

## MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY, MARCH 3rd, 2010

The Town Council met in the Council Chambers of the Town Hall at Shelburne, Nova Scotia on Wednesday, March 3rd, 2010 at 7:00pm.

Those present were His Worship Mayor Alan Delaney, Deputy Mayor Elizabeth Acker, and Councillors Tony Mahaney, Karen Mattatall, Bernard Nickerson, Michael Race and Elizabeth Rhuland.

The meeting was called to order by Mayor Delaney.

It was moved by Councillor Mahaney and seconded by Councillor Nickerson, "Resolved that the Agenda for the March Council Meeting be approved." **Motion Carried**

It was moved by Deputy Mayor Acker and seconded by Councillor Rhuland, "Resolved that Minutes of a Regular Meeting of Town Council held on February 3rd, 2010 be received and adopted as circulated". **Motion Carried**

Mayor Delaney welcomed Bernadette MacDonald, Executive Director, Tri County Women's Centre. Ms. MacDonald came before Council to discuss the Supportive Housing Youth Focus Team (SHYFT) and the growing social problem and need for supportive housing options for youth at risk. She noted that SHYFT is focused on establishing supportive housing options for two categories of at-risk youth; homeless single youth and young single mothers. A facility in Yarmouth has been purchased, the former Yarmouth Backpacker. The facility will be supervised twenty-four (24) hours and provides seven (7) bedrooms. The facility will provide a home environment with a possible drop in service for the use of the kitchen and laundry services. Ms. MacDonald noted that the Tri County Women's Centre has assisted SHYFT in applying for funding under the Homeless Partnering Strategy, and that capital expenses will be covered federally. She further noted that community fundraising is underway, and an additional \$15,000 is being requested from Municipal units representing 61,093 people. It was noted that the grant would be at a rate of twenty-five cents per person, the Town's contribution was  $1,879 \times .25 = \$469.75$ . A request from the Town of Shelburne is for \$500 with a commitment to continue support over the next five years. Ms. MacDonald noted that the openings at the facility would be based on need, would provide a transition period for the youth at risk and it is anticipated that one (1) year would be the maximum individual time spent at the facility. Ms. MacDonald left her five (5) year business plan along with a fifteen minute DVD for Councils consideration. Ms. MacDonald was thanked for her presentation and it was noted that Council would require further discussion at the next Finance and Audit Committee Meeting.

Mayor Delaney welcomed Emily Tipton, Chairman Bob Legere, and Site Manager Jodi Ybarra, to Council for a presentation on the Shelburne County Health Care Professional Recruitment and Retention Committee. Mrs. Tipton did a power point presentation noting the new Committee has a broader mandate and focus that will expand to cover all health care professionals and is a community-led committee of volunteers who will be working closely with the South West Health. She noted that the former Shelburne Physician Recruitment Committee was an adhoc committee formed during a critical doctor shortage and it operated from July 2008 to January 2010. She was pleased to note that one full time doctor and one full time ER doctor has been recruited for Shelburne and one new doctor for the Barrington area, which has alleviated the immediate stress. The Committee is now looking beyond the immediate need and into the next five (5) years, not only for physicians but also nurses, nurse practitioners, pharmacists and diagnostic imaging technicians. The Committee will be collaborating with the South West Health, and municipalities in Shelburne County and have developed several areas to focus on such as, developing incentives, online advertising, scholarship fund for local students, and to advocate for removal of re-qualifications and licensing requirements for doctors from Britain, Ireland and South Africa. The Shelburne County Health Care Professional Recruitment and Retention Committee has devised a 2010 budget in the amount of \$10,500 for items such as advertising, entertainment for visiting professionals, job fairs, travel and accommodations for visiting professionals, retention activities and hospitality gifts. The Committee was requesting support from Municipal units in the form of financial or in-kind contributions as well as assisting the committee on leads of interested youth or health care professionals who may be interested in Shelburne County. It was noted that any individual may donate to the Committee and a tax receipt would be issued. The Committee was thanked for their presentation and their volunteered time and efforts put towards the recruitment and retention of professionals. It was moved by Councillor Mattatall seconded by Deputy Mayor Acker, "Resolved that the Town of Shelburne write a letter to College Physicians to open seats and request for the removal of re-qualification and licensing requirements from other countries with the same standards." **Motion Carried**

It was moved by Councillor Mahaney seconded by Councillor Nickerson, "Resolved that the correspondence be received as circulated." **Motion Carried**

The correspondence was dealt with in the following manner.

It was moved by Councillor Nickerson seconded by Councillor Rhuland, "Resolved that the Building Inspection Services Report for January 2010 be received." **Motion Carried**

It was moved by Councillor Mahaney seconded by Councillor Rhuland,  
“Resolved that the Special Constable’s Report for February 2010 be received.” **Motion Carried**

It was moved by Councillor Nickerson seconded by Councillor Race,  
“Resolved that the Parks and Recreation Director’s Report for January 2010 be received.” **Motion Carried**

It was moved by Councillor Rhuland seconded by Councillor Mattatall,  
“Resolved that the Physical Activity & Community School Coordinator’s Report for January 2010 be received.” **Motion Carried**

It was moved by Councillor Rhuland seconded by Councillor Race,  
“Resolved that bills as approved amounting to \$153,055.69 be received and paid.” **Motion Carried**

### **Committee Reports**

Councillor Mahaney reported on the Shelburne County Arena Association meeting held on February 11<sup>th</sup>, 2010. He noted that the year to date budget was reviewed and that the canteen is not a money maker but breaks even and a small profit may be made once inventory is depleted. The new heating system was installed and a review will be taking place on the anticipated decrease in oil consumption. Councillor Mahaney further noted that a new zamboni door was installed, other capital projects were reviewed and clarification was being requested on a lighting grant. He further noted that preschool skating was increasing in numbers and that a free skate sponsored by On Shore Construction was a great success. It was moved by Councillor Mahaney seconded by Councillor Race,

“Resolved that this verbal Report of the Shelburne County Arena Association Meeting held on February 11<sup>th</sup>, 2010 be received.” **Motion Carried**

Councillor Mahaney reported on the Personnel Meeting held on February 11<sup>th</sup>, 2010. A list of responsibilities and job descriptions were reviewed for the Town Clerk position and it was agreed to begin advertising for the position. He further noted that the Deputy Clerk was to research for a funding grant to assist in categorizing and organizing the Town Office. It was moved by Councillor Mahaney seconded by Deputy Mayor Acker,

“Resolved that Minutes of the Personnel Committee Meeting held on February 11<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

Councillor Mahaney reported on the Shelburne Area Chamber of Commerce Meeting held on February 17<sup>th</sup>, 2010. Bob Sinden, Chair of the Chamber had resigned and Jim Spencer, Vice Chair assumed the position until the new election of officers. Councillor Mahaney noted that the Chamber was looking for new members and officers, Mr. Rick Davis would be updating and maintaining the web page, the Chamber was assisting in preparing an economic impact study on the need and value of the cat ferry. It was moved by Councillor Mahaney seconded by Councillor Nickerson,

“Resolved that this verbal Report of the Shelburne Area Chamber of Commerce Meeting held on February 17<sup>th</sup>, 2010 be received.” **Motion Carried**

Councillor Mahaney reported on the Personnel Meeting held on February 15<sup>th</sup>, 2010. He noted that the personnel committee met with representatives from the Local Union who were accompanied by Brian MacEachern, Assistant Business Manager and Mike MacDonald, Business Manager, IBEW, Local 1928 to discuss the ongoing union negotiations. It was further noted that the Union would be requesting the services of a conciliation officer to continue discussions. It was moved by Councillor Mahaney seconded by Deputy Mayor Acker,

“Resolved that Minutes of the Personnel Committee Meeting held on February 15<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

Councillor Mattatall reported on the Revision of By-Laws Committee held on February 15<sup>th</sup>, 2010. Councillor Mattatall noted that the Committee reviewed the issue of per unit rates for car washes and recommends Council change the schedule from the current rate of three (3) per unit to one (1) per unit. She further noted that three (3) by-laws would be coming before the April Council Meeting for first reading; Noise By-law, Fire Prevention By-Law, and the Shelburne County East Emergency Response By-Law. It was moved by Councillor Mattatall seconded by Councillor Rhuland,

“Resolved that Minutes of the Revision of By-laws Meeting held on February 15<sup>th</sup>, 2010 be received.” **Motion Carried**

Councillor Race reported on the Shelburne Parks and Recreation Commission Meeting held on February 24<sup>th</sup>, 2010. He noted that nomination forms received for Volunteer Week 2010 were reviewed and the representative chosen for the Town was Hilda Thomas. He further noted that the Shelburne County Lobster Festival Committee were preparing their 2010 program brochure, and that Our Community-Something for Everyone will be held at Shelburne Regional High School on April 24<sup>th</sup> with a display of over twenty (20) booths and musical entertainment. It was moved by Councillor Race seconded by Deputy Mayor Acker,

“Resolved that Minutes of the Shelburne Parks and Recreation Commission Meeting held on February 24<sup>th</sup>, 2010 be received and accepted.” **Motion Carried**

Councillor Rhuland gave a verbal report on the Regional Development Authority meeting held in February. She noted that the authority is in the transition stage from the old to the new, and that the primary discussions were held around the ombudsmen report and the recommendations from the report. She further noted that an administrative review on the Regional Development Authority was being conducted by Ernest Young. It was moved by Councillor Rhuland seconded by Councillor Nickerson,

“Resolved that the verbal report of the Regional Development Authority Meeting held on February 24th, 2010 be received.” **Motion Carried**

Councillor Nickerson reported on the Occupational Health & Safety Committee Meeting held on February 25<sup>th</sup>, 2010. He noted that two (2) employees were scheduled for an excavation course this month and that permission was granted from the South West Health to the Town to use their WHIMIS tutorial with proper alterations. He further noted that an audit was completed on the Town Dump and concerns were expressed regarding safety boots being worn and a first aid kit being on location. It was moved by Councillor Nickerson seconded by Councillor Rhuland,

“Resolved that Minutes of the Occupational Health & Safety Committee Meeting held on February 25<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

### **Mayor's Items**

Mayor Delaney reported on Minutes of the Water Utility Committee Meeting held on February 10th. He noted that discussions took place regarding the Town implementing a Source Water Protection Plan for the Lake Rodney area and representation from various organizations and citizens would be requested. Further discussion took place on a remote monitoring plan for the water treatment plant, a Sludge Management Plan required for byproducts of treated water and the water towers requiring cathodic protection for preservation. It was moved by Councilor Race seconded by Councillor Mattattall,

“Resolved that Minutes of the Water Utility Committee Meeting held on February 10<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

Mayor Delaney reported on the Shelburne Port Authority Meeting held on February 17<sup>th</sup>, 2010. He noted that an application under the Job Creation Program (JCP) was being prepared for an assistant to the Port Manager, a tender be issued to complete the Environmental Assessment of the Marine Terminal expansion project, and the Committee reviewed accounts to be written off for various reasons. It was moved by Councillor Mahaney seconded by Councillor Rhuland,

“Resolved that Minutes of the Shelburne Port Authority Meeting held on February 17<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

Mayor Delaney noted that a membership to the Federation of Canadian Municipal's should be considered for the 2010 fiscal year. He noted that the Town has received various grants to assist in projects and should show support by joining. It was moved by Deputy Mayor Acker seconded by Councillor Rhuland,

“Resolved that the Town of Shelburne show their support by paying a membership fee to join the Federation of Canadian Municipalities.” **Motion Carried**

Mayor Delaney reported on the Finance and Audit Committee Meeting held on February 24<sup>th</sup>, 2010. He noted that the Term of Reference for the Town of Shelburne's Governance/Organizational Study was reviewed, an expression of interest was reviewed in developing a Wind Energy Development Plan and the Shelburne County Volunteer Services Coordinator position was discussed. Discussion took place on a request to rename Cornwallis Street and it was noted that the Cornwallis Street in the Town of Shelburne was named after Lieutenant General Charles Cornwallis and would not be changed. Further discussions took place on the SC Transportation Society and it was agreed to support in principle until after the needs study/assessment has been completed. The Finance and Audit Committee agreed to place an Ad in the 2010 Shelburne County Visitors Information Guide with suggestions to be made on the layout. The Committee was informed that Honourable Ramona Jennex, Minister of Service Nova Scotia and Municipal Relations was scheduled to visit and a list of priorities to discuss was reviewed. A number of properties in arrears were reviewed, and that the Parks and Recreation Department be authorized to contribute half of the amount required to purchase a sign to be erected at the Shelburne Arena advertising “Enjoy Nova Scotia Lobster”.

It was moved by Councillor Nickerson seconded by Councillor Race,  
“Resolved that Minutes of the Finance and Audit Committee Meeting held on February 24<sup>th</sup>, 2010 be received and adopted.” **Motion Carried**

### **Clerk's Items**

It was moved by Deputy Mayor Acker seconded by Councillor Race,  
“Resolved that all outstanding taxes with a balance of \$10.00 or over, as of March 31<sup>st</sup>, 2010, be published in the local paper.” **Motion Carried**

It was moved by Councillor Mahaney seconded by Councilor Rhuland,  
“Resolved that Town Council authorize the withdrawal of \$6,201.61 from the Gas Tax Fund to be transferred to the Town General Operating Fund.” **Motion Carried**

It was moved by Councillor Mahaney seconded by Councillor Rhuland,  
“Resolved that the following list of taxes and miscellaneous accounts receivable be written off as per Schedule “A” attached to the Minutes.” **Motion Carried**

It was moved by Deputy Mayor Acker seconded by Councillor Nickerson,  
“Resolved that Mr. Andrew Goreham be appointed as a Certified Building/Fire Inspector for the Town of Shelburne.” **Motion Carried**

Discussion took place on issuing a letter of comfort for 42 Thomas Street. It was noted that the property encroached the Thomas Street right of way by 10.3 feet. It was moved by Councillor Mahaney seconded by Councillor Nickerson,  
“Resolved that the Town issue a letter of comfort to Gerald Box and Jane Bentley of 42 Thomas Street, acknowledging the encroachment on Thomas Street.” **Motion Carried**

### **New Business**

It was moved by Councillor Mahaney seconded by Councillor Mattatall,  
“Resolved that Mayor Delaney on behalf of the Town of Shelburne write a letter to support the re-funding of the Trust Fund for Clean Air and Climate Change within the Federal Budget.” **Motion Carried**

Councillor Mattatall congratulated the S.R.H.S. Rebels. She noted that it was the first time in history that the Junior Boys basketball team won regionals with a season record of 31 wins and 0 loses, and the senior girl’s basketball team has won districts, regionals and are wished the best of luck at provincials.

Councillor Mattatall thanked Ben Holmes for the donation of \$1,200. to the Haiti Relief Fund from the sale of his book.

Deputy Mayor Acker noted that the Terms of Reference for the Governance/Organizational Study had gone out to six (6) consultants. One consultant had requested a site visit so the other five consultants will be notified of the scheduled date.

### **Further Business**

The following meetings were scheduled:

March 11 <sup>th</sup>	Civic Building and Properties	6:30pm
March 11 <sup>th</sup>	Personnel Committee	7:00pm
March 25 <sup>th</sup>	Water Utility	6:30pm

There being no further business at 8:17pm, on Motion the meeting adjourned.

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Mayor

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Clerk