



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, November 15, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, November 15, 2023, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Carolann Atwood, Recording Secretary
Erin Hartley, Deputy CAO via Microsoft Teams
Marcia d'Eon, Director of Operations & Protective Services
Val Kean Director, of Economic & Community Development
Adam Dedrick, Director of Recreation & Parks
Robin Smith, Community Development Coordinator
Darrell Locke, By-Law Enforcement Officer

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. November 15, 2023

2(a) MOTION: APPROVAL OF AGENDA – November 15, 2023

Being duly moved and seconded, be it resolved that the Agenda for November 15, 2023, be approved.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. October 25, 2023

3(a) MOTION: APPROVAL OF MINUTES – October 25, 2023

Being duly moved and seconded, be it resolved that the Minutes of October 25, 2023, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. Recreation & Parks

- a. Jordan River Bridge Inspection RFP Award - Adam Dedrick

5(a) Adam Dedrick, Director of Recreation & Parks, presented Council with the Jordan River Bridge Inspection RFP Award staff report

Mr. Dedrick advised Council of the importance of the Jordan River bridge for recreational use, and that the Municipality recently received a letter of Authority for the Jordan River Trail to allow Motorized use. He also advised Council that an inspection hasn't been completed since 2019, and wouldn't be due until 2024, but with the request to allow motorized use it would be important to ensure safety of the bridge as soon as possible.

A Request for Proposals (RFP) for the engineering inspection of the Jordan River Bridge was advertised October 11-30, 2023. Mr. Dedrick advised Council that four proposals were received and were scored based on five factors. Only two proposals met requirements of the RFP request, one exceed expectations.

MOTION: JORDAN RIVER BRIDGE INSPECTION RFP AWARD

Be it resolved that Council of the Municipality of the District of Shelburne award CBCL Limited the RFP for the Condition Review and Underwater Inspection of the Jordan River Trail Bridge for the amount of \$25,808 plus HST: – and –

Be it further resolved that Council of the Municipality of the District of Shelburne approve up to \$22,916 from the 2023-2024 Operating Reserve budget for the engineering inspection of the Jordan River Bridge, which includes the \$5,000 previously approved at the July 26, 2023, meeting of Council.

- **MOTION CARRIED**

6. Administration

- a. Appointment of Community Member – RCMP Advisory Board – Erin Hartley

6(a) Erin Hartley, Deputy Chief Administration Officer, presented Council with Appointment of Community Member – RCMP Advisory Board staff report

Ms. Hartley advised Council that the Shelburne County East RCMP Advisory Board has a vacant position for a Municipality of Shelburne Community Member. Pam Mingo is currently a member of the Board as a Town community member but has recently moved to the Municipality of Shelburne. She has requested that she be permitted to continue on the Board as a Municipal community member filling the Municipality's vacancy.

MOTION: RCMP Advisory Board – Committee Appointment

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Pam Mingo as one of the Municipality's community members on the Shelburne County East RCMP Advisory Board.

- **MOTION CARRIED**

7. Operations & Protective Services

- a. RFQ Award Demolition – 4619 Hwy 103, Jordan Falls – Darrell Locke
- b. Repeal of Municipal Bins Policy – Marcia d'Eon
- c. C&D Site Redesign RFP Award – Marcia d'Eon

7(a) Darrell Locke, By-Law Enforcement Officer, presented Council with the RFQ Award Demolition – 4619 Hwy 103, Jordan Falls staff report.

Mr. Locke advised Council that a Request for Quotes was sent out with a deadline of Friday, November 3, 2023. Two RFQ's were received. The RFQs were scored on three criteria, both scored similar but one was able to start and finish sooner.

MOTION: RFQ AWARD DEMOLITION - 4619 HWY 103, JORDAN FALLS

Be it resolved that the Council of the Municipality of the District of Shelburne award the RFQ to Harlow Construction Limited based on the details outlined in their proposal at a cost of \$34,725.00 + HST.

- **MOTION CARRIED**

7(b) Marcia d'Eon, Director of Operations & Protective Services, presented Council with Repeal of Municipal Bins Policy staff report.

Ms. d'Eon advised Council that there are communal bins provided at private road locations as part of our Municipal Bins Policy. Maintenance and repairs to these bins result in significant cost and time to municipal staff. All Municipal bins have been repaired or replaced to date, it is being recommended that the municipality no longer retain ownership of the bins.

MOTION: REPEAL OF MUNICIPAL BINS POLICY

Be it resolved that the Council of the Municipality of the District of Shelburne repeal the Municipal Bins Policy.

Be it further resolved that these changes come into effect on December 31, 2023.

- **MOTION CARRIED**

7(c) Marcia d'Eon, Director of Operations & Protective Services, presented the C&D Site Redesign RFP Award staff report.

Ms. d'Eon advised Council the RMRF site requires a permit to operate under new Nova Scotia Department of Environment and Climate Change (NSECC) specifications. The original permit application deadline was September 5, 2023; however, the Municipality received an extension to the permit deadline until March 31, 2024. An RFP was posted on August 2, 2023, asking for a review of its Regional Materials Recovery Facility (RMRF) site design.

There were no submission by the deadline. After the deadline four companies were directly contacted, Two Companies made a submission, neither could satisfy all components of the original RFP but both were able to satisfy the requirements for the site re-design; however, there was a substantial price difference.

MOTION: C&D SITE REDESIGN RFP AWARD

Be it resolved that The Council of the Municipality of the District of Shelburne award the C&D Site Re-Design RFP to Fracflow Consultants Inc based on the details outlined in their proposal at a cost of \$17529.25 with the cost of Autocad drawings to be paid separately. Funds to come from the Sustainable Services Growth Fund.

- **MOTION CARRIED**

8. Economic & Community Development:

- a. Housing Needs & Development Support - Val Kean
- b. Shared Solar Program – Project Update - Val Kean
- c. Lease of Municipal Property - Robin Smith

8(a) Val Kean, Director of Economic & Community Development, presented to Council the Housing Needs Assessment & Development Solutions staff report.

Ms. Kean advised that current housing crisis is being experienced all over Canada. Council plays an important role in working with the community to examine the challenges associated with the housing crisis. A public meeting is scheduled for November 24, 2023, at 1pm, with representation from Department of Municipal Affairs and Housing, to inform our community of our current housing situation. Councillors and community members are encouraged to attend as well. Based on research for solutions. Council are actively working to address the housing shortage.

8(b) Val Kean, Director of Economic & Community Development, presented to Council the Shared Solar Program – Project Update staff report.

Ms. Kean provided Council with an update on the terms of the Memorandum of Understanding with other interested municipal units and/or for the purpose of engaging Alternative Resource Energy Authority ("AREA") to prepare a solar farm proposal as and when the Province of Nova Scotia re-opens the Solar Electricity for Community Buildings (SECB) program. During discussion with AREA the opportunity to join Municipality of the District of Lunenburg's shared solar program arose. After careful consideration, it was agreed this would still provide the same project benefit. With District of Lunenburg as a partner the project is ramped up from 5MW to 10 MW and although our percentage interest drops to 21.93%, our investment remains the same.

8(c) Robin Smith, Community Development Coordinator, presented to Council the Lease of Municipal Property staff report.

Ms. Smith advised Council that the committee has had a successful first season utilizing the already established community garden at Shelburne Regional High School, but there is a need for a larger area to ensure food security.

MOTION: Lease of Municipal Property

Be it resolved that The Municipality of the District of Shelburne approve the lease of land, PID 8011350, 2.77 acres, located on Woodlawn Drive, for one dollar (\$1.00), inclusive of HST, per annum, to the Community Garden and Foodshare Association of Shelburne County for the purposes of conducting activities that support food security; – and –

Be it further resolved that the Municipality of the District of Shelburne authorizes the Chief Administrative Officer to sign the attached lease agreement on behalf of Council.

- **MOTION CARRIED**

9. Other:

- a. Monthly Building Report – October 2023

9(a) The Monthly Building Report was reviewed.

10. Committee Reports/Warden's Update:

- a. Committee Reports
- b. Warden's Update 2023

10(a) Councillor Gosbee advised that he has attended the following:

- Arena Meeting November 13, 2023

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

- Out of Country October 18 – 28, 2023
- Union Contract Negotiations – October 30, 2023
- Trunk or Treat – October 31, 2023
- Roseway Manor Board Meeting – November 2, 2023
- NSFMM – November 7 – 10, 2023

11. IN-CAMERA

- a. Acquisition, Sale, Lease, and Security of Municipal property as per MGA 22 (2)(A)
- b. Personnel Matters as per MGA 22 (2)(C)
- c. Personnel Matters as per MGA 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 7:18 pm

- **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 8:05 pm.

- **MOTION CARRIED**

MOTION: UNION AGREEMENT 2023 – 2027

Be it resolved that the Council of the Municipality of the District of Shelburne approve the changes to the union agreement between the Municipality of the District of Shelburne and IBEW local 1928 as negotiated and presented.


- **MOTION CARRIED**

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:06 pm. The next Council meeting will be held on Wednesday, November 29, 2023.

Nov 30/23
Date

**Carolann Atwood
Recording Secretary**



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer