



Municipality of
Shelburne

Naturally Yours

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**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
November 13, 2018**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Tuesday, November 13, 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:

Anita DeMings, Executive Assistant
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 November 13, 2018, be approved with the following addition:

8.(g) Unveiling Alms House Monument - Added

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

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

- **MOTION CARRIED**

Tom MacEwan, CAO

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Penny Smith, Warden

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Recommendations were suggested:

- Significant changes to the ecosystem-based management with more multi-aged silviculture
- Less clearcutting
- Increase retention in clearcutting in the forest
- Implementation of these and other recommendations for crown land could reduce clearcutting by 20-25%.

Other recommendations were as follows:

- Model ecological forestry for private land
- Old Forest Policy changes
- Legislated forest planning
- Crown Land action change
- Full implementation of improvements in oversight recommended previously by the Auditor General
- Transition role of department from conducting forestry to manage forests, forestry policy, standards and oversight accountability.

It was noted that municipalities may well play an important role in land use planning, legislated forest management process for crown land, proposed encouragement of small-scale wood energy projects and proposed emphasis on market diversification and development.

Councillor Taylor agreed to join the group and express concerns at the next Western Region Crown Land Stakeholder Interaction Committee Meeting.

Committee thanked Mr. Lahey for his presentation.

4.(c) Darrell Locke, Town of Shelburne's Fire Chief, updated Committee on Fire Dispatch Services.

With the uncertainty of the Yarmouth dispatch service, Mr. Locke communicated to Committee that at the Fire Service of Nova Scotia's annual meeting held in May, a resolution was brought forward asking for municipal support for a Provincial Fire Dispatch System.

Mr. Locke explained in detail what is required province wide for dispatch services. He advised that the Town of Shelburne has moved to Valley Dispatch, Ohio and Barrington choose Scotia Business Centre. It was noted that these are privately owned businesses and can at any time forfeit the service.

It was requested that this topic be taken to Nova Scotia Federation of Municipalities (NSFM) and Association of Municipal Administrators Nova Scotia (AMANS) meetings through Councillors.

It was noted that this would likely be a five-year project.

Committee thanked Darrell Locke for his presentation.

5. Administration:

- (a) Community Engagement Session Update
- (b) Community Art Support*
- (c) Holiday Information

5.(c) Tom MacEwan, CAO, presented the Holiday Information staff report to Committee.

- Municipal Offices will be closing on Friday, December 21, 2018 at 4:30 pm and reopening on Wednesday, January 2, 2019 at 9:00 am.
- The RMRF will be closing on Friday, December 21, 2018 at 4:00 pm and reopening on Wednesday, January 2, 2019 at 9:30 am.
- The annual Municipal Holiday Meet and Greet will be held on Friday, December 21, 2018 from 2:00 pm to 4:00 pm in the Administration Office.
- Municipal staff will participate in a holiday food bank collection, Councillors are encouraged to participate.
- The Shelburne Celebrates Christmas parade is being held on Saturday, November 24, 2018 at 6:30 pm. Councillors that are interested in walking in the parade can meet staff on Minto Street at 6:00 pm.
- The 2019 New Years Levee will be held jointly with the Town of Shelburne on Tuesday, January 1st at the Trinity United Church Hall from 1:00 pm to 3:00 pm.

5.(d) Tom MacEwan, CAO, presented the Destruction of Records – November 2018 staff report to Committee.

Pursuant to the Municipality of Shelburne's Destruction of Records Policy, at least once annually the Municipality shall review its records to determine what records, if any, are no longer required for municipal purposes and may be disposed of.

As per the Destruction of Records Policy, an email was forwarded to managers and Council on Tuesday, November 6, 2018, advising of records being prepared for destruction. An opportunity is provided for management and Council to view the files before November 26, 2018.

MOTION: DESTRUCTION OF RECORDS – NOVEMBER 2018

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the attached list of records be destroyed.

- **MOTION CARRIED**

5.(e) Tom MacEwan, CAO, presented the Fire Boundary Change – Town of Shelburne staff report to Committee.

Effective April 1, 2018, the Port Clyde Volunteer Fire Department was no longer registered by the Municipality of the District of Shelburne. The portion of the former Port Clyde Fire District within the Municipality of the District of Barrington has fire service coverage by the Barrington Fire Department whereas the portion of the former Port Clyde Fire District within the Municipality of the District of Shelburne has temporary coverage by Shelburne Volunteer Fire Department and requires a permanent solution.

On a separate matter, three Recreation Day Camp accounts from the Summer of 2017 remain unpaid despite the Recreation Department contacting the client before camp to pay, calling at the end of the summer and sending out an invoice; amount totals \$120 and is deemed uncollectable by the Director of Recreation.

MOTION: WRITE OFF REPORT NOVEMBER 2018

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve that the balance of \$619.27 for assessment #04952553 be written off using the 2018/2019 valuation allowance account; and

That the Council of the Municipality of the District of Shelburne approve that the balance of \$120 from three Recreation Day Camps in the summer of 2017 be written off using the 2018/2019 valuation allowance account.

- **MOTION CARRIED**

6.(b) Tom MacEwan, CAO, presented the Issues Addressed in Management Letter 2017/2018 staff report to Committee.

At the September 2018 Committee of the Whole Meeting, Grant Thornton presented the 2017/2018 Financials as well as a management letter which included two significant deficiencies; Internal Audit and Tipping Fee Scales. These matters were brought to the Audit and Control Committee on October 23, 2018, the following are recommendations for Council to consider.

In reference to the Internal Audit deficiency, the committee in consultation with the CAO, suggested to revisit this in the next fiscal. In the meantime, the CAO and senior staff will be working on known areas of concern and finding solutions that can be presented to the Audit and Internal Control Committee at a future date. Given the time frame involved this deficiency will likely not be addressed this fiscal, so it will appear on next year's Management letter.

In reference to the Tipping Fee Scales deficiency, after reviewing the report the Committee agreed that the risk of this deficiency was low and given the findings of the report, they were comfortable with the level of risk and therefore did not see the need to pursue it further.

6.(c) Tom MacEwan, CAO, presented the Revised Tax Sale Policy staff report to Committee.

As of April 1, 2016, the Tax Sale Policy stated that properties would be sold for tax sale if taxes were in arrears for the proceeding two fiscal years.

Uncollected taxes remain high and Council at the September 2018 meeting discussed revising the Tax Sale Policy to state that properties will be sold for tax sale if taxes are in arrears for the proceeding one fiscal year.

It was clarified that for the March 2019 tax sale, a property will be sold if they owe two preceding fiscal taxes plus current. This means that by the time the property goes on tax sale they will owe three years of property taxes with the next bill being issued April 1, 2019.

The revision to one year of arrears will apply to the 2020 tax sale going forward. By changing the Tax Sale Policy to state that a property is eligible to be sold if taxes are in arrears for the proceeding one

Discussion was held regarding service location. CAO advised that Richard Jordan will be in the area on November 21, 2018 to do a work assessment including tree trimming and service lines.

Discussion was held regarding funding options and the ability to borrow for Broadband.

8.(b) Internet Funding update was included in 8. (a).

8.(c) Tom MacEwan, CAO, updated Committee regarding the new building. CAO advised that the date of inhabiting has been delayed until July/August 2020.

8.(d) Tom MacEwan, CAO, presented the Nova Scotia Health Authority – Physiotherapist Signing Bonus staff report to Committee.

At the July 2018 Council Meeting, Council approved the request for Nova Scotia Health Authority for a financial contribution (\$5000) to permit the Nova Scotia Health Authority to include a bonus for a 2-year return of service in the offer of employment to a Physiotherapist.

Although the initial recruitment was unsuccessful, the Nova Scotia Health Authority has entered into discussions to secure the services of a different physiotherapist and is requesting that the MDS make the same financial contribution (\$5000) for a 2-year return of service as was previously passed in July 2018.

MOTION: NOVA SCOTIA HEALTH AUTHORITY – PHYSIOTHERAPIST SIGNING BONUS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approves a financial contribution of \$5,000 to permit the NSHA to include a bonus of a 2-year return of service in the offer of employment for the Physiotherapist.

- **MOTION CARRIED**

8.(e) Committee reviewed the Building Inspection Report for October 2018.

8.(f) Councillor Taylor updated Committee regarding the Western Region Crown Land Stakeholder Interaction Committee.

Discussion was held regarding the Lahey report not being adopted and there being no set date.

8.(g) Warden Smith advised Committee of the Unveiling Ceremony of the Alms House Monument being held Wednesday at 2:00 pm at the Pine Grove Cemetery, Shelburne.

9. In Camera:

- (a) Contract Negotiations
- (b) Contract Negotiations