



Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
April 20, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, April 20, 2020 commencing at 6:30 pm via teleconference call.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden John Roscoe
Councillor Terry McIntyre
Councillor Roger Taylor
Councillor Norman Wallet
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Michelle Williams, Director of Finance
Anita DeMings, Executive Assistant

REGRETS:

Councillor Doris Townsend

1. CALL TO ORDER:

The meeting was called to order at 6:31 pm by Warden Smith. Warden Smith requested that a moment of silence be held for the victims of the mass shooting tragedy that happened over the weekend in our Province.

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of April 20, 2020, be approved with the following addition:

8.(d) Emergency Fund Ideas - Added

- MOTION CARRIED

3. **APPROVAL OF MINUTES:**

(a) Approval of Minutes – April 14, 2020

3.(a) **MOTION: APPROVAL OF MINUTES – APRIL 14, 2020**

Being duly moved and seconded, be it resolved that the Minutes of April 14, 2020, be approved with the following amendments:

10. (g) COVID-19 Budget consideration report – Added – Some expressed that the Municipal reserves were too high.

10.(h) Low income Tax Property Exemption Policy – Added – taxpayers subsidizing the province's tax rebate program

- **MOTION CARRIED**

4. **Business Arising:**

Clarification was requested regarding the Municipal Reserves amount that was reported in the 2019-2020 Warden's Budget Address. This item will be reviewed to determine if further clarification is required.

5. **FINANCE:**

(a) Tax Bill Due Date, Interest Rate, Interest Paid Date and Mandatory Provincial Payments for 2020- 2021

5.(a) Michelle Williams, Director of Finance, presented to Council the Tax Bill Due Date, Interest Rate, Interest Paid Date and Mandatory Provincial Payments for 2020 2021 staff report.

Council directed staff to delay the tax bills for 2020-2021. Ms. Williams provided, in detail, the impact that each potential due date would have reflecting the cash flow for the Municipality of the District of Shelburne. Staff also required direction from Council regarding deferring mandatory Provincial monthly and quarterly payments.

Discussion was held regarding the tax bill due date, rate of repayment, interest rate and start date of interest, as well as mandatory payments to the Province. The timeline of tax bill being delayed along with the effects this would have on the 2021 Tax Sale were also discussed.

Clarification was given that the agreed upon interest rate would be in place until March 31, 2021. If there are unpaid amounts after that, they may be subject to a rate change determined by Council for the 2021-2022 fiscal year as the interest rate is set with each budget.

Discussion was held regarding the past practice of using reserves, if required, to avoid paying interest rates versus using the line of credit.

Trudy Payne, CAO, advised Council that based on several conversations with neighboring municipal units, at this time staff recommends, Council defer mandatory payments to the Province. It was the consensus of Council that this portion of the motion be deferred until the next Council meeting and that further information be provided.

MOTION: TAX BILL DUE DATE, INTEREST RATE, INTEREST PAID DATE AND MANDATORY PROVINCIAL PAYMENTS FOR 2020- 2021

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the following:

That Council of the Municipality of the District of Shelburne set the 2020- 2021 tax bill due date to be July 31, 2020.

That Council of the Municipality of the District of Shelburne set the 2020- 2021 interest rate on all types of overdue accounts (tax, sewer, area rate, tipping, septage, and so forth) to be 10%.

That Council of the Municipality of the District of Shelburne for the 2020 -2021 fiscal year start charging interest as of July 31, 2020 for all types of overdue accounts (tax, sewer, area rate, tipping, septage, and so forth).

That Council of the Municipality of the District of Shelburne for the 2020 -2021 fiscal year recognize and apply the extension of the due date withdraw of funds for residents that are part of the June 30th once a year payment option plan under the Preauthorized Payment Plan Policy and now have their payment withdrawn on the new due date of July 31, 2020 for the 2020 -2021 fiscal year only.

That Council of the Municipality of the District of Shelburne allow staff to use the Operating Reserve to make payments as needed.

That Council of the Municipality of the District of Shelburne use the following notification on the 2020 2021 tax bill *"With the COVID-19 situation Council will make a decision at a later date whether to hold a 2020-2021 tax sale. Please listen to the radio and visit the website at www.municipalityofshelburne.ca and social media for updated information."*

That Council of the Municipality of the District of Shelburne for the 2020- 2021 fiscal year will send out the Pre-Warning Letter not in May, as per the Collections Policy, but instead at least one month before the due date of the tax bill to those affected by having a tax sale in 2020 2021.

- **MOTION CARRIED**

6. **Committee Reports/ Recommendations:**

There were no Committee Reports/Recommendations.

7. **Council Member Updates:**

Warden Smith advised that she and the CAO participated in the weekly meeting with NSFM.

8. **Other:**

- (a) New Building Update
- (b) Municipal By-Election Update
- (c) Posting Full Agenda Packages Online
- (d) Emergency Funding Ideas

8.(a) Trudy Payne, CAO, presented Council with the New Building Update staff report.

With confirmation that the current provincial tenants will not be moving to the new building, the design of the building can now proceed with the consultants, providing a new timeline for completion and estimate costs. To date, \$265,409 has been spent on the new building consisting of consulting/design fees and the purchase of land.

CAO advised that the Provincial tenants would like to remain in the building with some renovations to their existing offices. A meeting was scheduled for April but due to COVID -19 it has been delayed to the middle of May. It was noted that all options will be brought to Council before any decisions are made.

Discussion was held regarding obtaining a signed lease from the federal tenants, designs, timelines, and delays.

It was the consensus of Council that once the lease has been signed, Council can then move forward with the design.

CAO informed Council that she will obtain the signed lease agreement and bring it back to a future Council meeting.

8.(b) Trudy Payne, CAO, gave a verbal update to Council regarding the October 17, 2020 Municipal By-Election

Discussion was held regarding the timelines of the by-election and the October election. She advised that they have passed the mandatory time for a by-election which was April 17, 2020. She also advised that she had spoken to the Municipal Advisor and to date, they have not delayed the October election. On the advice of the Municipal Solicitor, it is recommended to delay the By-election at this time until a decision has been made for the October election.

MOTION: BY ELECTION

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne delay of the By Election date until further information is received from the Province regarding the fall Municipal Election.

- **MOTION CARRIED**

8.(c) Trudy Payne CAO, presented to Council Posting of the Full Agenda Packages Online staff report.

The current practice to inform the public of the agenda items for upcoming meetings is to post the agenda page only on the website. The proposed practice of posting the entire package would enable the public to review presentations, correspondence and staff reports in advance of the meeting and will provide greater transparency.

Discussion was held regarding the various ways to hold meetings and public involvement.

MOTION: POSTING FULL AGENDA PACKAGES ONLINE

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve that the full agenda package of Committee of the Whole and Council be posted on the website in advance of the meetings.

- **MOTION CARRIED**

8.(d) Trudy Payne, CAO, advised Council that ideas have been brought to her attention regarding implementing an Emergency Fund for their consideration. One idea was to purchase Girl Guide cookies and donate them to the Foodbank. This would be assisting two non-profit organizations. The other was working with the Tri County Centre for Education in

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recognizing grad students this year by hanging banner with their picture and names to recognize them. Privacy issues would need to be addressed.

Discussion was held regarding different ideas in helping the community and non-profit organizations, the lack of fund raising and recognizing the grade 12 students.

Council felt that staff should obtain more information and cost to bring back to Council for consideration.

9. **In Camera:**

- a. Contract Negotiations as per the MGA, Section 22(2) (e)
- b. Contract Negotiations as per the MGA, Section 22(2) (e)
- c. Contract Negotiations as per the MGA, Section 22(2) (e)
- d. Personnel Matters as per the MGA, Section 22 (2) (c) - deferred

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 8:16 pm.

- MOTION CARRIED

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 9:32 pm.

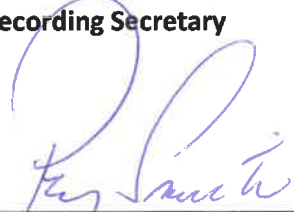
- MOTION CARRIED

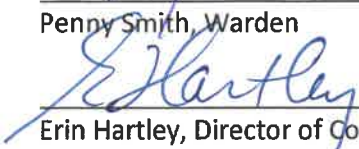
12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:33 pm.

Anita DeMings
Recording Secretary

May 27/20
Date


Penny Smith, Warden


Erin Hartley, Director of Corporate Services

