



Municipality of
Shelburne

Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
October 28, 2019**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, October 28, 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 Roger Taylor
Councillor Terry McIntyre
Councillor Norman Wallet
Ken Smith, Interim CAO

ALSO IN ATTENDANCE:

Michelle Williams, Director of Finance/Deputy CAO
Erin Hartley, Director of Corporate Services
Chana Ross, Executive Assistant
Members of the Public

REGRETS:

Councillor Doris Townsend
Councillor John Roscoe

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 October 28, 2019, be approved with the following amendments:

- 9.(e) Health Care Housing Allowance
- 9.(c) Sable River Fire Department Mediation – Verbal Update - moved to 4.(a)
- 9.(f) Municipal Building Report

- **MOTION CARRIED**

Ken Smith, Interim CAO
ken.smith@municipalityofshelburne.ca

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Penny Smith, Warden
warden@municipalityofshelburne.ca

3. **APPROVAL OF MINUTES:**

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

10.(b) change differed to deferred

- **MOTION CARRIED**

4. **Business Arising:**

(a) Sable River Fire Department Mediation – Verbal Update

4.(a) Ken Smith, Interim CAO, provided an update on the Sable River Fire Department Mediation to Council.

It was noted that the Working Group began meeting to work through the issues identified in the settlement. The Municipality has provided all financial statements to the Concerned Citizens Group. The Fire Department has provided copies of bylaws and quotes to the Municipality which were forwarded to the Concerned Citizens Group. The Fire Department is working towards providing the group with meeting minutes which was delayed due to a change in Secretary. The GIS map has been completed and the Municipality will be receiving clarification on if this information can be released to the Working Group.

It was noted that residents can become voting members of the Society. The Interim CAO also noted that the request to rescind the July 14, 2019, special resolution was discussed with the Fire Chief and a meeting has been scheduled with the Interim CAO and the Society to discuss this matter. The Interim CAO noted there is movement on the identified issues, but it is not complete.

Discussion was held and it was noted that the Concerned Citizens are worried about the timeline for the resolution of the mediated settlement. Council will send a letter to the Fire Department to express the importance of moving this process forward. It was also noted that the Concerned Citizens Group will be presenting to Council at a meeting in November to discuss financials.

5. **Administration:**

- (a) Physician Recruitment Video/ Municipal Awareness Week Activities
- (b) Shelburne Port Authority – Council Member Appointment
- (c) Regional Land Use Planning Services
- (d) Shelburne County Health Care Professional Recruitment and Retention Committee – Council Member Appointment

5.(a) Val Kean, Community Development Coordinator, presented the Physician Recruitment Video to Council.

The video showcases our community and local hospital. It was noted by Ms. Kean that the video will be provided to the Nova Scotia Health Authority (NSHA) for use in recruitment. The video will also be posted on the Municipal website and social media.

Ms. Kean also presented the Municipal Awareness Week staff report to Council.

For the past few years, the Municipality of the District of Shelburne has participated in Municipal Awareness Week, which is a Union of Nova Scotia Municipalities (UNSM) initiative, by planning public engagement activities during the designated dates. Staff again this year have developed several initiatives for Council consideration. This year, Municipal Awareness Week is scheduled for November 18-22, 2019.

To promote public participation and encourage community engagement, staff are suggesting the following Municipal Awareness Week initiatives:

1. Penny's Post – Live Social Media
 - This would be a monthly post done by the Warden to discuss important topics that affect our residents.
2. Election 2020 Initiatives
 - Throughout the year staff will conduct many initiatives to encourage community members to consider running for Council. During Municipal Awareness Week, interested residents can meet with the CAO for a Q&A session regarding information about running for Council and the responsibilities of an elected official.
3. Community Free Skate
 - The community skate event has been successful in the past years therefore, staff suggests continuing with this event.
4. Presentation at Schools
 - The Warden will engage students in both Shelburne and Lockeport High Schools with a presentation regarding local government responsibilities such as providing services, budgeting & expenditures and local priorities.

It was noted that all expenditures for Municipal Awareness Week will come from the allocated amount in the ICSP Implementation budget.

5.(b) Erin Hartley, Director of Corporate Services, presented the Shelburne Port Authority – Council Member Appointment staff report as previously discussed at the October 15, 2019, Committee of the Whole Meeting.

An appointment request was received from the Town of Shelburne for one Municipality of Shelburne Council member to sit on the Shelburne Port Authority Committee.

MOTION: SHELBURNE PORT AUTHORITY – COUNCIL MEMBER APPOINTMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne appoint Deputy Warden Levy to the Shelburne Port Authority Committee.

- **MOTION CARRIED**

5.(c) Ken Smith, Interim CAO, presented the Regional Land Use Planning Services report as previously discussed at the October 15, 2019, Committee of the Whole Meeting.

At the Regional AMA Committee meeting, there was discussion regarding the need for planning services in response to the Province's new legislation respecting minimum planning standards. This discussion sparked a comparison of planning services amongst the municipal units in the region. The Province is attempting to launch a funding stream for municipal modernization which this group will try and tap into.

MOTION: REGIONAL LAND USE PLANNING SERVICES

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne support the application for provincial funding for a shared land use planning service, and that request be for 90% funding provincially, and the remaining 10% by participating municipalities if the application is successful.

- **MOTION CARRIED**

Council Meeting
October 28, 2019

5.(d) Ken Smith, Interim CAO, informed Council that a letter had been received from the Shelburne County Health Care Professional Recruitment and Retention Committee, requesting a council member appointment to the committee.

Discussion was held and it was noted that Warden Smith be appointed to the committee.

MOTION: SHELburne COUNTY HEALTH CARE PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE – COUNCIL MEMBER APPOINTMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne appoint Warden Smith to the Shelburne County Health Care Professional Recruitment and Retention Committee.

- **MOTION CARRIED**

6. **Finance:**

- (a) Write off of Deactivated Property
- (b) Financial Update October 2019

6.(a) Michelle Williams, Director of Finance/Deputy CAO, presented the Write Off of Deactivated Property AAN#10688582 staff report to Council.

In the summer of 2019, the Tax Clerk spoke with the owner of AAN#10688582 as she received the preliminary tax sale letter but wasn't sure why the land was still in their name.

The Municipal Government Act requires that all accounts considered uncollectible and which are to be removed from the accounts of the Municipality of the District of Shelburne be approved by Council.

After being contacted by the resident, the Tax Clerk then contacted PVSC who indicated that they received notification from RIMS (Land Registration) that the AAN was created in error and was consolidated with AAN#01089722. RIMS deactivated AAN#10688582

MOTION: WRITE OFF DEACTIVATED PROPERTY AAN#10688582

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne write off \$84.99 from property identified as ANN#10688582 using GL#0028211000 and GL#0045100000.

- **MOTION CARRIED**

6.(b) Michelle Williams, Director of Finance/ Deputy CAO, presented the Financial Update October 2019 to Council, including comprehensive details on the following:

- Municipal Revenue
- Municipal Expenses
- Aged Receivables
- Collections
 - Tax Sale Collections
 - Residential Collections
 - C&D Collections
 - Commercial Collections
 - Septage Receiving Collections
 - Adjustments on Appeal

Discussion was held and it was noted that the Septage Collections Policy should be reviewed for possible updates on fees. Staff were directed to research and update the policy to bring to a future meeting.

7. **Committee Reports/Recommendations:**

There were no Committee Reports or Recommendations.

8. **Council Member Updates:**

Councillor Wallet noted he attended a Physician Recruitment Meeting.

Councillor Taylor is meeting with Nova Scotia Power on October 29, 2019, concerning line clearing.

9. **Other:**

- (a) Policing Reviews
- (b) Atlantic Fisheries Fund – Future Presentation to Council
- (c) Sable River Fire Department Mediation – Verbal Update
- (d) Council Implementation Report
- (e) Health Care Housing Allowance
- (f) Municipal Building Report

9.(a) Warden Smith informed Council on the Policing Review Letter as previously discussed at the October 15, 2019, Committee of the Whole Meeting.

Discussion was held and it was noted that participating in a review would be in the Municipality's favour, considering the potential issues the Municipality may have with the lock-up and the new municipal building. It was noted if there is no lock-up then our police officers would be tied up transporting prisoners to court in other areas.

MOTION: POLICING REVIEWS

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne approve participating in a Policing Review.

- **MOTION CARRIED**

9.(b) Ken Smith, Interim CAO, informed Council of a request received from the Atlantic Fisheries Fund to present to Council.

Council consensus was to invite the Atlantic Fisheries Fund to present to Council at a future meeting.

9.(c) Moved to 4.(a)

9.(d) The Council Implementation Report was reviewed.

Discussion was held regarding the Roseway Manor invitation to attend a meeting and clarification was provided on the meeting dates.

9.(e) Councillor Wallet noted that a new Nurse Practitioner may be coming to this area and there may be incentives required to retain these Health Care Professionals for the long term. It was suggested that the

Municipality provide a housing allowance for six months at a local cottage.

Discussion was held regarding providing incentives to Health Care Professionals. It was noted that other professions do not get the same incentives however, due to the issue of retaining Health Care Professionals in Shelburne County it was noted that this is an area of importance. It was further noted that Shelburne County cannot compete with larger populated Counties such as Yarmouth County. It was felt that this put smaller communities at a disadvantage to attract Health Care Physicians. It also noted that the NSHA should be doing more to help rural areas.

MOTION: HEALTH CARE HOUSING ALLOWANCE

Being duly moved and seconded, be it resolved that Council of the Municipality of Shelburne go forward with a six-month, at 1500.00 per month, housing allowance for a potential new Nurse Practitioner, which can be revisited after five months.

- **MOTION CARRIED**

9.(f) This item will be discussed In Camera under Contract Negotiations.

10. **In Camera:**

- (a) Contract Negotiations
- (b) 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 7:07 pm to discuss Contract Negotiations and 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 7:28 pm.

- **MOTION CARRIED**

10. (a) **MOTION: PROPOSED MUNICIPAL BUILDING**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne authorize the CAO to enter into final negotiations and execute leases with both the Provincial and Federal Governments for terms and rates consistent with those previously presented to Council and in keeping with the amounts used in the Debt Affordability Model. The CAO will seek additional authority from Council prior to finalizing any lease agreement. The CAO will also seek review and approval of any proposed lease with the Municipality's legal Counsel prior to final execution.

- **MOTION CARRIED**

RECORDED VOTE:

Warden Smith - Yes
Deputy Warden Levy - Yes
Councillor Taylor - Yes
Councillor McIntyre - Yes
Councillor Wallet - No

10. (b) **MOTION: NEW CHIEF ADMINISTRATIVE OFFICER**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne hire Trudy Payne as Chief Administrative Officer, agreement to be negotiated by the Interim CAO.

- **MOTION CARRIED**

11. **ADJOURNMENT:**

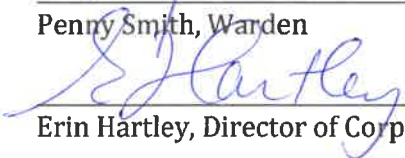
There being no further business, the meeting was adjourned at 7:45 pm.

**Chana Ross
Recording Secretary**

November 27, 2019
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services

