

MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY, August 6th, 2008

The Town Council met in the Council Chamber of the Town Hall at Shelburne, Nova Scotia on Wednesday, August 6th, 2008 at 7:00pm.

Those present were His Worship Mayor P.G. Comeau, Deputy Mayor Tony Mahaney, and Councillors Elizabeth Acker, Alan Delaney, Bernard Nickerson, Bill Murray and Allan Reid.

The meeting was called to order by Mayor Comeau.

Mayor Comeau asked that the Councillors have one minute of silence for former Councillor Allan Keith who recently passed away.

It was moved by Councillor Nickerson and seconded by Councillor Delaney, "Resolved that Minutes of a regular meeting of Town Council held on July 2nd, 2008 be received and adopted as circulated". Motion Carried

The Mayor welcomed the 3rd New Jersey Volunteers to the Council Chamber. Bob Guay presented a token of appreciation from the Brigade of the American Revolution and the 3rd New Jersey Volunteers to the Shelburne Town Council for their support during the festivities held in July. They noted that it was the biggest encampment in the Shelburne area to date, and that they received many positive comments regarding the hospitality from the Town. Mayor Comeau on behalf of Town Council thanked the 3rd New Jersey Volunteers for the gift.

It was moved by Councillor Acker and seconded by Councillor Murray, "Resolved that the Correspondence be received as circulated". Motion Carried

The Correspondence was dealt with in the following manner.

A letter was received from Marilyn Johnston, Director of Recreation & Parks, Municipality of the District of Shelburne, regarding a Motion to cost share 50/50 with the Town on the maintenance of the Albert Acker Memorial Field. It was agreed to have the correspondence reviewed by the Parks and Recreation Commission at their September meeting.

A letter was received from Cathy Holmes and Elizabeth Rhuland, Shelburne & Area Chamber of Commerce, thanking the Town Council, Public Works Department and the Parks and Recreation Department for all the support and cooperation received with the Communities in Bloom. It was agreed that the letter of thanks would be passed on to the appropriate Departments.

A letter was received for information from the Nova Scotia Guild of Town Criers, thanking the Town for hosting the Town Crier Competition as part of the 225th Loyalist Celebrations.

It was moved by Councillor Acker seconded by Councillor Murray,

"Resolved that the Town of Shelburne send a letter of support in principle to Community Recreation Capital Grant and the Community ACCESS-ability Program for the Shelburne Harbour Yacht Club to install an elevator in the facility." Motion Carried

It was moved by Deputy Mayor Tony Mahaney seconded by Councillor Delaney, "Resolved that the Building Inspector's Report for June 2008 be received." Motion Carried

It was moved by Deputy Mayor Mahaney and seconded by Councillor Murray, "Resolved that the Special Constable's Report for July be received." Motion Carried

It was moved by Councillor Murray and seconded by Deputy Mayor Mahaney, "Resolved that the Parks and Recreation Director's Report for June be received." Motion Carried

It was moved by Councillor Reid and seconded by Councillor Murray, "Resolved that bills as approved amounting to \$ 232,829.21 be received and paid." Motion Carried

Mayor's Items

Mayor Comeau commented on the busy month July had been and congratulated the Loyalist Landing Committee for the many events held. He further noted that due to illness he was not able to attend the Town Criers Supper, he had attended the Garden Party and noted that there was an excellent turnout, on July 22nd he attended Mrs. Ernie Harris's 90th Birthday, and later that day attended a "Meet and Greet" at the Library for the Communities in Bloom.

Mayor Comeau reported that on July 10th he met with CBCL to discuss the progress on the Water Plant Upgrades, and he noted that a date of August 31st for completion was given.

Mayor Comeau reported on a Team Shelburne meeting held July 23rd, noting a Motion was passed regarding the Municipality of the District of Barrington spending their share of funds from the sale of the former Youth Centre to establish an Industrial Park, a tourism coordinator for the area was discussed and a motion to dissolve Team Shelburne was defeated 3-2.

Mayor Comeau commented on the Doctor Recruitment Team and noted that the Town had granted \$3,500, the Municipality of the District of Shelburne has granted \$3,500 and the Foundation has granted \$1,200. He also noted that the website is now up and running and Allan Keith who was an active member of the recruitment team will be missed.

July 24th a special meeting was called for the Shelburne Port Authority regarding a feasibility study. It was moved by Deputy Mayor Tony Mahaney seconded by Councillor Reid, "Resolved that the Minutes of the Shelburne Port Authority Meeting held July 24th, 2008 be received and adopted." Motion Carried

Mayor Comeau reported on three (3) Finance and Audit Committee meetings held in July. Comments were made regarding a repayable grant to the South West Shore Development Authority in the amount of \$4,200, a financial contribution of \$1,250 granted to the Shelburne County Recreation Society to be put towards liability insurance, funding for a Tourism Coordinator from the Shelburne County Municipal Units were discussed, sale of Town owned surplus properties, capital expenditure for Town departments, and several discussions on the Town General Budget 2008/09, Water Utility Budget 2008/09, Port Authority Budget 2008/09, and sewer service charges for 2008/09. It was moved by Councillor Reid seconded by Councillor Delaney,

"Resolved that the Minutes of the Finance and Audit Committee Meeting held on July 15th, 2008 be received and adopted." Motion Carried

It was moved by Councillor Murray seconded by Deputy Mayor Mahaney, "Resolved that the Minutes of the Finance and Audit Committee Meeting held on July 23rd, 2008 be received and adopted." Motion Carried

It was moved by Deputy Mayor Mahaney seconded by Councillor Delaney, "Resolved that the Minutes of the Finance and Audit Committee Meeting held on July 28th, 2008 be received and adopted." Motion Carried

Discussions took place on clarification on the Municipality of the District of Barrington possibly funding their own Tourism Coordinator. Further discussions took place on the purchase of green carts and adhering to Town By-Laws.

It was moved by Deputy Mayor Mahaney seconded by Councillor Nickerson, "Resolved that the Council of the Town of Shelburne estimates that the sum required for the lawful purposes of the Town for the fiscal year 2008/09 after crediting the probable revenue from all sources other than the rates for the year is the sum of \$1,881,452,

Further Resolved that the Town Council hereby authorizes the levying and collecting of the following dual tax rates for the current fiscal year of 2008/09; Commercial Rate of \$3.69 per \$100.00 on the assessed value of commercial property assessed in the Assessment Roll for the current year; Residential Rate of \$2.04 per \$100.00 on the assessed value of residential and resource property assessed in the Assessment Roll for the fiscal year these being the rates the Council deems sufficient to raise the sum required to defray the expenditures of the Town for the current fiscal year;

Further Resolved that payment of the rates and taxes as set down in the Assessment Roll for the fiscal year 2008/09 is required to be made to the Treasurer on or before the 22nd day of September, 2008 and that after the said date the Treasurer shall proceed to issue warrants and tax sale proceedings for the collection of all rates and taxes then unpaid;

Further Resolved that an additional percentage charge for nonpayment of any such rates and taxes at the rate of 15 percent per annum be charged on and after the 22nd day of September, 2008" Motion Carried

It was moved by Councillor Reid seconded by Councillor Delaney, "Resolved that the annual sewer service charge be set at \$198.00 per unit for the fiscal year 2008/09 and that an additional percentage charge for nonpayment of the annual sewer service charge at the rate of 15 percent per annum be charged on and after the 22nd day of September, 2008." Motion Carried

It was moved by Councillor Acker seconded by Councillor Delaney, "Resolved that the Water Utility Budget for 2008/09 and projections for 2009/10 be approved." Motion Carried

It was moved by Councillor Nickerson seconded by Councillor Reid, "Resolved that the Port Authority Budget for 2008/09 be approved." Motion Carried

It was moved by Councillor Murray seconded by Councillor Acker, "Resolved that authorization be given to transfer \$11,000 from the Landfill Reserve to the Town General operating Fund for the year 2008/09." Motion Carried

It was moved by Councillor Delaney seconded by Councillor Reid,
“Resolved that authorization be given to transfer \$60,000 from the Special Reserve Fund Equipment Reserve to the Town General Operating Fund for the fiscal year 2008/09.” Motion Carried

Committee Reports were given

Deputy Mayor Mahaney reported on the Personnel Meeting held on Wednesday, July 2nd, 2008 and he noted that the probationary period for Lauren Robinson, secretary for the Parks and Recreation Department ended on July 14th and it was agreed to have Ms. Robinson continue working with the Parks and Recreation Department, also discussed was the position of manager at the Shelburne Visitor Information Centre and it was agreed to engage Hazel Keddy as the new manager. It was moved by Deputy Mayor Mahaney seconded by Councillor Murray,
“Resolved that the Minutes of the Personnel Committee Meeting held on July 2nd, 2008 be received and adopted.” Motion Carried

Deputy Mayor Mahaney reported on the Personnel Meeting held on Thursday, July 28th, 2008 and he noted Mr. Charles Thomas’s probationary period as the Water Plant Operator would be ending on August 14th, and seventeen (17) applications were received for the position of Assistant Sewage Treatment/Water Utility employee. The Committee short listed the applications and agreed to interview seven (7) of the applicants. It was moved by Deputy Mayor Mahaney seconded by Councillor Murray,
“Resolved that the Minutes of the Personnel Committee Meeting held on July 28th, 2008 be received and adopted.” Motion Carried

Deputy Mayor Mahaney reported on the Shelburne Visitor Information Centre Statistics for July 2008. He noted that the report indicated a total of 2,564 visitors, an increase of 55% from July of 2007.

Councillor Nickerson reported on the Western Counties Regional Library Annual Report for April 1, 2007 to March 31st, 2008. He further noted that the Shelburne branch showed 22,880 visitors to the branch and the public access computers were used by 7,077 people making the Shelburne Branch the fourth largest use in the Western Counties Regional area.

Clerk’s Items

It was moved by Deputy Mayor Mahaney and seconded by Councillor Murray,
“Resolved that the Towns Financial Statement for the fiscal year ending March 31st, 2008 as prepared by Redding and Drane registered Municipal auditors be received and adopted;
Further Resolved that the following parts of the Financial Statements be made available to the public at the Town office, Auditors Report, the Statement of Operations General Section and Operating Fund Balance Sheet; and
Further Resolved that the Mayor and Clerk be authorized to sign a letter of engagement and a letter of representation with respect to the engaging of Redding and Drane to undertake the audit for the Town of Shelburne and the Towns understanding of the audit procedures which were conducted in order to express the opinion of the Financial Statements for the Town of Shelburne.” Motion Carried

Two “Requests for Proposals” for the Integrated Community Sustainability Plan were received. A letter was received from the Institute for Planning and Design, noting a time restraint in preparing a proposal, but noted they were interested in assisting the Town. The following tenders were opened:

CBCL Limited	\$19,900 + HST
Jacques Whitford	\$31,480 + HST

It was agreed to table the “Request for Proposals” until the September Council meeting after the Deputy Clerk has reviewed the proposals.

It was moved by Deputy Mahaney seconded by Councillor Acker,
“Resolved Town Council hereby authorizes the Town Solicitor to commence such legal action as is necessary and apply to the Supreme Court under the Municipal Government Act to prevent the continued violation of the Land Use By-Law and or Unsightly premises By-Law at 42 Falls Lane.” Motion Carried

New Business

Deputy Mayor Mahaney reported on the Deputy Clerk's probationary period ending August 13th. It was moved by Deputy Mayor Mahaney seconded by Councillor Acker, "Resolved that Rhonda Henneberry continue in the position of Deputy Clerk for the Town of Shelburne." Motion Carried

Deputy Mayor Mahaney reported on a number of street lights not working in the Town. It was suggested that Public Works would review the street lights. He further noted that on recommendation from the manager of the Shelburne Visitor Information Centre, the Chamber of Commerce should notify the Centre when any special activities are happening in the Town to have these activities passed on to the visitors.

Councillor Acker reported on the Joint Services Board and discussions regarding the name in which the three Councils would be referred to. The three municipal logos are placed on the trucks and discussions took place on "Shared Services" and "Joint Services Board". It was agreed that the Town of Shelburne would prefer the Board continue as the Joint Services Board.

Councillor Acker further noted that the Tri-County Regional School Board has received an additional \$500,000 in funding, and instead of three (3) teachers cut only two (2) will be cut. She further noted that the Shelburne High School will be offering a new program called "Excellence in Trades". This new program will allow students to learn a trade while attending High School.

Councillor Acker noted that a memorial service will be taking place at the Trinity United Church for former Councillor Allan Keith on September 6th, at 11:00am.

Further Business

A Personnel Meeting was set for Monday, August 25th at 6:15 pm to interview the seven (7) candidates for the position of Assistant Sewage Treatment/Water Utility employee.

A Planning Advisory Committee Meeting was set for Wednesday, August 27th at 6:30 pm.

There being no further business at 8:12pm, on Motion the meeting adjourned.

P.G. Comeau, Mayor

C. Wilmont Hardy, Town Clerk