



Municipality of
Shelburne

Naturally Yours

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**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
January 13, 2020**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, January 13, 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
Councillor Roger Taylor
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Norman Wallet
Councillor John Roscoe

ALSO IN ATTENDANCE:

Trudy Payne, CAO
Erin Hartley, Director of Corporate Services
Adam Dedrick, Director of Recreation and Parks
Val Kean, Community Development Coordinator
Anita DeMings, Executive Assistant
Treena Davis, Administrative Assistant
Members of the Public

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 January 13, 2020 be approved with the following amendments:

- 8(f) Fibre Internet- added
- 4(c) Sable River Volunteer Fire Department Update – Moved from 7(h)

-MOTION CARRIED

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Minutes of November 12, 2019 be approved as circulated.

- **MOTION CARRIED**

4. Presentations:

- (a) Shelburne Curling Club – Carol & Jerry Bower – Grants Committee
- (b) Shelburne Historical Society – Christopher Sharpe - President

4.(a) Warden Smith welcomed Mrs. Bower to the meeting, Ms. Bower introduced herself along with Jerry Bower and Steve Walsh. Mrs. Bower provided information to Council regarding positive effects on the community, history of the Centre, financial situation, and the commitment of their volunteers.

Discussion was held regarding the 20-year anniversary of the Centre, membership, building layout and accessibility, services offered, events and equipment status.

Mrs. Bower requested Council to consider assisting with funding upgrades to the ice plant. She provided information related to other funding partners and life expectancy of the existing equipment.

Warden Smith advised that the request would be included in the budget discussions and thanked the members of the Shelburne Curling Club for attending.

4(b) Warden Smith welcomed Mr. Sharpe to the meeting, Mr. Sharpe advised that the Shelburne Historical Society has undergone recent changes to the board, staffing challenges and funding concerns.

Mr. Sharpe provided information regarding the immediate goal of the board being to increase the level of engagement with the community. The need for increased membership, new displays, and community events were also discussed.

The Municipality was asked to consider an annual commitment of an operational subsidy in the amount of \$10,000. It was also noted that a Municipal representative is being requested in a separate letter.

Warden Smith advised that the request would be included in the budget discussions and thanked Mr. Sharpe for attending.

4(c) Trudy Payne, CAO, presented Committee with the Sable River Volunteer Fire Department Update.

The CAO provided an overview of action to date, along with the history of the mediation between the Sable River Volunteer Fire Department and Sable River Concerned Citizens Group. Further to Council hearing from both parties, staff have outlined several options to support these groups in moving forward.

It was agreed that the Municipality bring in a facilitator to facilitate a public meeting, hosted by the Municipality, to enable Council to hear from entire community.

MOTION: SABLE RIVER VOUNTEER FIRE DEPARTMENT UPDATE

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 up to \$2,500 be approved to engage the services of a facilitator to work with the Sable River Fire Department, the Sable River Concerned Citizens Group and the community with the objective to reach a resolution acceptable to all parties.

- MOTION CARRIED

5. **Business Arising:**

There was no Business Arising discussed.

6. **Recreation:**

(a) Welkum Park Accessibility Design Plan Report

6.(a) Adam Dedrick, Director of Recreation and Parks, presented Committee with the Welkum Park Accessibility Design Plan Report.

Mr. Dedrick provided an update on the accessibility design plan for Welkum Park from consultant Jeremy Banks. Work began in September 2019 and was completed in December 2019, followed by a stakeholder engagement session.

Mr. Dedrick presented a power point which included the process, universal design, existing conditions, and opportunities. He advised that the key themes focused on creating an informative, accessible and inclusive park with centralized amenities. He reviewed components and differences between basic access, improved access and ideal access at the Park.

Discussion was held regarding costs, long term planning, and potential projects for the 2020 – 2021 budget.

MOTION: WELKUM PARK ACCESSIBILITY DESIGN PLAN REPORT

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

- i. accept the Accessibility Design Plan for Welkum Park Report
- ii. acknowledge that it is a multi-year project to improve accessibility at Welkum Park
- iii. commit capital funds to the project in 2020-2021

- MOTION CARRIED

7. Administration:

- (a) Potential Community Development Funding Initiatives
- (b) Shelburne Historical Society - Council Appointment
- (c) Nova Scotia Power – Permit for Road Closures
- (d) Excess IT Equipment
- (e) Fire Service Agreement Amendments – Town of Lockeport
- (f) Area Rate for Fire Departments Policy
- (g) Marine Spatial Planning Working Group - **Deferred**
- (h) Sable River Volunteer Fire Department Update - **Deferred**
- (i) Gas Tax Funding: Marine Terminal and Arena - **Deferred**

7.(a) Val Kean, Community Development Coordinator, presented Committee with the Potential Community Development Funding Initiatives staff report.

Ms. Kean discussed the potential of increasing the availability of funding to Municipal businesses and organizations. She talked about the current funding opportunities available such as Grants to Organizations, Commercial Façade and Beautification Program and Community Art Fund.

Discussion was held for potential initiatives that may help to promote the area and to increase community growth and strengthen the local tourism industry.

Ms. Kean will incorporate these discussions into budget deliberations.

7.(b) Warden Smith advised the Committee that the Shelburne Historical Society is looking for a representative from the Municipality to join the Board as a voting member, this person need not be an elected member of Council, or a member of staff. It could be community member willing and able to contribute some energy and new ideas while representing the interests of the Municipality. This would initially have to be a temporary appointment, pending election by the membership at the AGM next June.

Discussion was held and Committee decided to put forth an advertisement to the public.

7.(c) Trudy Payne, CAO, presented Committee with Nova Scotia Power's request for permit for road closures.

Trudy Payne read the letter from Nova Scotia Power to the Committee stating that Nova Scotia Transportation and Infrastructure Renewal has amended the Temporary Workplace Traffic Control Manual to require pre-approval of the road owner for "very short duration road closures" defined as planned closures lasting less than 30 minutes. Emergency closures do not require the pre-approval of the road owner.

Nova Scotia Power Inc. frequently undertakes these types of closures for work such as installing or removing a service wire, guy wire, conductor, etc. across a roadway. In many cases, the interruption to traffic flow is very short and the work is often time sensitive to customers who are looking for electrical service.

As a result, Nova Scotia Power Inc. is asking all the Municipalities to provide a blanket permission for very short duration road closures, not to exceed 30 minutes, for all public roads under their jurisdiction. The blanket permission would reduce the amount of permit requests to be generated and responded to for both the Municipalities and Nova Scotia Power Inc. Road closures planned to exceed 30 minutes would still require permission from the road owner prior to execution. In addition to a blanket approval Nova Scotia Power Inc. will be applying for a Code of Practice from TIR to allow for this type of work to occur without the application for a permit. By working together, they believe this positive change will allow them to serve Nova Scotians more effectively and efficiently.

Discussion was held and the Committee agreed to support the blanket permission, although it would not have a major impact to the Municipality as there are very few Municipally owned roads.

MOTION: NOVA SCOTIA POWER – PERMISSION ROAD CLOSURE

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 support be given for a blanket permission for road closures not to exceed 30 minutes for all public road closures to Nova Scotia Power.

- MOTION CARRIED

7.(d) Erin Hartley, Director of Corporate Services, presented Committee with the Excess IT Equipment staff report.

Ms. Hartley discussed the current practice for Excess IT equipment and provided an opinion from the IT department as well as practices of other municipal units.

Discussion was held and it was agreed that excess IT equipment should continue to be handled with the current practice and a request that surplus equipment to be donated locally.

7.(e) Erin Hartley, Director of Corporate Services, presented Committee with the Fire Service Agreement Amendments – Town of Lockeport staff report.

Ms. Hartley reviewed the proposed amendments with Committee including operating and capital expenditures, funding percentages, contribution calculations, borrowing capacity, excluded costs, ownership and capital plans.

Discussion was held and Committee requested a number of amendments before reviewing at January Council.

7(f) Erin Hartley, Director of Corporate Services, presented Committee with the Area Rate for Fire Departments Policy staff report.

Ms. Hartley discussed the draft Area Rate for Fire Departments Policy including taxable properties, voting, mailouts, exemptions, compatibility with the Town agreements and acreage properties.

Discussion was held by the Committee and it was agreed that a legal opinion be sought in relation to 47.1 as well as wording changes before reviewing at January Council.

8. Other:

- (a) Monthly Building Report – December 2019 - **Deferred**
- (b) Municipality of Barrington – Letter of Support
– Crediting students for volunteer hours with fire departments - **Deferred**
- (c) Roseway Hospital Charitable Foundation – Sponsorship Program - **Deferred**
- (d) Deputy Warden Resignation
- (e) Crown Land Harvest Plans – **Deferred**

It was agreed that given the time (8:50) all regular session items not addressed would be deferred to January Council.

8.(d) Trudy Payne, CAO, presented Committee with Deputy Warden’s Resignation

Trudy Payne read the resignation letter from Deputy Warden representing District 6, effective December 31, 2019.

Trudy Payne advised Committee that a by-election must be held, and the Municipal Elections Act must be followed.

Discussion was held and Committee was advised that a staff report will be prepared for January Council.

9. Committee Reports / Recommendations:

10. Council Member Updates:

- (a) Roseway Manor – Verbal - Councillor Townsend - **Deferred**
- (b) Health Care Update - Warden Smith - **Deferred**

11. In Camera:

- (a) Contract Negotiations

MOTION: ENTER “IN CAMERA”

Being duly moved and seconded, be it resolved that Committee enter “In Camera” at 8:50 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 9:14 pm.

- **MOTION CARRIED**

MOTION: NEW CIVIC BUILDING

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council that the Municipality of the District of Shelburne move forward with the new civic building, including the federal tenants, and that we continue negotiations with the Province on leasing space to them in the current building.

- **MOTION CARRIED**

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:20 pm.

Treena Davis
Recording Secretary

Feb 24/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services

