



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
Wednesday, July 12, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, July 12, 2023, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Deputy Warden Dale Richardson  
Councillor Doris Townsend  
Councillor Sherry Thorburn Irvine  
Councillor Ron Coole  
Councillor Anthony Gosbee  
Councillor Heidi Wagner

**ALSO IN ATTENDANCE:**

Gloria Banks, Municipal Auditor  
Chana Ross, Executive Assistant  
Erin Hartley, Deputy CAO  
Michelle Williams, Director of Finance  
Adam Dedrick, Director of Recreation & Parks  
Marcia d'Eon, Director of Operations & Protective Services  
Val Kean, Director of Economic & Community Development

**REGRETS:**

Warden Penny Smith  
Warren Macleod, CAO

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. July 12, 2023

2(a) **MOTION: APPROVAL OF AGENDA - July 12, 2023**

Being duly moved and seconded, be it resolved that the Agenda for July 12, 2023, be approved with the following amendments:

- Other: Federal Employment Insurance Discussion - added.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

- a. June 21, 2023
- b. June 28, 2023

3(a) **MOTION: APPROVAL OF MINUTES – June 21, 2023**

Being duly moved and seconded, be it resolved that the Minutes of June 21, 2023, be approved as circulated.

- **MOTION CARRIED**

3(b) **MOTION: APPROVAL OF MINUTES – June 28, 2023**

Being duly moved and seconded, be it resolved that the Minutes of June 28, 2023, be approved as circulated.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**

There was no business arising.

5. **FINANCE**

- a. 2022/2023 Financial Statements – Municipal Auditor
- b. Financial Update – July 2023 – Management Team

5(a) Gloria Banks, Municipal Auditor, presented the Municipality's Consolidated and Non-Consolidated financial statements for 2022-2023.

Ms. Banks focused on high-risk areas, internal controls, and accounting policies. Additionally, the auditor discussed revenue and expenditure figures, noting higher revenue. Property taxes accounted for a significant part of the increase. A significant increase in non-financial assets was also attributed to the construction of the new municipal building and the recording of asset retirement obligations. The auditor also reviewed commitments and subsequent events, including negotiating a debenture for construction funding.

Council thanked the staff and auditor for their work regarding the financial statements.

**MOTION: 2022/2023 FINANCIAL STATEMENTS**

Being duly moved and seconded, based on the Audit Committee's recommendation, be it resolved that:

1. The Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2022/2023 fiscal year.
2. The Council of the Municipality of the District of Shelburne transfer the surplus of \$571,561.06 for the 2022/2023 fiscal year to the Operating Reserve Fund.

- **MOTION CARRIED**

5(b) Erin Hartley, Deputy CAO, and Michelle Williams, Director of Finance, presented the financial update to Council, summarizing the key points about departmental revenues and expenditures.

A surplus of just over \$570,000 was noted from 2022/23, exceeding the estimated surplus of \$400,000. Departments reported expected cash flow positions and adequate operating and capital reserves are in a positive position. As it is still early in the fiscal year, projections for year-end 2024 are currently unavailable.

Discussion was held regarding a noted decline in deed transfer tax receipts. These receipts are approximately half what they were the previous year. The municipal low-income tax exemption program was also discussed.

**6. OPERATIONS & PROTECTIVE SERVICES**

**a. Removal of Sewer Charges**

6(a) Marcia d'Eon, Director of Operations & Protective Services, presented Council with the Removal of Sewer Charges staff report.

As part of the sewer review conducted in early 2023, affected residents were notified of changes to their property's sewer charges by letter dated March 30, 2023.

The Municipality has received a letter from property owners William and Joanne Acker indicating they are concerned about the charge to their property (AAN08454388). The letter details this because they believe their property should not be charged sewer charges as a vacant lot with building restrictions. As per the Municipality's sewer by-law S-300, the subject property is an empty parcel of land in an area serviced by sewer. As per the municipal by-law, the property is charged a half a sewer charge.

Staff recommends removing the half sewer charge from the property and reimbursing the 2023 sewer charge because the property is small and has limited development potential.

**MOTION: REMOVAL OF SEWER CHARGES**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne remove the 0.5 sewer charge from AAN#08454388 and reimburse the 2023 sewer charge of \$142.50.

- **MOTION CARRIED**

## **7. RECREATION**

### **a. Jordan River Trail Letter of Authority**

7(a) Adam, Director of Recreation & Parks, presented Council with the Jordan River Trail Letter of Authority staff report.

An amendment to the Letter of Authority (LOA) for the Jordan River Trail to include off-highway vehicles was approved by Council at the October 21, 2021, meeting. In March 2022, an application was submitted, and the new Letter of Authority was received in May 2023. Although the LOA specifies that the Jordan River Trail is a motorized recreational trail, the trail has not yet been made ready for motorized use by the public. To meet off-road vehicle (OHV) use standards, the trail will require resurfacing and several bridge upgrades, which are currently in the planning stages. The trail will continue to be a multipurpose trail for walking and cycling.

Discussion was held regarding the trail's designated use. Despite the trail's multi-use designation, including motorized recreational uses such as off-highway vehicles (OHVs), bridge repairs and resurfacing are necessary to prepare the trail for OHV use. Before considering OHV use, bridge inspections and safety standards are required. Signs and barricades to prevent unauthorized use were also discussed.

### **MOTION: JORDAN RIVER TRAIL LETTER OF AUTHORITY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Warden and CAO to sign the Letter of Authority #5091402 to operate and maintain a multi-use, motorized recreational trail, a bridge, and related facilities on Crown lands at Jordan Falls, Shelburne County.

- **MOTION CARRIED**

## **8. ADMINISTRATION**

- a. Planning RFP Results**
- b. Committee Appointments – Alternates**

8(a) Erin Hartley, Deputy CAO, presented Council with the Planning RFP Results staff report.

Ms. Hartley emphasized the importance of adhering to the new provincial planning regulations by December 2024. A partnership was previously proposed between the Municipality of Claire (MODC) and the Municipality of Shelburne (MODS) to achieve this. Together, the two organizations applied for funding through the Municipal Innovation Program and issued an RFP. After evaluating the submissions, Stantec was selected as the preferred bidder due to its comprehensive proposal and competitive pricing of \$181,291.10 plus HST. This cost would be split evenly between the two municipalities, after any grants are applied. The necessary budgetary provisions have been made to cover the cost. The MODC has expressed satisfaction and passed by motion the Stantec proposal.

Discussion was held regarding the selection process.

**MOTION: PLANNING RFP RESULTS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Consulting Services for Municipality of the District of Shelburne and Municipality of the District of Clare's Municipal Planning Strategy and Land Use By-law Request for Proposals to Stantec based on the details outlined in their proposal at a total cost of \$181,129.10 plus HST, funding to come from various pre-budgeted sources.

- **MOTION CARRIED**

8(b) Erin Hartley, Deputy CAO, presented Council with the Committee Appointments – Alternates staff report.

There is a need for an alternate on the Western Counties Regional Library Board and the Western Region Stakeholder Interaction Committee on Forest Land. Descriptions of these committees were previously provided for reference.

**MOTION: COMMITTEE APPOINTMENTS – ALTERNATES**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Townsend as the alternate to the Western Counties Regional Library Board.

That the Council of the Municipality of the District of Shelburne appoint Warden Smith as the alternate to the Western Region Stakeholder Interaction Committee on Forest Land.

- **MOTION CARRIED**

**9. COMMITTEE REPORTS/WARDEN'S UPDATE:**

**a. Audit Committee Update**

9(a) Councillor Coole provided an update on the Audit Committee that last met on July 5, 2023.

Deputy Warden Richardson advised that he attended virtually the Policing Review meeting held by NSFM on July 12, 2023. He also recently participated in a Building Committee meeting.

**10. OTHER:**

**a. Federal Employment Insurance Discussion**

10(a) Councillor Townsend expressed concerns about the recent changes to the EI calculation system for seasonal workers and fishermen, specifically the increased hours requirement.

Discussion was held and focused on regional disparities. Shelburne County's inclusion with Queens and Lunenburg counties instead of Yarmouth does not adequately represent the area's predominantly seasonal nature. It was agreed to draft a letter to MP Perkins outlining the concerns, requesting a thorough review of the system, and proposing to meet with Council for further discussion. Obtaining support from other local representatives, including the MLA and municipal units, was emphasized.

**11. IN-CAMERA:**

- a. 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 7:08 pm to discuss the 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 7:35 pm.

- MOTION CARRIED

**MOTION: MUNICIPAL PROPERTY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the CAO to determine fair market value for municipal property located at Woodlawn Drive and Spa Road and authorize related expenses.

- MOTION CARRIED

Direction was provided to staff regarding what was discussed during the in-camera session.

**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:36 pm. The next Council meeting will be held on Wednesday, July 26, 2023.

August 2/23  
Date

Chana Ross  
Recording Secretary



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer