



Municipality of
Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
May 19, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Tuesday, May 19, 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
Adam Dedrick, Director of Recreation and Parks
Anita DeMings, Executive Assistant
Val Kean, Community Development Coordinator
Bradd Wilson & Rob Stork – Members of the SHYC Board and Marina Committee

REGRETS:

Councillor Doris Townsend

1. **CALL TO ORDER:**

The meeting was called to order at 6:30 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**

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

10.(d) Shelburne Removed as Designated Port of Entry by CBSA was moved to the beginning of the agenda as a presentation.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

(a) Approval of Minutes – May 11, 2020

3.(a) **MOTION: APPROVAL OF MINUTES – MAY 11, 2020**

Being duly moved and seconded, be it resolved that the Minutes of May 11, 2020, be approved as circulated.

- **MOTION CARRIED**

10.(d) **Presentation:**

10.(d) Shelburne Removed as Designated Port of Entry by CBSA

Warden Smith welcomed Bradd Wilson & Rob Stork, Members of the Shelburne Harbour Yacht Club (SHYC) Board and Marina Committee to the meeting. Mr. Stork thanked Council for the opportunity to present.

Mr. Stork advised Council that on evening Tuesday, May 12, SHYC received email notification from Canada Border Services Agency (CBSA) that Shelburne Harbour would no longer be a designated Port of Entry due to the COVID-19 situation. The order was made effective at midnight that day and in follow up to contacts at Yarmouth's CBSA office, they were informed that this decision comes from well up the chain of command, perhaps with Transport Canada, and is part of a nationwide restructuring described as "temporary."

Discussion was held regarding the impact of this decision, importance of entrance, CBSA safety, and quarantined procedures.

It was indicated that the Town of Shelburne would like to work with the Municipality to get this decision reversed.

It was consensus of Council that the CAO would contact other municipal units and contact Honorable Bernadette Jordan to arrange a meeting as soon as possible, as this is a very time sensitive and important matter to our communities.

Council thanked Bradd Wilson & Rob Stork for their presentation.

4. **Business Arising:**

Warden Smith advised that the Warden's Budget Address will be brought to the May 25, 2020 Meeting.

- 5. **Finance:** (*Resolution Prepared)
 - a. COVID-19 Property Tax Financing Program/Policy
 - b. Emergency Fund Criteria - Community Groups

5.(a) Trudy Payne, CAO, presented to Council the COVID-19 Property Tax Financing Program/Policy staff report that was previously discussed at the May 11, 2020 Council meeting.

Council had directed staff to bring back a draft policy that would adopt the proposed NSFAM/AMANS developing criteria specific for the Municipality.

Discussion was held regarding the loss of income, policy language, deadlines, time sensitivity, workload to the finance office, capability and support of Town Suite, and the possible amount of applications that may be received.

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 give notice of its intention to approve the COVID-19 Property Tax Financing Policy, as presented, at the May 25, 2020 Council meeting and that Council was notified of this policy on May 15, 2020 adhering to the minimum 7 day Council notification period.

- **MOTION CARRIED**

5.(b) Trudy Payne, CAO, presented to Council the Emergency Fund Criteria - Community Groups staff report as previously discussed at the May 11, 2020 Council Meeting.

Staff was directed to do research regarding the number of Municipalities offering a similar program and their criteria for emergency funds. Several municipal units have donated directly to their local foodbank, others have allocated funds for COVID-19 related matters but have yet to define the criteria and process.

Discussion was held regarding the criteria of application, guidelines, financial statements, cap amounts, timelines and needs.

Ms. Payne advised that at the NSFAM meeting, it was indicated that CBRM would be advocating the provincial government to design a grant program for community groups that would provide fifty cent dollars if municipalities would adopt a similar program.

MOTION: EMERGENCY FUND CRITERIA – COMMUNITY GROUPS

That Council of the Municipality of the District of Shelburne approve the proposed Emergency Fund Criteria and application form as amended and to allocate \$15,000 towards this program, \$500 per community group and the funds to be taken out of the Economic Development GL.

- **MOTION CARRIED**

6. **Administration:**

- a. Municipal Elections 2020-COVID -19 Update
- b. District 6 By-Election Cancellation
- c. Municipal Fire Departments Update and Inventory
- d. Grants to Organizations 2020-2021
- e. Graduate Appreciation 2020

6.(a) Erin Hartley, Director of Corporate Services, presented Council with the Municipal Election 2020-COVID -19 Update staff report.

Council previously agreed to a paper ballot only voting method for the Municipal Election in October 2020. In light of COVID-19, staff would like Council to consider the possibility of a hybrid election (part electronic voting and part paper-ballot). This may increase voter participation and address resident concerns around physically attending a polling station to vote. It can also contribute to a safer, healthier community.

Discussion was held regarding the additional cost. It was suggested that a letter be written to Minister Porter addressing Council's concerns regarding additional costs.

MOTION: MUNICIPAL ELECTIONS 2020-COVID -19 UPDATE

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne agree to change its previous decision to hold an all paper ballot vote at the October 2020 Municipal Election in light of COVID-19 and agree to hold hybrid voting; and

That hybrid voting take the format of e-voting at advance polls only and paper ballots on election day only.

- **MOTION CARRIED**

6.(b) Erin Hartley, Director of Corporate Services, presented Council with the District 6 By-Election Cancellation staff report.

Since the Municipal Election scheduled for October 17, 2020 is confirmed and is only five months from now, a By-Election is no longer required. The Municipal Election Act requires a by-election be held within a six-month window of the main election to fill a vacancy.

This recommendation is supported by the Municipal Elections Officer at the provincial level as well as the Municipal Solicitor.

MOTION: DISTRICT 6 BY-ELECTION CANCELLATION

Being duly moved and seconded be it resolved that the Council of the Municipality of the District of Shelburne cancel the Municipal By-Election for District 6.

- **MOTION CARRIED**

Council Meeting
May 19, 2020

6.(c) Erin Hartley, Director of Corporate Services, presented Council with the Municipal Fire Departments Update and Inventory staff report.

The inventory and information was organized by department including documentation received, number of calls, number of members and inventory of assets. This information has been submitted by each department individually and is not considered comprehensive.

Discussion was held regarding details and consistency in inventory, expectation of the departments and the next step to move forward being a review by the Fire Advisory Committee.

6.(d) Val Kean, Community Development Coordinator, presented Council with the Grants to Organizations 2020-2021 staff report.

The Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applicants were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements.

A total of \$63,250 was approved in the Municipality's 2020/2021 Operating Budget for Grants to Organizations. Thirty-seven applications have been received, requesting a total of \$71,740.

Due to the current COVID-19 situation, four applications totaling \$7,000, have been withdrawn as these events have been cancelled for 2020. It is expected that more festivals will be making this difficult decision however, as of May 13th, staff have not been notified to withdraw their applications. Two festivals, Lockeport July 1st and Nova Lumberjack Championships, have postponed their events with intentions of a Fall 2020 date.

It is recommended to Council that an application, received on behalf of the Chronic Illness Committee, requesting support of \$2,500, be considered under the allotted Healthcare amount in the 2020/2021 budget. The Chronic Illness Committee, servicing residents of Shelburne County, provides financial assistance to patients with chronic illness to offset costs of travel for medical appointments, medications and medical equipment rentals.

MOTION: GRANTS TO ORGANIZATIONS 2020-2021

It is recommended to Council that the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$60,240, to come from the 2020/2021 Grants to Organization, GL# 00-21950-791

and;

That the Municipality of the District of Shelburne approve the support for Shelburne County Chronic Illness Committee in the amount of \$2,500, to come from the Healthcare GL# 00-24970-000.

- MOTION CARRIED

(e) Val Kean, Community Development Coordinator, presented Council with the Graduate Appreciation 2020 staff report.

On Friday, May 8th, the Province announced that students will not be returning to school this year. For the graduating class of 2020, this means missing out on all those cherished graduation activities such as prom, safe grad, senior class trips and of course their High School Graduation.

Staff recommends that Council consider allocating a small amount of funds to support and show appreciation for those students who will be graduating from Shelburne and Lockeport Regional High Schools. Staff will work with the school administrations over the next few weeks and decide on a suitable gesture with the allotted funds.

Discussion was held regarding the options and ideas for recognizing the students.

MOTION: GRADUATE APPRECIATION 2020

Being duly moved and seconded, be it resolved that it is recommended to Council that the Municipality of the District of Shelburne approve up to \$1,000 to show support and appreciation for the 2020 graduating classes from Shelburne and Lockeport Regional High Schools, funds to come from the ICSP budget GL# 00-026621-500.

- **MOTION CARRIED**

7. RECREATION:

- (a) Community Hero Challenge
- (b) Shelburne County Arena Deficit 2019-2020 Contribution Request

7.(a) Val Kean, Community Development Coordinator, presented to Council the Community Hero Challenge staff report.

March 30, 2020 the Municipality launched our Community Hero Challenge on Facebook, local radio stations and our website. This initiative ran for four weeks. Residents were asked to nominate someone, who lives or works within Eastern Shelburne County, that they considered to be a local hero in one of the three categories.

- 1. Essential Services/Frontline Worker
- 2. Community Spirit
- 3. Vitality/Endurance

Every Monday a winner was drawn from each of the three categories and awarded a prize of a local gift certificate totaling a value of \$50. Over 100 nominations were received, all nominations were posted to our website, Facebook and announced on the local radio.

With this initiative we were able to bring recognition to those local heroes as well as support businesses. We were pleased to have been contacted by other municipal units who were interested in hosting similar initiatives, including Town of Yarmouth, Municipality of Lunenburg and Municipality of Clare.

7.(b) Adam Dedrick, Director of Recreation and Parks presented to Council the Shelburne County Arena Deficit 2019-2020 Contribution Request staff report.

A letter was received from the Shelburne County Arena Association on May 10, 2020 outlining the 2019-2020 Arena operating budget deficit of \$24,031.41 with a request for the Municipality to provide 50% of the funds to cover the deficit in the amount of \$12,015.71. The same request has been submitted to the Town of Shelburne.

Discussion was held regarding the deficits, options to fund, and cost of compressors.

MOTION: SHELBURNE COUNTY ARENA DEFICIT 2019-2020 CONTRIBUTION REQUEST

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 \$12,015.71 to cover 50% of the 2019-2020 operating budget deficit of \$24,031.41.

- MOTION CARRIED

8. Committee Reports/ Recommendations:

No reports.

9. Council Member Updates:

Warden Smith advised Council that she and the CAO attend the weekly NSFM meetings. The CAO gave an update including the following topics:

- Advocacy CBRM – Emergency Fund
- Advocacy – Fall Election Additional Cost – Funding from the Province
- NSFM – 2020 Fall Conference Cancelled
- Lost Revenue Survey – to be sent to NSFM
- Accessibility Plan – Extension Date
- Provincial Code of Conduct Policy - NSFM conducting regional consultations this Spring and plans to have the policy ready to be adopted by Municipal Councils in October 2020

Warden Smith advised that David Bowen, the VP of Operations at Clearwater reached out to advise that they would not be working on lobsters this spring and needed to find work for about 10-12 employees so that they could get their hours to receive benefits. They will be paying their employees to work on community projects throughout Eastern Shelburne County, such as waterfront beautification, trails work, etc.

The CAO reviewed with Council the list submitted of potential projects for the Municipality. Our solicitor will review the agreement with Clearwater to ensure that the employees are properly protected, as well as the Municipality.

10. Other:

- (a) Council Implementation Report
- (b) Building Inspection Report – April 2020
- (c) Policy 5 - Code of Conduct for Elected Municipal Officials – Review
- (d) Shelburne Removed as Designated Port of Entry by CBSA – Email

10.(a) Council reviewed the Implementation report, noting the following points:

- Ms. Payne advised that she would like to bring the By-Law Enforcement Officer to Council to do quarterly status reports in relation to the Dangerous and Unightly Properties By-Law.
- Town of Shelburne Fire Service Agreement – Needs to be amended, similar to Town of Lockeport.
- CAO provided the budget surplus to Council.
- Dog By-Law – Update on timeframe.

Council Meeting

May 19, 2020

10.(b) Council reviewed the Building Report – April 2020.

10.(c) Trudy Payne, CAO advised that it was requested that a review of Policy 5 - Code of Conduct for Elected Municipal Officials be considered.

It was the consensus of Council to wait on the review until the Regional Conciliation from the Province takes place.

11. **Adjournment:**

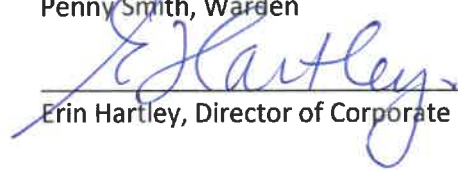
There being no further business, the meeting was adjourned at 8:46 pm. The next Council meeting is scheduled for Monday, May 25, 2020 at 6:30 p.m.

Anita DeMings
Recording Secretary

June 15/20.
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services