



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, May 24, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, May 24, 2023, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Doris Townsend
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Anthony Gosbee
Councillor Heidi Wagner
Warren Macleod, CAO

ALSO IN ATTENDANCE:

Chana Ross, Executive Assistant
Erin Hartley, Deputy CAO
Adam Dedrick, Director of Recreation & Parks
Michelle Williams, Director of Finance
Marcia d'Eon, Director of Operations & Protective Services
Ryan Jamieson, Waste Diversion Officer
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. May 24, 2023

2(a) **MOTION: APPROVAL OF AGENDA - May 24, 2023**

Being duly moved and seconded, be it resolved that the Agenda for May 24, 2023, be approved with the following amendments:

- Finance: 6(a) Write off AAN10590620, AAN01621696, AAN10959772, AAN10974364, AAN10974372, and AAN01907301- moved up on the agenda to become 5(a)
- Recreation: 5(a) Provincial Volunteer Representative 2023 and 5(b) Office 123 Storage Updated - moved down on the agenda to become 6(a) and 6(b).
- In-Camara: I0(b) and I0(c) Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2) (a) - added.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. May 10, 2023

3(a) **MOTION: APPROVAL OF MINUTES- May 10, 2023**

Being duly moved and seconded, be it resolved that the Minutes of May 10, 2023, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. FINANCE:

- a. Write off AAN10590620, AAN01621696, AAN10959772, AAN10974364, AAN10974372, and AAN01907301

5(a) Michelle Williams, Director of Finance, presented Council with the Write-off AAN10590620, AAN01621696, AAN10959772, AAN10974364, AAN10974372, and AAN01907301 staff report.

The Municipality has received notices from the Property Valuation Services Corporation (PVSC) to change the classification of AAN10590620, AAN01621696, AAN10959772, AAN10974364, AAN10974372, and AAN01907301 to exempt since sending out this year's tax bill. In speaking to PVSC to understand why the Municipality would receive a name change first and then a while later the exemption notice, we know this to be the procedure/process within PVSC and the land registry.

MOTION: WRITE OFF AAN10590620, AAN01621696, AAN10959772, AAN10974364, AAN10974372, AND AAN01907301

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$13.44 on AAN10590620, \$243.21 on AAN01621696, \$43.53 on AAN10959772, \$289.28 on AAN10974364, \$149.76 on AAN10974372 and \$56.67 on AAN01907301 using GL 00-28211-000.

- **MOTION CARRIED**

6. RECREATION:

- a. Provincial Volunteer Representative 2023
b. Office 123 Storage-Updated

6(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the Provincial Volunteer Representative 2023 staff report.

The Departments of Economic and Community Development and Recreation and Parks discussed potential candidates for the award. Both departments work with community groups and volunteers. After reviewing several candidates, the Municipality has chosen Danyelle Rapp as Provincial Volunteer Representative for 2023.

Ms. Rapp's many committees include the Shelburne County Basketball Association (president and and coach of the U16 Queens team), Our House Youth Wellness Centre (board member), SRHS School Advisory Committee (chair), Shelburne County Arena (president), and SRHS Senior Girls Basketball Team (assistant coach). Throughout each committee, Ms. Rapp actively undertakes initiatives. She is resourceful and skilled at grants, maximizing any funding she can obtain.

As Shelburne County Arena Association's president, she helped ratify the emergency when the arena chillers failed. The problem was solved within a few months. Though the arena was delayed in opening for a few months, it thrived for the remainder of the season. As a member of the School Advisory Committee at SRHS, she is already working on revitalizing the running track and jump pits. Since becoming SCBA president, she has worked hard to increase basketball participation. She was on-site at the signature events Dock Street Days and Miracle on Dock, volunteering her time to assist.

As a community leader, Ms. Rapp always puts the community's needs first, especially for youth. In the past year, she has significantly impacted the community as a volunteer in many ways. She is very deserving of this award.

MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE 2023

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve Danyelle Rapp as the Municipality of Shelburne Representative Volunteer for the 2023 Provincial Volunteer Award.

- **MOTION CARRIED**

6(b) Adam Dedrick, Director of Recreation and Parks, presented Council with the Office 123 Storage-Updated staff report.

Office 123 intends to serve temporary or seasonal employees and act as an alternative meeting space. Upon assessing and measuring the room, it was determined that storage cabinets along the inside wall would be sufficient to meet current and future storage needs. Considering the available space and cabinet dimensions, 8-9 cabinets would be adequate. Desks and chairs could still be placed in the middle. This could be another workspace or a place to meet.

The timeline for the installation of the cabinets is very important due to the following:

- The recreation department needs to move many supplies and materials into the new storage cabinets by the end of June since summer programs begin in July. Summer programs will limit staff time and capacity to move and organize supplies.
- Recreation staff will need space for orientation, training, and program preparation in June.
- The public opening is set for June 21, 2023.

There are three cabinet options to consider. Each option has different factors, such as fit, capacity, assembly requirements, quality, size, aesthetics, and timeline. Staff recommend Uline cabinets based on the three options, factors, and timeline. They are of adequate size, reasonable cost, appealing colour (gray), and arrive within a week. Woodworkers and Ven-Rez take ten weeks to deliver, and Wayfair three weeks. Assembly and installation of the cabinets would only be possible on June 21 with these shipping timelines.

MOTION: OFFICE 123 STORAGE

Being duly moved and seconded, be it resolved Council of the Municipality of the District of Shelburne approve the purchase of eight storage cabinets from Uline for the amount of \$5,744 plus shipping and HST.

- **MOTION CARRIED**

7. ADMINISTRATION:

a. J Class Roads Agreement with Province

7(a) Erin Hartley, Deputy CAO, presented Council with the J Class Roads Agreement with Province staff report.

The current three-year agreement for paving subdivision streets expires on March 31, 2024. A draft of the new three-year agreement to be entered into with the Minister of Public Works to continue this program has been provided to Council. The deadline for submission of the signed agreement is July 31, 2023. This document covers the terms of the agreement in general. However, it will not list any specific subdivision roads to be paved.

For each of the three years the agreement covers, the Municipality will be asked to submit a prioritized list of roads for the next fiscal year by October 31. The Minister will return a letter advising of the approved roads for that fiscal year. Once the Municipality agrees to the approved list, it will become part of the agreement.

The Department requests that the Municipality return the attached agreement, whether we currently intend to submit subdivision roads for the program in the future or not. Signing the agreement in no way commits the Municipality to the cost-sharing of the paving of any subdivision roads unless an approved list is accepted in any fiscal year of the agreement. However, not having a signed agreement on file will prevent the Municipality from requesting any subdivision paving under this program for the next three fiscal years.

Discussion was held regarding the number of J Class roads in the Municipality and the 50/50 cost-sharing formula for the municipal and provincial governments.

MOTION: J CLASS ROADS AGREEMENT WITH PROVINCE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize the Warden and Chief Administrative Officer to sign Cost Share Agreement No. 2023-019 with NS Department of Public Works for J Class Roads.

- **MOTION CARRIED**

8. OTHER:

- a.** Correspondence from Barrington Ground Search and Rescue – Re: Thank You
- b.** Correspondence from Shelburne Curling Centre – Re: Nova Scotia Mixed Curling Provincials

- c. Littering Concerns – Councillor Thorburn Irvine
- d. District Beautification Signage – Councillor Thorburn Irvine
- e. Cemeteries Concerns – Councillor Thorburn Irvine

8(a) Warden Smith advised of correspondence from the Barrington Ground Search and Rescue, thanking the Municipality for the support for information purposes.

8(b) Warden Smith advised of correspondence from the Shelburne Curling Centre thanking the Municipality for the support regarding the Nova Scotia Mixed Curling Provincials for information purposes.

8(c) Councillor Thorburn Irvine advised Council of concerns community members had brought forth in her district regarding ongoing littering problems.

Discussion was held regarding littering in the community, raising awareness through educational programs and signage, and what enforcement strategies could be effective. Mr. Jamieson noted that the community cleaning program has been very successful this year, and it is estimated that there will be an additional hundred bags this year.

8(d) Councillor Thorburn Irvine advised Council of community members' concerns regarding sign age and beautification for the Sandy Point area.

Discussion was held regarding strategic priorities, possible cost-sharing programs with the community, and how the upcoming municipal website will promote the community. In addition, this initiative will be discussed further during a strategic priority workshop.

8(e) Councillor Thorburn Irvine raised awareness around provincial heritage funding opportunities for cemeteries in the area.

Discussion was held regarding the importance of cemeteries to the area's history, including tourism, maintenance, and preservation. It was further noted that the Shelburne County Archives and Genealogical Society has already done an extensive inventory of cemeteries in the County. Warden Smith also noted that this could be raised at the next Shelburne County Leadership Meeting.

9. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
- b. Warden's Update

9(a) Council sincerely thanked Deputy Warden Richardson, the Little Harbour Fire Department, and others within the community for all the challenging work done during the Little Harbour wildfire the previous week.

Discussion was held regarding the FireSafe program and how a presentation will be given to the community at the end of June regarding this matter.

Councillor Townsend advised that she attended the Source Water Protection Committee meeting on May 16, 2023.

9(b) Warden Smith advised that she attended the following events:

- Shelburne County Mental Health and Awareness Association meeting – May 6, 2023
- Shelburne County Leadership meeting- May 17, 2023

- Roseway Hospital new x-ray tour- May 17, 2023
- Roseway Manor meeting - May 17, 2023

10. IN-CAMERA:

- a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2) (a)
- b. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2) (a)
- c. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2) (a)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 7:22 pm to discuss Acquisition, Sale, Lease and Security of Municipal Property.

- **MOTION CARRIED**

MOTION: EXIT "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In-Camera" at 7:54 pm.

- **MOTION CARRIED**

11. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:55 pm. The next Council meeting will be held on Wednesday, June 14, 2023.

**Chana Ross
Recording Secretary**

Date

Penny Smith, Warden

Erin Hartley, Deputy Chief Administrative Officer