



Naturally Yours

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**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

Tom MacEwan, CAO

tom.macewan@municipalityofshelburne.ca www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

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**

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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.

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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.

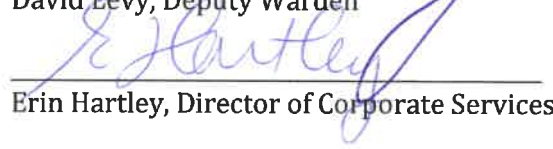
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June 13 2019.
Date

Chana Ross
Recording Secretary



David Levy, Deputy Warden



Erin Hartley, Director of Corporate Services