



Naturally Yours

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**COMMITTEE OF THE WHOLE  
FOR THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
June 10, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, June 10, 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 John Roscoe  
Councillor Doris Townsend  
Councillor Terry McIntyre  
Councillor Norman Wallet  
Tom MacEwan, CAO

**ALSO, IN ATTENDANCE:**

Chana Ross, Executive Assistant  
Members of the Public

**REGRETS:**

Michelle Williams, Director of Finance/Deputy CAO

1. **CALL TO ORDER:**

The meeting was called to order at 5:01 pm by Deputy Warden Levy.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of June 10, 2019, be approved as circulated.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of May 13, 2019, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **Finance:**

a. Tender Results of May 31, 2019 Tax Sale

5.(a) Tom MacEwan, CAO, presented Committee with the Tender Results of May 31, 2019 Tax Sale staff report.

Per Section 134 of the Municipal Government Act, if a property has outstanding taxes for the preceding three fiscal years, it shall be put up for tax sale. As per the Municipality of the District of Shelburne's Tax Sale Policy, when the tender tax sale list was produced in the 2018/2019 fiscal year, a "property shall be sold for tax sale if taxes are in arrears for the proceeding two fiscal years."

For the week of April 1, 2019, and May 20, 2019, a tender ad was posted in the local newspaper, as well as on Municipal website. Eight properties were available. Six received bids and two did not receive any bids. The total write offs would be \$35,216.40. Currently, the Municipality has \$68,012.26 available for write-offs.

**MOTION: TENDER RESULTS OF MAY 31, 2019 TAX SALE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,000.00 including HST from Todd Johnson for property identified as AAN#01024531 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$3,250.00 including HST from Penny Roberts & Duncan Roberts-McBride for property identified as AAN#04301439 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$2,000.00 including HST from Tim Henneberry for property identified as AAN#04339088 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,000.00 including HST from Todd Johnson for property identified as AAN#04757424 with the purchaser being required to pay a fee of \$575.00 to cover

legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$1,675.00 including HST from David Butler for property identified as AAN#08417202 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT the Council of the Municipality of the District of Shelburne accept the tender bid of \$25.00 including HST from Deborah Hamilton for property identified as AAN#08419027 with the purchaser being required to pay a fee of \$575.00 to cover legal costs associated with preparation and registration of the Certificate of Sale and Tax Deed.

THAT Council of the Municipality of the District of Shelburne write off \$35,216.40 using GL#0028211000 and GL#0045100000.

- **MOTION CARRIED**

6. **Administration:**

- a. Area Rate Policy for Fire Departments
- b. Fire Department (WCB) – Verbal Update
- c. Roseway Manor Re: Meeting with Chair – Verbal Update
- d. Monthly Building Report – May 2019

6.(a) Tom MacEwan, CAO, presented Committee with the Area Rate Policy for Fire Departments staff report for information purposes.

With respect to the acquisition of capital assets, the Municipality has adopted the Fire Department Loan Guarantee Policy (Policy 17) which permits a Fire Department to apply to the Municipality to guarantee a loan of the department.

The CAO noted that Policy 17 does not include that the primary source of funding for Fire Departments for the acquisition of capital assets such as fire trucks is an area rate. Currently, the Municipality has no policy in place with respect to the area rate process. In the past, the Municipality had a policy in place that set out the requirements for an area rate, but it was previously repealed. The CAO recommended to the Committee that Council consider adopting an Area Rate Policy that provides Fire Departments with clear guidance with respect to the requirements that must be followed before Council will consider an area rate. The CAO requested Committee review the draft policy included in the meeting package and provide comments or recommendations to the CAO to bring a finalized draft policy to June Council.

Discussion was held regarding area rates, the proposed policy, and clarification was provided on how area rates are assessed. Comments and considerations were shared regarding implementation, voting requirements and affordability. CAO noted that he is also waiting on comments from the Fire Advisory Committee and Council so that he may bring this policy to June Council.

Committee directed the CAO to review, compile and bring draft policy to June Council.

6.(b) Tom MacEwan, CAO, informed Committee of the Fire Department (WCB) update for information purposes.

The Municipality is in the process of registering Volunteer Fire Fighters for Workers' Compensation coverage, which will commence July 1, 2019. There will be an information session with a representative from the Workers' Compensation Board on June 26, 2019, at 6:00 pm. All volunteer firefighters have been invited to attend.

Discussion was held regarding coverage amounts and billing processes.

6.(c) Tom MacEwan, CAO, informed Committee of his meeting with Chair of Roseway Manor to review and ask questions regarding Roseway Manor's financials and operating budget; he provided an update.

Discussion was held and it was noted that there are concerns from Council about the operating abilities and the current budget of Roseway Manor. Committee directed the CAO to provide Council with further updates on Roseway Manor as new information is received.

6.(d) Tom MacEwan, CAO, presented the Monthly Building Report – May 2019.

The construction values for May were \$436,000, and the highlights were new residential at \$260,000 and renovations/additions at \$100,000.

7. **Committee Reports/Recommendations:**

There were no Committee Reports or Recommendations.

8. **Council Member Updates:**

Councillor Taylor advised Committee that he attended the Cadet Closing Ceremony and there were 21 Cadets in attendance. Councillor Taylor noted it was a good squadron.

Warden Smith advised Committee that she attended the Federation of Canadian Municipalities (FCM) Annual Conference and Tradeshow, May 30, 2019 - June 2, 2019, in Quebec City. It was noted that the event was well attended and the workshops were very informative.

Councillor McIntyre advised Committee that he will be away from July 18 to July 28, 2019.

9. **In Camera:**

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

**MOTION: ENTER "IN CAMERA"**

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 6:17 pm to discuss Contract Negotiations and Personnel Matters.

- **MOTION CARRIED**

**MOTION: EXIT "IN CAMERA"**

Being duly moved and seconded, be it resolved that Committee exit "In Camera" and return to Regular Session at 7:20 pm.

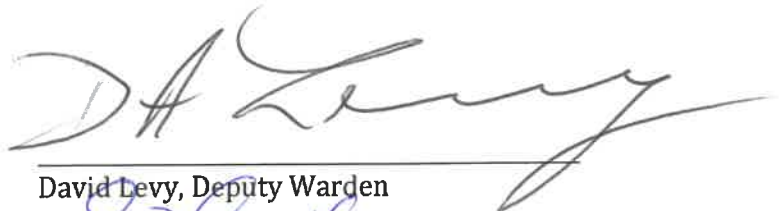
- **MOTION CARRIED**

**11. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:21 pm.

**Chana Ross  
Recording Secretary**

July 9/19  
Date



David Levy, Deputy Warden



Erin Hartley, Director of Corporate Services