



Municipality of  
**Shelburne**

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3544 - Fax: (902) 875-1278

---

**REGULAR SESSION OF THE 51<sup>ST</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE**

**February 25, 2019**

The Regular Session of the 51<sup>st</sup> Council of the Municipality of the District of Shelburne was held on Monday, February 25, 2019, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

**THOSE IN ATTENDANCE WERE:**

Warden Penny Smith  
Councillor John Roscoe  
Councillor Doris Townsend  
Councillor Terry McIntyre  
Councillor Norman Wallet  
Tom MacEwan, CAO

**ALSO, IN ATTENDANCE:**

Michelle Williams, Director of Finance/Deputy CAO  
Erin Hartley, Director of Corporate Services  
Adam Dedrick, Director of Recreation and Parks  
Andrew Goreham, Manager of Inspection Services  
Members of the Public

**REGRETS:**

Deputy Warden David Levy  
Councillor Roger Taylor

**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 February 25, 2019 be approved.

**- MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of January 28, 2019 be approved.

- **MOTION CARRIED**

**4. Business Arising:**

There was no business arising.

**5. Presentation:**

(a) Recognition Dr. Elizabeth Cromwell – Order of Canada

5.(a) Warden Smith presented Dr. Elizabeth Cromwell with a gift from Council in recognition of receiving the Order of Canada.

It was noted that Council is very proud that Dr. Cromwell received this honor. Research was conducted and it was found that there has only been one other Shelburne County resident to receive this honor, the late Ms. Marianne Robinson in 1993 for the work she had done on the history of Shelburne County and the restoration of the Ross-Thompson House.

Dr. Cromwell has, over the last thirty years, been on the mission to ensure that Black Loyalist History be recognized as a key building block at both the provincial and national identities. Through her efforts the Black Loyalist Centre in Birchtown opened its doors in 2015 and has seen approximately 40,000 visitors at that facility since opening. Dr. Cromwell has received an honorary degree from Mount Saint Vincent University, the Queen Elizabeth Second Diamond Jubilee Medal, and the Multicultural Volunteer Award from Volunteer Nova Scotia. Under her leadership, the Black Loyalist Heritage Society won a Race Relations and Human Rights Award from the Nova Scotia Human Rights Commission.

Warden Smith congratulated and presented Dr. Cromwell with a painting by local artist, Lio Lo, which depicts Birchtown Bay.

Discussion was held between Council and Dr. Cromwell on the importance of the Center and she requested that the Municipality continue to assist the Center by providing further support to the infrastructure of the museum complex. Dr. Cromwell thanked the Municipality for the recognition.

Council thanked Dr. Cromwell for attending the meeting.

**6. Finance:**

(a) Collections Policy

6.(a) Michelle Williams, Director of Finance/Deputy CAO, presented the Collections Policy staff report to Council. She noted details were previously discussed at the February 11, 2019, Committee of the Whole Meeting.

It was advised that collection letters will be sent out to residents in September and January for tax amounts in arrears of fifty dollars or more. Discussion was held and clarification provided on the process. An example of a Tax Bill and Statement were given by the Director of Finance to explain the

process further. CAO noted that we have an aggressive policy and that a final bill will be provided to all residents in arrears on April 1<sup>st</sup> before being posted to the tax sale on July 1<sup>st</sup>.

**MOTION: COLLECTION POLICY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne adopt the attached Collections Policy.

- **MOTION CARRIED**

**7. Recreation:**

(a) Provincial Volunteer Representative

7.(a) Adam Dedrick, Director of Recreation and Parks, presented the appointment of Jennie Huskilson to represent the Municipality of Shelburne as the Representative Volunteer for the 2019 Provincial Volunteer Awards based on the recommendations of the ad hoc Volunteer Nominations Review Committee.

Discussion was held regarding Ms. Huskilson being appreciative and noting that this is a family effort; the submission reflects this. Council noted that Ms. Huskilson is very deserving of the award.

**MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Jennie Huskilson to represent the Municipality of Shelburne as the Representative Volunteer for the 2019 Provincial Volunteer Awards based on the recommendations of the ad hoc Volunteer Nominations Review Committee.

- **MOTION CARRIED**

**8. Administration:**

- (a) Private Road Name Request – Fratho Road, West Green Harbour
- (b) 2019 Council Appointments to Associations, Boards & Committees
- (c) Fees and Charges Policy – Amendment
- (d) Financial Condition Indicators
- (e) Council Implementation Report

8.(a) Andrew Goreham, Manager of Inspection Services, advised Council that a request for the naming of a private road, “Fratho Road”, within the community of West Green Harbour, had been submitted for approval.

An eight-lot subdivision is being created on West Green Harbour Road. A road will have to be completed and named before the final subdivision is complete. “Street” was requested, but it was recommended that “Road” be used for consistency throughout the Municipality.

Discussion was held regarding timeline and process for subdivisions. It was noted that approval now will allow the Developer twenty-four months to complete the project under current by-law regulations.

**MOTION: PRIVATE ROAD NAME APPROVAL – WEST GREEN HARBOUR**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the naming of a private road, "Fratho Road", within the community of West Green Harbour.

**- MOTION CARRIED**

8.(b) Erin Hartley, Director of Corporate Services, presented the 2019 Council Appointments to Associations, Boards and Committees staff report, as previously discussed at the February 11, 2019, Committee of the Whole Meeting.

No changes have been noted since the Committee of the Whole meeting. The updated list includes any mandatory appointments that were not on the last list and any appointments that are no longer active or functional were removed. It was noted that the list contained only mandated appointments. As previously discussed, it was suggested that each Councillor advise Ms. Hartley of all the boards and committees they are involved in, in order to maintain an up to date list.

**MOTION: 2019 COUNCIL APPOINTMENTS TO ASSOCIATIONS, BOARDS & COMMITTEES**

Being duly moved and seconded, be it resolved that Council of Municipality of the District of Shelburne approve the attached list of Councillor appointments to Associations, Boards and Committees.

**- MOTION CARRIED**

8.(c) Erin Hartley, Director of Corporate Services, presented the Fees and Charges Policy Amendment staff report, as previously discussed at the February 11, 2019, Committee of the Whole Meeting.

At the February 2019 Committee of the Whole Meeting, staff presented considerations in relation to Freedom of Information and Protection of Privacy (FOIPOP) fees and charges.

Council discussed the benefits and challenges of charging an administration fee in addition to the current \$5.00 application fee plus photocopying charges for FOIPOP requests.

Council agreed that a \$20.00 per hour administration fee (after the first two hours) be charged, in accordance with the FOIPOP Act, for the following services:

- Locating, retrieving and producing the record;
- Preparing the record for disclosure;
- Shipping and handling the record;
- Providing a copy of the record

Council agreed the fee was reasonable and it was explained that HST is not included in the administration portion of the charge.

**MOTION: FEES AND CHARGES POLICY – AMENDMENT**

Being duly moved and seconded, be it resolved that Council of Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

**- MOTION CARRIED**

8.(d) Tom MacEwan, CAO noted that at the February 2019 Committee of the Whole Meeting, staff advised that the Province has completed the review of the 2017-2018 Financial Information Return (FIR) for the Municipality of Shelburne, and the 2017-2018 Financial Condition Indicators (FCI) have been released by Department of Municipal Affairs. The Municipality can provide comments for inclusion in the Municipal FCI and Profile Report on the municipal profile for the one red indicator the Municipality received. Department of Municipal Affairs has granted an extension to allow Council to review and approve the municipal comment.

CAO is proposing the following comment on budget accuracy:

The surplus realized by the Municipality of Shelburne in the 2017/2018 fiscal year, can be attributed primarily to the following factors:

1. Operating reserves in the amount of \$364,290.00 and gas funds of \$87,755.00 which were allocated to the Broadband project but not spent because of a delay in necessary Federal funding
2. An organizational realignment, which created vacancies in open positions that were not filled until partially through the year, representing \$116, 000.

**MOTION: FINANCIAL CONDITION INDICATORS**

Being duly moved and seconded, be it resolved that Council of Municipality of the District of Shelburne approve the CAO to submit comments for inclusion in our Municipal FCI and Profile Report wherein we provide a detailed explanation regarding the Red Score that the Municipality received for the '5 Year Budget Accuracy' indicator.

**- MOTION CARRIED**

8.(e) The Council Implementation Report was reviewed.

Discussion was held regarding invitations to Nancy Green and Ken Anthony to present to Council on housing development at the March 11, 2019 Committee of the Whole meeting. It was agreed that since the Nova Scotia Health Authority presentation would be an hour or more that the other presentations be rescheduled or postponed.

It was noted that no letter of support has been requested regarding the Whale Sanctuary at this time. It will be removed from the report.

EMO upgrades to the Comfort Centers and Shelters were discussed and it was noted that these services are used by all Eastern Shelburne County, so it is a shared responsibility between all three units.

Council's inquiry regarding Blood Collection was discussed and a response has not yet been received from Ms. Knox, however the Council should have a response for the next Committee of the Whole

## Council Meeting

February 25, 2019

### Meeting.

Town of Shelburne Fire Service Agreement was discussed, and the CAO noted that he has been in discussion with the Town CAO on the operating and capital budget. An update will be provided to Council as soon as possible.

### **9. Other:**

- (a) Seasonal Employment – Employment Requirements - Draft Letter
- (b) Council Meetings - Date and Time
- (c) Healthcare - Questions for Janet Knox
- (d) Clean Ocean Action Committee - Email from John Davis
- (e) Ideas for County – Email from Ken Peterson

9.(a) Tom MacEwan, CAO, presented draft letters for the Minister of Families, Children, and Social Development and John Risley, President/CEO of Clearwater Fine Foods Incorporated, to seek resolution on seasonal employment and employment insurance requirements as previously discussed at the February 11, 2019, Committee of the Whole Meeting.

Discussion was held regarding the increase to insurable hours requirements as well as Clearwater's operations.

9.(b) Warden Smith advised that concerns were raised previously about Council meeting dates and times, and the importance of "In Camera" discussions.

It was agreed that presentations be limited to one per meeting and committee discussions be kept to the agenda items in order to keep COW and Council meetings within a 3-hour timeframe.

9.(c) Tom MacEwan, CAO, requested that Council provide questions to him regarding health care services and Roseway Hospital, to be presented to Janet Knox her discussion with Council on March 11, 2019.

Council noted the following topics:

- Roseway Hospital Services – recommendations
- Foundation donation concerns
- Other jurisdictions and approaches for rural health care
- New x-ray machine- capital plan
- Return of service – lab testing and endoscopy
- Consideration of geographic distance
- When will we see improvement in health care – need for physicians?

9.(d) Warden Smith advised Council of a Clean Oceans Action Committee email from John Davis that was distributed to Council for information purposes.

9.(e) Warden Smith advised Council of an email received from Ken Peterson regarding his ideas for Shelburne County. The Warden and CAO met with Mr. Peterson about his suggestions of possible amalgamation with local municipalities to produce fiscal savings.

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

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

10.(a) There were no Committee Reports.

10.(b) Warden Smith advised that she and the CAO toured the new health care clinic during its opening. It was noted that the speaker and attendance at the event were very good.

Warden Smith and the CAO met with Cathy Johnson on February 14, 2019 to discuss articles on local topics.

Warden Smith, Deputy Warden Levy and the CAO met with the new Executive Director of the Atlantic Fisheries Fund on February 15, 2019, to discuss ways to strengthen the Marine Center of Excellence application and the fisheries sector in general.

Warden Smith met with the Community Health Board on February 19, 2019, on behalf of the Shelburne County Mental Health and Wellness Association to pick up a \$2,000.00 cheque that will go towards training of Warm Line Operators.

Warden Smith and the CAO met with the Shelburne County Tourism Association on February 20, 2019 at their request to discuss tourism for Shelburne County. The CAO provided an update on the two projects the Municipality is working on with the Municipality of Barrington.

Warden Smith and the CAO met with Ken Peterson on February 22, 2019, as previously discussed by Council.

Warden Smith attended the ACOA Funding Announcement on February 23, 2019, at the Shelburne County Yacht Club to provide remarks on behalf of the Municipality. The federal government is contributing \$70,000.00 to assist with the 2019 Regatta and infrastructure support.

**11. 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 6:17 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 6:33 pm.

- **MOTION CARRIED**

**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:34 pm.

March 26, 2019  
Date

**Chana Ross**  
**Recording Secretary**

  
\_\_\_\_\_  
Penny Smith, Warden

  
\_\_\_\_\_  
Erin Hartley, Director of Corporate Services