



AGENDA
Town Council Meeting -Community Centre
Monday June 21st, 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 June 7th, 2021**
- 4) **Proclamations & Announcements:**
 - a) National Indigenous Peoples Day-June 21st
 - b) Canadian Multiculturalism Day- June 27th
 - c) Canada Day- July 1st
 - d) Volunteer of the Month- Vaccination Clinic Volunteers
- 5) **Delegations: None**
- 6) **Correspondence:**

For Information:

 - a) Department of Municipal Affairs- Bill 47 D22-A32
- 7) **Council Items: None**
- 8) **Committee Reports:**
 - a) CP&V Committee-Minutes- April 8th,2021 D22-A33
- 9) **Staff Reports:**
 - a) Building Report-Manager of Inspection Service, Andrew Goreham D22-A34
 - b) Monthly Report-SVFD President, Mike Shand D22-A35
 - c) Staff Report- Shared Service with MDS- GST/HST Tipping Fees D22-A36
- 10) **New Business:**
- 11) **In-Camera**

MGA Section 22 (2) e- Contract Negotiations
- 12) **Upcoming Meetings:**
 - a) Town Council- Monday July 5th, 2021 at 7pm at Community Centre
- 13) **Adjournment**



Town of Shelburne Minutes of the Regular Council Meeting

Monday June 7th, 2021

VIA ZOOM

DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Elizabeth Acker
Councillor Rick Davis
Councillor Ben Nickerson
Councillor Sheldon Ringer

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

Call to Order

Mayor Harold Locke called the Council meeting to order at 7pm.

Approval of the Agenda

THAT Council approves the Agenda for Monday June 7th, 2021, with the amendment of the date on the previous meeting minutes to be May 18th, 2021, an additional proclamation as well under Upcoming meetings:

- c) Port Committee Meeting -June 17th at 6pm, Location TBD
- d) RCMP Advisory Committee Meeting- June 16th at 7pm, Location TBD

Davis-Acker
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on May 18th, 2021 be approved as presented.

Davis-Acker
CARRIED

Proclamations

Mayor Locke recognized the month of June as National Pride Month, the Town will be flying a Pride flag after June 9th as our flags will be at half-mast until then.

Mayor Locke stated: "We would like to acknowledge the 215 children that were found in Kamloops. We honour the lives of those children, we recognize the tragic, heartbreaking devastation that the Canadian residential school system has inflicted upon so many. Council and staff took a moment of silence to reflect on this tragedy and send our thoughts and prayers to those in mourning."

Mayor Locke also recognized June 14th to 20th as National Blood Donor Week and June 21st as National Indigenous People Day.

On behalf of the Town of Shelburne Council and Staff, Mayor Locke recognized Ken Morton's 33 ½ years of service and 25 years of Fire Chief for the Shelburne Volunteer Fire Dept. and sends our condolences to the family on his recent passing.

Delegations

None

Correspondence

None

Council Items

a) Founders Days

Mayor Locke stated that as we cannot make any commitment to planning or organizing Founders Days at this point with the current health restrictions that we will inform the public when we can plan something on a smaller scale, hopefully in the fall.

b) Water Assistance-Response Plan

The CAO informed Council that EMO and other Municipalities in the area are beginning to scale down their water assistance services. The CAO is recommending that we continue to do as we have in the past few years with residents being able to fill larger quantities at the Shelburne Firehall and smaller containers at Grahams Park and the Guild Hall taps. As drought is becoming a common occurrence Council is asking the CAO to look for information on how residents can get assistance from various provincial programs that are offered for drilling wells etc.

c) CAO Update

1- Heritage Hall Update

We have received notice from Compass on the Heritage Hall development, they are looking at a request of transfer in September and are set for construction to begin as early as November. There will be a public hearing held in the near future as well for the project.

2- RCMP Contract

We have confirmation that the RCMP contract will be moving from a MPSA to PPSA at the end of this fiscal year (effective 1 April 2022).

3- Port Improvements

The improvements are all still on schedule and slightly under budget with anticipated completion for this Phase I by the end of June.

4- Wastewater Treatment Plant Issues

The CAO updated Council on the issue we are having at the Wastewater Treatment plant. We are halfway through the process of rectifying the need for "re-seeding" which can take up to a month and are intensifying this process in hopes to reduce the recovery time. This heat that we have been having has not helped and stated that we greatly appreciate the patience of the residents as we want to resolve this as quickly as possible for everyone's sake.

5- Town Wide Yard Sale

The Annual Town Wide Yard Sale that is typically the first weekend and June will instead occur June 26th due to Public Health restrictions and gathering limits. Staff were directed to advertise a date of June 26th if restrictions allow.

Committee Reports

a) CP&V Committee

THAT Council approves the CP&V Committee minutes as presented.

Acker-Davis

CARRIED

Staff Reports

a) Staff Report-Interest on Tax & Water Bills

M22-020 THAT Council approves extending the due date for the 2021/22 Interim Tax and Water Invoices from May 31, 2021, to June 30, 2021, thereby reducing any interest until everyone has had a chance to attend the Town office with it opening June 14th. Any interest lost will be allocated to the Restart funding provide for by the federal government.

Nickerson-Ringer
CARRIED

b) Staff Report-Tourism Website

M22-021 THAT Council directs staff to consult with ToL regarding closing of the www.visitshelburneandlockeport.com website. That Council directs Staff to look to form an agreement with MDS and MoB using some of the Tourism funding that has been allocated in this year's budget.

Davis-Acker
CARRIED

New Business

Councillor Ringer

The crosswalk flags at some of the crosswalks are missing or ripped/torn. Staff were directed to reviewing/replenishing.

In Camera

MGA Section 22 (2) e- Contract Negotiations

THAT Council goes in-camera at 7:30pm

Acker-Ringer
CARRIED

Council came out of in-camera at 8:10pm.

M22-022 THAT Council agrees to allow increasing the pay rate for the RCMP Detachment Assistant position from \$34,920 to \$46,000 annually.

Upcoming Meetings

- a) RCMP Advisory Committee- June 16th, 2021, at 7pm- Location TBD
- b) Accessibility Committee- June 16th, 2021, at 6pm (Virtual)
- c) Port Committee- June 17th, 2021, at 6pm- Location TBD
- d) Town Council- June 21st, 2021, at 7pm-Location TBD

Adjournment

THAT the Regular Town Council Meeting of June 7th, 2021, be adjourned at 8:15pm.

Davis
CARRIED

Mayor

Executive Coordinator



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

MAY 28 2021

Harold Locke
Town of Shelburne
PO Box 670, 168 Water Street
Shelburne NS B0T 1W0

Dear Mayor Locke:

As Minister of Municipal Affairs, the Honourable Randy Delorey has asked that I respond to your letter of April 23, 2021, regarding Bill 47.

When discussing Bill 47 it is important to note that the exemption added to the *Municipal Government Act* (MGA) is enabling. This means municipalities who wish to exercise this new authority may do so, but they are not obligated. There are no additional responsibilities being delegated to municipalities. The Province will continue to support accessible initiatives in communities across Nova Scotia as we move toward our goal of an accessible Nova Scotia by 2030.

Thank you for taking the time to write.

Sincerely,

Brendan Maguire
Minister of Municipal Affairs

M73-gm

Document #	D22-A32
Rec'd by	MS
Date	May 30/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday, April 8th, 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

1. Call to Order

Chair Mahaney called the meeting to order at 6:02p.m.

2. Approval of Agenda

Bower-Ayer

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday April 8th, 2021 be approved with the addition under CP&V Items of (g) Status of curtain install at Guild Hall.

CARRIED

3. Approval of Minutes

Acker-Nickerson

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday March 8th, 2021 be approved as presented.

CARRIED

4. Delegations

None

5. Correspondence

None

6. CP&V Items

a) 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.

b) Provincial Volunteer Awards Ceremony

This year the Awards Ceremony will be a virtual event on April 26th. Robin informed the Committee that the Town, MDS and Town of Lockeport are planning to host the 3 volunteers that have been selected this year at the Black Loyalist Centre on April 26th. Darren Jacklin and a guest will be invited to attend as well as the Mayor, chair of the Committee and possibly another member if numbers permit.

c) Grants to Organizations Applications

Robin informed the Committee that Council passed the General Operating Budget which includes the Grants to Organizations that were recommended by the Committee. There was one additional request from Kids Fair Play Fund and Council approved the request through the reserve fund.

d) Neighborhood Spring Clean Up-Great Nova Scotia Pick Me Up

We have registered with the Great Nova Scotia Pick Me up to do a Community Spring Clean Up on Earth Day, April 22nd,2021. The Town staff, Council and CP&V Committee are going to take a few hours that day and clean up some areas around Town. Robin will be posting communication on social media soon and will check with on safety vests. The garbage bags, gloves will all be provided by the Waste Diversion Coordinator.

e) Snowflake Update

Robin contacted the company that the snowflakes were ordered from. The warranty on them were only for a year. The lights that are out can be replaced. We will get Public Works to take a look at before they go up again in the Fall and order the lights that need to be replaced.

f) SRHS Bursary

The Committee reviewed the Town of Shelburne Bursary for a SRHS Graduating student. The application form will be updated with changes made tonight and sent to the Guidance Counsellor at SRHS to post for applicants.

g) Status of Curtain Install

The curtains at the Guild Hall are on Public Works list and will hopefully be installed soon.

7. New Business

a) Terms of Reference

The Committee reviewed the Terms of Reference for the CP&V Committee and made a few changes. They will be sent to Council for approval.

Ayer-MacAlpine

THAT the revised Terms of Reference be forwarded to Council for approval.

CARRIED

b) Volunteer Awards

The Town of Shelburne, MDS and Town of Lockeport are planning to host a Volunteer Awards Banquet outdoors at the Guild Hall on May 20th at 3:30pm pending Covid restriction/guidelines. Robin will update the Committee at the next meeting.

c) Adjournment

MacAlpine

THAT the CP & V Meeting for Thursday April 8th, 2021 be adjourned at 7:06 p.m.

CARRIED



Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

June 3, 2021

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
BOT 1W0

Dear Ms. Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of May 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	1	0
Number of Permits Issued to Date	2	1
Construction Value	\$ 30,000.00	\$ 0.00
Total Construction to Date	\$ 53,683.00	\$ 0.00

Yours very truly,

**Andrew Goreham, CRBO, CFI
Director of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Town of Shelburne

20210061	Vanessa	Shebib	46 King Street	Renovations	\$30,000	5-13-2021
	PO Box 1451 Shelburne, NS B0T 1W0		Town of Shelburne			
			Town of Shelburne			



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of May 2021.

Total number of calls for service: 14

Calls for service within the Town: 5

Calls for service in the Municipality of Shelburne protection area: 9

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		1
MEDICAL	3	4
MOTOR VEHICLE ACCIDENT	1	2
STRUCTURE		1
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST	1	
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Town of Shelburne
Staff Report – Regular Council Meeting
June 21, 2021
GST/HST Issue on Tipping Fees

General Overview:

The purpose of this report is to inform Council of a recent update from the Municipality of the District of Shelburne regarding the issue of MDS Shared Services charging GST/HST on Tipping fees for the fiscal years 2014/15 to the third quarter (Dec20) of the 2020/21 fiscal year.

Background:

In 2017, MDS notified the Towns of Shelburne and Lockeport that their auditors Grant Thornton had advised them that GST/HST should be charged on all Shared Services components. Towns of Shelburne and Lockeport argued that the Waste Collection Services should be Tax Exempt. Grant Thornton went to CRA to get a ruling on what should be taxable and what should be Exempt. The interpretation of the ruling by Grant Thornton was that the Waste Collection portion should be tax exempt, but the Disposal of Waste Collection (known as Tipping fees) was taxable. The Towns of Shelburne and Lockeport disagreed with Grant Thornton's interpretation and the Town of Shelburne contacted CRA to argue the interpretation. In July 2019, the Town received an interpretation of the original ruling which confirmed that Tipping fees were exempt from GST/HST. The Municipality of the District of Shelburne was given the Interpretation from CRA but continued to charge GST/HST on Tipping Fees as they felt CRA's interpretation was not as binding as a ruling. Recently Grant Thornton went back to CRA requesting a clarification of the ruling due to the conflicting interpretations of the original ruling and received a letter dated March 31, 2021, stating that Tipping Fees were indeed Tax Exempt.

Analysis:

The Towns of Shelburne and Lockeport now must request a refund from CRA for the GST/HST charged in error and paid in error. We have been advised that CRA normally only refunds any incorrect taxes paid for the last two years when in fact MDS charged us back to fiscal year 2014/15. Since this has been an ongoing issue for several years, we are hopeful to receive all the incorrectly paid GST/HST.

Financial Analysis:

The Town of Shelburne is seeking a refund of \$15,407.70 from CRA once the Town's Auditor has confirmed the amounts. Staff will update Council when any information is received from CRA regarding the refund.

Recommendations:

THAT Council accepts the Staff Report as presented.

Respectfully Submitted,

Jane Crowell,
Treasurer/Manager Finance