



Municipality of the District of Shelburne

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

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

www.municipalityofshelburne.ca

REGULAR SESSION OF THE 51ST COUNCIL OF THE MUNICIPALITY OF THE DISTRICT OF SHELBURNE

September 25, 2017

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, September 25, 2017, 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 Norman Wallet
Councillor John Roscoe
Councillor Doris Townsend
Councillor Roger Taylor
Councillor Terry McIntyre
Chris McNeill, CAO

Also in Attendance:

Val Kean, Executive Assistant

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of September 25, 2017, be approved with the following amendments:

7(g) AquaNor 2017 Mission – Removed
7(h) Regional Enterprise Network (REN) Conference - Removed
7(g) UNSM Resolutions - Added
8(c) Contract Negotiations - Added

- MOTION CARRIED

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Council minutes of July 24, 2017, be approved.

- MOTION CARRIED

4. RECREATION: (*Resolution Prepared)

- (a) Shelburne County Arena 2016-2017 Operating Deficit*
- (b) Kids' Fair Play FUNd September Review*
- (c) HMCS Shelburne Trailblazers Commemorative Walk Funding Request*
- (d) Jordan Youth Park Lease*

4(a) Director of Recreation and Parks presented the Shelburne County Arena 2016-2017 Operating Deficit staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

Discussion was held regarding the prior years accumulated deficit. It was agreed that Council would like to see a multi-year budget comparison for the arena with any future deficit funding requests.

MOTION: SHELBURNE COUNTY ARENA 2016-2017 OPERATING DEFICIT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne provide the Shelburne County Arena Association with \$5,344.88 to cover 50% of the 2016-2017 operating budget deficit of \$10,689.75.

- MOTION CARRIED

4(b) Director of Recreation and Parks presented the Kids' Fair Play FUNd September Review staff report to Council.

It was noted that 25 applications were received, twelve from the Municipality of Barrington, seven from the Municipality of Shelburne, two from Town of Lockeport and four from the Town of Shelburne.

Discussion was held regarding the application process for Canadian Tire Jumpstart funding. It was noted that although the process has changed staff will continue to assist parents and organizations with this application.

MOTION: KIDS' FAIR PLAY FUND SEPTEMBER REVIEW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize the release of \$4767 for the Kids' Fair Play FUNd based on the recommendations for the Kids' Fair Play FUNd Application Review Committee meeting on September 20, 2017.

- MOTION CARRIED

4(c) Director of Recreation and Parks presented the HMCS Trailblazers Commemorative Walk Funding Request staff report to Council.

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A representative for the HMCS Shelburne Trailblazers presented to Council on July 24, 2017, requesting a financial contribution towards the costs associated with the HMCS Shelburne Trailblazers Commemorative Walk. As a result of the presentation, Council requested further information before they could consider this request.

Additional budgeting and contribution information has since been received along with a request that the Municipality consider contributing \$220 to cover the remaining costs for the walk. It was noted the walk took place on August 12, 2017.

MOTION: HMCS TRAILBLAZERS COMMEMORATIVE WALK FUNDING REQUEST

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne contribute \$220 to HMCS Shelburne Trailblazers to cover the remaining expenses of the HMCS Shelburne Trailblazers Commemorative Walk event held on August 12, 2017.

- **MOTION CARRIED**

4(d) Director of Recreation and Parks presented the Jordan Youth Park Lease staff report to Council.

The Municipality holds a lease for 0.17 acres of land for Jordan Youth Park from the Department of Transportation and Infrastructure Renewal, which expired in December, 2016. A new lease has been drafted for the duration of July 1, 2017 to June 20, 2027.

It was noted the termination notice of the lease has changed from three month to one month, for either party. The fee for the lease is \$150.

MOTION: JORDAN YOUTH PARK LEASE

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne renew the lease for 0.17 acres of land for Jordan Youth Park from the Dept. of Transportation and Infrastructure Renewal (Province of Nova Scotia) for the duration of July 1, 2017 to June 20, 2027.

- **MOTION CARRIED**

5. FINANCE: (Resolution Prepared)

- (a) 2016-2017 Consolidated Financial Statements*
- (b) Financial Report to September 20, 2017

5(a) Kim Hopkins, CPA, CA, Grant Thornton LLP, provided Council with the Municipality's draft financial statements which included details of both their consolidated and non-consolidated financial position. Ms. Hopkins advised Council of the change in format used

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to conform with the Provincial FIR reporting standards.

Discussion was held regarding the initial Financial Condition Index (FCI) outlook. It was noted that the Municipality will likely go from four red indicators to two.

It was noted that the Province was so pleased with the format of the Municipality's financial statements that they have requested permission to use them as an example during training sessions.

Council expressed appreciation for the Director of Finance and all her hard work.

MOTION: 2016-2017 FINANCIAL STATEMENTS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne adopt the Financial Statements for the 2016/17 fiscal year;

AND further that the Council of the Municipality of the District of Shelburne approve transferring the surplus for the 2016/17 fiscal year to the Operating Reserve Fund.

- **MOTION CARRIED**

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In Camera" at 5:45 pm.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 6:10 pm.

- **MOTION CARRIED**

5(b) Director of Finance reviewed the Financial Report to October 20, 2017, with Council.

Discussion was held regarding wind turbine revenue, receivables outside of property tax and Grants to Organization payments. It was agreed that CAO will explore options for the future of the wind turbine to boost returns and minimize maintenance/repair costs due to loss of warranty.

6. ADMINISTRATION: (*Resolution Prepared)

- (a) Municipal Heritage Properties Bylaw*
- (b) Agreement with Province of Nova Scotia for Three-Year Cost Share for Subdivision Streets*
- (c) Policy 22 – Non-Union Staff Salary Administration*
- (d) Policy 23 – Non-Union Staff Benefit Coverages*
- (e) Agreement with Milne and Cathy Goulden*
- (f) Council Implementation Report

6(a) Director of Corporate Services presented the Municipal Heritage Properties Bylaw staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

MOTION: MUNICIPAL HERITAGE PROPERTIES BYLAW – FIRST READING

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne give first reading of Municipal Heritage Properties Bylaw.

AND further that the Council of the Municipality of the District of Shelburne accept the Planning and Development Committee Terms of Reference as amended.

- MOTION CARRIED

6(b) CAO presented the Agreement with Province of Nova Scotia for Three-Year Cost Share for Subdivision Streets staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

MOTION: AGREEMENT WITH PROVINCE OF NOVA SCOTIA FOR THREE-YEAR COST SHARE FOR SUBDIVISION STREETS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter into the Cost Share Agreement No. 2018-2019 for the cost-sharing of subdivision streets with the Province of Nova Scotia;

AND further that the Warden and Municipal Clerk be authorized to execute this agreement on Council's behalf.

- MOTION CARRIED

6(c) CAO presented the Policy 22 – Non-Union Staff Salary Administration staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

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MOTION: POLICY 22 – NON-UNION STAFF SALARY ADMINISTRATION

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve Policy 22 respecting Non-Union Staff Salary Administration.

- **MOTION CARRIED**

6(d) CAO presented the Policy 23 – Non-Union Staff Benefit Coverage staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

MOTION: POLICY 23 – NON-UNION STAFF BENEFIT COVERAGE

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve Policy 23 respecting Non-Union Staff Benefit Coverage.

- **MOTION CARRIED**

6(e) CAO presented the Agreement with Milne and Cathy Goulden staff report to Council, which was previously discussed at the September 11, 2017, Committee of the Whole meeting.

MOTION: AGREEMENT WITH MILNE AND CATHY GOULDEN

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne enter into the Agreement with Milne and Cathy Goulden for the administration of a spay and neutering program for cats and dogs in Shelburne County.

AND further that the Warden and Municipal Clerk be authorized to execute this agreement on Council's behalf.

- **MOTION CARRIED**

6(f) Council reviewed the September 2017, Council Implementation Report.

7. OTHER:

- (a) Joint Council Meeting
- (b) Letter from Town of Shelburne – Contingency Planning for Extreme Weather
- (c) Letter from Town of Shelburne – Roger Grovestine Memorial Recreation Complex
- (d) Letter from Town of Shelburne – Shared Services
- (e) Letter from Town of Yarmouth – Radiation Unit at Yarmouth Regional Hospital
- (f) Meeting with Minister of Municipal Affairs
- (g) UNSM Resolution

7(a) Council reviewed the agenda for the September 20, 2017, Joint Council Meeting which was cancelled.

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Discussion was held regarding the confusion with meeting planning and the desire of Council to limit the meeting discussion to Shared Services/fee for service items. CAO agreed to meet with the Town of Shelburne CAO to gather information regarding the interests of the Town on the topic of shared services in order to prepare notes for Council prior to the next meeting. Council suggested three meeting dates to relay to the Town of Shelburne and Town of Lockport.

7(b) CAO presented Council with a letter received from the Town of Shelburne regarding contingency planning due to increasingly extreme weather, including potential droughts.

Record low levels of rainfall in summer of 2016 resulted in prolonged drought conditions in Eastern Shelburne County. The Town of Shelburne made water from the Shelburne Water Utility available to all effected residents, at no charge, irrespective of residency. Town staff estimate that more than 2,000 gallons of water were given out daily during the months of August and September.

Town of Shelburne staff are interested in initiating discussion of a Memorandum of Understanding (MOU) for future drought events, including cost-sharing for water provided free to residents of both units.

Discussion was held regarding water measurement accuracy, costs related to this increased water usage, potential Provincial relief and other community efforts for public water supply during this drought.

Council agreed more information was needed. CAO will gather further information for Council discussion.

7(c) CAO presented Council with a letter received from the Town of Shelburne regarding the Roger Grovestine Memorial Recreation Complex.

The Town is in the process of rehabilitating the field lighting at the Complex and considering recent cooperation between the Town and Municipality on other capital projects, Shelburne Town Council proposes the Municipality split the costs of the light repairs at the Complex.

Discussion was held regarding Municipal recreation facility upgrades and recreation programs offered by the Municipality. It was agreed that this request was part of a larger issue relating to recreation. Council noted that recreation could be part of the shared services discussion at the upcoming Joint Council Meeting.

7(d) CAO presented Council with a letter received from the Town of Shelburne regarding shared services.

Following the recent joint meeting between the councils where shared services were discussed, the Shelburne Town Council passed a resolution directing Staff to contact the Municipality and Town of Lockport to propose additional exploration of shared services, in

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particular, the shared responsibility for administration and co-location for the SCEEMO coordinator position.

Discussion was held regarding potential for the CAO's to discuss these issues. It was indicated that Council has no interest in restoring the former Joint Services Board model.

7(e) CAO presented Council with a letter received from the Town of Yarmouth regarding the need for a Radiation Unit at Yarmouth Regional Hospital. Town of Yarmouth is asking each Council in the Western Region for Kings County to Queens County to send a letter of support to the NS Health Authority.

Discussion was held regarding the most centralized location for a radiation unit based on the distance to service population and concerns were expressed for how this potential project would be funded. Council agreed to send the letter of support.

7(f) Discussion was held regarding the meeting with Minister of Municipal Affairs. It was noted that topics such as immigration, economic development and inter-municipal cooperation were discussed.

7(g) Councillor Taylor and Warden Smith provided an update regarding the UNSM resolutions, which was previously discussed at the September 11, 2017, Committee of the Whole meeting. It was noted that there is now a revised list of resolutions from which Council should discuss their top five priorities. It was also noted that Council should consider province wide concerns when creating their priority list.

8. IN CAMERA:

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

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In Camera" at 7:41pm.

- **MOTION CARRIED**

Warden Penny Smith declared a conflict of interest for item 8(b). Warden Smith left the room at 7:58 pm.

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MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 9:07 pm.


- **MOTION CARRIED**

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:07 pm.

**Val Kean
Recording Secretary**

Oct. 23/17
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services

