



Naturally Yours

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**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
February 10, 2020**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, February 10, 2020 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 John Roscoe
Councillor Roger Taylor
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Norman Wallet

ALSO IN ATTENDANCE:

Trudy Payne, CAO
Erin Hartley, Director of Corporate Services
Michelle Williams, Director of Finance
Anita DeMings, Executive Assistant
Leanne Keating, Tax Clerk
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 5:00 pm by Deputy Warden John Roscoe.

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of February 10, 2020 be approved with the following amendments:

10.(g) Letter from Minister Iain Rankin - Added

-MOTION CARRIED

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Minutes of January 13, 2020 be approved as circulated.

- MOTION CARRIED

4. **Presentations:**

- (a) Valda Walsh, Regional, Coordinator – Region 6 Budget 2020/21
- (b) Gary Burrill, Nova Scotia NDP Leader - RESCHEDULED

4.(a) Deputy Warden Roscoe, welcomed Ms. Walsh to the meeting. Ms. Walsh, Regional Coordinator, gave Committee a brief overview of the Region 6 Solid Waste Management budget 2020/21 which included an expense summary, revenue contracts, service agreement, municipal contributions and stewardship incentives. Ms. Walsh requested that the budget be reviewed and ratified by March 14, 2020.

Deputy Warden thanked Ms. Walsh for her presentation.

4(b) Gary Burrill, Nova Scotia NDP Leader – Rescheduled

5. **Proclamation:**

- (a) African Heritage Month 2020

5.(a) **PROCLAMATION AFRICAN HERITAGE MONTH 2020**

WHEREAS February is recognized internationally as African Heritage Month -a time that all Nova Scotians are encouraged to embrace, recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world.

WHEREAS we are in the 6th year of the International Decade for People of African Descent, together we acknowledge and understand the truths of our shared history through awareness, cooperation, dialogue and learning. May we facilitate positive change in Nova Scotia.

WHEREAS this year's theme is - The Ties that Bind: Faith, Family and Community, we recognize the essential traits that sustain the strength, resiliency and togetherness of our African Nova Scotian communities.

THEREFORE, be it resolved that **WE**, do hereby proclaim the month of February to be African Heritage Month. We celebrate the longstanding legacy of Faith and Spirituality, acknowledging the strong ties that help facilitate a greater bond and understanding of all cultures in Nova Scotia.

We **ENCOURAGE** residents, businesses and community groups to participate in the activities and celebrations, and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

6.(a) **Business Arising:**

There was no business arising.

7. **Administration:** (*Resolution Prepared)

- (a) Grants to Organizations 2019/2020 Funding Requests*
- (b) Municipal Elections 2020*

7.(a) Erin Hartley, Director of Corporate Service, presented to Committee the Grants to Organizations 2019/2020 Funding requests staff report.

Each year the Municipality receives funding requested from local groups and organizations. The Municipality has \$73,250 allocated in the 2019/2020 operating budget Council has to date approved \$65,825, leaving remaining funds of \$7,425 available.

The Municipality has received the following applications for Grants to Organizations funding:

Shelburne County Special Olympics are requesting \$1,000 support to assist the participating athletes with uniforms, travel and lodging costs when participating in the Nova Scotia Special Olympics.

Woodland Owners Conference are requesting \$100 to support the 2020 Western Nova Scotia Conference, this event is being hosted at the North Queens Fire Hall. It was noted the Municipality will advertise this conference on the website and social media to encourage municipal residents to attend.

MOTION: GRANTS TO ORGANIZATIONS 2019/2020 FUNDING REQUESTS

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council of the Municipality of the District of Shelburne:

That the Municipality of Shelburne approve the support of Shelburne County Special Olympics in the amount of \$1,000, funding to come from the Grants to Organizations GL# 00-21950-791 and;

That the Municipality of Shelburne approve the support of the 2020 Woodland Conference in the amount of \$100, funding to come from the Grants to Organizations GL# 00-21950-791.

- **MOTION CARRIED**

7.(b) Erin Hartley, Director of Corporate Services, presented to Committee the Municipal Elections 2020 staff report.

A proposal for returning officer was received from Kim Goreham outlining her experience in Federal, Provincial, Municipal and Town elections. It was noted that a Returning Officer must be appointed by Council March 15, 2020.

MOTION:MUNICIPAL ELECTIONS 2020

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council of the Municipality of the District of Shelburne that:

- Kim Goreham be appointed as Returning Officer and Anita DeMings be appointed as Assistant Returning Officer for the October 2020 election.
- Compensation be set as follows:
 - Returning Officer \$6750 - \$7800
 - Assistant Returning Officer Per Collective Agreement
 - Deputy Returning Officers \$175 each day, plus mileage
 - Poll Clerks \$150 each day, plus mileage
 - Polling Stations \$150 each day
- The Municipality enter into the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and
- The Municipality include \$20,000 in the 2020/21 budget for election costs.

- **MOTION CARRIED**

Mr. Vincent was informed he wasn't required to be at the meeting until 6:00 pm, the agenda was rearranged to accommodate.

Councillor Doris Townsend joined the meeting at 5:40 pm.

9. **Finance:**

- a. Tax Sale Procedure Review
- b. Write off Report – February 2020*

9.(a) Ms. Williams, Director of Finance, presented to Committee the Tax Sale Procedure Review staff report, noting Council requested staff to compile information on neighboring municipal tax sale proceedings. Ms. Williams reviewed in detail the tax sale process including the numerous advanced notices sent out by the Municipality.

Discussion was held regarding the current tax sale procedures. The Finance Department recommended adding one more letter that will be called the Pre-Warning letter that will be sent in May or early June. In this letter it will be clearly defined the amount that would need to be paid before June 30th, indicating if they pay 2019/20 before June 30, 2020, they can still owe 2020/21 on July 1, 2020 and not be on the tax sale list.

It was consensus of Committee that staff move forward with the recommendation and that the Collection Policy would need to be amended and brought back to February Council.

9.(b) Ms. Williams, Director of Finance, presented to Committee the Write off Report – February 2020 staff report.

The Finance Department has been working on reviewing the assets from previous years since 2017/2018.

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

On the asset listing for the Municipality there is an entry entitled "Property from tax sales" in the amount of \$2,118 with no supporting documentation that lists out any assessment numbers that would support this entry. This has been reviewed with the auditors and agrees with no supporting documents this should be removed.

MOTION: WRITE OFF REPORT FEBRUARY 2020

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council of the Municipality of the District of Shelburne that the Municipality write off \$2,118 from the Tangible Capital Assets of the Municipality, specifically asset id LA002 using GL#0028211000 and GL #0045100000.

- **MOTION CARRIED**

Committee Reports / Recommendations:

- (a) Audit and Internal Control Committee Report – Councillors Wallet/McIntyre
1. Septic Lagoon Update and Presentation Recommendation*
 2. Fire Service Coverage*

8.(a) Committee reviewed the Audit and Internal Control Committee Report.

8.(a)(1) Dan Vincent, Public Works Facilities Operator, presented Committee with an update on the Sewage Treatment Plant and the Septic Lagoon.

He noted that the sewage treatment collection system is a combined system; both sewage and rainwater are processed. Rainwater is out of our control and it has the largest impact on the volume capacity.

Discussion was held regarding, septage receiving, plant equipment, pumping station, capacity of lagoon and equipment required to be able to check the sludge levels into the lagoon.

MOTION: SEPTAGE LAGOON

Being duly moved and seconded, be it resolved that the Audit and Internal Control Committee recommend to Council of the Municipality of the District of Shelburne the following:

1. The purchase of a 14' aluminum boat for the maintenance of the septic lagoon in the 2020/2021 budget.
2. Initiate a conversation with the Town of Shelburne to discuss the remediation of biosolids from the treatment facility.
3. Meet with the Town of Shelburne to discuss the water volumes in the Town water system going to the commercial users in the industrial park and get their data.
4. Purchase a pump for the Ven-Rez station at an approximate cost of \$20,000 in the 2020/21 budget.
5. Ask for a second opinion on Daniel Vincent's staff report and the state of the septic lagoon.
6. Estimates to be obtained for a second lagoon including a recommendation for the most efficient size.

- **MOTION CARRIED**

8.(a)(2) Ms. Hartley, Director of Corporate Services, presented Committee with the Fire Service Coverage staff report, including the Municipality of Shelburne Fire Advisory Committee's request to research WCB and Insurance options for inclusion in the 2020/21 budget.

In this current year, 2019/20, Volunteer Fire Fighters have both WCB and Accident & Sickness Insurance Coverage. Both coverages are currently paid by the Municipality.

Discussion was held regarding coverage amounts and billing processes.

MOTION: FIRE SERVICE COVERAGE

Being duly moved and seconded, be it resolved that the Audit and Internal Control Committee recommend to Council of the Municipality of the District of Shelburne the following:

To continue to offer both WCB and Accident & Sickness Insurance Coverage to the Volunteer Fire Fighters and include in the 2020/21 budget.

- **MOTION CARRIED**

10. **Other:**

- (a) Sandy Point Sewage Treatment Plant Annual Report 2019
- (b) Monthly Building Report – January 2020
- (c) Lockeport Volunteer Fire Department – Replacement Pumper Tanker Truck - Correspondence
- (d) Order of Nova Scotia - Correspondence
- (e) Municipal Affairs and Housing – MGA Regulations under the Police Act
- (f) Shelburne County Arena Compressor Replacement
- (g) Letter from Minister Rankin

10.(a) Trudy Payne, CAO, presented Committee with the Sandy Point Sewage Treatment Plant Annual Report 2019.

Discussion was held regarding the wastewater treatment volumes, quality monitoring, quantity of septage received, lab results, effluent PH and TSS monitoring. It was requested that staff investigate the cost of putting in a new line to avoid storm water and reducing the quantity that reaches the sewage treatment plant. CAO advised that they were meeting with Bernadette Jordan in March and this may be considered regarding possible funding.

10.(b) Trudy Payne, CAO, presented Committee with the Monthly Building Report – January 2020.

10.(c) Trudy Payne, CAO, presented Committee with the Lockeport Volunteer Fire Department Replacement Pumper Tanker Truck correspondence that was requested by Ms. Hartley for information to compose the letter being sent to the residents regarding the proposed area rate.

10.(d) Trudy Payne, CAO, presented Committee with the Order of Nova Scotia correspondence received and was noted it is for information purposes. She advised Committee that the closing date is Friday, March 20, 2020 and nomination forms are available in the front office.

10.(e) Trudy Payne, CAO, presented Committee with the Municipal Affairs and Housing MGA Regulations under the Police Act correspondence received, and noted it is for information purposes. Ms. Payne informed Committee that this should not have any impact on the Municipality as the Municipality is under the RCMP.

10.(f) Trudy Payne, CAO, presented Committee with the Shelburne County Arena Compressor Replacement funding request.

Due to the lack of federal funding available, specifically the Invest in Canada Infrastructure Program the purchase of the compressor has been put on hold.

Discussion was held regarding the funding request received for the amount of \$26,300; the same request was given to the Town of Shelburne. The CAO informed Committee that this request will be discussed during budget discussions.

10.(g) Deputy Warden Roscoe presented a letter to Committee received from Minister Iain Rankin regarding forestry practice.

Discussion was held regarding the timeline of the recommendations from the Lahey report. It was suggested that staff go back to the Minister to obtain clarification. It was also suggested that the letter be sent to the community group.

11. Council Member Updates:

Warden Smith advised that she attended the African Nova Scotia celebration at the Black Loyalist Heritage Centre on Tuesday, February 4, 2020 and made closing remarks.

She and the CAO have been working on several press releases regarding Town of Shelburne and Internet.

Warden Smith gave an update on the Minister of Health; she informed Committee that she is reaching out to set up a meeting with the Deputy Minister and contacted the Municipal Advisor to assist in scheduling a meeting with the Minister.

12. In Camera:

- (a) Contract Negotiations as per Section 22 (2) (e) of the MGA
- (b) Contract Negotiations as per Section 22 (2) (e) of the MGA

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 6:54 pm to discuss Contract Negotiations.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee exit "In Camera" and return to Regular Session at 7:19 pm.

- **MOTION CARRIED**

MOTION: FIBRE TO THE HOME FOOTPRINT EXPANSION

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council of the Municipality of the District of Shelburne that the Municipality approve signing of the updated agreement for The Fibre To The Home Footprint Expansion between Bell Canada and the Municipality of Shelburne as per the contract discussed in camera and receive further clarification on 4. Section 2.1.

- **MOTION CARRIED**

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:20 pm.

**Anita DeMings
Recording Secretary**

March 12/20
Date

John Roscoe
John Roscoe, Deputy Warden

Erin Hartley
Erin Hartley, Director of Corporate Services