



Municipality of  
**Shelburne**

Naturally Yours

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**REGULAR SESSION OF THE 51<sup>ST</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
June 1, 2020**

The Regular Session of the 51<sup>st</sup> Council of the Municipality of the District of Shelburne was held on Monday, June 1, 2020 commencing at 6:30 pm via Microsoft Teams.

**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  
Erin Hartley, Director of Corporate Services  
Anita DeMings, Executive Assistant  
Timothy Gillespie, Media

**REGRETS:**

Councillor Doris Townsend

1. **CALL TO ORDER:**

The meeting was called to order at 6:31 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of June 1, 2020, be approved as amended.

- 5.(c) Emails – Concerned Citizens of Sable River and Ken Brown – **ADDED TO EXISTING ITEM**

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- 4.(a) NSHA Update – **ADDED**
- A new section 8 was added entitled Other:
  - 8.(a)Town of Shelburne - Plans for Financial Support for the Arena - **ADDED**
  - 8.(b) Service Canada – **ADDED**
  - 8.(c) Bowers Road -**ADDED**
- In Camera section renumbered as 9

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

- (a) Approval of Minutes – May 19, 2020

3.(a) **MOTION: APPROVAL OF MINUTES – MAY 19, 2020**

Being duly moved and seconded, be it resolved that the Minutes of May 19, 2020, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

- (a) NSHA Update

4.(a)Councillor Taylor requested an update on NSHA and their plans to look at specific considerations for Roseway Hospital. Warden Smith advised Council that a meeting has been scheduled with Jodi Ybarra on June 11 and that she was expecting to soon have a date for the meeting with Minister Delorey. She will contact Kevin Chapman of Doctors Nova Scotia to see if he can attend the June 11 meeting as he spoke about specific funding components for Roseway Hospital.

5. **Administration:**

- (a) Town of Shelburne Fire Area Rate Removal Request – McNutts Island
- (b) Covid-19 Property Tax Financing Program/Policy
- (c) Sable River Volunteer Fire Department
- (d) Tax Sale 2021
- (e) Warden’s Budget Address

5.(a) Erin Hartley, Director of Corporate Services, presented Council with the Town of Shelburne Fire Area Rate Removal Request – McNutts Island staff report.

An area rate was charged to all properties in the Town of Shelburne Fire District on the 2020/21 tax bill. One resident has requested that the charges be removed from her properties are located on McNutts Island, which is included in this Fire District and the properties in question are all vacant lots. There are six properties on McNutts Island in this resident’s name. The total area rate related to these properties is \$23.00.

The purchase of the fire truck related to the area rate forms part of the complete package, including all assets and resources, to be able to provide fire services to all the properties in that fire district. Singling out which properties benefit from each piece of equipment would be setting a precedent that is not recommended by staff.

**MOTION: TOWN OF SHELBURNE FIRE AREA RATE REMOVAL REQUEST – MCNUTTS ISLAND**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne maintain the Town of Shelburne Fire Area Rate on the requested properties.

- **MOTION CARRIED**

5.(b) Trudy Payne, CAO, presented Council with the Covid-19 Property Tax Financing Program/Policy staff report as previously discussed at the May 19, 2020 Council Meeting.

In relation to a Covid-19 Property Tax Financing Program or Policy, the Association of Municipal Administrators have created an on-line portal which will be beneficial for the Municipality to use. Staff plan to post the link on the Municipal website which will direct property owners to an on-line application. Property owners will be asked to check off that they have read the Municipality's policy which provides more details than the application. Staff will post the policy on-line and highlight the type of documentation we require.

Using the portal will save administrative time and hard copies will also be available for those who cannot or choose not to apply on-line.

The CAO would confirm with the developer of the policy whether the intent of the model policy was referring to gross income, not net.

**MOTION: COVID-19 PROPERTY TAX FINANCING PROGRAM/POLICY**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the COVID-19 Property Tax Financing Policy, as presented at the May 19, 2020 Council Meeting.

- **MOTION CARRIED**

5.(c) Trudy Payne, CAO, presented Council with the Sable River Volunteer Fire Department staff report.

Concerns have been brought to the attention of Council, primarily by the Concerned Citizen of Sable River, pertaining to the management and oversight of the Sable River Volunteer Fire Department. The Fire Department is a registered society and provides fire and emergency services to the Municipality in the Sable River area.

The concerns primarily began when the Fire Department made a motion on July 14, 2019 to seek funding for a number of major capital assets. The relationship and the communication between these two groups has continued to deteriorate and both the Fire Department and the Concerned Citizens Group have reached out to the Municipality of the District of Shelburne to help resolve the issues.

The Municipality hosted a public meeting to hear from residents what their concerns were, which are reflected in the public report prepared by Facilitator Max Chauvin, before deciding on any future course of action. In that report, Chauvin has included fourteen recommendations for the Municipality, the Sable River Volunteer Fire Department, and the Concerned Citizens Group to consider.

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Detailed discussion was held regarding the recommendations as outlined in the report, delivery of fire services, training, authority regarding a separate agreement, and community involvement. Council did not support all the recommendations in the staff report. There was discussion concerning addressing the governance of the Department and having the by-laws updated. The CAO stated that the Fire Department is a non-profit incorporated entity, which is its own governing body.

The CAO advised that she contacted the solicitor and was informed that it is possible to have a separate agreement with each fire department outside the registration process and standards they would need to meet our policy. Staff are recommending a special agreement be reached with the Sable River Volunteer Fire Department that would include such things as agreement on having a financial audit conducted on the Department that would audit financial activities since 2018. It was noted that withholding our payment could be an option if an agreement is not agreed upon.

It was the consensus of Council to wait to approve any recommendation(s) as presented in the staff report until further discussion took place in camera concerning the auditor's proposal.

5.(d) Michelle Williams, Director of Finance, presented to Council the Tax Sale 2021 staff report.

In light of COVID-19 and Council still mapping out some decisions concerning how the Municipality could support those impacted financially by COVID-19, Council had previously decided to hold off on making a decision as to whether to proceed with a tax sale in March, 2021.

With the budget being passed, the interest rate being set for overdue taxes and the COVID-19 Property Tax Financing Policy being approved, one of the last decisions concerning taxes is whether to proceed with a tax sale in 2021.

Staff are recommending that the Municipality proceed with a tax sale this coming March as was originally planned before COVID-19. A decision needs be made by June 15, 2020 in order to send the pre-warning letter to notify anyone who owes 2019-20 taxes that these taxes at a minimum must be paid at the latest by July 31, 2020 or their property will be on the March 2021 tax sale. In order for taxpayers to apply to the COVID-19 Property Tax Financing Program, their 2019-20 taxes must be paid in full. These taxes were due June 30, 2019, prior to the pandemic.

**MOTION: TAX SALE 2021**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne proceed with the 2021 Tax Sale.

- **MOTION CARRIED**

5.(e) Warden Smith presented Council with the Warden's 2020-21 Budget Address. Warden Smith outlined highlights of her report. Discussion was held regarding a few recommendations that she advised would be changed for clarity.

6. **Committee Reports/ Recommendations:**

No reports.

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7. **Council Member Updates:**

Warden Smith advised Council that on May 27, 2020, she and the CAO meet with the Little People's Place and the Town of Shelburne regarding their immediate needs for repairs to the facility creating a five year business plan, as well as a 10 year lease agreement.

They participated in a conference call meeting with John Swantee regarding internet services which will be discussed In Camera.

They also participated in a phone discussion with Department of Health, who had reached out regarding setting up a working group to work on plan to be prepared for a second or subsequent waves of COVID -19.

On June 5, 2020, they participated in a phone meeting with Minister Bernadette Jordan, representatives from the Town of Shelburne and Lockeport, as well as Bradd Wilson and Rob Stork from the Shelburne Harbour Yacht Club and Marina, regarding the decision of the Shelburne Port Authority being removed as a designated point of entry. Minister Jordan agreed to contact Minister Bill Blair to find out why the decision was made and whether it can be reversed.

8. **OTHER:**

8(a) Town of Shelburne - Plans for Financial Support for the Arena

8(b) Service Canada

8(c) Bowers Road

8.(a) Councillor Taylor advised that it had been brought to his attention that the Town of Shelburne has not approved the funding for 50% of the operating deficit for Shelburne County Arena. The CAO advised that the Town has approved 20%, not the full 50% as requested by the Arena.

Discussion was held regarding the percentage of what was approved from the Town of Shelburne, the deficit that the arena will have, capital funding and the funding amount for the compressors. It was agreed that the CAO contact the Interim CAO for Town to set a meeting to discuss the arena funding with the intent to bring back a proposal for Council's consideration.

8.(b) Councillor McIntyre advised that he received a call from Service Canada regarding if the Municipality gave notice that their offices were closed to the public but that they were still providing services. Warden Smith noted that it was her understanding that Service Canada had called all Councillors and that staff was adding the information on the municipal website and social media.

8.(c) Councillor McIntyre noted that Department of Transportation and Infrastructure Renewal (DOTIR) graded and graveled half of Bowers Road last year. He would like to request the remainder of the road be done. Warden Smith suggested that the CAO reach out to DOTIR and request this be carried out.

9. **In Camera:**

(a) Contract Negotiations as per MGA Section 22 (2) (e)

(b) Contract Negotiations as per MGA Section 22 (2) (e)

(c) Land Negotiations as per MGA Section 22(2)(a)

**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 8:28 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 8:51 pm.

- MOTION CARRIED

**9.(b) SABLE RIVER VOLUNTEER FIRE DEPARTMENT**

Council reviewed the proposal as outlined by the auditors in camera and directed staff to contact them to develop a scope of work for an audit to be conducted on the Sable River Volunteer Fire Department and to come back to Council with the associated costs. Council supports having a financial audit conducted on the Department, in partnership with the them, as this was the top priority identified by the community.

**9.(c) LAND CONVEYANCE - HAROLD SCOTT**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve proceeding with the quit claim deed for PID# 80124472 to convey land to Harold Scott in West Green Harbour.

- MOTION CARRIED

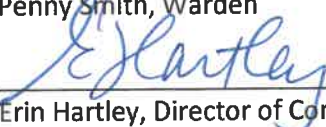
**10. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:53 pm. The next Council meeting is scheduled for June 8, 2020 at 6:30 p.m., if required.

**Anita DeMings  
Recording Secretary**

July 2/2020  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Director of Corporate Services