Municipality of Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52ND COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Monday, November 23, 2020
6:00 pm
AGENDA

1. **Call to Order:**

2. **Approval of Agenda:**

3. **Approval of Minutes:**
   November 9, 2020

4. **Business Arising:**

5. **Administration:** (*Resolution Prepared)
   (a) Tax Exemptions for Community Organizations - Revised – Val Kean, Community Development Coordinator*
   (b) 2020/2021 Grants to Organizations Recommendation – Val Kean, Community Development Coordinator*
   (c) COVID-19 Emergency Assistance Grant - Recommendation – Val Kean, Community Development Coordinator*
   (d) New Year's Levee 2021 – Val Kean, Community Development Coordinator
   (e) Association Boards and Committees – Councillor Appointments – Erin Hartley, Director of Corporate Services*
   (f) Terms of Reference Renewals – Erin Harley, Director of Corporate Services*

6. **Finance:** (*Resolution Prepared)

7. **Other:** (*Resolution Prepared)
   (a) Shelburne County Arena Letter
   (b) Boundary Review – Questions From a Resident

8. **Committee Reports/ Recommendations:**

9. **Council Member Updates:**

10. **In Camera:**
    (a) Contract Negotiations as per MGA Section 22(2)(e)

11. **Adjournment:**

Trudy Payne, CAO
Trudy.Payne@municipalityofshelburne.ca www.municipalityofshelburne.ca warden@municipalityofshelburne.ca

Municipality of the District of Shelburne

November 23, 2020 Council

MOTIONS

5(a) TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS REVISED

THAT the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

5(b) 2020/2021 GRANTS TO ORGANIZATIONS RECOMMENDATION

THAT the Municipality of the District of Shelburne approve the recommended capital grant of $1,000 to Shelburne County Society for the Rescue of Cats and Kittens, to come from the 2020/2021 Grants to Organization, GL #00-21950-791.

5(c) COVID-19 EMERGENCY ASSISTANCE GRANT – RECOMMENDATION

THAT the Municipality of the District of Shelburne approve the recommended grant amount of $500 for the Shelburne Longboat Society, to come from the Economic Development, GL # 00-26210-500.

5(e) ASSOCIATIONS, BOARDS AND COMMITTEES – COUNCILLOR APPOINTMENTS

THAT Council of the Municipality of the District of Shelburne appoint RON COOLE and _____ as the Municipality's Council Representatives on the Shelburne County Arena Association.

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representatives on the Eastern Shelburne County Accessibility Advisory Committee.

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representative on the Western Region Crown Land Stakeholder Interaction Committee (Deforestation).

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representative on the Shelburne County Mental Health and Wellness Committee.

5(f) TERMS OF REFERENCE RENEWALS

1. Planning and Development Committee
   a. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be approved as amended;
   b. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be renewed until October 31, 2022; and
   c. The following members be appointed to the Planning and Development Committee;
      - Deputy Warden Dale Richardson
      - Councillor Heidi Wagner
      - Councillor Doris Townsend
      - Warden Penny Smith (alternate)
      - Fred Greenwood, Community Member
      - Sheila Bird, Community Member
      - William Brown, Community Member

2. Economic Growth Strategy Committee
   a. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be approved as amended;
   b. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be renewed until October 31, 2022; and
   c. The following members be appointed to the Economic Growth Strategy Committee:
      - Councillor Sherry Thorburn Irvine
      - Warden Penny Smith
      - Councillor Doris Townsend (alternate)
      - 3 community member vacancies

3. Audit and Internal Control Committee
   a. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be approved as amended;
   b. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be renewed until October 31, 2022; and
   c. The following members be appointed to the Audit and Internal Control Committee:
      - Councillor Ron Coole
      - Councillor Terry McIntyre
      - Councillor Sherry Thorburn Irvine (alternate)
      - Sandy Hood, Community Member
      - Larry Pelletier, Community Member
      - 1 community member vacancy

Municipality of Shelburne | Naturally Yours

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SWEARING-IN CEREMONY OF THE 52nd COUNCIL

OF THE

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

November 9, 2020

The Swearing-in Ceremony of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, November 9, 2020, commencing at 6:30 pm at the Courthouse in Shelburne, Nova Scotia.

1. **Welcome:**

Trudy Payne, CAO, welcomed Council, their guests, and those watching from home via the live stream on the Municipality's Facebook page, to the Swearing-In of the 52nd Council of the Municipality of the District of Shelburne.

2. **Introduction of Judge Burrill:**

CAO, Trudy Payne, introduced Judge James H. Burrill and expressed appreciation and gratitude for his administration of the Oaths of Office.

3. **Swearing-in Ceremony:**

Each Councillor was introduced as they were asked to read and sign their Oath of Office, witnessed by Judge Burrill.

District 1 – Doris Townsend
District 2 – Penny Smith
District 3 – Sherry Thorburn Irvine
District 4 – Terry McIntyre
District 5 – Heidi Wagner
District 6 – Ron Coole
District 7 – Dale Richardson

Judge Burrill commended the Councillors for their commitment to the community and involvement in the democratic process. He was presented with a thank you gift from the Municipality for his assistance with the ceremony.

4. <u>Thank you:</u>

Trudy Payne, CAO, concluded the ceremony with thanks to all in attendance. All were invited, including those who were attending virtually, to stay for the Council Meeting which would follow.

Alicia Flowers
Recording Secretary

_____
Date

_____
Trudy Payne, Chief Administrative Officer

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 52ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
November 9, 2020

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, November 9, 2020 commencing at 7:07 pm at the Courthouse, Shelburne NS and livestreaming on the Municipality's Facebook.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Terry McIntyre
Councillor Doris Townsend
Councillor Sherry Thorburn Irvine
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Alicia Flowers, Executive Assistant
Val Kean, Community Development Coordinator
Andrew Goreham, Manager of Inspection Services

1. **CALL TO ORDER:**

The meeting was called to order at 7:07 pm by Acting Chair, Erin Hartley, Director of Corporate Services.

2. **ELECTION OF OFFICERS: (*Resolution Prepared)**

2(a) Erin Hartley, Director of Corporate Services, called for nominations of Warden. Councillor Penny Smith was nominated and accepted the nomination of Warden for the Municipality of the District of Shelburne. There were no other nominations. Councillor Smith was acclaimed as Warden and took her seat as Chairperson of the meeting.

2(b) Warden Penny Smith, called for a nominations of Deputy Warden. Councillor Dale Richardson was nominated and accepted the nomination of Deputy Warden for the Council of the Municipality of the District of Shelburne. There were no other nominations. Councillor Richardson was acclaimed as Deputy Warden.

2(c) As both positions were acclaimed, there was not a vote and therefore was no need for a motion to be made regarding destruction of ballots.

3. **APPROVAL OF AGENDA:**

3(a) **MOTION: APPROVAL OF AGENDA – NOVEMBER 9, 2020**

Being duly moved and seconded, be it resolved that the Agenda of November 9, 2020, be approved.

- **MOTION CARRIED**

4. **APPROVAL OF MINUTES:**

4(a) **MOTION: APPROVAL OF MINUTES – OCTOBER 13, 2020**

Being duly moved and seconded, be it resolved that the Minutes of October 13, 2020, be approved.

- **MOTION CARRIED**

5. **BUSINESS ARISING:**

There was no business arising brought forward for discussion.

6. **ADMINISTRATION:**

(a) Private Road Name Approval – Upper Clyde, Welshtown – Andrew Goreham, Manager of Inspection Services
(b) October Monthly Building Report – Andrew Goreham, Manager of Inspection Services

(c) Update on Christmas Activities – Val Kean, Community Development Coordinator
(d) Associations, Boards and Committees – Council Member Appointments - Erin Hartley, Director of Corporate Services

6(a) Andrew Goreham, Manager of Inspection Services, presented Council with the Private Road Name Approval – Upper Clyde, Welshtown staff report. Mr. Goreham stated that no duplications were found of the proposed names and recommended Council approve the names of the private roads presented in the community of Welshtown.

MOTION: PRIVATE ROAD NAME APPROVAL – UPPER CLYDE, WELSHTOWN

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the naming of the two (2) private roads within the community of Welshtown as Corona Cove and Richmore Lane.

- **MOTION CARRIED**

6(b) Andrew Goreham, Manager of Inspection Services, presented the October Monthly Building Report. Mr. Goreham stated that there have been more building permits this year compared to last. It was noted that the total construction to date for 2020/2021 is $7,103,908.00 opposed to last year's total of $5,029,500.00

6(c) Val Kean, Community Development Coordinator, presented the Update on Christmas Activities staff report to Council stating that with the restrictions being given to the public and the increased risk of COVID-19 that the Municipality of the District of Shelburne would be promoting activities that would allow residents to stay at home but still take part in Holiday celebrations. It was noted that the Museum Complex is planning a "Stroll Around Dock Street" where there may be lights and decorations for the public to enjoy. It was also noted that the Christmas Parade would not likely be held this year.

Council discussed continuing with the New Year's Levee, as concerns with COVID-19 continue to rise. Discussion was held regarding ways the Municipality may be able to conduct holiday events virtually. Councillors were asked to send ideas to the Executive Assistant. The Community Development Coordinator will return to Council on November 23, 2020 with more information on this topic.

6(d) Erin Hartley, Director of Corporate Services, presented Council with the Associations, Boards and Committees – Council Member Appointments staff report, noting that Council was presented with the terms of references for each and that this follows discussion held on Saturday November 7, 2020 during orientation.

MOTION: APPOINTMENT TO COMMITTEES

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole and Councillor Terry McIntyre as the Municipality's Council Representatives and Sherry Thorburn Irvine as the alternate on the Audit and Internal Control

Committee.

THAT Council of the Municipality of the District of Shelburne appoint Warden Penny Smith and Councillor Sherry Thorburn Irvine as the Municipality's Council Representatives and Councillor Doris Townsend as the alternate on the Economic Growth Strategy Committee.

THAT Council of the Municipality of the District of Shelburne appoint Deputy Warden Dale Richardson, Councillor Heidi Wagner and Councillor Doris Townsend as the Municipality's Council Representatives and Warden Penny Smith as the alternate on the Planning and Development Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Terry McIntyre and Deputy Warden Dale Richardson as the Municipality's Council Representatives on the Fire Advisory Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole and Councillor Heidi Wagner as the Municipality's Council Representatives on the Shelburne County East RCMP Advisory Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole as the Municipality's Council Representative on the Shelburne County Arena Association.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Sherry Thorburn Irvine as the Municipality's Council Representative on the Regional Library Board.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Doris Townsend and Warden Penny Smith as the Municipality's Council Representatives and Deputy Warden Dale Richardson as the alternate on the New Building Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Sherry Thorburn Irvine as the Municipality's Council Representative on the Source Water Protection Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Heidi Wagner as the Municipality's Council Representative and Deputy Warden Dale Richardson as the alternate on the Shelburne County East Emergency Management Liaison Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Terry McIntrye as the Municipality's Council Representative and Councillor Heidi Wagner as the alternate on the Roseway Manor Board.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole as the Municipality's Council Representative and Councillor Doris Townsend as the alternate on the Region 6 Inter-Municipal Committee.

THAT Council of the Municipality of the District of Shelburne appoint Warden Penny Smith as the Municipality's Council Representative and Councillor Sherry Thorburn Irvine as the alternate on the

Shelburne County Health Care Professional Recruitment & Retention Committee.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Terry McIntyre as the Municipality's Council Representative and Warden Penny Smith as the alternate on the Shelburne Port Authority Committee.

- **MOTION CARRIED**

7. **FINANCE:**

8. **OTHER:**

9. **COMMITTEE REPORTS/RECOMMENDATIONS:**

10. **COUNCIL MEMBER UPDATES:**

The CAO provided a Healthcare update, noting that there is a new doctor and his family in town that are currently going through their quarantining process before becoming active in the community. The Municipality has helped source out housing for the family and will continue to reach out to them and help them integrate into the community.

There will also be a new doctor coming to Shelburne in March on a more permanent basis.

11. **IN CAMERA:**

12. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:31 pm. Our next Council meeting will be held on November 23, 2020 at the Courthouse in Shelburne, NS.

Alicia Flowers
Recording Secretary

_____
Date

_____
Penny Smith, Warden

_____
Erin Hartley, Director of Corporate Services

DRAFT

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: Tax Exemptions for Community Organizations - Revised

ORIGIN

Policy 10, Tax Exemptions for Community Organizations states that the property of the organizations listed in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Municipality of the District of Shelburne.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

BACKGROUND

On October 30, 2020, the Municipality received a letter from the Sandy Point Community Recreation Group requesting that the newly purchased parcel of land, adjacent to their Community Centre property, be considered for tax exemption under the Municipality's exist Tax Exemptions for Community Organizations Policy.

DISCUSSION

Effective October 22, 2020, the Sandy Point Community Recreation Group purchased land, AAN 02578549, adjacent to their active Community Recreation Centre. After receiving a written request from the group staff are recommending that Policy 10 – Tax Exemptions for Community Organizations be amended to include this parcel of land. The purchase of this land will allow the Recreation Group to continue to provide the Municipality and surrounding area with a safe and picturesque property to hold many community and private events.

BUDGET IMPLICATIONS

AAN 02478549 is currently assessed at a value of $12,500 and is currently resource taxable land. The annual tax invoice would be $157.50, based on 2020 assessment value and 2020/2021 tax rate of 1.26.

ATTACHMENTS

1. Tax Exemptions for Community Organizations Policy - Revised
2. Letter of Request from Sandy Point Community Recreation Group
3. Property Online Map and Land Registration Information

Policy 10

TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS

POLICY PURPOSE

10.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard policy for tax exemptions for properties of registered Canadian charitable organizations or non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations, when council determines that the organizations is providing a service that might otherwise be a responsibility of council.

POLICY DETAILS

10.2 The property of the organizations listed in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Municipality of the District of Shelburne.

10.3 Where a property or part thereof, listed in Schedule "A" ceases to be occupied by the organization or for the purposes set out in the Schedule, total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.

10.4 This policy shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.

REPEAL

10.5 Tax Exemption Policy adopted by the Council of the Municipality of the District of Shelburne on the 27th day of July, 2015, is hereby repealed.

Schedule "A"

Assessment District	Organization	Assessment Account No.
1	Clyde River Busy Bee Club	00889997
1	Ingomar/Roseway Fire Department	01854143
1	Northeast Harbour Community Hall	01855646
1	The Leisure Hour Club	04561929
2	Birchtown Community Centre	03401669
2	Black Loyalist Heritage Museum	04438442
2	Black Loyalist Heritage Museum	10486610
2	Roseway Community Association	04048342
3	3086659 Nova Scotia Limited	09717846
3	Jordan Bay Community Club	02268841
3	Jordan Bay Community Club	08413983
3	Sandy Point Community Recreation Group	01190466
3	Sandy Point Community Recreation Group	02601761
3	Sandy Point Community Recreation Group	09717803
3	Sandy Point Community Recreation Group	02578549
4	Ohio Recreation Centre	02614693
4	Ohio Recreation Centre	03606945
4	Upper Clyde Social Club	00760331
5	Camp Jordan Trustees	00615226
5	Jordan Lodge IOOF	02270161
6	West Green Harbour Recreation Association	03401774
7	East Sable River Community Centre	01354477
7	Sable River Community Hall	01500791
7	Sable River Community Hall	04108698

Sandy Point Community Recreation Group

1586 Sandy Point Rd.,

Shelburne, N.S. B0T 1W0

Trudy Payne

October 30, 2020

Municipality of the District of Shelburne

Shelburne, N.S.

Dear Trudy,

Sandy Point Community Recreation Group has recently completed the purchase of land adjacent to the Sandy Point Community Centre. We are a non profit organization that does much to further community activities in Shelburne County and would like to receive a tax free exemption on PID 80095912.

It was necessary to purchase this neighbouring parcel of land as we hold weddings and community events on the land and wanted to ensure the continuation of such activities.

Please see attached information that will assist in your decision making process. We would appreciate notification as soon as council makes a decision.

Yours truly,

NWallet

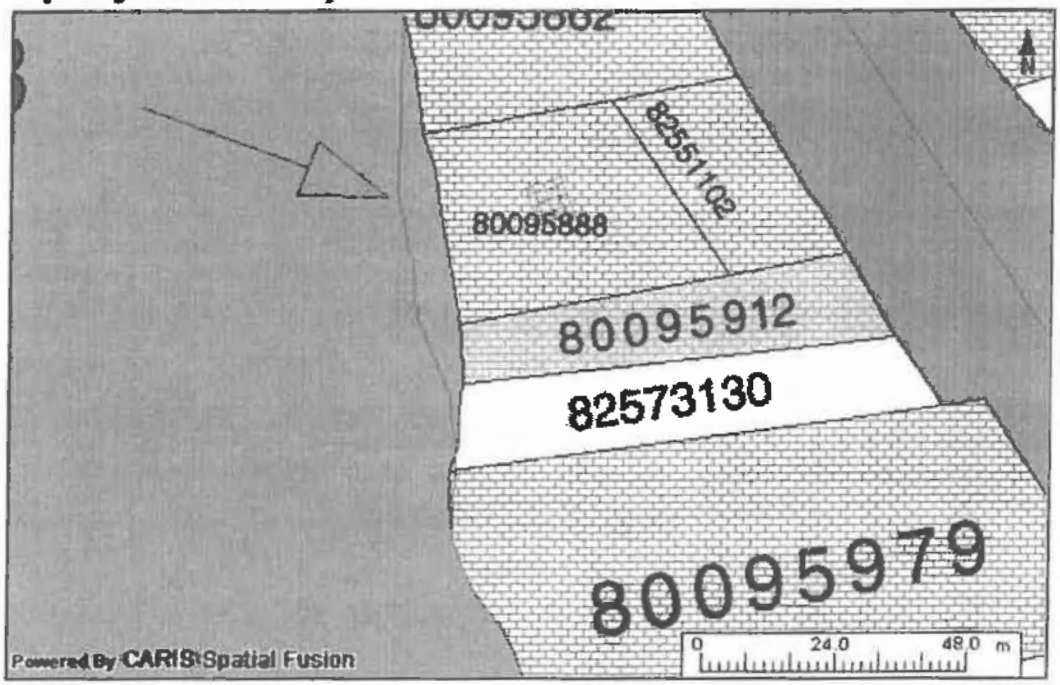
Norman Wallet

Secretary

PROPERTY Online NOVA SCOTIA

Property Online Map

Date: **Oct 27, 2020 5:09:24 PM**



PID:	80095912	Owner:	ALEXANDRA STEPHENSON ALEXANDRA OLIVIA STEPHENSON	AAN:	02578549
County:	SHELBURNE COUNTY	Address:	SANDY POINT ROAD SANDY POINT	Value:	$12,500 (2020 RESOURCE TAXABLE)
LR Status:	LAND REGISTRATION				

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

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PROPERTY Online NOVA SCOTIA

Search Provincial Map Bulletin Board Help

Land Registration View

* Indicates interests inherited on subdivision or re-configuration of parcel

PID	80085912	Parcel Type	STANDARD PARCEL	Status	ACTIVE
Area	9920.0 SQUARE FEET	Parcel Access	PUBLIC	Manag. Unit	MU1602
Lot		Created	Mar 01, 1996 12:00:00AM		
PDCA Status	APPROVED	Municipal Unit	MUNICIPALITY OF THE DISTRICT OF SHELBURNE	Manner of Tenure	NOT APPLICABLE
LR Status	LAND REGISTRATION	LR Date	Oct 22, 2020 05:43:41PM		

Location	County	Primary Location	Source
SANDY POINT ROAD SANDY POINT	SHELBURNE COUNTY	Yes	Not Assigned by Municipality

Comments

Assessment Account	Value	Tax District	Tax Ward	Tax Sub
02578549	$12,500 (2020 RESOURCE TAXABLE)	030	000	

Back to Results | Details View | Parcel Archive View | Map View

Registered Interests

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date	NS Non-Resident
ALEXANDRA STEPHENSON	FEE SIMPLE	161 FORT POINT ROAD GUNNING COVE NS CA B0T 1W0	DEED UNDER POWER OF SALE	2014	106144059 View Doc		Nov 12, 2014	No
ALEXANDRA OLIVIA STEPHENSON	FEE SIMPLE	161 FORT POINT ROAD GUNNING COVE NS CA B0T 1W0	DEED	2018	112335089 View Doc		Mar 23, 2018	No

Farm Loan Board - Occupants & Mailing Addresses

Name	Interest Holder Type	Mailing Address

No Records Found

Benefits to the Registered Interests

Benefit Details	Interest Holder Type	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Burdens on the Registered Interests

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Textual Qualifications on Title

Qualifications Text

Tenants in Common not registered pursuant to the *Land Registration Act*

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Recorded Interests

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Parcel Description

ALL THAT certain piece of land lying on the western side of the main road through Sandy Point, Shelburne County, in the Province of Nova Scotia, formerly occupied and possessed by John Goodick and bounded as follows:

BOUNDED on the east by the main road;

BOUNDED on the south by a strip of land 50 feet wide extending from the main road along the north line of lands formerly occupied by Freeman Butler to the shore of Shelburne Harbour, and reserved by John Goodick aforesaid, as having been given to Oliver Goodick aforesaid, as a right-of-way to the shore;

BOUNDED on the west by the waters of Shelburne Harbour;

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: 2020/2021 Grants to Organizations Recommendation

ORIGIN

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended capital grant of $1,000 to Shelburne County Society for the Rescue of Cats & Kittens, to come from the 2020/2021 Grants to Organization, GL# 00-21950-791

BACKGROUND

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. Grant categories include an Operating Grant (programs/services/events) 50% of costs up to a maximum of $5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of $2,500. Applications are accepted in paper form and through the online application on the Municipal website.

Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget).

DISCUSSION

Staff have received a re-submitted Grant application from Shelburne County Society for the Rescue of Cats & Kittens for operating funds. During the initial grant review process, in February 2020, the Shelburne County Society for the Rescue of Cats & Kittens did not have charitable society status and did not submit a required financial statement for review. Since being notified that their application was denied, the group has fulfilled the registration and financial statement requirement and requests their application be re-considered.

A total of $63,250 was approved in the Municipality's 2020/2021 Operating Budget for Grants to Organizations. At the May 19, 2020, meeting Council approved the review of 37 grant applications, totaling $60,240. Due to the current COVID-19 situation, many organizations that received grant approval from the Municipality have declined funding as their events or activities been cancelled for 2020, leaving a total of $13,072.50 in remaining Grant funds. On September 14, 2020, Council approved an additional grant in the amount of $1,000.

BUDGET IMPLICATIONS

The amount of $1,000 will be taken from the Grants to Organization GL# 00-21950-791, leaving $11,072.50 for consideration of further request throughout the 2020/2021 fiscal year.

ATTACHMENTS

1. Grants to Organizations Policy

Policy 21

GRANTS TO ORGANIZATIONS

POLICY PURPOSE

21.1 Intent:

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

POLICY DETAILS

21.2 Categories:

a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of $5,000 annually (most operating grants fall within the $500 - $1,000 range).
b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of $2,500 annually.

21.3 Eligibility Criteria:

a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
b. Applications must be received by January 31st or the last working day in January of each year for funding consideration in the next fiscal year.
c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
e. Only one application can be submitted per organization per funding year.
f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
i. Upon completion of the project or by March 31st of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

21.4 Evaluation:

a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
b. Types of grants approved may include:
    i. Community based organizations
    ii. Recreation, arts & culture and/or heritage programming
    iii. Property and facilities development, upgrades and maintenance
    iv. Leadership development
    v. Historic conservation projects
    vi. Community festivals and events
    vii. Lighthouses and museums

21.5 Process:

a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
d. All applicants are notified of Council's decision after the municipal budget is passed.

21.6 Funding:

a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
b. Grants $500 or less will be provided in full to the applicant upon notification.
c. Grants over $500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

REPEAL

21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19th day of June, 2012, is hereby repealed.

5c

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: COVID-19 Emergency Assistance Grant - Recommendation

ORIGIN

The Municipality has received funding requests from organizations for the COVID – 19 Emergency Assistance Funding for Community Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended grant amount of $500 for the Shelburne Longboat Society, to come from the Economic Development, GL# 00-26210-500

BACKGROUND

The Municipality of Shelburne recognizes that the coronavirus has had a direct negative impact on the operation of local community groups and facilities. Following the advice of provincial officials, fundraising events and activities such as suppers, concerts and bingos have been canceled in an attempt to prevent the spread of the virus.

The closure of community facilities and the high likelihood of community festivals/events/fundraisers being canceled has/will result in a financial loss for many. The COVID – 19 Emergency Assistance Fund for Community Groups was established to assist community groups to address financial challenges due to COVID-19. This is a one-time fund and will not be available annually.

DISCUSSION

At the May 19, 2020, Council meeting $15,000 was approved by Council for the new COVID-19 Emergency Assistance Grant for Community Organizations. The following organization has applied for the grant and staff recommend approval at the listed amount:

Shelburne Longboat Society

- Financial Loss:
    - Liverpool Privateers' Days
    - Shelburne Founders' Days
    - Fundraising and Donations
- Recommended Emergency Assistance - $500

There is no application deadline date for this program, staff will continue to review applications as they are submitted. Recommendations will come to the next available Council meeting for consideration. At the June 29 and July 27, 2020, Council meetings applications were approved totaling $6,500, leaving $8,500 remaining.

BUDGET IMPLICATIONS

The amount of $500 will be taken from the Economic Development GL# 00-26210-500, leaving $8,000 for consideration of future requests throughout the 2020/2021 fiscal year.

BUDGET IMPLICATIONS

1. COVID-19 Emergency Assistance Grant Guidelines

MUNICIPALITY OF THE DISTRICT OF SHELBURNE
GRANT APPLICATION

Emergency Assistance Fund for Community Groups

Background

The Municipality of Shelburne recognizes that the coronavirus has had a direct negative impact on the operation of local community groups and facilities. Following the advice of provincial officials, fundraising events and activities such as suppers, concerts and bingos have been cancelled in an attempt to prevent the spread of the virus.

The closure of community facilities and the high likelihood of community festivals/events/fundraisers being cancelled has/will result in a financial loss for many. This emergency fund has been established to assist community groups to help address financial challenges due to COVID-19. This is a one-time fund and will not be available annually.

Guidelines

- Community groups that provide a benefit to residents in the District of Shelburne
- The applicant must demonstrate the negative financial impact due to COVID-19.
- Churches that have halls or multi-purpose space and who can clearly demonstrate a financial loss during the closure, are eligible to apply (places of worship are not eligible).
- Legions, Fire Departments, clubs are eligible.
- If a community facility or group has not been negatively affected by the coronavirus closures, they should not apply for emergency funding.
- Groups may not request funding above and beyond the funds lost as a direct result of COVID-19.
- Groups approved for emergency assistance funding and who qualify are still eligible to apply for regular Grants to Organizations funds in the 2020-21 fiscal year.
- There is no application deadline date. Council will review applications as they are submitted.
- Council reserves the right to approve funding amounts lower than requested. Council also reserves the right to reject any grant application, regardless of whether the criteria have been met.

Funding

- Maximum eligible funding is $500 per community group
- It is not known how long the COVID-19 closure will last and since each group has different financial circumstances, groups may submit one application that covers anticipated financial losses. Depending on the timing of the application and the timing of the group's financial losses, funds may be dispersed in a lump sum or multiple payments. Staff will work with each applicant to determine payment schedule.
- Groups must provide their most recent financial statement.

5d

STAFF REPORT

TO: Members of Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: New Year's Levee 2021

PURPOSE

To encourage discussion regarding options for the Municipality's annual New Year's Levee event.

BACKGROUND

In past years, the Municipality of Shelburne and Town of Shelburne have cooperatively hosted a New Year's Levee event. This event would historically take place in the afternoon on New Year's Day and would provide attendees with catered food and local musical entertainment.

Considering current and ever-changing COVID-19 restrictions on public gatherings it was determined that we would not be able to proceed with our usual annual plans for the 2021 New Year's Levee.

DISCUSSION

At the November 9, 2020, Council meeting, staff were directed to explore options for hosting a virtual event in lieu of our traditional New Year's Levee. As this event is hosted cooperatively with the Town of Shelburne, staff reached out to the Town and it was agreed that we would again host this event in collaboration.

It is recommended to Council that staff work towards organizing a New Year's Levee Kitchen Party, to be hosted live via a Facebook event page. It would be the intentions of staff to work together with the Town to organize several local musicians to perform live in a New Year's Levee Kitchen Party Facebook event group – group will be created by the Municipality.

It is further suggested that staff work with the Warden and Mayor to coordinate a shared holiday message that will be used to encourage residents to log onto our "event" page to ring in the New Year while enjoying live local music.

BUDGET IMPLICATIONS

All expenditures for the New Year's Levee will come from the allocated amount in the ICSP Implementation budget GL # 00-26621-500. The Town of Shelburne has agreed to 50% cost share contribution for this event, up to $575.

Se

Municipality of Shelburne

STAFF REPORT

TO:	Council
FROM:	Erin Hartley, Director of Corporate Services
APPROVED BY:	Trudy Payne, Chief Administrative Officer
DATE:	November 23, 2020
SUBJECT:	**Associations, Boards and Committees - Council Member Appointments**

ORIGIN

When a new Council is elected, representatives on Associations, Boards and Committees are appointed.

BACKGROUND

Part of Council's roles and responsibilities is to be involved in the Associations, Boards and Committees that contribute to our communities and Council's decision making.

DISCUSSION

Requests for appointments to the following committees were received:

- Shelburne County Arena Board – second Council member
  - Councillor Coole was already appointed on November 9, 2020
- Eastern Shelburne County Accessibility Advisory Committee
- Western Region Crown Land Stakeholder Interaction Committee
- Shelburne County Mental Health & Wellness Committee

Committee descriptions are attached for review and consideration.

For discussion purposes, Councillor McIntyre has expressed interest in the Arena Board, Councillor Thorburne Irvine has expressed interest in the Crown Land Committee and Warden Smith has expressed interest in the Mental Health & Wellness Committee. The Accessibility Committee would benefit from a member with a disability or an understanding of persons with disabilities.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne appoint RON COOLE and _____ as the Municipality's Council Representatives on the Shelburne County Arena Association.

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representative on the Eastern Shelburne County Accessibility Advisory Committee.

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representative on the Western Region Crown Land Stakeholder Interaction Committee (Deforestation).

THAT Council of the Municipality of the District of Shelburne appoint _____ as the Municipality's Council Representative on the Shelburne County Mental Health and Wellness Committee.

ATTACHMENTS

Committee Descriptions

SHELBURNE COUNTY ARENA ASSOCIATION

The Shelburne County Arena Association is collectively accountable to the community, funders and other stakeholders. They are accountable for the Association's performance in relation to its strategic objectives, and for the effective stewardship of financial and human resources. They oversee all of the Arena operations from hiring staff to developing the operational budget, applying for grants and strategic planning.

The board meets once a month, usually the second Thursday of the month, at 4:30pm in the Arena warm room.

Eastern Shelburne County Accessibility Advisory Committee

Terms of Reference

1.0 Purpose

The Eastern Shelburne County Accessibility Advisory Committee's (AAC) role is to assist the three municipal units (Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport) to develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

2.0 Scope

These Terms of Reference are applicable to all members appointed to the Eastern Shelburne County Accessibility Advisory Committee (AAC).

3.0 References

3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 Definitions

4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

4.2 **Council(s)** means the Councils for the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport.

4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 Policy

5.1 Membership

5.1.1 The Committee shall consist of nine (9) voting members who serve without pay, except for associated expenses; six (6) community members and three (3) Council members. Each Council will appoint their own Council member representative. The six (6) community representatives are to be appointed by all three (3) municipal units.

5.1.2 Applications for the community members will be sent to the Eastern Shelburne County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the three (3) municipal units or their designate. The Nominating Committee will send a recommendation to all three (3) Councils concerning the appointment of the community members.

5.1.3 Councils shall appoint each of the six (6) community representatives' members as follows: Two (2) members to a three (3) year term; two (2) members to a two (2) year term; and two (2) members to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years. The term for additional community representatives pursuant to section 5.1.2. will be determined by the Nominating Committee.

5.1.4 Council member appointments shall be for two (2) year terms.

5.1.5 At least one half of the members (community and council/commission representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new

member to the Committee to hold office for the unexpired term.

5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.

5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.

5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

5.2.1 Any member of the Committee is eligible for reappointment.

5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

5.3.1 Advise the three Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:

a. A report on measures the three (3) municipal units have taken and intend to take to identify, remove and prevent barriers;

b. Information on procedures the three (3) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:

i. Any of its existing and proposed policies, programs, practices and services, and
ii. Any existing and proposed enactments or bylaws it will be administering; and

c. Any other prescribed information.

5.3.2 Advise all three (3) Councils on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;

5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;

5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the three (3) municipal units Accessibility Plans;

5.3.5 Receive and review information directed to it by all three (3) municipal Councils and their committees, and to make recommendations as requested;

5.3.6 Monitor federal and provincial government directives and regulations;

5.3.7 Host public consultations related to accessibility

5.3.8 Provide input and advice to all three (3) Councils with respect to updating the Accessibility Plan every three years.

5.3.9 Provide an annual budget for the three (3) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the AAC shall be open to the public and advertised no less than one week in advance.

5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.

5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.

5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public

5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.

5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 Staff Resources

5.5.1 The Committee will be supported by municipal staff and consulting resources as required.

5.5.2 Staff appointed by the three (3) municipal units will attend meetings as a resource to the Committee.

5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 Policy Review

6.1 These Terms of Reference will be reviewed by each of the three (3) Councils at least every four years from the effective/amended date.

Accessibility Act

In 2017 Bill No. 59, "An Act Respecting Accessibility in Nova Scotia", was proclaimed in the Nova Scotia Legislature. The Accessibility Act recognizes accessibility as a human right, and sets a goal to make Nova Scotia an accessible province by 2030. The goal of the act is to prevent and remove barriers that restrict people with disabilities from fully participating in society. It enables the government to develop standards for accessibility, and outlines responsibilities for some public sector bodies, including municipalities.

The Act clearly outlines the actions municipalities must take. Some of these actions include:

- Prepare and make publicly available an Accessibility Plan within one year of the Act being enforced.
- Create an Accessibility Advisory Committee with at least one half of the members being persons with disabilities or representatives from organizations which represent persons with disabilities.
- Seek public input to help develop the Plan.

In the Accessibility Act:

- A disability is defined as "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."
- A barrier is defined as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

For more information about the Accessibility Act: https://novascotia.ca/accessibility/

Accessibility Advisory Committee

The role of the Accessibility Advisory Committee is to advise municipal councils on identifying, preventing, and eliminating accessibility barriers to municipal programs, services, and infrastructure. At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

The Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport have developed a joint committee called The Eastern Shelburne County Accessibility Advisory Committee.

The Eastern Shelburne County Accessibility Advisory Committee's role is to assist the three municipal units (Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport) to develop an Accessibility Plan in accordance with "An Act Respecting Accessibility

in Nova Scotia, 2017 (The Act). The AAC provides advice to the municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

Western Region Crown Land Stakeholder Interaction Committee

The province is committed to adopting a model that protects ecosystems and biodiversity, supports economic growth, and keeps our forests healthy and sustainable.

Crown land resources belong to all Nova Scotians. We want interested individuals and groups to participate in the change and understand how and why decisions are being made.

A review of forestry practices in Nova Scotia has provided a series of recommendations and work is now underway to change how we think about our forests, while maintaining a sustainable forestry industry.

These efforts are focused in three key areas:

- Conserving Biodiversity
- Nurturing Healthy Forests
- Supporting Sustainable Industry

Initiatives have begun to support the independent forestry review and recommendations government received under these three themes.

Memorandum of Association

Shelburne County Mental Health & Wellness Association

The name of the Society is Shelburne County Mental Health & Wellness Association.

On a volunteer and non- profit basis, the objectives of the Society are:

- To advocate for increased and improved mental health services in all areas of Shelburne County.
- To facilitate educational opportunities for mental health professionals, volunteers, and community members.
- To provide mental health and other health related outreach services to youth, adults, and seniors throughout Shelburne County on a one-on-one and group basis.
- To work with all health care providers in Western Nova Scotia that play a part in mental health services to assist with developing a practical and fluid system of access for those requiring mental health and similar services.
- To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real, and personal property and to use and apply such property to the realization of the objects of the Society;
- To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objects of the Society.

Provided that:

- The Society shall not carry on any trade, industry, or business;
- All funds shall be used solely for the purposes of the Society and the promotion of its objects;

Upon dissolution of the Society and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to a non-profit organization in Canada having objects similar to those of the Society.

The activities of the Society are to be carried on in Shelburne County, Nova Scotia, with its registered office at 136 Hammond Street, Shelburne, Nova Scotia, B0T 1W0.

Municipality of Shelburne

STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: Committees of Council Terms of Reference Renewals

ORIGIN

On October 31, 2020 the Municipality's Terms of Reference for the following Committees required renewal:

- Planning and Development
- Economic Growth Strategy
- Audit and Internal Control

DISCUSSION

These three Committees have completed their second two-year term. Each Committee is made up of Councillors and community members to help advance its purpose and mandate in support of the Municipality's overall goals and priorities. A number of minor amendments are being recommended for clarity and efficiency.

The Municipality's Planning and Development Committee Terms of Reference has been amended to include an alternate Council member appointment. Changes are identified in red text on the attached document.

The Municipality's Economic Growth Strategy Committee Terms of Reference has been amended to change the committee make up to include two Council members and one alternate Council member as well as three community member appointments. The quorum requirements have been amended to reflect that two community members must be present. Changes are identified in red text on the attached document.

The Municipality's Audit and Internal Control Committee Terms of Reference has been amended to include an alternate Council member appointment. Changes are identified in red text on the attached document.

As noted in the Terms of Reference, appointment of members is also required by Council and is reflected in the recommendations. The recommendations reflect motions previously made by Council to appoint Council members and community members to specific committees. In the case of the vacancies for the Economic Growth Strategy Committee, the community member positions will be advertised. In the case of the Audit and Internal Control Committee, the two existing community members are being recommended to continue and one community member vacancy has not yet been filled; it will continue to be advertised. As applications for the vacancies are received, the recommendations will be brought to Council for approval of appointment.

RECOMMENDATION

1. PLANNING AND DEVELOPMENT COMMITTEE

    a. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be approved as amended;

    b. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be renewed until October 31, 2022; and

    c. The following members be appointed to the Planning and Development Committee:
        - Deputy Warden Dale Richardson
        - Councillor Heidi Wagner
        - Councillor Doris Townsend
        - Warden Penny Smith (alternate)
        - Fred Greenwood, Community Member
        - Sheila Bird, Community Member
        - William Brown, Community Member

2. ECONOMIC GROWTH STRATEGY COMMITTEE

    a. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be approved as amended;

    b. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be renewed until October 31, 2022; and

    c. The following members be appointed to the Economic Growth Strategy Committee:
        - Councillor Sherry Thorburn Irvine
        - Warden Penny Smith

- Councillor Doris Townsend (alternate)
- 3 community member vacancies

3. AUDIT AND INTERNAL CONTROL COMMITTEE

a. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be approved as amended;

b. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be renewed until October 31, 2022; and

c. The following members be appointed to the Audit and Internal Control Committee:
   - Councillor Ron Coole
   - Councillor Terry McIntyre
   - Councillor Sherry Thorburne Irvine (alternate)
   - Sandy Hood, Community Member
   - Larry Pelletier, Community Member
   - 1 community member vacancy

BUDGET IMPLICATIONS

There are no budget implications in relation to the renewals. The vacancies will require advertising to fill; the advertising budget can absorb this cost.

ATTACHMENTS

- Amended Terms of Reference for Planning and Development Committee
- Amended Terms of Reference for Economic Growth Strategy Committee
- Amended Terms of Reference for Audit and Internal Control Committee

Municipality of the District of Shelburne
PLANNING AND DEVELOPMENT COMMITTEE

Terms of Reference

Purpose

The purpose of the Planning and Development Committee is to assist Municipal Council with determining what role it can and should play in the future planning and development of the community through municipal land use bylaws and policies, community infrastructure planning, community policy decisions, cultural and arts policies, community development through events and attractions, legislative frameworks and advocacy, act as the Municipality's Planning Advisory Committee, recommendations for acquisition and sale of land, and undertake comprehensive research externally and with community engagement approaches to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize future community development returns.

Authority

The Planning and Development Committee has been granted its legal authority to assist the Municipality with planning and community development strategies by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for planning and development through various parts of the *Municipal Government Act* including Sections 190 through to 292.

Scope

The scope of the Planning and Development Committee shall be to review and assess all available previous and current studies, reports, land use bylaws and strategies, community development initiatives, current and potential community infrastructure and development proposals, and recommend multi-year development plans for these initiatives for the Municipality including, but not limited to the items listed below as well as those issues noted under Responsibilities, specifically:

1. Review current municipal land use strategy and bylaws to ensure future applicability; and
2. Develop strategies to enhance community development initiatives in areas like arts and culture, community facility infrastructure, community economic development projects, community engagement strategies, and beach stewardship; and
3. Research and prepare for public consultation a draft plan concerning coastal management; and
4. Review of areas where growth can be enhanced through policy changes or community development; and
5. Development of a community-wide plan for local stewardship; and
6. Compile sector specific community development issues that impact or impede economic growth and recommend mitigation or development strategies to the Economic Growth Strategy Committee; and
7. Act as the Municipality's Planning Advisory Committee pursuant to Section 200 of the *Municipal Government Act*.
8. Act as the Municipality's Heritage Advisory Committee pursuant to Heritage Property Act, Chapter 199 of the Revised Statutes, 1989

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the

provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective planning and development strategies of the Municipality.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Community Development Coordinator

Community Development Coordinator shall carry out the functions and roles as directed by the Planning and Development Committee from time to time, and shall act as a staff resource to the Committee. This person shall organize meetings, prepare minutes, agendas and packages as well as lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Planning and Development Committee shall include three elected representatives and an alternate from the Municipality of the District of Shelburne and three members of the public, duly appointed by Council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong community development, environmental impact understanding, community infrastructure knowledge, and/or sector specific backgrounds in areas such as economic growth, arts and culture, etc. and be able to comprehend complex community, government and regulatory processes.

Member applications shall be vetted by the CAO and member appointment will be by Council motion.

All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member.

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO.

Reporting Relationship

The Planning and Development Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Planning and Development Committee shall be from November 1, 2016 to October 31, 2018, and is subject to renewal each two years thereafter according to the discretion of Council.

The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in November or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Planning and Development Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Council.

Quorum Requirements

No decisions may be made at any Planning and Development Committee meeting unless at least two elected representatives and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Planning and Development Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Community Development Coordinator will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least five days prior to every meeting.

Conflict of Interest

It is expected that all members of the Planning and Development Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Planning and Development Committee shall have access to the resources of the Community Development Coordinator and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Planning and Development Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Planning and Development Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Planning and Development Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Planning and Development Committee.

Reporting

At least bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Planning and Development Committee shall be responsible for reviewing the success factors of the community's environmental and community development climate and the challenges to it by reviewing municipal, provincial and federal policies, requesting and analyzing information brought before it, discussing options and opportunities, and make timely decisions and recommendations to Council that are in the best interests of residents, communities, and businesses. To this end, Planning and Development Committee shall endeavour to carry out the following functions:

Planning

1. Review current municipal planning strategy and land use bylaws to ensure they are suitable for future growth and development of the diverse communities in the Municipality.
2. Research and develop a draft coastal management plan for the community and through widespread public engagement, bring forth recommendations to Council that will enhance and protect current land use and properties throughout the entire community.
3. Work with community stakeholders to develop appropriate resources and educational material about the value of community planning and its impacts.
4. Act as an educational resource to Council and community groups in environmental stewardship projects.
5. Development of a comprehensive Committee work plan to advance and implement the ideas and plans for the Planning and Development Committee, in line with the goals of the OneNS Plan.
6. Act as the Municipality's Planning Advisory Committee.

Development

7. Work with stakeholders to develop a community infrastructure development plan that fits with the needs and wishes of the community in a positive manner.

8. Propose, and initiate after receiving Council support, community projects that will benefit individual or multiple communities through enhancement of the arts and culture sector.

9. Seek available funding opportunities for the Municipality and community organizations that will support initiatives and project identified under the auspices of this Committee, or the development of new community events, training or educational opportunities.

10. Promote, develop educational material, and instill a community sense of environmental stewardship with all programs, services and infrastructure throughout the entire community.

Approved by Council: November 3, 2016
Amended by Council: October 23, 2017
Amended by Council: October 22, 2018
Amended by Council: November 23, 2020 (Amended to reflect the addition of an alternate Council member)

Municipality of the District of Shelburne
ECONOMIC GROWTH STRATEGY COMMITTEE

Terms of Reference

Purpose

The purpose of the Economic Growth Strategy Committee is to assist Municipal Council with determining what role it can and should play in the future economic development of the community through investments in infrastructure, policy decisions, taxation strategies, community development, legislative frameworks and advocacy, sector growth, acquisition and sale of land, and economic data collection and research to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize economic returns.

Authority

The Economic Growth Strategy Committee has been granted its legal authority to assist the Municipality with economic development strategies by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for economic development through various parts of the *Municipal Government Act* including Sections 57, 66, 71 and 172.

Scope

The scope of the Economic Growth Strategy Committee shall be to review and assess all available economic, labour market, and demographical information about the Municipality including, but not limited to the items listed below as well as those issues noted under Responsibilities, specifically:

1. Details of types of employers and where current employment and businesses exist; and
2. Sectors where businesses find attracting employees challenging; and
3. Legislative framework for current and potential new employers; and
4. Areas where growth can be spurred through policy changes or other avenues; and
6. Impacts of technology on economic development; and
7. Sector specific issues that impact or impede economic growth.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective economic development strategies of the Municipality.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Chief Administrative Officer

Chief Administrative Officer shall carry out the functions and roles as directed by the Economic Growth Strategy Committee from time to time, and shall act as a staff resource to the Committee. This person

shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Economic Growth Strategy Committee shall include ~~three~~ two elected representatives ~~and one alternate~~ from the Municipality of the District of Shelburne and ~~four~~ three members of the public, duly appointed by Council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong economic, business development, or sector specific backgrounds and be able to comprehend complex financial, government and regulatory processes. Nova Scotia Business Incorporated's Regional Business Advisor and Atlantic Canada Opportunities Agency's Area Account Manager shall be ex-officio non-voting members of the Committee.

Member applications shall be vetted by the CAO and member appointment will be by Council motion.

All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member.

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO.

Reporting Relationship

The Economic Growth Strategy Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Economic Growth Strategy Committee shall be from November 1, 2016 to October 31, 2018, and is subject to renewal each two years thereafter according to the discretion of Council.

The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in November or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Economic Growth Strategy Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Council.

Quorum Requirements

No decisions may be made at any Economic Growth Strategy Committee meeting unless at least one elected representative and ~~three~~ two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Economic Growth Strategy Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Chief Administrative Officer will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

Conflict of Interest

It is expected that all members of the Economic Growth Strategy Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Economic Growth Strategy Committee shall have access to the resources of the Chief Administrative Officer and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Economic Growth Strategy Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Economic Growth Strategy Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Economic Growth Strategy Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the

ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Economic Growth Strategy Committee.

Reporting

At least bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Economic Growth Strategy Committee shall be responsible for reviewing the success factors of the community's business climate and the challenges to it by reviewing municipal, provincial and federal policies, requesting and analyzing information brought before it, discussing options and opportunities, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Economic Growth Strategy Committee shall endeavour to carry out the following functions:

Economic Growth and Business Sector Assessment

1. Review municipal, provincial and federal policies and regulations related to economic growth or decay.
2. Review the Municipality's land use policies and regulations.
3. Complete a comprehensive review of the current labour force characteristics, business inventory, educational levels, and skills gap assessment of unemployed versus available jobs.
4. Review of potential infrastructure investments versus return on investment.
5. Assessment of opportunities for sector growth and development based on current community profile, innovation and technology upgrades.
6. Development of a detailed community profile.
7. Development of an economic development strategy for the municipality addressing areas such as but not limited to tourism and the service sector, forestry, agriculture, health, education, industrial and marine development, immigration, culture and arts, as well as innovation and information technology.

Approved by Council: November 3, 2016

Amended by Council: October 22, 2018

Amended by Council: November 23, 2020 (Amended to reflect changes to membership)

Municipality of the District of Shelburne
AUDIT AND INTERNAL CONTROL COMMITTEE

Terms of Reference

Purpose

The purpose of the Audit and Internal Control Committee is to act as an advisory board carrying out critical review functions on behalf of Council. The primary function of the audit committee is to assist Council in fulfilling their oversight responsibilities related to quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transaction and protection of assets are in place.

Authority and Access

The Audit and Internal Control Committee has been granted its legal authority to oversee the financial and fiduciary process of the Municipality by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for this under Sections 42-44 of the *Municipal Government Act*.

The Audit and Internal Control Committee shall have authority to delve into any affair of the Municipality, with full access to management and the auditor.

Objectives

The objectives of the Audit and Internal Control Committee are to:

1. Help council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;

2. Provide better communication between the auditor and Councillors, and promote better understanding of the audit process;

3. Enhance the external auditor's independent position;

4. Increase the credibility and objectivity of the Municipality's financial report; and

5. Strengthen the role of Council/Committee members.

Committee Composition

1. Membership on the Audit and Internal Control Committee shall include two elected representatives and an alternate from the Municipality of the District of Shelburne and three members of the public, duly appointed by Council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes;

Member applications shall be vetted by the CAO and member appointment will be by Council motion. Members of the public can not be related to a member of Council or to an employee of the Municipality;

All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member;

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed;

Where there is a member of the public vacancy the Committee shall continue to meet and perform its duties and may exercise its powers; and the municipality shall advertise to recruit a new community member at least once every six months until the position is filled;

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO;

Each member must complete training as prescribed by the Department of Municipal Affairs.

2. The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective financial oversight of the Municipality.

3. A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts on interest of the Chairperson.

4. Municipal Auditor's role is to conduct the yearly financial audit of the Municipality's accounts and funds in order to provide an independent opinion on the financial condition of the Municipality, including confirmation that the funds and accounts of the Municipality clearly represent the financial position of the Municipality on a given date. The Auditor will meet with the Committee at least twice annually to review the engagement and audit process, materiality limits, timetable and proposed fees at the outset, followed by a review of the draft financial statements, management letter and Financial Information Return after the audit.

5. The Audit and Internal Control Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

   The Audit and Internal Control Committee must maintain minutes of its meetings and submit written reports to Council or Committee of the Whole.

6. The mandate of the Audit and Internal Control Committee shall be from November 1, 2015 to October 31, 2018, and is subject to renewal each two years thereafter according to Section 44(1) of the MGA and at the discretion of Council.

   The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in November or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

7. It is expected that all members of the Audit and Internal Control Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

8. All meetings of the Audit and Internal Control Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations

9. All communications and messaging from the Audit and Internal Control Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Audit and Internal Control Committee.

Meeting Requirements

1. Meetings of the Audit and Internal Control Committee shall be held whenever circumstances demand such a meeting, however the Committee must meet at least two times per fiscal year. The Committee will generally meet on the third Tuesday of the month at 10:00 am. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members;

2. It is recommended that the Committee meet at least four times, and the meeting should coincide with the stages of the audit. The following topics should be included on the Committee's agenda:
   a. Role and responsibilities of the auditor;
   b. Review of the roles and responsibility of the Committee;
   c. Appointment of municipal auditor;
   d. Quarterly financial information;
   e. Audited Financial Statements and auditor's work;
   f. Management or Internal Control letter and management's response;

g. Adequacy and effectiveness of internal controls;
h. Financial condition indicators; and
i. Financial risk management.

3. No decisions may be made at any Audit and Internal Control Committee meeting unless at least one elected representative and two community representatives are present; this will constitute a quorum. All decisions of the Audit and Internal Control Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative.

4. Agendas will be developed to address its terms of reference and responsibilities; and

5. There will on occasion, be a need for the auditor to meet with the Committee, without any appointed officials present. The would be accommodated through a request by either the Committee or the auditor to one another.

Responsibilities and Functions

The functions of the Audit and Internal Control Committee are categorized as follows:

1. **Financial Reporting Function – Responsibilities Related to the Financial Reporting**
   The Committee shall:
   a. Review the audited annual financial statements in depth with management and external auditor; if satisfied that they present fairly the financial position and results of operations, recommend their acceptance to Council;
   b. Review with management any changes in accounting principles and practices followed by the Municipality;
   c. Review any significant variance in comparison to prior year and/or budget; and
   d. Review and discuss the financial condition indicators.

2. **External Audit Function – Responsibilities Related to the Work of the Auditor**
   The Committee shall:
   a. Discuss the extent, timing and completion of the audit including the level of materiality to be used;
   b. Review estimated and final audit fee;
   c. Discuss whether the terms of the letter of engagement were met;
   d. Recommend to Council the change of the municipal auditor if management questions the competence of the incumbent auditor and the Committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
   e. Review the problems and restrictions encountered by the auditor and degree of cooperation received; and
   f. Promote cooperation between management and the auditor.

3. **Accounting System and Internal Controls Function – Responsibilities Related to Internal Controls**

   The Committee shall:

   a. Obtain and review the management and internal control letter addressed to Council;
   b. Discuss with the auditor the annual evaluation of the internal control system related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
   c. Discuss management's response to the recommendations and adequacy of management's action plan;
   d. Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls:
      i. Over the financial reporting and that these systems are operating effectively;
      ii. Obtain assurance the Municipality is in compliance with its policies and procedures and that these systems are operating effectively; and
      iii. Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and
   e. Receive and review any internal reports relating to accounting procedures and internal controls.

4. **Risk Management Function – Responsibilities Related to Risk Management**

   The Committee shall:

   a. Understand the risks of the Municipality;
   b. Review the Municipality's risk management controls and policies;
   c. Obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
   d. Receive reports on the management of financial risks.

5. **Alleged Wrong-Doing Function – Responsibilities Related to Questionable Activities**

   The Committee shall:

   a. Enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Municipality's control procedures to ensure that such activities are being guarded against;
   b. Ensure management has implemented a policy and/or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials, or municipal employees; and
   c. Review and advise Council members with respect to complaints or allegations of wrong-doing.

6. **Statutory and Regulatory Compliance Function and Other Responsibilities**

   The Committee shall:

   a. Review the Municipality's compliance with statutory and regulatory obligations within the Committee's area of responsibility;
   b. Review the overall reasonableness of expense of the CAO and Council members. Specifically review the summary of remuneration and expenses schedule for reasonableness;

c. Review the annual summary hospitality expense note; and
d. Review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

Approved by Council: November 3, 2016

Amended by Council: October 22, 2018

Amended by Council: May 27, 2019 (Amended to reflect new legislation requirements)

Amended by Council: November 23, 2020 (Amended to reflect the addition of an alternate Council member)

Trudy Payne, CAO
Municipality of the District of Shelburne
136 Hammond Street
Shelburne, NS B0T 1W0

November 17, 2020

Dear Ms. Payne:

Re: Shelburne County Arena Capital Upgrades Phase 4 – Compressor Replacement

On behalf of the Board of Directors for the Shelburne County Arena Association I would like to thank the Municipality of the District of Shelburne for their ongoing support for the operation and capital improvements at the Shelburne County Arena, and particularly for your further commitment this year to support our Phase 4 Capital Upgrade project to replace the compressors. I am pleased to report that the project has been completed and the new compressors have been commissioned.

The original budget for this project was $162,800. The Arena was not able to secure federal funding for this project, so we requested additional municipal funding from the Gas Tax Funds, and at the same time we made every attempt to reduce the project costs. The revised project budget after adjustments were made with a new equipment supplier was $126,516. I am very pleased to report that the project was completed $10,207.55 under this revised budget, for a total cost of $116,308.44. The project was the beneficiary of donated materials and labour in the amount of $4942, which helped significantly in keeping it under budget.

We thank you for your original contribution of $45,000 to the Phase 4 upgrades, which included the Zamboni replacement in 2019. After the Zamboni project was completed, the remaining $25,050 from your contribution was put toward the compressor project. We also received $25,050 from the Town of Shelburne and $50,100 from Nova Scotia Communities, Culture and Heritage. The Arena Association was able to fundraise $5349.20, leaving $10,759.24 of the project costs unfunded. As proposed last spring, we request that the Municipality of the District of Shelburne consider funding 50% of this shortfall, $5379.62. We will be requesting the remainder of the shortfall be funded by Town of Shelburne.

If you have any questions or require further information please don't hesitate to contact me.

Yours sincerely,

Emily Tipton, President
Shelburne County Arena Board

Good Day:

Recently it has come to my attention, upon receiving my voter card in the mail, that my residence falls under the jurisdiction of District #1. I currently reside at 1568 Lake Road in Sandy Point. For years this area was part of District #3, then later we became District #4. You can certainly appreciate my surprise, when now I discover that I live in District #1 which is many kilometres from my home. From research I have conducted, I have been advised that this was a decision made in 2015 – passed by the current Council then onto the Province for their seal of Approval. I do not ever recall receiving any sort of notification advising of this change and whereas the Municipal Elections in 2016 were all acclaimed there would have been no notification at that time either.

To say the very least, I am very disappointed and upset with Council for these changes. If numbers were short in District #1, then why not realign District #2 and so on (in my mind this would have made more sense) – instead of taking a few of us from this area and plunking us in District #1. Guess we don't matter!!!!!

I have spoken with three (3) of the new Councillors who will be sworn in on Monday to let them know about this and to ask them to press forward to put us back with District #3 or 4.

Sharon Williams