



Naturally Yours

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

---

**REGULAR SESSION OF THE 51<sup>ST</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
May 27, 2019**

The Regular Session of the 51<sup>st</sup> Council of the Municipality of the District of Shelburne was held on Monday, May 27, 2019, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

**THOSE IN ATTENDANCE WERE:**

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

**ALSO IN ATTENDANCE:**

Adam Dedrick, Director of Recreation and Parks  
Chana Ross, Executive Assistant  
Members of the Public

**REGRETS:**

Councillor John Roscoe  
Michelle Williams, Director of Finance/Deputy CAO  
Erin Hartley, Director of Corporate Services

**1. CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Warden Smith.

**2. APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of May 27, 2019, be approved with the following amendments:

- 8.(f) Conveyance of Property – Quiet Deed Claim – Removed
- 8.(j) NFSM Update – added

**- MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of April 23, 2019, be approved.

- **MOTION CARRIED**

**4. Business Arising:**

There was no business arising.

**5. Presentation:**

- (a) Department of Transportation and Infrastructure Renewal – Pamela Mehlman-Shand & Kirk Reede

5.(a) Pamela Mehlman-Shand, Area Manager for the Department of Transportation and Infrastructure Renewal presented to Council the provinces' three-year plan for the Municipality of the District of Shelburne's road maintenance and infrastructure.

Warden Smith noted that a list of priorities from each municipal district was given to Ms. Mehlman-Shand for review in advance. Ms. Shand confirmed receipt of the priorities. She summarized to Council the RIM program, the Gravel Road Program, along with the department's three-year plan for the municipal area. Warden Smith also noted that a letter from Council to Minister Hines was sent regarding gravel road conditions in the community.

Ms. Mehlman-Shand introduced Kirk Reede, new Maintenance Supervisor for the Shelburne District Office. Introductions were made and Council thanked Mr. Reede for attending the presentation with Ms. Mehlman-Shand.

Discussion was held regarding planned road maintenance and infrastructure updates by the province and various Councillor District concerns were addressed.

It was also noted that there is an issue with signage being removed and that this is an illegal act. Council directed staff to include information on this issue in the Summer Newsletter.

Council thanked Ms. Mehlman-Shand and Mr. Reede for their presentation.

**6. Finance:**

- (a) Previous Properties Acquired at Tax Sale Write Off

6.(a) Tom MacEwan, CAO, presented Committee with the Previous Properties Acquired at Tax Sale Write Off staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

There are two properties listed under Vested Properties that the Municipality no longer owns based on information reviewed and confirmed by the CAO and should be removed. The CAO also noted that more information is available in the meeting package attached.

**MOTION: PREVIOUS PROPERTIES ACQUIRED AT TAX SALE WRITE OFF**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off \$1,126.90 using Valuation Allowance #00-28211-000 for Assessment Account Number 01886452 and items listed as "Harry Wheeler."

- MOTION CARRIED

7. **Recreation:**

(a) Shelburne County Arena Deficit 2018-2019 Contribution

7.(a) Adam Dedrick, Director of Recreation and Parks, presented to Council the Shelburne County Arena Deficit 2018-2019 Contribution Request staff report.

A letter was received from the Shelburne County Arena Association outlining the 2018/2019 Arena operating budget with a deficit of \$4,577.35. The Association is requesting \$2,288.68 from the Municipality to help with the operating deficit.

General discussion was held on policies and programs held at the arena.

**MOTION: SHELburne COUNTY ARENA DEFICIT 2018-2019 CONTRIBUTION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne provide the Shelburne County Arena Association with \$2,288.68 to cover 50% of the 2018-2019 operating budget deficit of \$4,577.35.

- MOTION CARRIED

8. **Administration:**

- (a) RMRF Account Write Off
- (b) Fees Policy – Amendment
- (c) Audit and Internal Control Terms of Reference- Amendment
- (d) Hospitality Policy – Amendment
- (e) Council and Staff Expense Policy
- (f) Conveyance of Property – Quiet Deed Claim – Removed
- (g) Council Implementation Report
- (h) Internet
- (i) Roseway Manor Letter – Chairman Harding
- (j) NFSM Update

8.(a) Tom MacEwan, CAO, presented to Council the RMRF Account Write Off staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

The Regional Materials Recovery Facility (RMRF) Accounts Receivable review from March 31, 2019, has led to a request for an account write off.

This account has remained unpaid despite many attempts for collection since 2017.

**MOTION: RMRF ACCOUNT WRITE OFF**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$51.70 from RMRF Account BUCHL005 using the 2019/2020 corporate services interest and charges account.

- **MOTION CARRIED**

8.(b) Tom MacEwan, CAO, presented to Council the Fees and Charges Policy Amendment staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

The policy amendment reflects a change to the Septage Receiving Rate as approved at the April 2019 Council Meeting.

**MOTION: FEES POLICY – AMENDMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

- **MOTION CARRIED**

8.(c) Tom MacEwan, CAO, presented to Council the Audit and Internal Control Terms of Reference-Amendment staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

The amendment reflects new provincial requirements that must be included in the Audit and Internal Control Committee Terms of Reference.

**MOTION: AUDIT AND INTERNAL CONTROL TERMS OF REFERENCE- AMENDMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Audit and Internal Control Committee Terms of Reference as amended.

- **MOTION CARRIED**

8.(d) Tom MacEwan, CAO, presented to Council the Hospitality Policy Amendment staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

The amendment reflects new provincial requirements that must be included in a hospitality policy.

**MOTION: HOSPITALITY POLICY – AMENDMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Hospitality Policy as amended.

- **MOTION CARRIED**

8.(e) Tom MacEwan, CAO, presented to Council the Council and Staff Expense Policy staff report as previously discussed at the May 13, 2019, Committee of the Whole Meeting.

The amendment reflects new provincial requirements that must be included in an expense policy. These changes will bring the Municipality in line with Nova Scotia Association of Municipal Administrators (AMA) standards.

Discussion was held and the CAO noted the importance of Councillors submitting expense claims monthly.

**MOTION: COUNCIL AND STAFF EXPENSE POLICY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Council and Staff Expense Policy, including repeal of the Council and Non-Union Staff Travel Policy.

- **MOTION CARRIED**

8.(f) This item was removed from the agenda.

8.(g) The Council Implementation Report was reviewed.

8.(h) Tom MacEwan, CAO, presented to Council an update on Internet.

Discussion was held and it was noted that the terms of the agreement with Bell Aliant have been finalized. Bell is moving forward with implementing the project.

The CAO informed Council that Bell has requested a letter of support be sent to Develop Nova Scotia regarding the overall financial contribution being made to this project. Council will provide a letter of support.

It was also noted that Bell is contacting Minister Jordan regarding Innovation, Science and Economic Development Canada (ISED) reconsidering an Incremental Connect to Innovate (CTI) Award for the Rural Internet Project which Bell ranked as their top priority. It was noted that the Municipality has also written a letter to Minister Jordan on this issue and Warden Smith and the CAO will follow-up with a phone call to the Minister.

**MOTION: INTERNET**

Being duly moved and seconded, be it resolved that Council directs the Warden and the CAO to finalize the agreement with Bell Aliant for the deployment of the Fibre-to-the-Home Broadband Project in Areas A, B and D (as recommended by Bell Aliant) at a total cost to the MDS of up to \$589,100.

- **MOTION CARRIED**

8.(i) Tom MacEwan, CAO, informed Council that Chairman Harding of the Roseway Manor Board sent a letter requesting the Municipality cover one-third of legal fees associated with the process of divesting the three municipal units from Roseway Manor.

Discussion was held and clarification provided on the Municipality's role with the Roseway Manor Board and the legal process currently underway.

**MOTION: LEGAL FEES**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne pay one-third of the legal fees for Wickwire Holm to facilitate removing ourselves from the corporation.

- **MOTION CARRIED**

8.(j) Tom MacEwan, CAO, reviewed the Nova Scotia Federation of Municipalities (NSFM) update for with Council.

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

- (a) Committee Reports/ Recommendations:
  - i. Audit and Internal Control Council Report 2019/2020
- (b) Council Member Updates:
  - ii. Tri-County Library Update – Councillor Townsend

9.(a)i. Councillor Wallet reviewed the Audit and Internal Control Report with Council.

Discussion was held and it was noted that the Barrington Regional Fire Coordinator presented to the Committee on their Municipality’s process to restructure their departmental framework.

It was also noted that the Committee requested Council to direct staff to do a comprehensive report including a summary of what is being provided by each fire department within the Municipality and Fire Services in Shelburne Municipality. The CAO noted that this process has been started by staff.

9.(b)i. Councillor Townsend provided an update on the Western Counties Regional Library.

Councillor Townsend noted that she attended a meeting on May 23, 2019 regarding the Western Counties Regional Library, where the budget was passed for the operating year. It was also noted that current salaries for Library employees are being reviewed.

**10. In Camera:**

- (a) Contract Negotiations
- (b) 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 7:11 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 8:25 pm.

- **MOTION CARRIED**

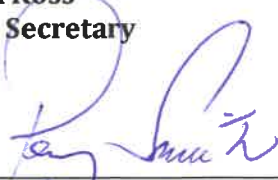
**11. ADJOURNMENT:**

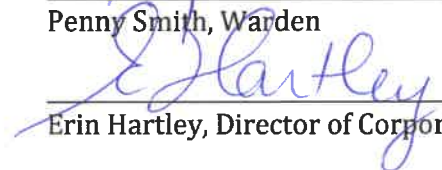
There being no further business, the meeting was adjourned at 8:26 pm.

Council Meeting  
May 27, 2019

June 27/19  
Date

**Chana Ross**  
**Recording Secretary**

  
\_\_\_\_\_  
Penny Smith, Warden

  
\_\_\_\_\_  
Erin Hartley, Director of Corporate Services