



Municipality of
Shelburne

Naturally Yours

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**COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
November 12, 2019**

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Tuesday, November 12, 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
Councillor Roger Taylor
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Norman Wallet
Ken Smith, Interim CAO

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Chana Ross, Executive Assistant
Members of the Public

REGRETS:

Deputy Warden David Levy
Councillor John Roscoe

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of November 12, 2019, be approved with the following amendments:

- 7.(f) Budgetary Meetings -Added
- 7.(g) Assistance with ER Training – Dr. Pierce – Added
- 7.(h) Community Tour - Nurse Practitioner – Added
- 10.(b) Contract Negotiations – In Camera at 5:30 pm - Added

- MOTION CARRIED

3. APPROVAL OF MINUTES:

Being duly moved and seconded, be it resolved that the Minutes of October 15, 2019, be approved with the recommended amendments:

- Minor rewording - 9. (a)
- Typo - 7. (d)
- Include "Roseway Hospital" – 8. (c)

- **MOTION CARRIED**

4. Presentation:

(a) Atlantic Fisheries Fund – Brennan Goreham, Director

4.(a) Warden Smith welcomed Mr. Goreham to the meeting. Mr. Brannen began by informing Council of the intent of the Atlantic Fisheries Fund to transform and drive innovation in the Atlantic fish and seafood sector.

Discussion was held regarding the purpose of Atlantic Fisheries Fund, who can apply, eligible projects, examples of approved projects, program assistance, as well as the Provincial Areas of focus including harvesting, processing, aquaculture, operating efficiencies and sustainable methods.

Committee thanked Mr. Goreham for his presentation.

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 5:35 pm to discuss Contract Negotiations.

- **MOTION CARRIED**

10. In Camera:

(b) Contract Negotiations

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee exit "In Camera" and return to Regular Session at 6:56 pm.

- **MOTION CARRIED**

5. Business Arising:

There was no Business Arising discussed.

6. Administration:

- (a) Dangerous & Unsightly Premises Policy
- (b) Septage Disposal Policy – Proposed Amendments
- (c) 2019 Holiday Information
- (d) 2020 Meeting Calendar

6.(a) Erin Hartley, Director of Corporate Services, presented Council with the Dangerous & Unsightly Premises staff report.

Ms. Hartley advised that in January 2018 Council repealed the Municipality's Dangerous and Unsightly Premises Policy and approved an Enforcement of Summary Offence Tickets Policy which incorporated two clauses in relation to Dangerous and Unsightly properties enforcement.

It is being recommended that the repealed Dangerous & Unsightly Premises Policy be reinstated to provide clarity to the staff and the public.

It was suggested that the Bylaw Enforcement Officer be Administrator for this policy and the CAO act as the consultant on these matters.

Discussion was held regarding the proposed changes and with a new CAO coming in a few weeks Council agreed to defer this matter until December Council.

6.(b) Erin Hartley, Director of Corporate Services, presented Council with the Septage Disposal Policy staff report. Ms. Hartley advised that at the October 2019 Council Meeting, Council requested a \$50 reactivation fee be considered.

It was noted that there are a number of deactivations and reactivations made to accounts throughout the year based on compliance with the Septage Disposal Policy, this requires staff time and resources which have associated cost.

MOTION: SEPTAGE DISPOSAL POLICY AMENDMENT – NOVEMBER 2019

Being duly moved and seconded, be it resolved that Committee of the Whole recommend that Council of the Municipality of the District of Shelburne approve the attached Septage Disposal Policy as amended.

- **MOTION CARRIED**

6.(c) Erin Hartley, Director of Corporate Services, presented Council with the 2019 Holiday Information Staff report.

Ms. Hartley updated Council regarding the holiday office closure, and the holiday meet and greet being held on Monday December 23, 2019, from 2:00 pm – 4:00 pm. Also, staff is participating in a holiday food bank collection; Councillors are encouraged to participate, there is a donation box in the administration office.

Staff is working on a float for the Christmas parade and if Councillors would like to participate by walking in the parade they can meet staff on Minto Street at 6:00 pm on November 23, 2019. The New Year's Levee will be held jointly with the Town of Shelburne on Wednesday, January 1st from 2:00 pm – 4:00 pm at the Sandy Point Lighthouse Community Centre.

6.(d) Ms. Hartley, Director of Corporate Services, provided Council with the 2020 Meeting Calendar.

7. **Other:**

- (a) Monthly Building Report – October 2019
- (b) Traffic Issues - Shelburne Industrial Park
- (c) School Bus Safety - Passing When Red Lights Flashing – Warden Smith – Verbal
- (d) NSCC Funding Update – Councillor Wallet - Verbal
- (e) Dangerous and Unsightly Premises - Little Harbour – Councillor Taylor – Verbal
- (f) Budgetary Meetings
- (g) Assistance with ER Training – Dr. Pierce
- (h) Community Tour - Nurse Practitioner

7.(a) Council reviewed the Monthly Building Report.

7.(b) An e-mail was received by the Interim CAO regarding ongoing traffic issues in the Shelburne Industrial Park. The Harris' would like to request that a speed limit sign and/or crosswalk be put in place. The Harris' were told that the request would have to come for the Municipality in order to be considered.

Discussion was held regarding the importance of safety and heavy traffic areas. The layout of their business complex is such that it requires several employees to cross from one side of Adamant Drive to the other on a regular basis throughout the workday. Additionally, they operate another site further to the south on Adamant Drive and have slow moving vehicles driving back and forth as required for their business needs.

It was consensus of Council that the CAO contact DOT regarding this request.

7.(c) Warden Smith advised Council she had been contacted regarding School Bus Safety, particularly vehicles passing when the red light is flashing. It has come to Council's attention that there have been several incidents throughout the Municipality of Shelburne where drivers are not stopping for a school bus that has its red lights flashing and the stop sign deployed.

Discussion was held regarding the importance of this issue. It was agreed to review with Councillor Roscoe and bring back to Council in December.

7.(d) Councillor Wallet requested an update regarding NSCC Funding for the Marine Innovation Project. Warden Smith advised that she reached out to Mary Thompson, NSCC Principal, and distributed a handout to Councillors. Mary Thompson has asked to present to Council in December.

7.(e) Councillor Taylor requested an update regarding the Dangerous & Unsightly Premises in Little Harbour and expressed concerns regarding the length of time this file has been active.

The CAO was requested to follow up with the By-Law Enforcement Officer.

7.(f) Warden Smith requested availability of Council for Budgetary Meetings to discuss strategic priorities.

It was agreed that the meeting be held on January 14, 2020 at 5:00 pm.

7.(g) Warden Smith updated Council that she received an e-mail from Jodi Ybarra requesting assistance for ER Training for Dr. Pierce.

It was noted that the funding would be used to cover costs associated with the training, not the training directly.

MOTION: ASSISTANCE WITH EMERGENCY ROOM TRAINING – DR. PIERCE

Being duly moved and seconded, be it resolved that Committee of the Whole recommend that Council of the Municipality of Shelburne provide assistance to Dr. Pierce in the amount of \$5,552.20 for costs associated with Emergency Room Training Courses.

- **MOTION CARRIED**

7. (h) Councillor Wallet updated Council regarding the Community Tour with the nurse practitioner. It was noted that although our package of incentives was the best offered, unfortunately he decided to go with Annapolis for other reasons.

While on the topic of health care, Warden Smith reviewed correspondence with Doctors NS, noting topics and recommendations for their November 25, 2019 meeting.

8. Committee Reports/ Recommendations:

Councillor Taylor advised Council that he attended the Western Region Stakeholder Interaction Committee Meeting regarding forestry management.

9. Council Member Updates:

Warden Smith advised that she and Councillor Taylor attended the NSFM Conference and gave a brief overview.

Staff were requested to research available funding for possible projects related to the Municipal Climate Change Adaptation Plan and include in budget deliberations.

Warden Smith advised that she has been made aware of a high interest bank account for municipalities, staff were requested to research this possibility.

10. In Camera:

(a) Personnel Matters

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 7:54 pm to discuss 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 8:00 pm.

- MOTION CARRIED

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:01 pm.

**Anita DeMings
Recording Secretary**

January 15, 2020
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services