



Municipality of  
**Shelburne**

Naturally Yours

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**COMMITTEE OF THE WHOLE  
FOR THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
February 11, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, February 11, 2019, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

**THOSE IN ATTENDANCE WERE:**

Deputy Warden David Levy  
Warden Penny Smith  
Councillor Doris Townsend  
Councillor Terry McIntyre  
Councillor Roger Taylor  
Councillor John Roscoe  
Councillor Norman Wallet  
Tom MacEwan, CAO

**ALSO IN ATTENDANCE:**

Anita DeMings, Executive Assistant  
Erin Hartley, Director of Corporate Services  
Michelle Williams, Director of Finance/Deputy CAO

**1. CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Deputy Warden David Levy.

**2. APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of February 11, 2019, be approved with the following amendments:

- 8.(b) Health Care - Various – Added
- 8.(c) DOTIR - Road Priority List – Added
- 8.(d) DOTIR – Gravel Roads – Added
- 8.(e) Geographical Name Changes -Added
- 8.(f) Develop NS - Draft Letters– Internet - Added

**- MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of January 14, 2019 be approved.

- **MOTION CARRIED**

**4. Business Arising:**

There was no business arising.

**5. Finance:**

- (a) Collection Policy
- (b) Audit and Internal Control Committee Progress Report

5.(a) Michelle Williams, Director of Finance/Deputy CAO, presented Committee with the Collection Policy staff report.

The Finance Department is requesting direction from Council to create a Collection Policy for setting guidelines for the accounts receivable process. The guidelines will be based on a clear direction from Council outlining minimum amount for statements, if applicable, how often to send statements, when to send a receipt and minimum amounts on eligible tax sale properties, if applicable.

Ms. Williams reviewed the current procedure of notifications and requested feedback or suggested modifications to the procedure going forward.

Discussion was held regarding alternative ways to communicate with residents, the minimum dollar value to send out statements, tax sale notifications, invoices, receipts, collection letters and monthly statements.

It was suggested by Committee that the only change to the current practice would be that collection letters be sent out to residents that owe \$50.00 dollars or more. Under the current practice, if any arrears regardless the dollar value, a letter/statement is being sent.

A collection policy will be prepared for the February Council Meeting.

Councillor Doris Townsend joined the meeting at 5:40 pm.

5.(b) Michelle Williams, Director of Finance/Deputy CAO, provided Committee with the Audit and Internal Control Committee Progress Report 2018/2019.

**6. Administration:**

- (a) 2019 Council Appointments to Associations, Boards & Committees
- (b) FOIPOP Fees Update
- (c) Compass Housing Coop Update
- (d) Financial Condition Indicators

6.(a) Erin Hartley, Director of Corporate Services, presented Committee with the 2019 Council Appointments to Associations, Boards & Committees staff report.

The attached list has been altered since the last review in November 2016 to include any appointments that were not on the last list and removed any appointments that are no longer active or functional.

It was noted that the list contained only mandated appointments. Ms. Hartley suggested that each Councillor send a list of all the boards and committees they are involved in, to maintain an up to date list.

**MOTION: 2019 COUNCIL APPOINTMENTS TO ASSOCIATIONS, BOARDS & COMMITTEES**

Being duly moved and seconded, be it resolved that Council of Municipality of the District of Shelburne approve the attached list of Councillor appointments to Associations, Boards and Committees.

- **MOTION CARRIED**

6.(b) Erin Hartley, Director of Corporate Services, presented Committee with the FOIPOP Fees Update staff report.

Discussion was held regarding common practices, benefits, administration fees and regulations regarding FOIPOP charges. Staff reached out to other municipal units to determine their practices in relation to FOIPOP fees.

The Municipality of the District of Shelburne's current practice, as identified in its Fees and Charges Policy is to charge a \$5.00 administration fee plus photocopying fee.

Direction was given to staff to amend the Fees and Charges Policy to include a \$20 an hour (after the first two hours) administration charge and bring back to Council for review.

6.(c) Tom MacEwan, CAO, updated Committee regarding the request from Compass Housing Coop regarding purchasing property from the Municipality. They are no longer interested in seeking the property due to utility availability.

6.(d) Tom MacEwan, CAO, presented Committee with the Financial Condition Indicators staff report.

The Province has completed the review of the 2017-2018 Financial Information Return (FIR) for the Municipality of Shelburne, and the 2017-2018 Financial Condition Indicators (FCI) have been released by Department of Municipal Affairs. The Municipality has the option of providing comments for inclusion in the Municipal FCI and Profile Report. If Committee wishes for comments to be included in the Municipal FCI and Profile Report the deadline to submit is February 19, 2019.

Discussion was held regarding the Red Score that the Municipality received for the '5 Year Budget Accuracy' indicator.

**MOTION: FINANCIAL CONDITION INDICATORS**

Being duly moved and seconded, be it resolved that Committee of the Whole directs the CAO to submit comments for inclusion in our Municipal FCI and Profile Report wherein we provide a detailed explanation regarding the Red Score that the Municipality received for the '5 Year Budget Accuracy' indicator.

- **MOTION CARRIED**

**7. Committee Reports/Council Member Updates:**

- (a) Committee Reports
- (b) Council Member Updates

7.(a) There were no Committee Reports.

7.(b) Warden Smith advised that she and the CAO meet with Clearwater Representatives on January 29, 2019 regarding Employment Insurance for seasonal workers. Discussion was held regarding the increase to qualifying hours, cost of production, and challenges. It was agreed that the CAO send a letter to the Federal Government and John Risley, President/CEO of Clearwater Fine Foods Incorporated, to seek resolution.

Warden Smith advised that on Monday, February 4, 2019, she attended the African Heritage Month event at the Black Loyalist Heritage Centre.

Warden Smith advised that she, Deputy Warden Levy and the CAO had a teleconference regarding internet services with Minister Jordan's staff.

Warden Smith advised that she and the CAO had a teleconference with staff of the Department of Transportation of Infrastructure Renewal and the Department of Justice on February 5, 2019.

Warden Smith advised that on February 7, 2019 she attended the Volunteer Representative Meeting.

Warden Smith advised that she attended a meeting in Liverpool on the Whale Sanctuary Project. It was noted that a letter of support was requested.

Councillor Taylor advised that he had visited the clear-cut site in Allendale with Mr. Zwicker to view the state of the forest. It was suggested that Marcus Zwicker be brought to Council to do a presentation on enhanced forestry practices in Shelburne County. Staff have been instructed to research this matter further.

**8. Other:**

- (a) Monthly Building Report – January 2019
- (b) NSHA - Various
- (c) DOTIR – Road Priority List
- (d) DOTIR – Gravel Roads
- (e) Geographical Name Change
- (f) Develop NS – Draft Letters - Internet

8.(a) Tom MacEwan, CAO, presented Committee with the Monthly Building Report – January 2019.

8.(b) Tom MacEwan, CAO, advised Committee that he and Warden Smith are scheduled to meet with the media regarding Health Care Initiatives on Thursday, February 14, 2019 at 11:00 am. Councillor Taylor advised that he had received an Annual Accountability Report regarding the Emergency Department that he will distribute to Council.

Tom MacEwan, CAO, advised Committee that he was examining legislation for Nurse Practitioners to be permitted to admit patients in hospitals. The current situation of the Hospital Act - Section 8 does not allow nurse practitioners to admit patients but does allow them to discharge. Communication and recommendations will be suggested through the College of Nurses.

Tom MacEwan, CAO, advised Committee that a request was received from the Hospital Foundation to submit names for Collaborative Care sections within the Centre. It was agreed that Council would not make a submission.

Tom MacEwan, CAO, advised Committee that Jodi Ybarra, Janet Knox, and Krista Grant of Nova Scotia Health Authority will be presenting at the March 11, 2019 Committee of the Whole Meeting. CAO requested that Committee submit questions and they will be compiled prior to the meeting. Discussion was held regarding the benefits of the presentation.

Tom MacEwan, CAO, presented a draft letter that was requested to be sent to Janet Knox, CEO & President of Nova Scotia Health Authority, regarding the Lab Services at Roseway Hospital. After review, it was agreed that the letter be sent.

8.(c) Tom MacEwan, CAO, requested each member of Council provide their road priorities, in order to compile a list to be sent to Department of Transportation and Infrastructure Renewal. Discussion was held regarding Highway 3 standards. It was suggested that questions may be included in the comments to DOTIR.

8.(d) Tom MacEwan, CAO, presented a draft letter to send to the Minister of Department of Transportation and Infrastructure Renewal regarding gravel roads in the Municipality and the Gravel Road Capital Program. After review, it was agreed the letter be sent.

Warden Smith advised that a petition was received from the residents of Hartz Point Road in relation to the road standards. It was agreed that the petition be sent to DOTIR separately. Discussion was held regarding exploring highway cameras for the area; the CAO advised that staff have investigated the necessary requirements.

8.(e) Tom MacEwan, CAO, advised Committee that notice was received from Colin MacDonald, Director of Geographic Information Services, regarding a meeting to review geographic names in Shelburne County. Discussion was held regarding the suggested dates given for the meeting being held at the Black Loyalist Heritage Centre from 6-8 pm. CAO will advise Council of the date chosen.

8.(f) Tom MacEwan, CAO, presented Committee with draft letters. One to Develop NS requesting permission to send in pre-application for project costing on the Broadband project. Second, a letter to inform Minister Jordan of the details of the Municipality's project.

Discussion was held regarding the approval process and timelines of the project. Committee reviewed the letters. After review, it was agreed that the letters be sent.

**9. In Camera:**

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

**MOTION: ENTER "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 7:40 pm to discuss contract negotiations and personnel matters.

- **MOTION CARRIED**

**MOTION: EXIT "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 8:22 pm.

- **MOTION CARRIED**

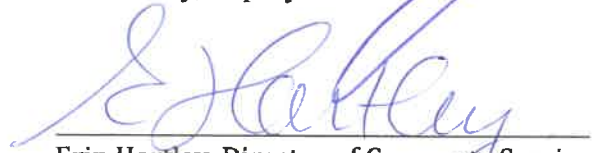
**10. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:23 pm.

**Anita DeMings**  
**Recording Secretary**

March 13 2019  
Date

  
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David Levy, Deputy Warden

  
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Erin Hartley, Director of Corporate Services