



Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
April 23, 2019**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Tuesday, April 23, 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
Deputy Warden David Levy
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
Members of the Public

REGRETS:

Councillor Roger Taylor
Chana Ross, Executive Assistant

1. **CALL TO ORDER:**

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

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of April 23, 2019 be approved with the following amendments:

- 5.(b) Proclamation: Lyme Disease Awareness Month - Added
- 6.(f) NSFMs Questions for Political Parties - Added
- 6.(g) Motions

Tom MacEwan, CAO

tom.macewan@municipalityofshelburne.ca

Penny Smith, Warden

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8.(a)iii. Policing Priorities

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of March 25, 2019, be approved.

- **MOTION CARRIED**

Being duly moved and seconded, be it resolved that the Minutes of the April 3, 2019, Special Council Meeting be approved.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **Presentation:**

- (a) Lyme Disease - Rob Murray
- (b) Proclamation - Lyme Disease

5.(a) Rob Murray, Board Member for the Canadian Lyme Disease Foundation, presented to Council an overview of Lyme Disease facts and prevention in Nova Scotia.

Mr. Murray explained the issues surrounding health care practices used for treating Lyme Disease. He noted there is an overpopulation of deer in Nova Scotia which is contributing to increased tick exposure. He added Lyme Disease is transmitted from rodents to ticks; 35% of ticks in Nova Scotia are infected.

Discussion was held regarding best prevention practices such as using spray repellents on clothing to lower the risk of being bitten and keeping deer out of yards. Mr. Murray also noted that dogs are more resistant to Lyme Disease than humans.

Councillor John Roscoe joined the meeting at 5:15.

Deputy Warden Levy joined the meeting at 5:20.

Council raised questions on current treatments for Lyme Disease and Mr. Murray provided his opinion on antibiotic treatments and research. He stated if treated quickly, 80% of people with the disease can be cured but the remaining 20% may have long-term issues.

Council thanked Mr. Murray for his presentation.

Councillor Townsend joined the meeting at 5:35.

5.(b) PROCLAMATION: LYME DISEASE AWARENESS MONTH

WHEREAS Lyme Disease is a serious illness caused by the bite of a black legged tick infected with the bacteria *Borrelia burgdorferi*;

AND WHEREAS black legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia;

AND WHEREAS awareness, education, and practicing preventative measures such as daily tick checks and proper tick removal can help reduce your chances of contracting tick-borne diseases;

THEREFORE, BE IT RESOLVED

THAT, Warden Penny Smith, on behalf of the Municipality of the District of Shelburne, does hereby proclaim May 2019 as "Lyme Disease Awareness Month.

6. Administration:

- (a) 2019/2020 Grants to Organizations
- (b) Access to Information Policy - Amendment
- (c) Capital Funding for Fire Departments Policy - Amendment
- (d) Council Remuneration Policy - Amendment
- (e) Council Implementation Report
- (f) NSFM –Questions for Political Parties
- (g) Motions

6.(a) Val Kean, Community Development Coordinator, presented to Council the 2019/2020 Grants to Organizations Recommendations staff report.

40 applications were received for 2019/2020. The recommended amount for Grants to Organizations is \$63,825 with \$9,425 for distribution throughout the year.

Discussion was held, and Council agreed Lockeport and Shelburne Regional High Schools should each receive \$1,000 for scholarships. The Shelburne Exhibition will receive an additional \$1,000. The total for Grants to Organizations is \$65,825.

MOTION: 2019/2020 GRANTS TO ORGANIZATIONS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommended grant amounts to organizations, totaling \$65,825 for the 2019/2020 Grants to Organizations program and refer future requests from organizations to the Grants Committee for recommendation.

- **MOTION CARRIED**

Council Meeting
 April 23, 2019

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|--|-----------------|
| Beulah Burman Memorial Animal Shelter & Pet Projects Society | \$2,000 |
| Birchtown Community Centre | \$2,000 |
| Camp Jordan | \$525 |
| Guild Hall Working Group (Town of Shelburne) | \$1,500 |
| Harmony Bazaar Festival of Women & Song | \$1,000 |
| Juniper House (South West Nova Transition House Association) | \$500 |
| Kids Fair Play Fund | \$1,000 |
| Lockeport & Area July 1st Celebrations | \$5,000 |
| Lockeport Area Preschool Society | \$500 |
| Lockeport Regional High School | \$1,000 |
| Lockeport Sea Derby Association | \$500 |
| North Nova Lumberjacks Society | \$2,000 |
| Osprey Arts Centre | \$4,000 |
| Rally Point Retreat | \$1,000 |
| River Hills Sport & Recreation Society | \$1,250 |
| Sable River Community Hall | \$2,500 |
| Sandy Point Recreation Group | \$1,000 |
| Shelburne Area Whirligig Society | \$500 |
| Shelburne Association Supporting Inclusion | \$1,500 |
| Shelburne Celebrates Christmas (Town of Shelburne) | \$500 |
| Shelburne County Agricultural Exhibition Assoc. | \$3,500 |
| Shelburne County Archives & Genealogical Society | \$500 |
| Shelburne County Halloween Pet Parade | \$0 |
| Shelburne County Chronic Illness Committee | \$2,000 |
| Shelburne County Lobster Festival | \$500 |
| Shelburne County Mental Health & Wellness Committee | \$1,100 |
| Shelburne County Youth Health & Support Association | \$500 |
| Shelburne Founders Days (Town of Shelburne) | \$5,000 |
| Shelburne Harbour Yacht Club | \$2,000 |
| Shelburne Historical Society | \$5,000 |
| Shelburne Kayak Festival | \$500 |
| Shelburne Lions Hall | \$2,500 |
| Shelburne Longboat Society | \$750 |
| Shelburne Regional High School | \$1,000 |
| Shelburne Street Dance | \$0 |
| South Shore Tourism Cooperative | \$900 |
| The Fox & the Hare Daycare Association | \$1,000 |
| Town of Lockeport VIC | \$3,500 |
| Town of Shelburne VIC | \$3,500 |
| Yarmouth Ladies Hospital Auxiliary | \$0 |
| Total Grants to Organizations | \$63,525 |
| Arena Deficit | \$2,300 |
| Total Funds Approved - April 23, 2019, Council Motion | \$65,825 |

6.(b) Erin Hartley, Director of Corporate Services, presented to Council the Access to Information Policy - Amendment staff report. It has been updated to reflect amendments to the Fees and Charges Policy in relation to FOIPOP charges.

MOTION: ACCESS TO INFORMATION POLICY - AMENDMENT

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

- **MOTION CARRIED**

6.(c) Erin Hartley, Director of Corporate Services, presented to Council the Capital Funding for Fire Departments Policy - Amendment staff report. It has been updated to remove Port Clyde Volunteer Fire Department.

MOTION: CAPITAL FUNDING FOR FIRE DEPARTMENTS POLICY - AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Capital Funding for Fire Departments Policy as amended.

- **MOTION CARRIED**

6.(d) Erin Hartley, Director of Corporate Services, presented to Council the Council Remuneration Policy - Amendment staff report. It has been updated to reflect the 2019/20 salary changes approved in the municipal budget.

COUNCIL REMUNERATION POLICY - AMENDMENT

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

- **MOTION CARRIED**

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

6.(f) Tom MacEwan, CAO, informed Council that the Municipality had received a requested from the Nova Scotia Federation of Municipalities regarding questions for Political Parties.

On April 18, 2019, the Nova Scotia Federation of Municipalities sent an email to members requesting questions for the three Political Parties attending the Spring 2019 Conference with a submission deadline of Thursday, April 25, 2019. Councillors were asked to submit questions to the CAO.

6.(g) Councillor McIntyre discussed the practice of using the phrase "duly moved and seconded" to record motions in the minutes.

Discussion was held and clarification was provided; Council as a whole owns motions and not Councillors specifically, therefore individual names for movers and seconders of motions is irrelevant.

No further action is required.

7. **Recreation:**

- (a) Sable River Footbridge Ownership Agreement
- (b) Municipal Physical Activity Leadership Program MOU

7.(a) Adam Dedrick, Director of Recreation and Parks, presented to Council the Sable River Footbridge Ownership Agreement staff report.

The Final Asset Purchase and Sales Agreement was provided to the Municipality on April 7, 2019, by the Nova Scotia Department of Transportation and Infrastructure Renewal for the transfer of ownership of the Sable River Footbridge. They will complete upgrades by September 30, 2019.

Discussion was held and Council raised concerns regarding the planned upgrades and the agreement provided by the province. The CAO explained further that this is a standard agreement from the province of Nova Scotia. The Municipality will be able to inspect the bridge while repairs are made. Staff will do further research on hiring an engineer to inspect the bridge on behalf of the Municipality.

MOTION: SABLE RIVER FOOTBRIDGE OWNERSHIP

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Warden and Municipal Clerk to execute the Asset Purchase & Sales Agreement to transfer ownership of the Sable River Footbridge from the Nova Scotia Department of Transportation and Infrastructure Renewal to the Municipality of the District of Shelburne.

- **MOTION CARRIED**

7.(b) Adam Dedrick, Director of Recreation and Parks, presented to Council the Municipal Physical Activity Leadership Program Memorandum of Understanding (MOU) staff report.

This is a partnership with the Town of Shelburne, Town of Lockeport, and the Department of Communities, Culture and Heritage for the Municipal Physical Activity Leadership Program. The MOU requires renewal. The Town of Shelburne is the administrator for the program; they receive the funding and providing staffing however, the program is managed by all three municipal units.

The Municipality and Town of Shelburne have each been contributing \$10,000 per year towards the program, while the Province of Nova Scotia contributes \$35,000, and the Town of Lockeport contributes \$1000 for a total of \$56,000 per year. This program is a benefit to both the community and our schools.

Discussion was held and clarification provided to Council on how the program is managed and the wording used in the MOU.

MOTION: MUNICIPAL PHYSICAL ACTIVITY LEADERSHIP PROGRAM MOU

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a commitment of \$10,000 per year for five years as a partner with the Town of Shelburne, Town of Lockeport and the Department of Communities, Culture & Heritage, Province of Nova Scotia, for the Municipal Physical Activity Leadership Program from April 1, 2019 to March 31, 2024.

- **MOTION CARRIED**

8. Committee Reports/ Council Member Updates:

- (a) Committee Reports/Recommendations
 - i. Audit and Internal Control Committee
 - I. Annual Report for 2018/2019
 - II. Recommendations to Council
 - (a) RFP – Auditors
 - (b) Septage Rate Increase
 - (c) Risk Disclosure Letter to Auditors
 - ii. Shelburne County East RCMP Advisory Committee
 - iii. Policing Priorities
- (b) Council Member Updates

8.(a)i.I Councillor Wallet presented the Audit and Internal Control Committee Annual Report for 2018/2019 for review.

Discussion was held on how to resolve the HST issue with the Town of Shelburne. The CAO noted that the Town has a solution but must have feedback from the Canada Revenue Agency before moving forward with a resolution.

Council directed the CAO to send a letter to the Town of Shelburne on this matter.

8.(a)i.II(a) Councillor Wallet presented the Recommendations to Council- RFP Auditor from the Audit and Internal Control Committee.

Grant Thornton LLP is being recommended as the successful bidder for Municipal Auditors which will be for a five-year term starting in March 2020.

MOTION: RFP AUDITORS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the municipal auditor contract to Grant Thornton LLP for Fiscal 2019/2020 at a cost of \$21,600, 2020/2021 at a cost of \$22,255, 2021/2022 at a cost of \$22,895, 2022/2023 at a cost of \$23,610, and 2023/2024 at a cost of \$24,300 (all amounts are plus HST).

- **MOTION CARRIED**

8.(a)i.II(b) Councillor Wallet presented the Recommendations to Council- Septage Rate Increase from the Audit and Internal Control Committee.

Discussion was held on the septage collection process and the reason for the recommended rate increase is to properly value services.

MOTION: SEPTAGE RATE INCREASE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve an increase to the septage rate to match Liverpool's rate at 3.35 cents/litre.

- **MOTION CARRIED**

8.(a)i. II(c) Councillor Wallet presented the Recommendations to Council- Risk Disclosure Letter to Auditors from the Audit and Internal Control Committee.

It is being recommended that a response letter be sent to Grant Thornton to notify the Municipal Auditors of acceptable risk and rationale behind the red indicator.

MOTION: RISK DISCLOSURE LETTER TO AUDITORS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write a response letter to the 2017/2018 management letter to Grant Thornton advising them that the risk disclosed in the letter was considered by the Audit and Internal Control Committee and found to be acceptable

- **MOTION CARRIED**

8.(a)ii. The Shelburne County East RCMP Advisory Committee Meeting Minutes from April 10, 2019 were reviewed.

8.(a)iii. Policing Priorities for the Municipality were reviewed. The CAO will submit the Municipality's priorities to the RCMP as follows:

1. Increased presence on rural roads
2. Drug enforcement
3. Officer in schools

8.(b) Warden Smith advised that she had attended many events and met with various partners within the community over the past month including:

- The Volunteer Awards Reception
- Heritage Fair at SRHS
- Health Care Workshop
- Atlantic Canada Opportunities Agency and the Nova Scotia Community College Re: Marine Center of Excellence
- Develop Nova Scotia Re: Marine Center of Excellence
- Mental Health and Wellness Committee Meeting
- Beach Stewardship Committee Meeting

- Nova Scotia Federation of Municipalities Regional Meeting
- Develop Nova Scotia Re: Marine Strategy for Eastern Shelburne County

Warden Smith advised that a request was received for funding for the Yarmouth Regional Airport in the amount of \$4,500. It was noted that this is already included in the budget.

MOTION: YARMOUTH AIRPORT FUNDING REQUEST

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approved the funding request for the Yarmouth Regional Airport in the amount of \$4,500.

- **MOTION CARRIED**

9. **Other:**

- (a) Monthly Building Report - March 2019
- (b) Courageous Companions Letter

9.(a) The Monthly Building Report for March 2019 was reviewed.

The construction values for March were \$538,000, and the highlights were one dwelling at \$220,000 and one residential renovation at \$300,000.

9.(b) Warden Smith informed Council that a funding request has been received from Courageous Companions, which is a non-profit charitable organization that provides support to military servicemen and women, veterans, and first responders diagnosed with an operation stress injury to be paired and trained with a service dog.

No further action will be taken on this matter.

10. **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 7:45 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 8:25 pm.

- **MOTION CARRIED**

10.(a) **MOTION: INTERNET**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne directs the Warden and the CAO to finalize the agreement with Bell Aliant for the deployment of the Fibre-to-the-Home Broadband Project in Areas A, B and D (as recommended by Bell Aliant) at a total cost to the MDS of up to \$589,100.

- **MOTION CARRIED**

12. ADJOURNMENT:

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

June 17/19

Date

Chana Ross
Recording Secretary



Penny Smith, Warden



Erin Hartley, Director of Corporate Services