



Naturally Yours

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COMMITTEE OF THE WHOLE
Monday, June 10, 2019
5:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
 - (a) May 13, 2019
4. **Business Arising:**
5. **Finance: (*Resolution Prepared)**
 - (a) Tender Results of May 31, 2019 Tax Sale*
6. **Administration: (*Resolution Prepared)**
 - (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
7. **Committee Reports/ Recommendations** (*Resolution Prepared)
8. **Council Member Updates:**
9. **In Camera:**
 - (a) Contract Negotiations
 - (b) Personnel Matters
10. **Adjournment:**

**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
May 13, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, May 13, 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:

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

1. **CALL TO ORDER:**

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

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of May 13, 2019, be approved with the following amendments:

- 9.(a) Roseway Manor – added
- 9.(b) Dog Bylaw – added
- 7.(h) Conveyance of Property – Quit Claim Deed – removed

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of April 8, 2019, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **Presentations:**

- (a) Osprey Arts Centre – Darcy Rhyno & Alex Buchanan
- (b) Bird and Branch Consulting Re: Community Arts – Sheila Bird

5.(a) Darcy Rhyno, General Manager, and Alex Buchanan, Artistic Director, for the Osprey Arts Centre, provided information to Council about their organization.

Mr. Rhyno opened by thanking Council for the invitation to meet with them in addition to the \$4000.00 received from Grants to Organizations. The presentation provided Council with information on the Osprey Arts Centre as a Community Arts Centre.

Mr. Rhyno informed Council that the organization had a deficit in 2018 due to several factors including a decline in facility rentals. The Board of the Osprey is requesting the Municipality consider an annual contribution to ensure the organization's longevity in the community.

Discussion was held, and it was noted that the organization has attendance from residents from all of Shelburne County. It was also noted that all municipal units in Shelburne County should support the Osprey Arts Centre.

Committee thanked Mr. Rhyno for their presentation.

5.(b) Sheila Bird, Consultant for Bird and Branch Consulting, informed Committee of the Community Arts Engagement Session, as well as the survey report and recommendations.

Ms. Bird thanked Council for the invitation to present the Community Arts Engagement Report. Bird and Branch Consulting worked with Municipal staff and Councillors on the engagement of arts in the community. Ms. Bird discussed the session held with community members on January 23, 2019, regarding community arts, the survey completed, and the recommendations gathered from this information. The session was a collaborative process and those who completed the survey seemed invested in community arts.

There were five themes identified in the report: Art for Youth, Collaboration, Building on Existing Initiatives, Funding, Policy and Infrastructure, and Support Staff. It was noted that there will be a staff report to follow on how Council can move forward with supporting the arts community.

Committee thanked Ms. Bird for her presentation.

6. **Finance:**

- (a) Previous Properties Acquired at Tax Sale Write Off
- (b) Financial Update April 2019

6.(a) Michelle Williams, Director of Finance, presented Committee with the Previous Properties Acquired at Tax Sale Write Off staff report.

Ms. Williams noted that on March 31, 2002, Financial Statements onward, there has been a "Vested Properties" entry on the Balance Sheet of \$4,152, which represented properties that were acquired at the Tax Sale; this figure needs to be updated. Financial statements from earlier show an amount under "Vested Properties" for a different value but there is no supporting documentation that links the dollar amount of the assets back to the specifics of each property such as Assessment numbers, PID, purchase amount etc. The Municipality has explored different options to obtain further information to resolve this issue.

There are two properties listed under Vested Properties that the Municipality no longer owns based on information reviewed and confirmed by the CAO and should be removed.

Discussion was held and clarification provided on what staff are doing to actively address issues regarding historic records.

MOTION: PREVIOUS PROPERTIES ACQUIRED AT TAX SALE WRITE OFF

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off \$1,126.90 using Valuation Allowance #00-28211-000 for Assessment Account Number 01886452 and items listed as "Harry Wheeler."

- **MOTION CARRIED**

6.(b) Michelle Williams, Director of Finance, presented Committee with the Financial Update April 2019.

Ms. Williams reported on the following:

- The Auditors were on site the week of May 6-10, 2019. They will present the 2018/2019 Financial Statements at July COW.
- Municipal Revenue
- Municipal Expenses
- Aged Receivables
- Collections
 - o Tax Sale Collections – Tax Sale by Tender will close the end of May 2019, which staff will report to Council at June COW.
 - o Residential Collections – The Finance Department sends out two statements a year, but for the January statement a collections letter was sent, and it was found to result in a higher volume of payments.
- C&D Collections – monthly
- Commercial Collections – monthly
- Septage Receiving Collections – monthly

General Discussion was held regarding the Financial Update.

7. **Administration:**

- (a) Community Arts Support
- (b) RMRF Account Write Off
- (c) Fees Policy – Amendment
- (d) Audit and Internal Control Terms of Reference- Amendment
- (e) Hospitality Policy – Amendment
- (f) Council and Staff Expense Policy
- (g) Letter of Support Re: Marine Terminal Facility
- (h) Develop NS Re: RFP Update
- (i) Monthly Building Report – April 2019

7.(a) Val Kean, Community Development Coordinator, presented Committee with the Community Arts Support staff report.

The Municipality of Shelburne has been working with Bird and Branch Consulting regarding how Council could best support the local arts community. As a result of the consultation with the community held on January 23, 2019, Bird and Branch Consulting has identified five key themes to be considered as strategic pillars for planning and direction for moving forward with community arts. The themes are: Art for Youth, Collaboration, Building on Existing Initiatives, Funding, Policy and Infrastructure, and Support Staff.

Staff would like further direction and recommendations from Council on how to proceed with the Municipality contributing to community arts and how the allocated \$5000.00 art fund should be used this year.

Discussion was held, and it was noted that the Municipality should build on existing initiatives in the community such as the Osprey Arts Centre. It was also noted that community arts are important to Shelburne County as a whole.

Committee directed staff to further research initiatives the Municipality can support, how we can provide support for community arts, what other Municipalities are doing and report conclusions to Council at June COW.

A member of the public made comments regarding the importance of art programs in our schools and to looking to other communities as examples of successful community art programs.

Warden Smith took over as chair at 6:18 pm.

7.(b) Erin Hartley, Director of Corporate Services, presented Committee with the RMRF Account Write Off staff report.

The Regional Materials Recovery Facility (RMRF) Accounts Receivable review from March 31, 2019, has led to a request for an account write off.

This account has remained unpaid despite many attempts for collection since 2017.

MOTION: RMRF ACCOUNT WRITE OFF

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$51.70 from RMRF Account BUCHL005 using the 2019/2020 corporate services interest and charges account.

- **MOTION CARRIED**

7.(c) Erin Hartley, Director of Corporate Services, presented Committee with the Fees and Charges Policy Amendment staff report.

The policy amendment reflects a change to the Septage Receiving Rate as approved at the April 2019 Council Meeting.

MOTION: FEES POLICY – AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

- **MOTION CARRIED**

7.(d) Erin Hartley, Director of Corporate Services, presented Committee with the Audit and Internal Control Committee Terms of Reference Amendment staff report.

The amendment reflects new provincial requirements that must be included in the Audit and Internal Control Committee Terms of Reference.

MOTION: AUDIT AND INTERNAL CONTROL TERMS OF REFERENCE- AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Audit and Internal Control Committee Terms of Reference as amended.

- **MOTION CARRIED**

7.(e) Erin Hartley, Director of Corporate Services, presented Committee with the Hospitality Policy Amendment staff report.

The amendment reflects new provincial requirements that must be included in a hospitality policy.

Deputy Warden Levy returned as Chair at 6:24.

MOTION: HOSPITALITY POLICY – AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Hospitality Policy as amended.

- **MOTION CARRIED**

7.(f) Erin Hartley, Director of Corporate Services, presented Committee with the Council and Staff Expense Policy staff report.

The amendment reflects new provincial requirements that must be included in an expense policy. These changes will bring the Municipality in line with Nova Scotia Association of Municipal Administrators (AMA) standards.

Discussion was held, and it was noted that expenses for the CAO and Councillors must be reported to the province and be posted on the Municipal website as per provincial requirements.

MOTION: COUNCIL AND STAFF EXPENSE POLICY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Council and Staff Expense Policy, including repeal of the Council and Non-Union Staff Travel Policy.

- MOTION CARRIED

7.(g) Tom MacEwan, CAO, informed Committee on a letter received from the Town of Shelburne regarding providing a letter of support for external funding for a Marine Terminal Facility.

Committee directed the CAO to write of a letter of support.

7.(h) Tom MacEwan, CAO, presented Committee with the Develop Nova Scotia Request for Proposals (RFP) Update for Rural Internet.

The total cost for the Fibre to the Home (FTTH) Broadband Project is \$5,255,144 and Bell Aliant is prepared to commit \$2,095,986 leaving a balance of \$3,159,158 to complete the Project (\$930 per housing unit). The Municipality has budgeted \$1,100,000 for the Project which leaves \$2,059,158 of Federal or Provincial funding necessary to complete the Project (\$605 per housing unit).

7.(i) Tom MacEwan, CAO, presented the Monthly Building Report – April 2019.

The construction values for April were \$694,000, and the highlights were new residential at \$70,000 and new industrial at \$600,000.

8. Committee Reports/ Recommendations:

There were no Committee Reports or Recommendations.

9. Council Member Updates:

- (a) Roseway Manor – Councillor McIntyre
- (b) Dog Bylaw – Councillor Roscoe
- (c) Council Member Updates

9.(a) Councillor McIntyre raised concerns regarding Roseway Manor’s current deficit and municipal tax rates.

Discussion was held, and the CAO provided clarification on the tax rates Roseway Manor pays, the Municipality’s role, and how the Manor is set up as a standalone entity under the Municipal Housing Corporation Act. Discussion was held regarding the current fiscal issues the Manor is facing.

COW Meeting

May 13, 2019

Committee directed the CAO to further investigate what the Municipality's role is regarding the Manor and invite the Chair of the Roseway Manor Board to meet to discuss their financials.

9.(b) Councillor Roscoe raised concerns regarding the current Dog Bylaw.

Discussion was held, and it was noted that the current Dog Bylaw needs to be amended. There were concerns raised over the definition of the neighbourhood and current process for handling disruptive dogs.

Committee directed the CAO to further review and bring back to a future meeting for further discussion.

9.(c) Warden Smith advised that she has attended many events and met with various partners within the community over the past month including:

- The Volunteer Awards Reception
- Town of Shelburne hosted a Celebration of 50 Years of Fire Service for Edger Alison
- Met with Municipal Advisor from the Department of Municipal Affairs
- Nova Scotia Federation of Municipalities (NSFM) Spring Workshop in Truro

Councillor Taylor attended the Health Crisis Committee Meeting regarding physician recruitment and continues to work with other municipal units on this issue.

10. **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 7:30 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 8:28 pm.

- **MOTION CARRIED**

11. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:29 pm.

COW Meeting
May 13, 2019

Chana Ross
Recording Secretary

Date

David Levy, Deputy Warden

Erin Hartley, Director of Corporate Services

Municipality of the District of Shelburne
June 10, 2019, Committee of the Whole Meeting
MOTIONS

5.(a) **TENDER RESULTS OF MAY 31, 2019 TAX SALE**

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.

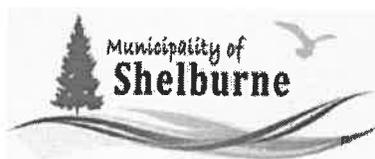
THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$2,000.00 including HST from Tim Henneberry for property identified as AAN#04339088 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration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



STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Tom MacEwan, Chief Administrative Officer

Date: June 10, 2019

Subject: Tender Results of May 31, 2019

ORIGIN

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 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.”

BACKGROUND

Tax Sale

Public Auction

MGA Section 141 (1) Unless the arrears of taxes, interest and expenses are paid, the treasurer shall proceed to sell land liable to be sold for taxes at public auction.

(2) The treasurer may, with the consent of the council, call tenders for property rather than put the property up for sale at public auction.

(3) The council may direct the treasurer as to what constitutes an acceptable minimum tender or bid, if the treasurer is of the opinion that the property might not realize sufficient to cover the outstanding taxes, interest and expenses.

Municipal Purchase of Tax Sale Property

MGA Section 143 (4) Where no bid is received for any land sufficient to satisfy the full amount of the taxes, interest and expenses due in respect of the land and the municipality does not purchase the land, the municipality may, without further notice to the owner and encumbrancers, again advertise the property and

- (a) sell it at auction for the best price that may be obtained; or
 - (b) call tenders for the property and sell it for the highest tender, and the council may direct the treasurer as to what constitutes an acceptable minimum bid or tender price.
- (5) Subsections 142(2) and (3) apply to the advertising referred to in subsection (4). 1998, c. 18, s. 143; 2003, c. 9, s. 55.

Tax Sale Advertisement

MGA Section 142 (2) Notice of the sale at public auction or the call for tenders shall be published

- (a) at least twice prior to the sale or when tenders close in a newspaper circulating in the municipality;
 - (b) with the first advertisement appearing at least thirty days prior to the sale or when tenders close; and
 - (c) setting out each lot of land to be sold and the date, time and place of the sale or when tenders close.
- (3) It is sufficient to state in the advertisements the street and number of a property advertised or to include any other such short reference by which the property may be identified, together with a statement that a full description can be seen at the office of the treasurer. 1998, c. 18, s. 142.

DETAILS

For the week of April 1, 2019 and May 20, 2019, a tender ad was posted in the local newspaper, as well as on Municipality of the District of Shelburne website. Eight properties were available, six received bids and two did not receive any bids.

The following provides a synopsis on each of the six properties that received bids.

AAN# 01024531–Crowell, Bonnie Jean – 1041 Sandy Point Road Land Dwelling

- Tax owing since 2015
- Amount owing as of June 1, 2019 is \$3,312.35

AAN# 04301439–Baird, Linda – 5019 Shore Road North East Harbour Land Dwelling Building

- Tax owing since 2015
- Amount owing as of June 1, 2019 is \$5,329.83

AAN# 04339088–Chiarello, Robert F Claire E – 2882 Highway 3 Allendale Land Dwelling

- Tax owing since 2016
- Amount owing as of June 1, 2019 is \$7,113.09

AAN# 04757424—Calder Wynn Services Inc – 1394 Jordan Branch Rd Lot 1 Animal Clinic

- Tax owing since 2015
- Amount owing as of June 1, 2019 is \$18,640.94

AAN# 08417202—Poole, Tyler Clayton, Freeman – 5626 Highway 3 East Jordan Land Dwelling

- Tax owing since 2016
- Amount owing as of June 1, 2019 is \$5,999.00

AAN# 08419027—Harris, Lloyd – 1970 General Mobile Home 12x57 9544 Upper Clyde Road

- Tax owing since 2014
- Amount owing as of June 1, 2019 is \$2,603.81

Below is a summary of the bids received for each property; bid amount includes HST (amount in brackets is without HST). A fee of \$575 will be charged per successful bid to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed. The successful purchaser will be notified and will have three business days to pay in full as per MGA Section 149(2). All properties are eligible for the 6-month redemption period which would end December 23, 2019; at that time, the property would then be deeded to the new owner.

AAN	BID AMOUNT INCLUDING HST	TAXES, INTEREST, EXPENSES
01024531	Todd Johnson \$1,000.00 incl HST (\$869.57)	\$3,312.35
04301439	Penny Roberts & Duncan Roberts-McBride \$3,250.00 incl HST (\$2,826.09) Todd Johnson \$1,000.00 incl HST (\$869.57) Lance Rhodenizer \$425.00 incl HST (\$369.57)	\$5,329.83
04339088	Tim Henneberry \$2,000.00 incl HST (\$1,739.13) Lance Rhodenizer \$1.00 incl HST (\$0.87)	\$7,113.09
04757424	Todd Johnson \$1,000.00 incl HST (\$869.57)	\$18,640.94
08417202	David Butler \$1,675.00 incl HST (\$1,456.52) Scott Gouthro \$1,005.00 incl HST (\$873.91) Todd Johnson \$1,000.00 incl HST (\$869.57) Kenneth MacKenzie \$500.00 incl HST (\$434.78)	\$5,999.00
08419027	Debora Hamilton \$25 incl HST (\$21.74)	\$2,603.81

APPLICABLE LEGISLATION

As mentioned above

BUDGET IMPLICAITON

If bid amounts are accepted as presented, total write off would be \$35,216.40. Currently, the Municipality of Shelburne has \$64,139.16 (0045100000) + \$3,873.10 (0028211000) = **\$68,012.26** available for write offs.

RECOMMENDATIONS

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.

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

COMMUNICATIONS - NA

ALTERNATIVES - NA

ATTACHMENT - NA



STAFF REPORT

TO: Committee of The Whole

FROM: Tom MacEwan, Chief Administrative Officer

DATE: June 5, 2019

SUBJECT: **Area Rate Policy for Fire Departments**

BACKGROUND

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 Policy requires that the Fire Department must hold a public meeting in the community to discuss the purpose for which the loan is required and the associated costs, in order to inform the residents of the need for the loan and the asset.

The Policy states that the Fire Department applying for the guarantee shall provide (a) the cost of the capital asset, (b) the financing plan of the asset, and (c) the scheduled date, time and location of the public meeting.

Finally, the Policy provides that in the event the Fire Department defaults on the loan and the financial institution calls in the total loan amount, the Municipality shall establish an area rate to recover the costs from the residents served by the Fire Department.

ISSUE

It appears that this Policy fails to appreciate that the primary source of funding for Fire Departments for the acquisition of capital assets (such as fire trucks) is an area rate. It is likely that the 'financing plan' proposed by the Fire Department (which is required under the Policy) would be an area rate but there is no direction provided with respect to any requirements that the Municipality has with respect to the area rate process.

The Municipality had a policy in place that set out the requirements for an area rate (including an information letter, an information session, a rate payers meeting and vote on the proposal) but it was repealed.

RECOMMENDATION

It is recommended that Council consider adopting an Area Rate Policy that provides Fire Department with clear guidance with respect to the requirements that must be followed before Council will consider a request for an area rate.

The attached draft Fire Department Funding – Area Rate Policy draws heavily from the repealed policy with some modifications and it is being presented for discussion purposes only. The draft Policy has also been circulated to the members of the Fire Services Advisory Committee for comment.

It is our intention to consider the comments / recommendations with a view to bringing a final version to Council in June for consideration.

ATTACHMENTS

- Draft Policy 45 - Area Rate Policy for Fire Departments.



FIRE DEPARTMENT FUNDING AREA RATE

POLICY PURPOSE

45.1 This policy shall apply to all capital programs proposed to be undertaken by volunteer fire departments where Municipal funding is involved.

1. All capital acquisition programs initiated by a Fire Departments which require Municipal funding shall be by way of the levying of an area rate on all taxable property served within the districts served by the Fire Department.

POLICY DETAILS

45.2 Prior to any procedure being commenced, representatives of the Fire Department shall meet with the Municipality (Warden, Councilor(s) of the area(s) and CAO) for the purpose of discussing in detail the project and its financial implication.

45.3 All requests for capital funding from the Municipality shall be subject, without exception, to the following conditions:

- (a) An information letter shall be provided to all households within the area to be affected, either by Canada Post or door to door delivery. Real property taxpayers residing outside of the district must be notified by Canada Post. The letter shall contain detailed information on the capital purchase being proposed, the need for the expenditure, the amount of the expenditure, and length of financing and estimated area rate. The letter shall also contain the date, time and location for the information session as well as that of the rate payers meeting. A copy of the letter shall be delivered to the office of the Municipal Clerk with a request for the appointment of Poll Staff.
- (b) An information session shall be held by the Fire Department no later than fourteen (14) days from the date of distribution of the information letter. The Fire Department shall appoint a Chairperson to conduct the information sessions.
- (c) At the information session, the Fire Department shall present detailed information on the capital purchase being proposed, the need for the expenditure, the amount of the expenditure, and length of financing and estimated area rate. Members of the public shall have an opportunity to discuss the proposed acquisition with the Fire Department at the information session.
- (d) A rate payers meeting shall be held by the Fire Department no later than fourteen (14) days from the date of the information session. The Fire Department shall appoint a Chairperson to conduct the rate payers meeting.
- (e) The rate payers meeting shall be open to the general public but only those listed on the rolls of property taxpayers and in attendance at the rate payers meeting

shall be eligible to vote; provided that all members of the public that are in attendance may ask questions related to the proposed acquisition.

- (f) A list of eligible voters shall be maintained by the Poll Clerk and real property taxpayers that are in attendance at the rate payers meeting may vote provided that the rate roll, as maintained by the Municipality, shows real property assessed to the taxpayer in their name.
- (g) Notwithstanding the foregoing, in the event that a real property taxpayer, whose name appears on the rate roll, is unable to attend the rate payers meeting by reason of disability, the taxpayer may submit a request to the Municipality explaining the nature of their disability and the reason for their inability to attend the rate payers meeting and request that the Poll Clerk accept their vote in absentia and the Municipality shall not unreasonably deny the request.
- (h) The voting at the rate payers meeting shall be by secret ballot with each eligible voter present being provided with a ballot at the time they are identified as being eligible to vote. The ballot shall be shown in Schedule A. There shall be appointed, by the Municipal Clerk, a Presiding Officer and a Poll Clerk for the purpose of confirming eligible voters and for conducting the poll and counting of ballots. The Presiding Officer and Poll Clerk need not necessarily be residents of the district.
- (i) The Chairperson for the meeting shall appoint two (2) eligible voters to act as scrutineers who shall be present in the polling both with the Presiding Officer, and Poll Clerk during the counting of votes. Not more than one of the scrutineers shall be a member of the fire department.
- (j) In order to be considered valid, the ballot shall be marked by the voter with a cross (“+”), an “x” or a checkmark in the space provided either signifying “for” or “against” the proposed capital acquisition.
- (k) Immediately after counting the ballots, the Presiding Officer or the Poll Clerk shall declare the results of the vote.
- (l) After counting the ballots the Presiding Officer, in the presence of the scrutineers, shall prepare a certificate setting out the number of votes polled, the number of ballots marked “for”, the number of ballots marked “against” and the number of spoiled ballots and shall serve a copy on the Chairperson with a copy to be forwarded to the office of the Municipal Clerk. Such report shall be signed by the Presiding Officer and at least one scrutineer.
- (m) The results of the vote shall be final and there shall be no provision for a recount.

45.4 The expense for the Presiding Officer and Poll Clerk shall be paid by the Municipality and all other costs shall be the responsibility of the Fire Department.

45.5 The results of the vote shall be reported to Council at the first meeting following the vote.

45.6 In considering a request for the imposition of an area rate by a Fire Department, Council shall consider, but not be bound by, the outcome of the results of the vote taken at the rate payers meeting.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fire Department Funding Area Rate on the ____ day of _____.

SIGNED this _____ day of _____, 2019

WARDEN PENNY SMITH

CHIEF ADMINISTRATIVE OFFICER
TOM MACEWAN

Approved by Council:
Effective Date:



Municipality of
Shelburne

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: June 3, 2019
RE: May Monthly Building Report

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued In May	12	12
Number of Permits Issued to Date	24	12
Construction Values for May	\$ 436,000.00	\$ 229,000.00
Total Construction to Date	\$ 1,130,000.00	\$ 645,495.00

Highlights:

- Residential New - \$ 260,000.00
- Renovation/Additions - \$100,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca