



Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
April 27, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, April 27, 2020 commencing at 6:30 pm via teleconference call.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Michelle Williams, Director of Finance
Anita DeMings, Executive Assistant
Adam Dedrick, Director of Recreation and Parks
Erin Hartley, Director of Corporate Services

1. **CALL TO ORDER:**

The meeting was called to order at 6:31 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of April 27, 2020, be approved as circulated.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

(a) Approval of Minutes – April 20, 2020

3.(a) **MOTION: APPROVAL OF MINUTES – APRIL 20, 2020**

Being duly moved and seconded, be it resolved that the Minutes of April 20, 2020, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **ADMINISTRATION:**

(a) Town of Lockeport Fire Department 2020-21 Operating Budget

5.(a) Erin Hartley, Director of Corporate Services, presented Council with the Town of Lockeport Fire Department 2020-21 Operating Budget staff report.

The Town of Lockeport provides fire services to District 6 and part of District 7 in the Municipality of Shelburne.

The Town of Lockeport submits a proposed budget for the year to the Municipality annually along with the previous year's actuals. Pursuant to the Fire Services Agreement, the budget is required to be accepted by the Municipality by a motion of Council.

The proposed operating budget for 2020-21 is estimated at \$47,629, an increase of 9% over last year's estimated budget.

The Equipment Maintenance and Repairs, Vehicle Insurance, Phone and Internet, Electricity, and Building Insurance categories all show slight increases in operational costs.

The Mileage, Meals, Cleaning Supplies, and Dues categories all show zero from last year's actuals, but it is anticipated those funds will be required this year.

Discussion was held regarding clarification on areas of the budget including internet and workers compensation coverage. Staff has been requested to get clarification and advise Council.

MOTION: TOWN OF LOCKEPORT FIRE DEPARTMENT 2020-21 OPERATING BUDGET

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne accept the Town of Lockeport's 2020-21 operating budget for the Lockeport Volunteer Fire Department as attached.

- **MOTION CARRIED**

6. **FINANCE:**

- (a) Proposed Motions for Budget 2020-2021
- (b) Deferral of Mandatory Provincial Payments

6.(a) Trudy Payne, CAO, presented to Council the Proposed Motions for Budget 2020-2021 staff report in detail. The CAO discussed all the changes that were requested by Council over the several meetings as outlined in her report, which are reflected in the budget being presented.

A comment as made regarding the Provinces' recommended amount of reserves that Municipalities should hold. There was also a comment made in reference to the amount being allocated in the budget for the low income property tax exemption.

MOTION: PROPOSED MOTIONS FOR BUDGET 2020/2021

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the following:

That Council of the Municipality of the District of Shelburne approve its 2020-2021 operating budget reflecting revenues and expenditures of \$8,255,571.

That the Council of the Municipality of the District of Shelburne approve a 2020-2021 residential tax rate of \$1.26 per \$100 of assessment, resource tax rate of \$1.26 per \$100 of assessment, and commercial tax rate of \$1.82 per \$100 of assessment.

That the Council of the Municipality of the District of Shelburne approve its 2020-2021 capital budget reflecting expenditures of \$536,000.

That Council of the Municipality of the District of Shelburne set the 2020 -2021 interest rate on all types of overdue accounts (tax, sewer, area rate, tipping, septage, and so forth) to be 10%.

That the Council of the Municipality of the District of Shelburne approve an area rate of \$0.017/\$100 of taxable assessment to the municipal residents serviced by the Town of Shelburne Fire Department for a one-year term.

That the Council of the Municipality of the District of Shelburne approve an area rate of \$0.036/\$100 of taxable assessment to the municipal residents serviced by the Town of Lockeport Fire Department for a ten-year term.

That the Council of the Municipality of the District of Shelburne collapse the arena reserve to the operating reserve.

- **MOTION CARRIED**

Recorded Vote:

- Councillor Townsend – Yes
- Councillor Wallet – No
- Councillor McIntyre – Yes
- Warden Penny Smith – Yes
- Deputy Warden John Roscoe – Yes

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- Councillor Roger Taylor – No

Warden Smith advised that she will at a later date give her Budget Address, which will include an overview of the budget as well as the past year's accomplishments and plans going forward. Warden Smith commented that she was pleased with the work that has been achieved.

6.(b) Trudy Payne, CAO, presented to Council the Deferral of Mandatory Provincial Payment staff report that was deferred at the April 20, 2020 Council Meeting.

Ms. Payne reviewed outcomes of deferring these payments, including cash flow, recognizing that there may be interest charges associated with non-payment. Staff is looking to Council for direction on how they wish to proceed.

Discussion was held regarding the projections with paying the mandatory bills, drawing money from reserves, cash flow, timing of tax bills, printing tax bills, interest rates, overdue accounts and line of credit.

MOTION: DEFERRAL OF MANDATORY PROVINCIAL PAYMENTS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne pay Provincial mandatory payments for April 2020 and continue to monitor cash flow for mandatory costs.

- MOTION CARRIED

7. **Committee Reports/ Recommendations:**

There were no Committee Reports/Recommendations.

8. **Council Member Updates:**

Warden Smith advised that she and the CAO participated in the weekly meeting with NSFM.

9. **Other:**

(a) Waste Diversion Officer Report January 1, 2020-March 31, 2020

9.(a) Council reviewed the Waste Diversion Officer Report. Council advised that they appreciate receiving the quarterly reports.

10. **In Camera:**

a. Personnel Matters as per the MGA, Section 22 (2) (c)

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 7:27 pm.

- MOTION CARRIED

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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 7:39 pm.


- **MOTION CARRIED**

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:40 pm. The next Council meeting is scheduled for May 4, 2020 at 6:30 p.m. via teleconference call.

Anita DeMings
Recording Secretary

May 27/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services

