreation & Parks, presented the Shelburne County Arena Phase 4 Capital Upgrades staff report to Committee.

The Arena Association is attempting to leverage all the funds committed to finish the remaining capital improvements recommended in the aging facility audit that was completed in 2006.

The original funding request was for the Zamboni only, however; there is also a need for new compressors. The funds from several sources have already been secured, there is an opportunity to leverage those funds for federal infrastructure to cover the remaining Phase 4 Capital Upgrades.

**MOTION: Shelburne County Arena Phase 4 Capital Upgrades**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne provide \$45,000 to the Shelburne County Arena Association for Phase 4 Capital Upgrades that includes the purchase of a new Zamboni and compressors.

- **MOTION CARRIED**

Councillor Townsend joined the meeting at 5:50 pm

6.(b) Adam Dedrick, Director of Recreation & Parks, presented the Community Art Fund Second Round Proposals staff report to Committee.

The Community Art Fund Policy provides the opportunity to support community art projects that engage the broader community during the creative process resulting in the creation of something of meaning, benefit and enjoyment for the local community.

Two submissions were received for the second application period. Each proposal was reviewed according to criteria set forth in the Community Art Fund Policy. Follow up questions were sent to each artist. During this process one of the artists withdrew their proposal.

Discussion was held regarding the remaining proposal not meeting all the criteria.

Committee discussed the importance of supporting our local art community and alternative recommendations. Committee agreed to revisit during budget deliberations.

**MOTION: Community Art Fund Second Round Proposals**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne decline the Community Art Fund proposal "Birchtown Garden" submitted by David Hartley.

- **MOTION CARRIED**

## **7. Administration:**

- (a) Community Development Co-op Student – Coastal Zone Development Project
- (b) RMRF Trucking and Maintenance RFP Award
- (c) Commercial Beautification Program - 2018 Funding Update
- (d) Centre for Local Prosperity
- (e) Rural NS Health Crisis Working Group
- (f) Water Issues
- (g) Cooperative Tourism Projects Update
- (h) Bell Internet - Verbal Update
- (i) Development Nova Scotia
- (j) Boundary Meeting Update

7.(a) Erin Hartley, Director of Corporate Services, presented the Community Development Co-op Student – Coastal Zone Development Project staff report to Committee.

The Municipality of the District of Shelburne applied for the Nova Scotia Cooperative Education Incentive Program in May 2018. This program helps co-op education students in university and community colleges to secure paid, on-the-job work experience related to their field of study and career goals.

The Community Development Co-op Student will work with the Director of Corporate Services and the Manager of Inspection Services to update the Municipality's Planning Strategy and Land Use By-Law to ensure coastal areas, are protected from development that may damage the natural ecosystems, while balancing development opportunities and their protection from environmental occurrences.

The program provides a financial incentive to employers of \$7.50 for each hour the Co-op student works during their placement. this represents a 50/50 cost share agreement. This placement is for Fall 2018, which will run from September 4<sup>th</sup> to December 21<sup>st</sup>.

Bobbeth Colebrook introduced herself to the Committee; she was welcomed.

7.(b) Erin Hartley, Director of Corporate Services, presented the RMRF Trucking and Maintenance RFP Award staff report to Committee.

Municipality of the District of Shelburne issued an RFP on June 19, 2018 with a deadline of July 20, 2018. The RFP includes trucking/hauling of construction and demolition materials from the RMRF to the Queen's Landfill. Maintenance includes push back of the site material piles between transports and snow and salting as required. Three submissions were received and evaluated.

Discussion was held regarding the evaluations process, which included understanding the required services, project experiences and company reputation and references. With respect to price, the method employed had the lowest price receive full points with the others having points deducted by the same percentage that it exceeds the lowest price. Price was evaluated on the proposed tonnage cost as it accounts for approximately 90% of the total contract.

**MOTION: RMRF Trucking and Maintenance RFP Award**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne award the RMRF Trucking and Maintenance RFP to Mark A. Williams Excavating by entering into a five (5) year contract.

- **MOTION CARRIED**

7.(c) Erin Hartley, Director of Corporate Services, presented the Commercial Beautification Program - 2018 Funding Update staff report to Committee.

The Municipality's Commercial Façade and Beautification Program for 2018 was advertised on June 4, 2018, with a deadline of July 27, 2018. Two submissions were received by the deadline. One submission was received on August 30, 2018.

Two staff members evaluated the submissions to ensure the policy's criteria were met.

The submissions were approved as follows:

- Boulder Cove Cottages approved for \$2,461.00 to complete signage, patio door installation, paint and labour.
- R&M Boatbuilding approved for \$2,021.12 to complete signage, façade repairs, excavation and landscaping.
- Roseway River Cottages approved for \$1,206.17 to update signage.

Ms. Hartley informed Committee that letters of approval and cheques were provided to the businesses and proof of completion is required within six months of approval.

Discussion was held regrading clarifying the policy to include or omit highway signs.

7.(d) Tom MacEwan, CAO, presented the Centre for Local Prosperity staff report to Committee.

The Municipality received a letter from the Centre for Local Prosperity inviting the Municipality to send representatives to its Import Replacement Strategy Implementation Planning Session and requesting that the Municipality contribute \$500 towards the cost of the Fall Session.

Shelburne County is one of the case studies in the report. Their results indicate that there is very significant economic development potential within Shelburne County through adopting a strategy for localizing procurement and purchasing.

It was noted that the session was free to attend. Warden Smith and Councillor Taylor plan to attend the session at the NSCC on October 20, 2018.

**MOTION: Centre for Local Prosperity**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne send representatives to the Fall Session; and

That Council of the Municipality of the District of Shelburne contribute \$500 to the Centre for Local Prosperity to assist in off-setting the costs of the Fall Session.

- **MOTION CARRIED**

7.(e) Tom MacEwan, CAO, provided an update regarding the Rural NS Health Crisis Working Group to Committee.

Discussion was held regarding the direction Committee desires to take on a number of initiatives that have been planned as well as the expectation of the Nova Scotia Health Authority.

Warden advised that there is a meeting being held that she and the CAO plan to attend at Roseway Hospital on Thursday, September 13, 2018, and she would like to share Committee concerns and questions.

Committee felt that they should focus on lack of Doctors, emergency room closures and the services provided at the Roseway Hospital.

7.(f) Tom MacEwan, CAO, presented the Water Issues staff report to Committee.

CAO updated Committee regarding the actions that have been taken to address the water shortages over the summer months.

The current water shortages are being managed by residents through water conservation efforts, alternate practices regarding water use and the purchase of drinking water. The Shelburne County East Emergency Management Coordinator has made arrangements with the local fire department for provision of non-potable water for residential use.

It was agreed that since water shortage has become an ongoing problem, it be requested that Department of Municipal Affairs-Emergency Management Office work with municipalities that are impacted by the repeated water shortages to create a comprehensive plan for assisting residents in dealing with these issues.

**MOTION: Water Issues**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne forward a letter to the Minister of Municipal Affairs requesting that the Emergency Management Office work with municipalities that are impacted by repeated water shortages with the goal of creating a comprehensive plan for assisting residents in dealing with what appears to be an annual issue.

- **MOTION CARRIED**

7.(g) Val Kean, Community Development Coordinator, presented the Cooperative Tourism Projects-Shelburne County staff report to Committee.

The Municipality of Shelburne and Municipality of Barrington have been working on cooperative tourism initiatives as per the Tourism Agreement that was signed in April, 2018. Over the past several months staff and management have participated in discussions surrounding the Mobile App Project and as well as the Travelling Tourist Bureau.

Discussion was held regarding the budget and the changes in the Tourism App. Staff are exploring a mobile friendly website. It was noted that the Municipality of Barrington staff are the lead on this project.

It was noted that staff will be designing cooperative marketing materials, brochures and develop a comprehensive plan for the execution of the Traveling Tourist Bureau this Fall. It was noted that the Municipality of Shelburne staff are the lead on this project.

7.(h) Tom MacEwan, CAO, updated Committee on the Bell Internet project.

Discussion was held regarding the timeframe for information from David Schenkel, I.T. Consultant.

Mr. Schenkel is currently working with Bell and when the information has been obtained from Bell it will take two weeks for Mr. Schenkel to provide his report and Council should take one week to review and present questions they may have.

The CAO advised that he is in the process of arranging a meeting with senior staff, Council and Bell representatives to discuss the project options and potential costs.

7. (i) CAO advised Committee that he and the Warden attended a meeting with Develop Nova Scotia on August 29, 2018 in Yarmouth. Topics included the Shelburne County Marine Centre of Excellence and Rural Internet.

It was requested that Council share stories with Develop Nova Scotia regarding residents not moving to our area and/or businesses not opening in the area due lack of consistent internet coverage.

7. (j) Warden Smith updated Committee regarding a Boundary Review Meeting that she, Councillor Taylor and Councillor Townsend attended on Friday, September 7, 2018 at the Osprey Arts Centre.

She noted it was a very well attended meeting. It was noted that it appeared to be favorable to reinstate the provincial electrical boundaries and a report will be out in November, 2018.

## **8. Other:**

- (a) Tax Changes - Elected Officials – Update
- (b) Monthly Building Report – July & August, 2018
- (c) Proclamation – Right to Know Week
- (d) Roseway Manor Corporation Board – Proposed Bylaw Amendments
- (e) Invitation – Kairos Blanket Exercise

8.(a) Tom MacEwan, CAO, presented the Tax Changes staff report to Committee.

For 2019 and later tax years, non-accountable allowances paid to elected officials will be included in the income of the elected officials.

Discussion was held regarding the nontaxable allowances and what it includes. Municipal Units continue to explore options with respect to this issue.

**MOTION: Tax Changes - Elected Officials.**

Being duly moved and seconded, be it resolved that the Warden forward a letter to the Federation of Canadian Municipalities requesting their continued support in advocating for municipalities regarding the possible elimination of a one-third income tax exemption for elected officials with a copy of the letter being forwarded to the NSFM and our local MP; and

That Council direct the CAO to calculate the amount of increase in gross pay that is necessary for Members of Council to maintain the same annual net pay after the changes in the Income Tax Act take effect on January 1, 2019; and

That Council direct the CAO to calculate the full cost that would be incurred by the Municipality by offsetting the loss of the one-third tax exemption so that Members of Council maintain their current net pay after the changes in the Income Tax Act take effect on January 1, 2019.

- **MOTION CARRIED**

8.(b) Committee reviewed the Building Inspection Report for July & August, 2018.

Discussion was held regarding the workload of having one (1) Building Inspector. CAO advised that the administrative duties have been shifted to the Executive Assistant.

8.(c) Warden Penny Smith read the Proclamation - Right To Know Week.

**MOTION: Proclamation – Right to Know Week**

Whereas the Municipality of the District of Shelburne has adopted the principles of openness, transparency and accountability; and

Whereas *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Municipality of the District of Shelburne; and

Whereas access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

Whereas a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

Whereas the Municipality of the District of Shelburne joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;



Therefore, be it resolved that I, Warden Penny Smith, of the Municipality of the District of Shelburne do hereby proclaim September 24 to September 30, 2018 to be Right to Know Week in the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8.(d) Tom MacEwan, CAO, presented Committee with the letter received from Donald Harding regarding the Roseway Manor Corporation Board proposed by-law amendments.

**MOTION: Roseway Manor Corporation Board – Proposed Bylaw Amendments**

Whereas Roseway Manor Incorporated is a body corporate established pursuant to the provisions of the *Municipal Housing Corporation Act* (the "Act");

Whereas subsection 14(1) of the Act authorizes and requires a municipal housing corporation to amend by-laws with respect to, inter alia: meetings of the corporation and the conduct of business at them; the election or appointment and term of office of members and officers of the corporation; and filling of vacancies in the corporation or in offices of the corporation;

Whereas the Corporation wishes to permit the Municipality of the District of Shelburne, the Town of Shelburne and the Town of Lockeport to withdraw from the corporation, and for the Corporation to take over the function of recruiting, selecting and appointing members to its board;

Therefore, be it resolved that:

The Articles 3,4,16 and 42 of the corporate by-laws of Roseway Manor Incorporated last approved by the Minister of Municipal Affairs dated September 19, 2009 are hereby amended to state as follows:

*Article 3: The Corporation shall consist of nine (9) members, who shall be selected in the sole discretion of the Corporation.*

*Article 4: Except as herein provided, a member shall continue as a member of the Corporation until a successor is appointed.*

*Article 16: No business shall be transacted at any meeting of the Corporation unless a quorum of members is present. Such a quorum shall consist of five members.*

*Article 42 (c) – DELETED*

- **MOTION CARRIED**

8.(e) Tom MacEwan, CAO, presented to Committee an invitation and financial request received from Chris Curry to attend the Kairos Blanket Exercise being held October 11, 2018 at the local museum.

Warden advised that she had spoken with Ms. Curry. It was suggested that if individuals were interested in attending they are to contact Ms. Curry for registration details.

**9. In Camera:**

- (a) Personnel Matters
- (b) Contract Negotiations

**MOTION: ENTER "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 7:53 pm to discuss personnel matters and contract negotiations.

- **MOTION CARRIED**

**MOTION: EXIT "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 8:45 pm.

- **MOTION CARRIED**

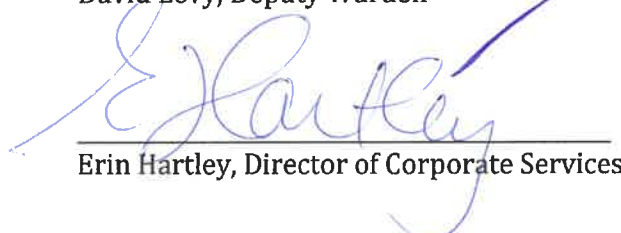
**10. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:45 pm.

**Anita DeMings**  
**Recording Secretary**

Oct 12/18  
Date

  
David Levy, Deputy Warden

  
Erin Hartley, Director of Corporate Services