



Municipality of
Shelburne

Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
June 15, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, June 15, 2020 commencing at 6:30 pm via Microsoft Teams.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden John Roscoe
Councillor Roger Taylor
Councillor Norman Wallet
Councillor Doris Townsend
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Michelle Williams, Director of Finance
Erin Hartley, Director of Corporate Services
Alicia Flowers, Executive Assistant
Val Kean, Community Development Coordinator
Ryan Jamieson, Waste Diversion Officer
Timothy Gillespie, Media

REGRETS:

Councillor Terry McIntyre

1. **CALL TO ORDER:**

The meeting was called to order at 6:30 pm by Warden Smith.

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of June 15, 2020, be approved as amended.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

(a) Approval of Minutes – June 1, 2020

3(a) **MOTION: APPROVAL OF MINUTES – JUNE 1, 2020**

Being duly moved and seconded, be it resolved that the Minutes of June 1, 2020, be approved as circulated.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**

There was no business arising.

5. **FINANCE:**

- (a) Tax Exemptions for Community Organizations – Revised*
- (b) Residents Request to Waive Interest

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

On May 3, 2020 , staff received notice that Assessment Account Number (AAN) 01518283, previously in the name of Black Loyalist Heritage Society, is now in the name of Stillman Acker therefore, this property no longer qualifies for the exemption of taxes (TX47) and area rate (TXS0) under the Municipality's Tax Exemption for Community Organizations Policy 10. The recommended revision has AAN 1518283 removed from Schedule "A" of the Policy. It was noted that a tax bill has been issued to the new registered owner of this property.

MOTION: TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

- **MOTION CARRIED**

- 5(b) Trudy Payne, CAO, presented the Resident Request to Waive Interest staff report to Council. A request has been received by a property owner, after indication from their Councillor, for the Municipality to waive interest owing on a property where the 2019/2020 Municipal property taxes were inadvertently paid to the Town of Shelburne. The payment was made through a banking institution. It was noted that the finance department does see this scenario happen often and it is the Municipality's strict practice to not reimburse residents money when the error was not caused by the Municipality. The amount in total owing by this resident is \$38.60.

Council expressed sympathy for the situation however it was agreed that this error was not made by the Municipality therefore, interested incurred for the 2019/2020 tax bill will not be waived.

6. **ADMINISTRATION:**

- (a) Brush Pile Maintenance Request
- (b) Municipal Election*
- (c) Request from Town of Shelburne – Development Officer*

- 6.(a) Ryan Jamieson, Waste Diversion Officer, presented the Brush Pile Maintenance Request staff report to Council which provided details of the current situation with brush being stockpiled at the Regional Materials Recovery Facility and the recommended options for future risk management of materials. It is estimated that the site currently holds 1500 – 1800 metric tons.

Discussion was held regarding the current liability and hazards that exist with this large stockpile of material, establishment of a future cost recovery tipping fee for commercial use, pros and cons of different disposal methods to deal with the current stockpile, timeline and options for Shared Services cost to service reimbursement.

It was noted that with the exception of limited hours after Hurricane Dorian, the Town of Shelburne brush pile site is closed to the public.

MOTION: BRUSH PILE MAINTENANCE REQUEST

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne direct staff to move forward with a Request for Proposal for brush pile maintenance to be carried out this year; and

THAT staff initiate discussion with the Town of Shelburne and Town of Lockeport to develop an agreement that will cover reimbursement cost for service over the next five years

- **MOTION CARRIED**

- 6.(b) Erin Hartley, Director of Corporate Services, presented the Municipal Elections staff report to Council. The topic of Municipal Elections has been previously discussed at the May 19, 2020, Council meeting.

Council previously agreed to a paper ballot only voting method and most recently, due to COVID-19, approved hybrid voting options for the Municipal Election in October 2020. Considering a possible second wave of COVID-19, staff would like Council to consider the possibility of a fully electronic election (telephone and online).

Discussion was held regarding the potential for Provincial funding support. It was noted that a request letter has been sent to the Minister however no response has been received as of this meeting. It was also noted that going with fully electronic election will better align with the Municipality's original budget amount.

MOTION: MUNICIPAL ELECTIONS 2020

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne agree to change its previous decision to hold a hybrid vote at the October 2020 Municipal Election in light of COVID-19 and agree to fully electronic voting (telephone and online), and

THAT Intelivote be hired as the Municipality of Shelburne's service provider for electronic voting, based on Halifax Regional Municipality's Request for Proposal covering all Nova Scotia municipalities that wish to engage electronic voting services.

- **MOTION CARRIED**

- 6.(c) Erin Hartley, Director of Corporate Services, presented the Request from Town of Shelburne – Development Officer staff report to Council.

The Town of Shelburne has requested that the Municipality consider a fee for service arrangement for the use of the Manager of Inspection Services to carry out the duties of Development Officer for the Town. It was noted that the proposed fee would cover all payroll expenses plus an additional 10% to cover administration cost relating to office supplies and invoicing. It was also noted that the estimated staff time to incorporate these duties would be 20-50 hours annually.

MOTION: TOWN OF SHELburne – DEVELOPMENT OFFICER FEE FOR SERVICE

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve a fee for service arrangement with the Town of Shelburne and include the details in an addendum to the Inter-Municipal Agreement for Shared Services, and

THAT the fee for service be set at the current cost recoverable administration rate of \$50 per hour, plus applicable mileage, and be subject to adjustment based on annual changes to the collection agreement; and

THAT should municipal administrative support for this position be formally requested by the Town, an additional 10% per hour be charged.

- MOTION CARRIED

7. **OTHER:**

- (a) Building Inspection Report – May 2020
- (b) Council Implementation Report
- (c) SRHS Graduation Ceremony Request
- (d) Next Council Meeting Date & Time
- (e) Office Hours

7(a) Council accepted the Building Inspection Report for May 2020.

7(b) Council accepted the Implementation Report. The following topics were raised:

Discussion was held regarding the status on the Dangerous and Unsightly Premises file. It was noted that the By-Law Enforcement Officer will be attending the June 29, 2020 Council meeting to provide his quarterly update, this will include status information for all active files.

Discussion was held regarding the Fibre to Home connectivity timeline. Councillor Townsend expressed concerns surrounding the correlation between installation, connection and completion dates. CAO indicated that a meeting would be arranged with Bell Canada to clarify the rationale for their proposed timelines.

Discussion was held regarding the temporary closure of Shelburne as a Port of Entry. CAO indicated that staff would continue to follow up with appropriate departments and report back to Council. It was noted that the Shelburne Harbour Yacht Club have expressed their intentions for further advocacy in this matter.

Discussion was held regarding the release of funds for Grants to Organizations and District Grants. It was noted that staff have worked to determine the necessary release time for all funds however no money is being held back from any approved application. Council also requested an update regarding the installation of our ShowMe Map Kiosk at the Historical Society has a replacement for the Shelburne VIC. CAO indicated staff would provide this update to Council by email.

Council Meeting
June 15, 2020

Discussion was held regarding the development of a funding agreement with the Town of Shelburne for the annual operating cost of the Shelburne County Arena. Historically the Town and Municipality have funded the operations 50% each however, no official agreement has been signed. The Town has recently indicated that they are not prepared to continue this funding ratio. Council agreed that this matter needed to be negotiated.

- 7(c) CAO spoken to Council regarding the SRHS Graduation Ceremony Request. A proposal was received from the SRHS Grad Parent Support Group detailing their intentions to hold an outdoor graduation ceremony. As directed by Public Health, the Municipality is required to be informed and supportive of the ceremony. It was noted that the event has been approved by RCMP and EHS, as also required. Warden Penny Smith will speak at the ceremony. Discussion was held regarding the funding support for grad appreciation, previously approved by Council. CAO informed Council that \$700 had been allocated to the 44 graduating students of SRHS and \$300 to the 12 graduating students from LRHS, all funds being used to support graduation "swag bags" for each student.
- 7(d) Discussion was held regarding resuming regulation meeting dates and times. Council agreed the next meeting date would be June 29, 2020 at 6:30 pm and the second and fourth Monday thereafter. It was noted that holding virtual meetings is a directive of the Province so this practice will continue until further notice.
- 7(e) Question was raised regarding the hours of operation for the administration office. CAO clarified that staff are working 9 am to 4:30 am, and the office is only closed to public from 1 pm to 4:30 pm.

8. Committee Reports/ Recommendations:

9. Council Member Updates:

- 9(a) Warden Penny Smith updated Council regarding the June 7, 2020, Unity March in Shelburne, the recent UNSM meeting – notes were forwarded to Council by email; the upcoming meeting with the Minister of Health and the June 11, 2020 meeting with Doctors Nova Scotia.

Discussion was held regarding the physician shortage, LOCOM program to target ER Doctors, ER training obstacles, utilization of virtual care program, long and short-term goals for Roseway Hospital and the return for service program at Dalhousie University. It was noted that staff will be connecting with all community and regional healthcare partners to determine discussion points and suggested solutions with the Minister of Health, this will include suggestions from Doctors Nova Scotia.

Discussion was also held regarding the need for funds to allotted by the Province to provide immediate incentives for doctors practicing in rural Nova Scotia. It was also noted that a group of healthcare navigators are working to develop or utilize virtual events to promote physician recruitment.

10. In Camera:

- (a) Contract Negotiations, as per MGA, Section 22 (2) (c)
- (b) Lease Agreement, as per MGA, Section 22 (2) (a)

10(a) **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 8:06 pm.

- **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" at 8:57 pm.

- **MOTION CARRIED**

MOTION: CONTRACT NEGOTIATIONS AS PER SECTION 22(2) (C) OF THE MGA

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne proceed with proposal as presented by auditor to carry out a financial and governance audit to the maximum cost of \$20,000 funded from operating reserves.

- **MOTION CARRIED**

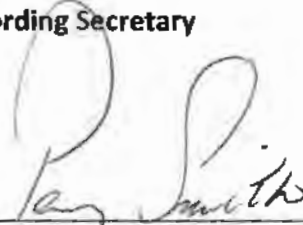
It was discussed that staff were directed to bring back the Fire and Emergency Service Registration Policy to include a definition of cause for de-registering a fire department. This is to be added to the "things to do list"

11. **ADJOURNMENT:**

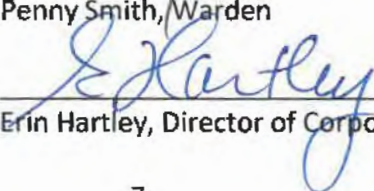
There being no further business, the meeting was adjourned at 9:00 pm.

Val Kean/Alicia Flowers
Recording Secretary

July 7/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services