



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, July 26, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, July 26, 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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Anita DeMings, Executive Assistant
Val Kean, Director of Economic & Community Development

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. July 26, 2023

2(a) MOTION: APPROVAL OF AGENDA - July 26, 2023

Being duly moved and seconded, be it resolved that the Agenda for July 26, 2023, be approved with the following amendments:

- Other: Fire Fighters Day May 27 - added
- In Camera – Personnel as per MGA Section 22.2 (c)

Warren MacLeod, CAO

Warren.MacLeod@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

a. July 12, 2023

3(a) MOTION: APPROVAL OF MINUTES – July 12, 2023

Being duly moved and seconded, be it resolved that the Minutes of July 12, 2023, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. Presentation

- a. CORAH (Centre of Rural Aging and Health) – Mary Thompson, Principal for NSCC Shelburne Campus
- b. Verbal Update for Phase Two – Marine Simulator – Mary Thompson, Principal for NSCC Shelburne Campus

5(a) Mary Thompson, Principal for NSCC Shelburne Campus, presented Council with a power point presentation regarding CORAH.

Warden Smith welcomed Mary Thompson and thanked her for coming. Ms. Thompson presented to the Council the significance of CORAH (Centre of Rural Aging and Health) and the benefits it would bring to our community, including a collaboration with NSCC campus staff, students, and community partners to support well-being of older adults. Mary informed the Council that they are in the process of hiring an administrator and hope to have the program up and running by September 2023. A steering committee will be formed, and it was suggested that one or more Councillors be involved. Discussion was held regarding the different programs and the social aspects and partnerships this will form. Council was enthusiastic about the program, and thanked Mary for the informative presentation.

5(b) Mary Thompson, Principal for NSCC Shelburne Campus, updated Council on Phase Two of the Marine Simulator.

Mary informed the Council that there were four laptops working in classrooms across the region, and that the project is still viable. Mary has requested that Council reach out to organizations and groups to see if they are interested in providing funding. Discussion was held regarding the importance of safety and training. It was noted that there would be an open house held in October; Mary will advise when the date becomes available. Mary was thanked for her update.

6. RECREATION

- a. Operating Reserves Request – Jordan River Trail Bridge Repairs

6.(a) Adan Dedrick, Director of Recreation & Parks, presented Council with the Operating Reserves Request – Jordan River Trail Bridge Repairs staff report.

As part of the 2023-2024 Recreation budget, \$5,000 was allocated from the Gas Tax Reserve for specifications for the Jordan River Bridge repairs. Speaking with a civic engineer it was recommended that an inspection of the Jordan Bridge be carried out. It was noted that it has been nearly five years since the last inspection (2019) and there is a need to determine if the bridge is safe and can still support its intended loads and will aid in determining the strategy to address the repairs over the next 5-10 years. Based on the recommendation from the civic engineer, it makes sense to reallocate the funds towards an inspection of the bridge to ensure safety while determining the strategy for repairs. However, Gas Tax funds cannot be used for bridge inspections as they are deemed ineligible due to being operational in nature. So, the amount of \$5,000 is being requested from the Operating Reserve instead of the Gas Tax Reserve. The amount of \$5,000 would still be utilized from Reserves, but it will be from the Operating Reserve instead of the Gas Tax Reserve. That amount was not originally included in the 2023-2024 budget so it would result in a deficit for the specific GL and possibly the overall operating budget.

MOTION: OPERATING RESERVE REQUEST

Be it resolved that the Council of the Municipality of the District of Shelburne approve the allocation of \$5,000 from the 2023-2024 Operating Reserve budget for an engineering inspection of the Jordan River Bridge.

-MOTION CARRIED

7. ADMINISTRATION

- a. TownSuite Cloud Service
- b. Sustainable Growth Fund Discussion

7(a) Warren Macleod, CAO, presented Council with the TownSuite Cloud Service staff report.

Mr. MacLeod informed the Council that management met with Town Suite regarding switching to cloud-based service. Given this information it must be implemented by October 2023. Municipal Joint Services Board requires all its municipal partners to join the initiative to avoid extraordinary server costs as an alternative to the cloud-based approach. The annual cost of \$7,920 plus HST, this amount will be for nine connections and will be prorated from the time we convert until March 2024. As this wasn't budgeted for and the short notice, we were provided with a discount of \$2655. The amount for this year will be unbudgeted coming from Contract Admin GL and in future it will be budgeted as part of TownSuite service contract. It was requested that further information be provided regarding TownSuite's background and information.

MOTION: TOWNSUITE CLOUD SERVICE

Be it resolved that the Council of the Municipality of the District of Shelburne authorize the CAO to sign an agreement with TownSuite based on the attached proposal for cloud-based services.

- MOTION CARRIED

7(b) Warren MacLeod, CAO gave a verbal update on Sustainable Services Growth Fund.

Mr. MacLeod advised that they have received \$410,000 from the Sustainable Service Growth Fund and explained that two years were given to spend the funds. Several possibilities were discussed for the funding, however after speaking with staff it was suggested that the Regional Material Recovery Facility would most benefit since there are new regulations being applied to the site. An RFP will be put out to determine how to move forward with the site. Discussion was held regarding the identified issues that could be costly in the future. It was noted that the RFP could be paid from the existing budget funds and the \$410,000 could be spent on the recommendations from the RFP.

8. OPERATIONS & PROTECTIVE SERVICES

a. Monthly Building Report – June 2023

8(a) The Monthly Building Report was reviewed.

9. OTHER

- a. Correspondence from the Municipality of the District of Yarmouth – NSEMO Emergency Management Preparedness Officer – Region 3**
- b. Correspondence from Brighter Days Capital Campaign – South Shore Regional Hospital**
- c. Fire Fighters Day May 27th**

9(a) Warden Smith advised that Council received correspondence from the Municipality of the District of Yarmouth regarding the loss of their Emergency Preparedness Officer for Region 3.

It was noted that with no one appointed for Region 3 it leaves a large gap in resources needed for municipalities to plan and prepare for emergency management and leaves the Province at a disadvantage in its preparedness. Warden Smith advised that Lori Errington, EMPO had been temporarily hired until the position get filled.

9(b) Warden Smith advised that Council received correspondence from Brighter Days Capital Campaign South Shore Regional Hospital, thanking Council for their donation of \$25,000 over the next five years. This was submitted for information purposes.

9(c) Warden Smith suggested that something should be done to thank the firemen for all their hard work and efforts during the Barrington Wildfire and declare May 27th as Fire Fighters Day.

Discussion was held regarding the wording for the day and the importance of including all that were involved. Warden Smith advised that she reached out to the municipal advisor, as to the proper procedure that was required to move forward with this motion.

MOTION: FIRST RESPONDERS AND VOLUNTEERS DAY

Council Meeting
July 26, 2023

Be it resolved that the Council of the Municipality of the District of Shelburne declare and recognize annually the date of May 27th as First Responders and Volunteers Day in the Municipality of Shelburne of the District of Shelburne in recognition of the Barrington Lake Wildfire of 2023.

- MOTION DEFEATED

MOTION: FIRST RESPONDERS AND VOLUNTEERS DAY

Being duly moved and seconded be it resolved that the Council of the Municipality of the District of Shelburne declare annually the date of May 27 as First Responders & Volunteers Day in the Municipality of the District of Shelburne in recognition of our community's response to the Barrington Lake Wildfires of 2023.

- MOTION CARRIED

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

10(a) Councillor Wagner and Councillor Coole advised that they had attended the RCMP Advisory meeting, they advised they had been doing more patrols and there is one vacancy.

Councillor Coole attended the Doctors BBQ and noted the Councillor Wagner & Councillor Gosbee also attended.

Councillor Gosbee advised that the Shelburne County Arena will be holding their AGM on August 7, 2023, at 7:00 pm at the Community Hall.

10 (b) Warden Smith advised she attended and provided updates on the following events:

- Warden advised she was on vacation from July 10 - 19, 2023.
- Ingomar/Roseway Fire Department thank you supper - July 20, 2023
- CGC Fire Department thank you supper- July 21, 2023
- Community Well Meeting – July 21, 2023
- Leadership Meeting – July 26, 2023
- Virtual Meeting Department of Housing and Municipal Affairs – July 26, 2023
- Open House - New Municipal Building – July 27, 2023
- Harmony Bazaar – July 29, 2023
- Dock Street Days – Fire Fighter Appreciation Ceremony to Honour the 68 Fire Departments who were involved in fighting the Barrington Lake Fires – August 4, 2023

11. IN-CAMERA:

- a. Public Security as per MGA Section 22 (2) (h)
- b. Personnel as per MGA Section 22(2) (c)

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 7:24 pm to discuss Public Security and Personnel Matters.

- **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 8:38 pm.

- **MOTION CARRIED**

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:38 pm. The next Council meeting will be held on Wednesday, September 13, 2023.

Sept 19/23.
Date

Anita DeMings
Recording Secretary



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer