



The Municipality of the District of Shelburne

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0

Phone: (902)875-3544 - Fax: (902)875-1278

www.municipalityofshelburne.ca

AUDIT AND PROGRAM SERVICES COMMITTEE MEETING

January 26, 2011

The Audit and Program Services Committee Meeting was held on Wednesday, January 26, 2011 in the 3rd Floor Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Sherman Embree
Councillor Norman Wallet
Councillor Ardith VanBuskirk
Councillor Cathy Holmes
Councillor Roger Taylor
Councillor Doris Townsend
Dwayne Carey, Director of Finance
Erin Hartley, Recording Secretary
Kirk Cox, CAO
Penny Smith, Municipal Clerk
Marilyn Johnston, Director of Recreation & Parks

REGRETS:

Deputy Warden John Roscoe

Members of the public were also present.

1. The meeting began at 5:00 pm, chaired by Warden Embree.
2. The meeting notes of November 24, 2010 were accepted as circulated, noting that no press release will be issued in relation to the Town of Shelburne Recreation Department; this matter is being worked out by staff.

The following additions were made to the agenda:

6. (b) Courts Services Meeting Update
9. (a) SWSDA Update
8. (b) Litter Pick-Up Program
- Item 7(c) was combined with 7(a)

4. Dwayne Carey, Director of Finance

(a) *Financial Report – December 31, 2010*

(b) *Cost of Fire Hydrants*

4. (a) *The Director of Finance provided a financial report to Committee to December 31, 2010 noting that the budget is on course to year end. Discussion was held regarding tax sale proceedings, fiscal services, reserves, assessments, grants in lieu, sale of services, projects, partial tax exemptions, dry hydrants and progress on bridges and trails.*

3. **Presentation: Shelburne County Community Arena**

Marilyn Johnston, Director of Recreation and Parks

Re: Capital and Operating Update

Marilyn Johnston, Director of Recreation and Parks and member of the Shelburne County Arena Association, gave an overview to Committee regarding the updates to the arena during Phase I of the Arena Upgrade Project over the past four years.

Repairs and updates include roof, crossbracing, electrical, rubber matting, warm room, managers office, dressing rooms, toilets, showers, doors, zamboni pit and repairs, furnace, hot water tank, heat recovery system, oil tank, compressor control panel, header trench, efficient lighting, low E ceiling, back wall and railing, dehumidifiers and wiring. It was noted that the free of cost ice time program has been important to the increased use of the arena. It was also noted that there has been the installation of a new transformer by NSPI.

The Arena has come a long way in the last four years due to funding assistance from the Municipality and the Town of Shelburne along with many other sources and grants. It was noted that Phase II will be outlined in a staff report and the Municipality's financial and in-kind support will be required to move forward on this project.

4. (b) *The Director of Finance advised Committee that the costs of fire hydrants have gone up significantly this year. The cost is based on the number of fire hydrants in the Municipality that are on the water system owned and operated by the Town of Shelburne.*

5. (b) *The Sustainability Co-ordinator gave an overview of the Eastern Shelburne County Energy Strategy Implementation Plan including establishing a municipal energy office and its functions, energy efficiency, renewable energy as well as a two year budget and funding sources/opportunities.*

Discussion was held regarding the benefits of this strategy for businesses in the area, wind development opportunities, creating new partnerships, current staffing and the Community Feed-In Tariff related to wind energy development.

5. (a) *Emily Tipton, Sustainability Co-ordinator presented the ICSP Quarterly Report, and reviewed with Committee the status of a number of projects including the Coastal*

Management Policy and Land Use By-Law, establishment of an economic development officer for the Municipality, the facilities renewal feasibility study and the inclusion of the volunteer capacity building and age friendly municipal initiatives programs .

Wind energy development including the Community Feed-In Tariff Synapse Financial Model was also discussed and a staff report was requested outlining opportunities for the Municipality to take advantage of this program.

6. Penny Smith, Municipal Clerk

(a) Action List

(b) Court Services Meeting Update

6. (a) The Action List has a new format which easily identifies staffs progress on each action item. Discussion was held regarding the Shelburne Industrial Park and the Sewage Treatment Plant projects.

6. (b) The Municipal Clerk and the Warden met with representatives from the NS Department of Justice in relation to possible court closures in Shelburne County. The representatives confirmed that there is currently a review of all court services and locations in the Province to accommodate a 5 - 10% reduction in their total budget.

A list of the Municipality's concerns and points were discussed during the meeting, a copy which was given to them. It was noted that the meeting was productive and provided the opportunity to discuss related issues that they may not have been aware of. The representatives seemed to be open and receptive to the Municipality's need for these services to continue.

7. Kirk Cox, CAO

(a) Shelburne & Area Chamber of Commerce/ Cooke Aquaculture

(b) Joint Services Board

7. (a) The CAO updated Committee on a meeting that was held with representatives from the Shelburne & Area Chamber of Commerce. He noted that the Chamber was under the impression that the Municipality was "screwing things up" in relation to Cooke Aquaculture's plans for Shelburne County and that the Municipality and Town of Shelburne were not working together on this issue.

The CAO clarified that he spoke to the members of the Chamber and advised them that the opposite was true. He noted that the Town and the Municipality have been working very closely with Cooke Aquaculture over the past months and have helped secure the company's interest in expanding in Shelburne County.

It was agreed that this inaccurate information could cause some serious issues with respect to this project. Warden Embree volunteered to speak to the Mayor of the Town and the President of the Chamber of Commerce to clarify the situation.

7. (b) The CAO requested direction from Council on next steps regarding the Joint Services Board. It was noted that a letter was sent to the Board offering services on a cost recovery basis and that the Town of Shelburne and the Town of Lockport have passed motions to move forward in that manner.

Council agreed that the CAO should prepare an Inter-Municipal Service Agreement for the Towns to review and have in place for the new fiscal year.

8. Council Information/Updates

(a) Grants Committee Membership

(b) Litter Pick-Up Program

8. (a) It was agreed that Councillor Townsend will take over Councillor Taylor's role on the Grants Committee and that Councillor Taylor will do the same for Councillor Townsend on the Highway 103 Committee.

8. (b) The Litter Pick-Up Program was discussed noting that community groups can earn \$100.00 per kilometre of roadside clean up in the Municipality. Concern was raised as to whether the funding in this year's budget for the project can be used by the end of March 2011 due to weather conditions. Committee were advised that 50 of the 70 kms have already been allocated.

It was requested that a report and comments on the progress and expectations of the program and its funding be presented to Council.

9. Committee Reports

(a) SWSDA

9. (a) Discussion was held regarding a letter received from Seacoast Entertainment Arts' Insolvency Consultant regarding security, safety and insurance on the property including the hiring of a full time caretaker, utilities being turned back on as well as the pre-production stages of a movie scheduled for February 3, 2011.

Discussion was also held regarding funding for the SWSDA wrap up activities.

10. Adjournment

The meeting was adjourned at 7:12 pm.


Erin Hartley
Recording Secretary

Date

Sherman Embree, Warden

Penny Smith, Municipal Clerk