



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

COMMITTEE OF THE WHOLE
Monday, July 8, 2019
5:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
 - (a) June 10, 2019
4. **Presentation:**
 - (a) Forrest Management/ Climate Forests – Warden Timothy Habinski & CAO John Ferguson of the Municipality of the County of Annapolis
 - (b) Auditors – 2018-2019 Financial Report
5. **Business Arising:**
6. **Finance:** (*Resolution Prepared)
 - (a) 2018-2019 Financial Statements*
7. **Administration:** (*Resolution Prepared)
 - (a) Physician Recruitment - Promotional Video*
 - (b) Dog Bylaw*
 - (c) Offshore Development
 - (d) Monthly Building Report – June 2019
8. **Committee Reports/ Recommendations:** (*Resolution Prepared)
9. **Council Member Updates:**
10. **In Camera:**
 - (a) Contract Negotiations
 - (b) Personnel Matters
11. **Adjournment:**

**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
June 10, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, June 10, 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 John Roscoe
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Norman Wallet
Tom MacEwan, CAO

ALSO, IN ATTENDANCE:

Chana Ross, Executive Assistant
Members of the Public

REGRETS:

Michelle Williams, Director of Finance/Deputy CAO

1. **CALL TO ORDER:**

The meeting was called to order at 5:01 pm by Deputy Warden Levy.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of June 10, 2019, be approved as circulated.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of May 13, 2019, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **Finance:**

(a) Tender Results of May 31, 2019 Tax Sale

5.(a) Tom MacEwan, CAO, presented Committee with the Tender Results of May 31, 2019 Tax Sale staff report.

Per Section 134 of the Municipal Government Act, if a property has outstanding taxes for the preceding three fiscal years, it shall be put up for tax sale. As per the Municipality of the District of Shelburne's Tax Sale Policy, when the tender tax sale list was produced in the 2018/2019 fiscal year, a "property shall be sold for tax sale if taxes are in arrears for the proceeding two fiscal years."

For the week of April 1, 2019, and May 20, 2019, a tender ad was posted in the local newspaper, as well as on Municipal website. Eight properties were available. Six received bids and two did not receive any bids. The total write offs would be \$35,216.40. Currently, the Municipality has \$68,012.26 available for write-offs.

MOTION: TENDER RESULTS OF MAY 31, 2019 TAX SALE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,000.00 including HST from Todd Johnson for property identified as AAN#01024531 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$3,250.00 including HST from Penny Roberts & Duncan Roberts-McBride for property identified as AAN#04301439 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$2,000.00 including HST from Tim Henneberry for property identified as AAN#04339088 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,000.00 including HST from Todd Johnson for property identified as AAN#04757424 with the purchaser being required to pay a fee of \$575.00 to cover

legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,675.00 including HST from David Butler for property identified as AAN#08417202 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$25.00 including HST from Deborah Hamilton for property identified as AAN#08419027 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT Council of the Municipality of the District of Shelburne write off \$35,216.40 using GL#0028211000 and GL#0045100000.

- **MOTION CARRIED**

6. **Administration:**

- (a) Area Rate Policy for Fire Departments
- (b) Fire Department (WCB) – Verbal Update
- (c) Roseway Manor Re: Meeting with Chair – Verbal Update
- (d) Monthly Building Report – May 2019

6.(a) Tom MacEwan, CAO, presented Committee with the Area Rate Policy for Fire Departments staff report for information purposes.

With respect to the acquisition of capital assets, the Municipality has adopted the Fire Department Loan Guarantee Policy (Policy 17) which permits a Fire Department to apply to the Municipality to guarantee a loan of the department.

The CAO noted that Policy 17 does not include that the primary source of funding for Fire Departments for the acquisition of capital assets such as fire trucks is an area rate. Currently, the Municipality has no policy in place with respect to the area rate process. In the past, the Municipality had a policy in place that set out the requirements for an area rate, but it was previously repealed. The CAO recommended to the Committee that Council consider adopting an Area Rate Policy that provides Fire Departments with clear guidance with respect to the requirements that must be followed before Council will consider an area rate. The CAO requested Committee review the draft policy included in the meeting package and provide comments or recommendations to the CAO to bring a finalized draft policy to June Council.

Discussion was held regarding area rates, the proposed policy, and clarification was provided on how area rates are assessed. Comments and considerations were shared regarding implementation, voting requirements and affordability. CAO noted that he is also waiting on comments from the Fire Advisory Committee and Council so that he may bring this policy to June Council.

Committee directed the CAO to review, compile and bring draft policy to June Council.

COW Meeting

June 10, 2019

6.(b) Tom MacEwan, CAO, informed Committee of the Fire Department (WCB) update for information purposes.

The Municipality is in the process of registering Volunteer Fire Fighters for Workers' Compensation coverage, which will commence July 1, 2019. There will be an information session with a representative from the Workers' Compensation Board on June 26, 2019, at 6:00 pm. All volunteer firefighters have been invited to attend.

Discussion was held regarding coverage amounts and billing processes.

6.(c) Tom MacEwan, CAO, informed Committee of his meeting with Chair of Roseway Manor to review and ask questions regarding Roseway Manor's financials and operating budget; he provided an update.

Discussion was held and it was noted that there are concerns from Council about the operating abilities and the current budget of Roseway Manor. Committee directed the CAO to provide Council with further updates on Roseway Manor as new information is received.

6.(d) Tom MacEwan, CAO, presented the Monthly Building Report – May 2019.

The construction values for May were \$436,000, and the highlights were new residential at \$260,000 and renovations/additions at \$100,000.

7. **Committee Reports/Recommendations:**

There were no Committee Reports or Recommendations.

8. **Council Member Updates:**

Councillor Taylor advised Committee that he attended the Cadet Closing Ceremony and there were 21 Cadets in attendance. Councillor Taylor noted it was a good squadron.

Warden Smith advised Committee that she attended the Federation of Canadian Municipalities (FCM) Annual Conference and Tradeshow, May 30, 2019 - June 2, 2019, in Quebec City. It was noted that the event was well attended and the workshops were very informative.

Councillor McIntyre advised Committee that he will be away from July 18 to July 28, 2019.

9. **In Camera:**

- (a) Contract Negotiations
- (b) Personnel Matters

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 6:17 pm to discuss Contract Negotiations and Personnel Matters.

- **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 7:20 pm.

- **MOTION CARRIED**

11. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:21 pm.

Chana Ross
Recording Secretary

Date

David Levy, Deputy Warden

Erin Hartley, Director of Corporate Services

**Municipality of the District of Shelburne
July 8, 2019, Committee of the Whole
MOTIONS**

6.(a) **2018-2019 FINANCIAL STATEMENTS - ADOPTION**

THAT Committee of the Whole recommend that Council adopt the Financial Statements for the 2018/19 fiscal year.

2018-2019 FINANCIAL STATEMENTS - SURPLUS

THAT Committee of the Whole recommend that Council approve transferring the surplus for the 2018/19 fiscal year to the Operating Reserve Fund.

7.(a) **PHYSICIAN RECRUITMENT – PROMOTION VIDEO**

THAT Committee of the Whole recommend that Council approve up to \$2,500 for the creation of a physician recruitment video, funds to come from the Healthcare GL# 00-24970-000.

7.(b) **DOG Bylaw (D-100)**

THAT Committee of the Whole recommends that Council direct the CAO to prepare a draft Dog By-Law that includes the offence of being an owner of a dog that persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise.

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Tom MacEwan, Chief Administrative Officer

DATE: July 8, 2019

SUBJECT: **Physician Recruitment – Promotional Video**

PURPOSE

To create a promotional video of Shelburne Municipality and surrounding area to be used as a tool for physician recruitment.

RECOMMENDATION

The Municipality of the District of Shelburne consider funding up to \$2,500 for the creation of a physician recruitment video. Funds are available in the Healthcare GL# 00-24970-000.

BACKGROUND

As we are currently faced with a shortage of health care professionals to staff our existing and new facilities, the Municipality is committed to recruiting physicians and other healthcare staff to the area. To ensure the health and development of our community we need to find creative solutions to attracting these professionals and ensuring our healthcare system is accessible, Roseway ER is open and residents are provided with effective in-patient and primary care.

DISCUSSION

At the June 24, 2019, Council meeting, Council approved a motion for the creation of a nurse practitioner promotional video, which was presented to over 80 graduating nurse practitioner students at the university of Toronto. Staff will continue to work with Roseway Hospital, Nova Scotia Health Authority (NSHA) and local healthcare professionals to identify venues where our promotional video can be utilized. It is suggested that Council consider creating content to produce a second video which will focus on doctor recruitment.

In addition to being presented to University of Toronto, this video has been posted on our social media and website. During the first five days since being made public our video has had over 13,000 views, 279 shares and almost 4,500 engagements (clicks, reactions or comments) on social media. Staff have also contacted by NSHA to share this video for use as part of their job postings and recruitment efforts.

BUDGET IMPLICATIONS

\$2,500 will come from the allocated Healthcare budget GL# 00-24970-000.

RECOMMENDED MOTION

THAT Committee of the Whole recommend that Council:

- approve up to \$2,500 for the creation of a physician recruitment video, funds to come from the Healthcare GL# 00-24970-000.



STAFF REPORT

TO: Council

FROM: Tom MacEwan, Chief Administrative Officer

DATE: July 3, 2019

SUBJECT: **DOG BYLAW (D-100) UPDATES**

BACKGROUND

The current Dog By-Law (D 100) does not make it an offence to own a dog which persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise.

However, the Dog By-Law does provide that the Dog Control Officer may, without notice to or complaint against the owner of any such dog, impound any dog which has persistently disturbed the quiet of the neighbourhood by barking, howling or otherwise.

In the event that we impound a dog, we are required to provide them with food, water and shelter as outlined in the NS SPCA's Standards of Care and the By-Law requires that all dogs shall be kept for a minimum period of 72 hours. If after that time, the dog is not claimed then the By-Law provides that the Dog Control Officer may make arrangements to relieve the Municipality of the dog in the most humane manner, including, but not limited to adoption.

If the owner of the impounded dog wishes to claim it then the owner must pay:

- (a) a fee of \$35 (for the first impoundment);
- (b) a boarding fee at the commercial rate for each 24-hour period of retention;
- (c) \$0.60 per km for travel associated with the capture and impounding of the said dog; and
- (d) any other expenses incurred in relation to the capture, impounding, maintenance or care of the dog.

ISSUE

The current By-Law limits our ability to respond to calls from residents complaining of a dog which persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise. We are not able to charge the owner of the dog with an offence; rather, our only recourse is to impound the dog which then triggers our responsibility to provide the dog with food, water and shelter.

The owner is able to claim the dog after 72 hours upon the payment of certain of fees. If the owner does not claim the dog then we must make arrangements to relieve the Municipality of the dog in the most humane manner possible.

While the ability to impound a dog without notice to or complaint against the owner is a useful tool in dealing with dogs that disturb the quiet of the neighbourhood, it is typical for a Dog By-Law to also include an offence for owning such a dog (with an accompanying monetary penalty). The fine that is associated with the charge often serves to get the attention of the owner.

RECOMMENDATION

It is recommended that Committee of the Whole recommend that Council direct the CAO to prepare a draft Dog By-Law that includes the offence of being an owner of a dog that persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise.

RECOMMENDED MOTION

Committee of the Whole recommends that Council direct the CAO to prepare a draft Dog By-Law that includes the offence of being an owner of a dog that persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise.

From: <jbdavis@eco-nova.com>

Date: July 3, 2019 at 11:19:00 AM ADT

To: <warden@municipalityofshelburne.ca>

Cc: David Levy <David.Levy@municipalityofshelburne.ca>

Subject: NS map of towns and municipalities requesting a full public inquiry

Hello Penny,

The attached map indicates the Towns and Municipal Units in Nova Scotia that have passed motions requesting a full public inquiry on the risks and impacts of offshore oil and gas exploration and extraction. We believe this list will grow over the Summer months.

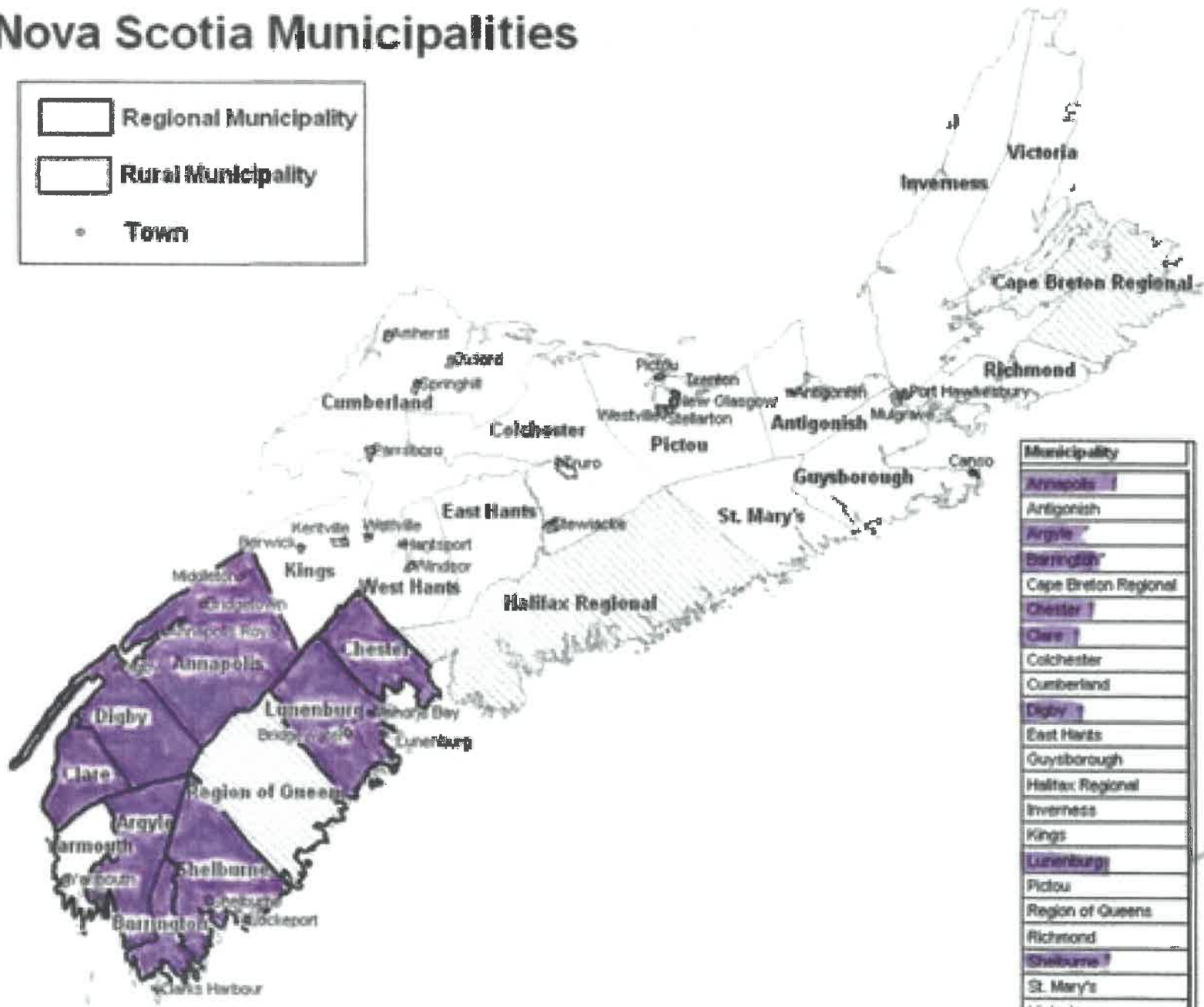
Thanks for all your efforts.

All the Best

John

Nova Scotia Municipalities

Regional Municipality
 Rural Municipality
 Town



Municipality
Annapolis
Antigonish
Argyle
Barrington
Cape Breton Regional
Chester
Clare
Colchester
Cumberland
Digby
East Hants
Guysborough
Halifax Regional
Inverness
Kings
Lunenburg
Pictou
Region of Queens
Richmond
Shelburne
St. Mary's
Victoria
West Hants
Yarmouth

Town
Anherst
Annapolis Royal
Antigonish
Berwick
Bridgetown
Bridgewater
Canso
Carl's Harbour
Digby
Hantsport
Kentville
Lockeport
Lunenburg
Mahone Bay
Middleton
Magnus
New Glasgow
Oxford
Parrsboro
Pictou
Port Hawkesbury
Shelburne
Springhill
Stellarton
Stewiacke
Trenton
Truro
Westville
Windsor
Wolville
Yarmouth

From: <ibdavis@eco-nova.com>

Date: June 27, 2019 at 4:44:52 PM ADT

To: <warden@municipalityofshelburne.ca>

Subject: Request to Council that Shelburne Municipality host a press conference in September 2019

Clean Ocean Action Committee

P.O. Box 363

Clark's Harbour

Nova Scotia, BOT 1P0

June 27, 2019

Warden Penny Smith

Municipality of the District of Shelburne

136 Hammond St.

Shelburne, NS

BOT 1W0

Good Day Warden Smith,

As per our last email to you, the Clean Ocean Action Committee (COAC) and the Campaign to Protect Offshore Nova Scotia (C-PONS) are planning a press release and press conference which are to take place in early September of this year. We will be jointly calling for a full public inquiry into the risks and impacts of offshore oil and gas exploration and extraction. Our plan is to put out the press release in early fall of this year followed by the press conference that will further explain to all Nova Scotians the absolute need for the full public inquiry. We will publicly thank all of the Towns and Municipalities that have requested that more information be made available through an inquiry and we plan to name all of the councils that have passed motions in support of this effort.

Traditionally such press conferences are held in Halifax. Because this issue holds such importance for the communities of the South and Southwestern shores and because the issue of protecting our ocean's renewable resources is specifically so important to Shelburne County, we would like to hold this press conference in our region.

Please accept this letter as a request from C-PONS and COAC that the Municipality of Shelburne host this planned press conference on a mutually acceptable date during the first two weeks of September 2019.

There is right now a lull in offshore oil and gas activity on the Scotian Shelf. There is no guarantee that this situation will hold. The attached project description of the proposed MKI



Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Tom MacEwan, CAO
FROM: Andrew Goreham
 Manager of Inspection Services
DATE: July 3, 2019
RE: June Monthly Building Report

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued In June	9	15
Number of Permits Issued to Date	33	27
Construction Values for June	\$ 557,000.00	\$ 1,748,000.00
Total Construction to Date	\$ 1,687,000.00	\$ 2,393,495.00

Highlights:

- Residential New - \$ 324,000.00
- Commercial New - \$140,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca