



Naturally Yours

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**COMMITTEE OF THE WHOLE  
FOR THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
January 14, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, January 14, 2019, 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 Norman Wallet  
Tom MacEwan, CAO

**ALSO IN ATTENDANCE:**

Anita DeMings, Executive Assistant  
Erin Hartley, Director of Corporate Services  
Michelle Williams, Director of Finance  
Adam Deidrick, Director of Recreation and Parks  
Member of the Public

**REGRETS:**

Councillor John Roscoe

**1. CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Warden Penny Smith.

**2. APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of January 14, 2019, be approved with the following additions:

- 8.(f) Shelburne Fire Department - Annual Smoker Event – Added
- 8.(g) Prioritization Meeting Date - Added

**- MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of November 13, 2018 be approved.

- **MOTION CARRIED**

**4. Business Arising:**

There was no business arising.

Deputy Warden Levy joined the meeting at 5:03 and took over as chairperson.

**5. Presentations:**

- (a) Region 6 Budget - Valda Walsh & Kirk Symonds
- (b) Nova Scotia EMO Presentation – Rhonda Matthews

5.(a) Valda Walsh, Regional Coordinator for Region 6 Solid Waste Management, presented to Committee a brief overview of the 2019-20 Region 6 Budget which included details of revenues and expenses.

**MOTION: Region 6 Budget Approval 2019-20**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne recommend approval of the 2019-20 Region 6 Inter-Municipal Committee Budget in the amount of \$829,019 to members of Council as presented.

- **MOTION CARRIED**

Kirk Symonds, Regional Educator for Region 6 Solid Waste Management, presented a video from the Sharps Campaign to Committee, it was noted the Waste Reduction Association of Nova Scotia paid for this ad, and there is no obligation for individual Municipal units to share this ad.

Discussion was held regarding the regulations and education of the Pharmacy Association Program and the education of placement of needles.

Committee thanked Valda and Kirk for their presentations.

5.(b) Rhonda Matthews, Emergency Management Planning Officer–Southern Zone, presented to Committee an overview of Comfort Centres versus Shelters. There has been an increased interest to see comfort centres established to provide a location for basic services during emergencies.

Discussion was held regarding emergency situations, 72-hour preparedness, liability, responsibilities, funding, guidelines, water supply and planning.

It was noted that Ms. Hartley will work with Mike Shand, EMO Coordinator, for comfort centre inventory, shelter inventory and upgrades to Lions Hall.

Committee thanked Ms. Matthews for her presentation.

**6. Recreation:**

(a) Kids Fair Play FUNd – December 2018 Review

6.(a) Adam Dedrick, Director of Recreation and Parks, presented the Kid’s Fair Play FUNd December 2018 Review staff report to Committee.

Kid’s Fair Play FUNd is a confidential sport recreation and cultural assistance program that provides a valuable service for children and youth of Shelburne County. It addresses the financial barrier faced by some families whose children want to participate in sport, recreation and cultural opportunities.

There were 34 applications approved, with a total of \$4,990, which consists of 17 from the Municipality of Shelburne, 10 from the Town of Shelburne and 7 from the Municipality of Barrington.

**MOTION: KIDS’ FAIR PLAY FUND – DECEMBER 2018 REVIEW**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne authorize the release of \$4,990 from the Kids’ Fair Play FUNd based on the recommendations from the Kids’ Fair Play FUNd Application Review Committee Meeting of December 17, 2018.

- **MOTION CARRIED**

**7. Finance:**

- (a) Tax Exemption for Community Organizations Policy - Revised\*
- (b) Financial Updates as of January 8, 2019
- (c) Preliminary Assessment Roll Update 2019

7.(a) Michelle Williams, Director of Finance, presented to Committee the Tax Exemptions for Community Organizations Policy – Revised staff report.

Due to the change in ownership of the Beulah Berman Memorial Animal Shelter property, it no longer qualifies for tax exemption under the Tax Exemption for Community Organizations Policy. Donald Harding, Barrister & Solicitor, confirmed that December 14, 2018 was the closing date of the sale of the property. A prorated invoice will be created to bill the new owner from December 14, 2018 to March 31, 2019 once PVSC has updated their information to reflect the change.

**MOTION: TAX EXEMPTION FOR COMMUNITY ORGANIZATIONS POLICY -REVISED**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne adopt the attached revised Tax Exemption for Community Organizations Policy.

- **MOTION CARRIED**

7.(b) Michelle Williams, Director of Finance, presented a financial update to Committee which included details of the Municipality’s financial position as of January 8, 2019.

Discussion was held regarding operating revenues, expenses, aged receivables, and collection, as well as an update on reserves.

7.(c) Michelle Williams, Director of Finance, presented the Preliminary Assessment Roll Update 2019 staff report to Committee.

Property Valuation Services Corporation (PVSC) released their 2019 preliminary assessment roll across the Province. Property owners have 31 days from the set date on the assessment roll to file an appeal.

Residential Assessment has increased in market value by 2.60%, and the value of properties within the CAP program have increased 4.10% from the 2018 taxable assessment. Resource Assessment has increased in market value by 0.04%, and the value of properties within the CAP program have increased by 0.54% from the 2018 taxable assessment.

### **8. Administration:**

- (a) RMRF Upgrades – Project Completion\*
- (b) Health Care
- (c) Nova Scotia Health Authority – Naming of Collaborative Care Centre
- (d) Request for Funding – Emergency Department Training\*
- (e) Appointment to the Audit and Internal Control Committee\*
- (f) Shelburne Fire Department - Annual Smoker Event
- (g) Prioritization Meeting Date

8.(a) Erin Hartley, Director of Corporate Services, presented the RMRF Upgrades – Project Completion staff report to Committee.

The entrance expansion upgrade included widening the entrance to ensure large trucks could approach the scale, including clearing, fill, fencing, gate and entrance build up materials.

The office/storage building upgrades included construction of an office building including office space, storage space, washroom as well as a septic solution and well.

The original project budget was a maximum of \$83,000. There were a few extras incorporated as the project progressed. The project ended with a 7% overage.

Financing for these upgrades will be applied for through the Municipal Finance Corporation in the Spring 2019 debenture. The Municipality of Shelburne will be responsible for the loan over a ten-year period but will cost share the annual loan repayment amount with the Towns of Shelburne and Lockport based on our inter-municipal agreement and fee for service arrangements.

### **MOTION: RMRF UPGRADES – PROJECT COMPLETION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Temporary Borrowing Resolution, TBR 2018-02, in the amount of \$88,839.49 for the Regional Materials Recovery Facility Upgrades.

**- MOTION CARRIED**

8.(b) Tom MacEwan, CAO, presented Committee with a response letter from Minister Delorey regarding the letter that was sent in October, 2018 requesting clarification about the future of

Roseway Hospital. It was noted that although specific questions were asked the reply did not provide detailed responses.

Discussion was held regarding continued correspondence to obtain answers on all specific questions in the original letter.

Tom MacEwan, CAO, presented Committee with the response letter from Janet Knox, President & CEO of Nova Scotia Health Authority.

Tom MacEwan, CAO, requested Committee's direction as to the level of involvement Council would like with the Rural Health Care Working Group.

Discussion was held regarding the CAO's involvement and attendance at the Rural Health Care Working Group meetings. It was recommended that the CAO continue to attend the Rural Health Care Working Group.

8.(c) Tom MacEwan, CAO, presented the Nova Scotia Health Authority – Naming of Collaborative Care Centre staff report to Committee.

The Collaborative Care Centre is nearing completion. Council has been invited to submit potential names for the facility for consideration. Council can submit names for the building or components of the building (such as a wing section or particular treatment areas).

If Council plans to submit a name for consideration the recommendation needs to be approved by Council at the January 28, 2019 Council Meeting and once approved, the name will be submitted for consideration.

Several names were suggested, but with no consensus, it was agreed that the matter be brought to Council's January 28, 2019 meeting for a vote.

8.(d) Tom MacEwan, CAO, presented the Request for Funding – Emergency Department Training staff report to Committee.

A request has been received from a second-year family medicine resident at Queen's University in Kingston, Ontario for financial assistance to cover the cost of Emergency Department courses. Upon completion of her residency in June 2019, she intends to return home to Barrington to practice family medicine, where she plans to establish a family practice in the area. She is, however, also interested in working shifts at the Roseway Hospital Emergency Department.

The courses can be completed during her residency and she advised that resident discounts would apply if the courses are taken prior to her completion date. The total cost of the courses is approximately \$9,035. As the majority of courses are offered in either Toronto or Ottawa, she is also requesting assistance with accommodations and travel (as she resides in Kingston, ON).

**MOTION: REQUEST FOR FUNDING -EMERGENCY DEPARTMENT TRAINING**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne award \$10,500 to "Dr. P" to assist her in completing the proposed courses for Emergency Department training as well as necessary accommodations and travel provided

that "Dr. P" enter into a contract which commits her to provide at least one (1) 12 hour shift per week at the Roseway Hospital Emergency Department for a 1 year period (from August 2019 to July 2020).

- **MOTION CARRIED**

8.(e) Tom MacEwan, CAO, presented the Appointment to the Audit and Internal Control Committee staff report to Committee.

At the November 26, 2018, Council Meeting, it was noted that the Audit and Internal Control Committee had a vacancy and a motion was passed appointing Dana Dares to be a member of the Audit and Internal Control Committee. Although Dana Dares has declined the appointment, we have received an application for membership on the Audit and Internal Control Committee from Sanford Q. Hood.

It was noted that Mr. Hood has a strong business background having managed, operated and owned a number of businesses over his 32 year professional career.

**MOTION: APPOINTMENT TO THE AUDIT AND INTERNAL CONTROL COMMITTEE**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne appoint Mr. Sandford Q. Hood to the Audit and Internal Control Committee for a two (2) year term commencing immediately upon passing of this motion by Council.

- **MOTION CARRIED**

8.(f) Warden Penny Smith advised Committee that an invitation was received from the Shelburne Fire Department to attend their annual Smoker event being held on Saturday, January 19, 2019 at 7:30 pm. Warden Smith Advised that she would be out of town on that weekend and would be unable to attend. Councillor McIntyre advised that he planned to attend on behalf of the Municipality.

8.(g) The next Prioritization Meeting was set for Wednesday, January 23, 2019 at 5:00 pm.

**9. Committee Reports/Council Member Updates:**

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

9.(a) Warden Smith advised that she attended a Beach Stewardship meeting on January 9, 2019. She updated Committee that the group will remain active and the next meeting date is scheduled for April, 2019.

9.(b) Councillor Taylor informed Committee that a letter was sent to Darcy Rhyno in relation to forestry concerns.

Warden Smith advised that the Black Loyalist Heritage Centre plans to present a plaque to Dr. Elizabeth Cromwell acknowledging the receipt of the Order of Canada, as part of the African Heritage Month event, which is being held on February 1, 2019.

It was agreed that Council invite Dr. Elizabeth Cromwell to the February Council meeting to congratulate her.

Warden Smith advised Committee that she and Deputy Warden Levy attended a meeting on December 17, 2018, regarding Shelburne County Marine Centre of Excellence.

Discussion was held regarding appropriate protocol for Councillors responding to resident concerns outside of their own Districts.

**10. Other:**

- (a) Monthly Building Report - December 2018
- (b) Develop NS Plan for Internet

10.(a) Committee reviewed the Building Inspection Report for December 2018.

10.(b) Councillor Taylor recommended to Committee that a letter be sent to Develop NS expressing the unacceptable length of time for the process. Discussion was held regarding the service providers, qualifications and grant application process.

It was agreed that the CAO draft a letter to encourage a timely process and bring an update to January 28, 2019 Council.

**11. In Camera:**

- (a) Personnel Matters

**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 8:09 pm to discuss personnel matters.

- **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 8:25 pm.

- **MOTION CARRIED**

**10. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:27 pm.

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

Feb 15/19

Date



David Levy, Deputy Warden



Erin Hartley, Director of Corporate Services