



Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
December 10, 2018**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, December 10, 2018, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Penny Smith
Deputy Warden David Levy
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Roger Taylor
Councillor John Roscoe
Councillor Norman Wallet

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Anita DeMings, Executive Assistant
Adam Dedrick, Director of Recreation and Parks
Lisa Locke, Recreation Coordinator

REGRETS:

Tom MacEwan, CAO
Michelle Williams, Director of Finance/Deputy CAO

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 December 10, 2018, be approved with the following additions:

- 4. Business Arising - Added
- 6.(f) Potential Meeting Dates for January – Added
- 6.(g) FCM Resolution – Criteria for Gas Tax Funds – Added
- 9.(a) In Camera – Contract Negotiations - Added

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Minutes of November 26, 2018, be approved as amended.

- **MOTION CARRIED**

4. BUSINESS ARISING:

- (a) Roseway Manor – Legal Opinion
- (b) Response from Janet Knox, CEO NSHA

4.(a) Councillor Taylor requested an update regarding the Roseway Manor legal opinion. Warden Smith advised that she requested the Deputy CAO forward the information to Council.

4.(b) Warden Smith advised Council that to date there has been no response from Ms. Knox to Council's letter regarding the Roseway Hospital and Collaborative Care Centre.

5. Recreation:

- (a) Recreation Strategic Plan
- (b) Recreation & Parks Advisory Committee Status

5.(a) Adam Dedrick, Director of Recreation and Parks, presented the Municipal Recreation Strategic Plan staff report to Council.

Recreation staff collaborated with Debby Smith, South Shore Regional Manager, Department of Communities, Culture & Heritage to develop the Strategic Plan from the early stages to the final draft of the document. The Recreation & Parks Advisory Committee were also engaged and provided input and feedback throughout the process. Research, data gathering, and public consultations were all conducted to be taken into consideration to determine the priorities, goals and actions of the three-year strategic plan.

The Strategic Plan will provide direction outlining goals and priorities for the Recreation Department to work towards achieving; looking ahead but also looking at what is currently being done and what has been done in the past. The Strategic Plan aligns with Municipal, Provincial and Federal priorities (i.e. Municipal: Integrated Community Sustainability Plan; Federal: Pathways to Wellbeing – A Framework for Recreation in Canada; and Provincial: Shared Strategy for Advancing Recreation in Nova Scotia). This will be useful for decision making, evaluating progress and adapting approaches moving forward. The Plan is based on research, evidence and community input and needs that are specific to the Municipality.

The next steps include launching the Strategic Plan; promoting it to the public and stakeholders and beginning implementation.

Discussion was held regarding the expense of implementing the strategic plan. It was noted that the plan was very well thought out and staff were thanked for their work.

MOTION: RECREATION STRATEGIC PLAN

Being duly moved and seconded, be it resolved that Council of Municipality of the District of Shelburne approve the Municipal Recreation Strategic Plan 2019-2021.

- **MOTION CARRIED**

5.(b) Adam Dedrick, Director of Recreation and Parks, presented the Recreation & Parks Advisory Committee Status staff report to Council.

Membership consisted of two Councilors and ideally seven residents from the Municipality, one from each of the seven districts and a youth representative.

With the Recreation Strategy development process starting in the fall of 2017, it was explored how to effectively engage Municipal residents to get their input in regard to Municipal Recreation Services. Part of this process included looking at the effectiveness of the Committee. As a result, there were several reasons to consider disbanding the committee and looking at a new approach.

- 1) Minimal role of RPAC members: The committee no longer had authority to vote on items or make decisions. It was questionable whether members felt value in being on the committee.
- 2) Meetings became more about the Recreation Director providing updates and getting feedback. That feedback could sometimes be valuable, but it didn't require regular meetings, which took time to prepare for, hold the meeting and follow up with meeting minutes.
- 3) Getting representation from each district was a challenge and all the districts had not been represented for many years. Several attempts were made to recruit members but were not successful.
- 4) District representation was no longer an effective approach to community engagement. A focus on stakeholders - those groups, organizations and populations that are impacted by Municipal recreation services, is becoming a better approach. Stakeholders can provide information on specific populations needs, issues, service gaps and possibly how to effectively address them. Individual and public engagement will still be done, but it will be part of an overall engagement plan.

The Committee expressed their concerns on how the Recreation Department operates and their roles as committee members. Rather than disband then, it was proposed to the Committee to be involved with the Recreation Strategic Plan development process and when completed they would then disband.

The Committee agreed to the above proposal and were involved in several stages of the process. This included a strategic plan consultation session with the Committee in February, members participated in the strategic plan public meetings and a final meeting with the Committee to review the Strategic Plan was held in November. At the final meeting the volunteer resident members were recognized and presented with gifts (paintings by Lio Lo) as for their time and efforts with the committee. The members recognized were Karen Chetwynd (District 6), Philip Seaboyer (District 5) and Bill Acker (District 3).

In moving forward community and stakeholder engagement will be part of the Recreation Strategic Plan's yearly evaluation process.

6. Administration:

- (a) Planning and Development Committee Progress Report
- (b) Amended Fees Policy

- (c) 2019 Meeting Calendar
- (d) Council Implementation Report
- (e) Monthly Building Inspection Report - November 2018
- (f) Potential January Meeting Dates
- (g) FCM Resolution – Gas Tax Fund

6.(a) Erin Hartley, Director of Corporate Services, presented the Planning and Development Committee progress report to Council.

The purpose of the Planning and Development Committee is to assist Municipal Council with determining what role it can and should play in the future planning and development of the community through municipal land use bylaws and policies, community infrastructure planning, community policy decisions, cultural and arts policies, community development through events and attractions, legislative frameworks and advocacy, act as the Municipality's Planning Advisory Committee, recommendations for acquisition and sale of land, and undertake comprehensive research externally and with community engagement approaches to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize future community development returns.

The Committee is made up of three community members and three Councillors, along with two staff resources. It has been determined that this committee will meet quarterly going forward.

The following priorities were identified by the Committee in order of importance:

- Internet Access
- Planning Strategy/Zoning Bylaw
- Coastal Management Strategy
- Highway Signage
- Dangerous and Unsightly Premises
- Events and Attractions
- Well Drilling Program
- Community Engagement
- Arts and Culture
- Beaches

Several items which were not identified as priorities were also discussed by this Committee as the opportunity or need arose. Additional items the Planning and Development Committee has been responsible for are Heritage, Municipal Logo and FCM Climate Change Staff Grant.

Discussion was held regarding engaging the committee in more meaningful projects.

6.(b) Erin Hartley, Director of Corporate Services, presented the Amended Fees Policy staff report to Council.

A number of fees or charges have been identified to be included in the Municipality's Fees and Charges Policy. The following items are proposed to be included:

- \$10.00 for an account statement or bill reprint to owners or the owners' representative; verbal confirmation is free to owner/owner representative at any time. This is a non-certifiable document; it does not replace a tax certificate. The \$10.00 fee is in line with other units.

- 1% interest rate per year paid according to MGA 114(3) “After an assessment appeal is determined and any appeal from that decision is decided, any taxes that were overpaid shall be refunded to the appellant, together with interest at a rate set by the council by policy.” If the Municipality does not set an interest rate it will be required to refund at the same interest rate that is charged; in our case 14%.
- FOIPOP request is \$5.00 per request plus photocopying charge.
- Photocopies are \$0.10 plus HST per page.

Further information was requested regarding FOIPOP administration fees and septage fees.

MOTION: AMENDED FEES POLICY

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

- MOTION CARRIED

6.(c) Erin Hartley, Director of Corporate Services, presented the 2019 Meeting Calendar to Council.

Discussion was held regarding moving the meeting dates that fall on holidays on the second and fourth Mondays throughout the year to Tuesdays. It was noted that past practice has been only one meeting in December. It was agreed that the second Monday in December 2019 will be a Council meeting.

6.(d) Council reviewed the Implementation Report.

6.(e) Council reviewed the Monthly Building Inspection Report – November 2018.

6.(f) Warden Smith suggested confirming meeting dates for January 2019. Bernadette Jordan has specified dates of availability for her annual visit in January to discuss Council’s priorities. Warden Smith will contact Bernadette Jordan’s office to set a date between January 23-25, 2019 and advise Council. Council has requested that questions be forwarded to MP Bernadette Jordan in advance. Discussion will include Shelburne County issues and potential support for the projects/initiatives Council is currently involved in.

Discussion was held regarding Council’s Goals and Priorities Meeting; it has been scheduled for January 9, 2019 at 5:00 pm.

6.(g) Warden Smith brought forward the FCM Resolution criteria for Gas Tax Funds. In order for the Resolution to be heard at the March board meeting, it is to be in by January 9, 2019.

As part of the *Investing in Canada Plan*, the Government of Canada is signing new bilateral agreements with all provinces and territories that will see more than \$33 billion in federal investment towards significant infrastructure projects across the country under four priority areas:

Public Transit;
Green Infrastructure;
Community, Culture and Recreation Infrastructure; and
Rural and Northern Communities

In particular, the Community, Culture and Recreation Infrastructure stream will provide funding for infrastructure projects that improve social inclusion and civic engagement. Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational, installation and facilities, but new municipal complexes remain to be ineligible projects.

Discussion was held regarding the opportunities and priorities of the Gas Tax Funds expenditures.

MOTION: FCM RESOLUTION – CRITERIA FOR GAS TAX FUNDS

WHEREAS one of the stated goals of the *Investing on Canada Plan* is to build the communities of the 21st century with a focus on infrastructure projects that improve social inclusion and civic engagement; and

WHEREAS the Community, Culture and Recreational Infrastructure stream is intended to provide funding for infrastructure projects that improve social inclusion and civic engagement with funding available to support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations; and

WHEREAS the *Investing in Canada Plan* fails to recognize the multi-faceted role that the municipal complexes play particularly in smaller rural community across Canada including as an area for civic engagement and acting as a community centre, business development HUB, and cultural institution;

THEREFORE BE IT RESOLVED that the NSFM formally engage in discussion with the Federal Government and the Provincial Government for the inclusion of new expanded or renewed municipal complexes/buildings as eligible projects in the *Investing in Canada Plan* – Community, Culture and Recreational Infrastructure stream.

- **MOTION CARRIED**

7. Finance:

(a) Audit and Internal Control Committee Progress Report

7.(a) Councillor McIntyre presented the Audit and Internal Control Committee Progress Report to Council in detail.

Discussion was held regarding the tentative Audit and Internal Control Committee agenda that was included in the report.

8. Committee Reports/Council Member Updates:

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

8.(a) Councillor Townsend advised that she had attended the Tri County Regional Library Board meeting.

8.(b) Warden Smith advised that she and a number of other Councillors attended the Municipal Planning Strategy and Land Use By-law meeting held on November 29, 2019.

Warden Smith advised of a mandatory Planning Provision meeting with Gordon Smith on December 5, 2018. Topics of the meeting were expectations of the province, consulting with neighboring municipalities, minimal planning requirements and timelines.

Council Meeting
December 10, 2018

Warden Smith advised that a meeting with Develop Nova Scotia was held on December 4, 2018. Warden Smith apologized for not having her notes but will ensure Council receives the information fact sheets.

Warden Smith advised that she and Councillor Wallet attended a monument unveiling and potluck supper for Bernice Goodick at the Sandy Point Recreation Centre.

Warden Smith advised that she has a meeting scheduled on Monday, December 17, 2018 regarding the Marine Centre of Excellence.

9. In Camera:

(a) Contract Negotiations

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In Camera" at 6:10 pm.

- MOTION CARRIED

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 6:45 pm.


- MOTION CARRIED

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:46 pm.

**Anita DeMings
Recording Secretary**

January 28/19
Date



Warden Penny Smith



Erin Hartley, Director of Corporate Services

