



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
October 9, 2018**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Tuesday, October 9, 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 and Parks
Anita DeMings, Executive Assistant
Erin Hartley, Director of Corporate Services
Val Kean, Community Development Coordinator
Members of the Public

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 October 9, 2018, be approved as circulated:

- MOTION CARRIED

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Minutes of September 10, 2018, be approved as amended.

- **MOTION CARRIED**

4. Administration: (*Resolution Prepared)

- (a) Citizen Engagement Strategy
- (b) Waste Diversion Update
- (c) Committee Terms of Reference Renewals*

4.(a) Val Kean, Community Development Coordinator, presented the Citizen Engagement staff report to Committee.

Council and staff identified an opportunity to improve processes for community engagement and public communication. It has been recognized that there is a need to better inform and involve residents to maintain an effective and accountable organization.

In May 2018, Council approved the Citizen Engagement Strategy for 2018/19. It is intended to be used as a short-term reference point for Council and staff of the Municipality to ensure that citizen engagement and public relations is an organizational priority of the Municipality.

Discussion was held regarding the next event being a citizen engagement session including location, initiatives, future projects such as road updates, community participation for upcoming election, health care and sewage treatment plant updates.

It was noted that a tentative date for the Citizen Engagement Strategy - Community Engagement Session, be held at the Black Loyalist Heritage Centre on Wednesday, November 21, 2018 at 6:00 pm. It was also noted that it would be part of Municipal Awareness Week.

4.(b) Tom MacEwan, CAO, presented the Waste Diversion Coordinator's Update as of October 2018.

Discussion was held regarding metal recycling, brush pile management, public garbage, and plastic recycling.

Budget for metal recycling revenue was \$30,000. Due to the pricing offered compared to last year, we received approximately \$52,000 which exceeded the budget revenues by \$22,000.

It was noted that staff are currently exploring options on how to manage the brush pile.

4.(c) Erin Hartley, Director of Corporate Services, presented the Terms of Reference staff report to Committee.

These three committees have completed their first two-year term. Each Committee is made up of Councillors and community members.

The Municipality's Planning and Development Committee Terms of Reference has been amended to include an appointment term, address vacancies, remuneration, the duration of the role of Chairperson and Vice-Chairperson as well as to update the title and duties of the staff resource.

The Municipality's Economic Growth Strategy Committee Terms of Reference has been amended to include an appointment term, address vacancies, remuneration and the duration of the role of Chairperson and Vice-Chairperson.

The Municipality's Audit and Internal Control Committee Terms of Reference has been amended to include Council approved membership, appointment term, address vacancies, remuneration, the duration of the role of Chairperson and Vice-Chairperson as well as change this Committee's duration of mandate from one year to two years, so it is in line with the other two Committees.

It was noted that the committee members are looking for meaningful ways to participate in local government.

MOTION: PLANNING AND DEVELOPMENT COMMITTEE

Being duly moved and seconded, be it resolved:

- a. THAT Council of the Municipality of the District of Shelburne accept the Planning and Development Committee's Terms of Reference as amended;
- b. THAT the Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be renewed until October 31, 2020; and
- c. THAT the following members be appointed to the Planning and Development Committee:
 - Councillor Roger Taylor
 - Councillor Norman Wallet
 - Councillor John Roscoe
 - Fred Greenwood, Community Member
 - Christine Curry, Community Member
 - Peter Drew, Community Member

- MOTION CARRIED

MOTION: ECONOMIC GROWTH STRATEGY COMMITTEE

Being duly moved and seconded, be it resolved:

- a. THAT Council of the Municipality of the District of Shelburne accept the Economic Growth Strategy Committee's Terms of Reference as amended;
- b. THAT the Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be renewed until October 31, 2020; and

c. THAT the following members be appointed to the Economic Growth Strategy Committee:

- Deputy Warden David Levy
- Warden Penny Smith
- Councillor Roger Taylor

- MOTION CARRIED

MOTION: AUDIT AND INTERNAL CONTROL COMMITTEE

Being duly moved and seconded, be it resolved:

- THAT Council of the Municipality of the District of Shelburne accept the Audit and Internal Control Committee's Terms of Reference as amended;
- THAT the Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be renewed until October 31, 2020; and
- THAT the following members be appointed to the Audit and Internal Control Committee:
 - Councillor Terry McIntyre
 - Councillor Norman Wallet
 - Bruce Bennett, Community Member
 - Larry Pelletier, Community Member

- MOTION CARRIED

5. Recreation: (*Resolution Prepared)

(a) Trails & Bridges Update

5.(a) Adam Dedrick, Director of Recreation and Parks, presented Committee the Trails and Bridges staff report update.

The last full engineering bridge inspections of all four Municipal Bridges – Tom Tigney Bridge, Jordan River Bridge, Roseway River West Bridge and Roseway River East Bridge were completed in 2010 by CBCL Limited. The repairs completed on the Tom Tigney Bridge included abutment repairs in 2011 and the replacement of the decking rails and fencing in 2013. The Roseway River East Bridge was replaced by the Province in 2017. No repairs or upgrades have been done on the Roseway River West Bridge or the Jordan River Bridge. The Footbridge which is owned by Department of Infrastructure Renewal (TIR), has not been inspected by the Municipality and is currently closed by TIR for safety reasons. TIR is in the process of transferring ownership of the bridge to the Municipality pending agreement of the proposed bridge repairs.

A cursory inspection of the three required bridges (Roseway River West Bridge, Tom Tigney Bridge and Jordan River Bridge) was completed on March 31, 2018 by Bruce Higgins, P.Eng who is employed by CBCL Limited.

There is approximately 86 km of trails in the Municipality of Shelburne. Approximately 42 km of developed trails with 44 km not developed.

Discussion was held regarding the development of new trails, trail upgrades which included new signage, additional parking areas and the conversion of existing multi-use trails to shared use.

It was noted that this staff report is for information purposes only.

6. Committee Reports/ Council Member Updates

- (a) Committee Reports
- (b) Council Member Updates

6.(a) Warden Smith advised Committee that she attended the latest Beach Stewardship Committee meeting which was held October 2, 2018. Topics included accessibility for people with mobility issues, brochures, beach walk at Sandhill's and purchasing retractable displays.

Discussion was held regarding the future direction of the Committee as Christine Curry is retiring.

6.(b) Councillor McIntyre requested approval from Committee to attend the Financial Management for Elected Officials Course being held in Halifax on November 22nd & 23rd, 2018.

Councillor Wallet advised Committee that a constituent was requesting that the Municipality adopt a Well Drilling Program for municipal residents to address drought concerns. Discussion was held regarding the Municipality's decision to decline a Well Drilling Program.

Warden Smith advised Committee that she and Councillor Wallet attended the Coastal Protection Act session on September 25, 2018 at the Sandy Point Lighthouse. The focus was how a Coastal Protection Act could benefit Nova Scotians, adaptation to support Coastal Communities and coastal setbacks.

Warden Smith advised Committee that she attended an Oil and Gas meeting on October 3, 2018.

Warden Smith advised that she will be attending the Rural Internet Workshop being held in Truro on Thursday, October 11, 2018.

Councilor Taylor advised that he attended the Offshore Petroleum Board meeting in Yarmouth.

7. Other:

- (a) Nova Scotia Health Authority – Letter from Janet Knox
- (b) Letter to Minister Delorey - Future of Roseway Hospital
- (c) Infrastructure Canada – Report from Roundtable Discussion
- (d) Future of Art in Rural NS – Article by Bob Hainstock
- (e) Monthly Building Report - September 2018

7.(a) Tom MacEwan, CAO, presented to Committee the response letter from Janet Knox, Nova Scotia Health Authority.

Discussion was held regarding the lack of answers to questions being asked. The CAO advised that he has followed up with Ms. Knox to arrange a date to meet with members of the Nova Scotia Health Authority. To date, there has been no response to confirm a date.

7.(b) Councillor Wallet requested a letter be sent to Minister Delorey requesting an answer and information on the status of Roseway Hospital.

Discussion was held regarding the future status of the Roseway Hospital. CAO presented a draft letter to Committee.

It was the agreed that the letter be sent with suggested amendments.

7.(c) Tom MacEwan, CAO, presented the Infrastructure Canada – Roundtable Discussion staff report to Committee.

CAO advised Committee that he attended a Roundtable Discussion of Canada's Infrastructure Program which was hosted by the Minister of Infrastructure and Communities, the Honourable Francois-Philippe Champagne and the President of the Treasury Board, the Honourable Scott Brison.

Under the new cost sharing arrangement, for projects in units with less than 5,000 residents, the federal government will contribute up to 60% of municipal project costs and the Province will cost share at a minimum of 33.33%, there by reducing the contribution from municipalities to 7%.

The projects that were discussed included Broad Band Connectivity, Municipal Complex, Coastal Protection and Public Transit.

It was advised that although new municipal complexes are not eligible projects, if a municipal complex includes aspects that are eligible for funding such as public meeting places or cultural and recreational facilities, then a portion of the complex would be eligible for shared funding.

It was noted that staff is exploring ways to include aspects such as public meeting space that would permit us to apply for federal and provincial funding.

7. (d) Deputy Warden advised Committee of a letter received from Bob Hainstock, regarding A way Forward For Rural Art Galleries.

Committee discussed the importance of supporting our local art community.

7.(e) Committee reviewed the Monthly Building Report – September 2018.

8. In Camera:

(a) 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 7:20 pm to discuss 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 7:45 pm.

- **MOTION CARRIED**

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45 pm.

**Anita DeMings
Recording Secretary**

Nov 20/18
Date



David Levy, Deputy Warden



Erin Hartley, Director of Corporate Services