



AGENDA
Town Council Meeting (by video conference)
Monday June 7th, 2021
7:00 p.m.

Doc Ref:

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on May 3rd, 2021**
- 4) **Proclamations:**
 - National Pride Month (June)
 - National Blood Donor Week (June 14th - 20th)
 - National Indigenous Peoples Day (June 21st)
- 5) **Delegations: None**
- 6) **Correspondence: None**
- 7) **Council Items:**
 - a) Founders Days
 - b) Water Assistance Response plan
 - c) CAO Update
- 8) **Committee Reports:**
 - a) CP&V Committee-Minutes D22-A29
- 9) **Staff Reports:**
 - a) Staff Report- Interest on Tax & Water bills D22-A30
 - b) Staff Report –Tourism website D22-A31
- 10) **New Business:**
- 11) **In-Camera**
 - MGA Section 22-2 (e) Contract Negotiations
- 12) **Upcoming Meetings:**
 - a) Accessibility Committee June 16th, 2021 (virtual)
 - b) Town Council-Monday June 21st, 2021, at 7pm (location: tbd)
- 13) **Adjournment**



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday, March 4th, 2021
6 p.m.

Committee Members Present:

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Holly Renaud / Public Member
- Cheryl Bower / Public Member
- Deby Varner MacAlpine / Public Member
- Elizabeth Acker / Council Member
- Ben Nickerson / Council Member
- Robin Smith / Town Staff Member

Document # D22-A29	
Rec'd by <i>MS</i>	
Date <i>June 2/21</i>	
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Council	<input checked="" type="checkbox"/>
Agenda	<input type="checkbox"/>
Committee	<input checked="" type="checkbox"/>
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1. Call to Order

Chair Mahaney called the meeting to order at 6:03p.m.

2. Approval of Agenda

Acker-Bower

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday March 4th, 2021 be approved.

CARRIED

3. Approval of Minutes

MacAlpine-Ayer

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday February 4th, 2021 be approved with the following amendments:
 That Cheryl inquired about the weather wrapping at Guild Hall and Mary was inquiring about the chairs.

CARRIED

4. Delegations

None

5. Correspondence

None

6. CP&V Items

a) Committee Membership

The Committee still has one vacant position. Robin has advertised on the Town's social media and website, as well as the electronic sign and Mary has put up some posters around

Town. We will continue to spread the word in hopes of someone being interested in the near future.

b) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

c) Provincial Volunteer Awards Ceremony

This year the Awards Ceremony will be a virtual event on April 26th. Robin has submitted the Town's nominee for the year which is Darren Jacklin. Darren has played an active role in the community volunteering and has made a lasting positive impact for many. We will recognize Darren on our Town social media site and website.

d) Memorial Trees and Benches

Robin updated the Committee on this item. There was not much feedback from other units on either of these items, but we do have resources/information for the benches that are already around town. Regarding the Memorial trees, that is something that is on Councils outstanding motion list and will be looked at in the near future. The Town of Shelburne Tree Policy was provided to all members.

e) Grants to Organizations

The Committee again reviewed the applications and now had an amount to work with from Council for this year's upcoming budget. The committee went through and discussed all applications and allocated monies to organizations. A report will go to Council at the Special Town Council Meeting on Monday March 8th 2021 with the recommendations from the CP&V Committee.

Renaud-Nickerson

THAT the Grants to Organizations for the 2021-22 fiscal year be sent to Council as a recommendation from the CP&V Committee.

CARRIED

f) Guild Hall

Robin updated the Committee that Public Works checked on the chairs at the Guild Hall and everything is fine with them. As well, the weather wrapping is on their list of tasks and will be done this Spring.

g) Multi-Cultural Event

Robin had sent out an email to all other units for some feedback/information for planning in the future. There was no response from any other units. It would be something the Committee has interest in being a part of/planning sometime in the future.

7. New Business

a) Community Participation-Neighbourhood Spring Clean Up

Cheryl brought it up to the Committee that every day when she walks there is so much litter in our little community. Discussion was held about ideas that could be done in the community for a community spring clean-up. It was discussed to recommend to Council to consider promoting/helping organize a "Get R Done" Spring Clean-up week in April during

the week of Earth Day. The committee would like to know if the town would be able to provide garbage bags/gloves and possibly assist with picking up garbage bags that people collect in their neighbourhood. Robin will bring forward at the next regular Council meeting.

b) Snowflakes

Deby has noticed that some of the Snowflakes on the poles had sections of them not working. Robin will investigate if there is an insurance on them as they have only been up for 3 winters to date.

c) Adjournment

MacAlpine

THAT the CP & V Meeting for Thursday March 4th, 2021 be adjourned at 7:07 p.m.

CARRIED



Town of Shelburne
Staff Report – Regular Council Meeting
June 7, 2021

Document # D22-1A30	
Rec'd by MS	
Date June 7/21	
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Council	✓
Agenda	✓
Committee	

General Overview:

The purpose of this report is to inform Council of recommendations to change due date of 2021/22 Interim Tax Invoices and Water Invoices for the period January to March 2021

Background:

The Town of Shelburne issued the Interim Tax Invoices on April 22, 2021, with a due date of May 31, 2021. The Town of Shelburne issued Water Invoices on April 23, 2021, with a due date of May 31, 2021.

Analysis:

The Town Office was closed to the Public on April 28, 2021, due to Provincial COVID restrictions. Customers had the option of paying by cheque, money order, draft, Online Banking and by way of Credit Card through PlastiQ which has a service charge attached. There are a number of customers that pay by cash and were unable to do so with the office closure. We are now in the initial phase of reopening to the public with an expected date of reopening of June 14, 2021. I am suggesting that the due date for the Interim Tax and Water Invoices be changed to June 30, 2021, in order to give those customers that pay by cash more time to pay their invoice without any interest penalty.

Financial Analysis:

Any loss of Revenue from delaying the due date will be replaced by the COVID Safe Restart Funding received from the government.

Recommendations:

THAT Council approves extending the due date for the 2021/22 Interim Tax and Water Invoices from May 31, 2021 to June 30, 2021.

Respectfully submitted,

Jane Crowell, Manager Finance



**Town of Shelburne
Staff Report
Tourism Website
June 2021**

Document #	P22-A31
Rec'd by	MS
Date	June 7/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
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Committee	<input type="checkbox"/>

To: Town Council
From: Robin Smith
Re: Tourism Website
Date: June 7th, 2021

Origin:

In 2014, the Town of Shelburne had a Tourism Coordinator position and there was a partnership created with the Town of Lockeport for a website of www.visitshelburneandlockeport.com

Background:

In 2014, the Tourism Coordinator's time was split between Shelburne and Lockeport, which was why the partnership on the website existed as well. After her departure, the website was maintained by the Tourism and Marketing Coordinator. This position was created to implement Council direction in the Economic Development Strategic Plan. After his departure in 2019 there has been little to no updating of this website.

Analysis:

With their being no staff in a Tourism position for the Town currently and upon review of the website, it appears there is a lot of outdated information. I believe the best course of action to take is to close this site and re-direct all traffic to www.shelburnecounty.ca which is a new and up to date website with local information that is maintained by Val Kean of MDS and Suzy Powley Atwood of MoB. This site includes tourism promotion for all assets within the five municipal units in Shelburne County and will be used for a digital marketing program in partnership with TNS.

Recommendations:

That Council directs staff to consult with ToL regarding closing of the www.visitshelburneandlockeport.com website. That Council directs staff to form an agreement with MDS and MoB using some of the Tourism funding that has been allocated in this year's budget.

Respectfully Submitted,
 Robin Smith
 Executive Coordinator