Municipality of Shelburne

Naturally Yours

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REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, January 10, 2024

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, January 10, 2024, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:
Warden Penney Smith
Deputy Warden Dale Richardson
Councillor Doris Townsend via Microsoft Teams
Councillor Sherry Thorburn Irvine
Councillor Heidi Wagner
Councillor Ron Coole

ALSO IN ATTENDANCE:
Warren MacLeod, CAO
Carolann Atwood, Recording Secretary
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations & Protective Services

REGRETS:
Councillor Anthony Gosbee

1. **CALL TO ORDER:**

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

2. **APPROVAL OF AGENDA:**
   a. January 10, 2024

2(a) **MOTION: APPROVAL OF AGENDA – January 10, 2024**

Being duly moved and seconded, be it resolved that the Agenda for January 10, 2024, be approved.

3. **APPROVAL OF MINUTES:**
   a. December 13, 2023

DRAFT

3(a) **MOTION: APPROVAL OF MINUTES – December 13, 2023**

Being duly moved and seconded, be it resolved that the Minutes of December 13, 2023, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION

- **a.** Region 6 Budget 2023-24 – Christine McClare, R6
- **b.** Extended Producer Responsibility – Christine McClare, R6
- **c.** Offshore Wind Development – Kris Vascotto, Manager of NS Fisheries Alliance for Energy Engagement

5(a) Warden Smith welcomed Christine McClare. Ms. McClare gave a quick overview of the Region 6 budget for 2024/2025. Ms. McClare discussed the budget, including an overview of revenues, expenses, staffing, expected budget, funding sources, and program descriptions.

Discussion was held regarding the revenue summary and approved funds in comparison to previous years.

5(b) Ms. McClare gave a quick overview of the Extended Producer Responsibility (EPR). Ms. McClare discussed the roles, responsibilities, and milestones of the EPR program. Ms. McClare also informed Council that there would be a significant amount in savings if this project was properly implemented province-wide.

Discussion was held on the effect to the consumers. Ms. McClare stated that there would be very minor changes on the consumer end.

Warden Smith thanked Ms. McClare for presenting.

Warden Smith advised that due to the next presentation being scheduled for 7:00 pm, items on the agenda will be moved up accordingly.

6. OPERATIONS & PROTECTIVE SERVICES

- **a.** Speed Radar Signs – Marcia d'Eon

6(a) Marcia d'Eon, Director of Operations & Protective Services, presented Council with the Speed Radar Signs staff report.

Ms. d'Eon advised Council that staff explored options for the speed radar signs, with the cost, effectivity, and procedures in order to install the signs.

Discussion was held on this matter regarding the effectiveness of the signs, Department of Public Works requirements and staff resource availability.

MOTION: SPEED RADAR SIGNS

Be it resolved that the Council of the Municipality of Shelburne draft a letter to RCMP advising them of the specific areas where excessive speed is of concern and ask for them to erect speed signs in problem areas or to schedule speed checks in these areas, and have staff include a cost for speed radar signs in the draft 2024/2025 budget discussion.

- **MOTION CARRIED**

7. **ADMINISTRATION**
   - **a.** Audit Committee – Community Member Appointment – Erin Hartley

7(a) Erin Hartley, Deputy Chief Administration Officer, presented Council with the Audit Committee – Community Member staff report.

Ms. Hartley advised Council of the vacancy on the Audit Committee and gave a brief background of the recommended member.

MOTION: APPOINTMENT OF COMMUNITY MEMBER – AUDIT COMMITTEE

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Michael Wybo as the Municipality's community member on the Audit Committee.

- **MOTION CARRIED**

8. **ECONOMIC & COMMUNITY DEVELOPMENT**
   - **a.** Professional Communication Services RFP – Warren MacLeod

8(a) Warren MacLeod, Chief Administration Officer, presented Council with the Professional Communication Services RFP staff report,

Mr. MacLeod advised Council of the need for adequate communication professionals in relation to projects or emergencies.

A Request for Proposal for Professional Communication was advertised on December 5, 2023, to December 20, 2023. Mr. MacLeod advised Council that two proposals received and were scored based on several factors outlined in the RFP.

MOTION: PROFESSIONAL COMMUNICATION SERVICES – REQUEST FOR PROPOSAL

Be it resolved that the Council of the Municipality of the District of Shelburne approves awarding a standing offer contract for professional communication services to Iris Communications Inc. in response to our Request for Proposal.

- **MOTION CARRIED**

9. **Other**
   - **a.** Shelburne Regional High School Lunches – Doris Townsend
   - **b.** First Responders Tribute – Funding Request
   - **c.** Municipal Affairs and Housing Response Letter - Service Exchange Agreement
   - **d.** Municipal Affairs and Housing Response Letter - Harmonized Sales Tax (HST) on new rental construction
   - **e.** Monthly Building Report – December 2023

9(a) Councillor Townsend advised Council of the letter received from the Shelburne Regional High School requesting funds for lunches. Discussion was held regarding the need and the importance of this program. It was suggested that all four schools be included and that staff research possible assistance and include recommendations in the 2024/2025 budget discussions.

9(b) Warden Smith introduced Pam Mingo who attended virtually via Microsoft Teams. Ms. Mingo provided an update on the First Responders Tribute project being explored and lead by SRHS. The tentative date for this event is June 1, 2024.

MOTION: FIRST RESPONDERS TRIBUTE – FUNDING REQUEST

Be it resolved that the Council of the Municipality of the District of Shelburne provide up $400.00 from the 2023/ 2024 Budget.

- **MOTION CARRIED**

5(c) Warden Smith welcomed Kris Viscotto, Manager or NS Fisheries Alliance for Energy Engagement. Mr. Viscotto gave a brief description of the offshore wind industry and its purpose. Mr. Viscotto went into detail on the benefits, the impacts; indirect and direct, protection of the fishery, and transmission considerations.

Following a question & answer period, Mr. Viscotto was thanked for his presentation.

9(c) Warden Smith advised Council of the letter received in response to the Municipality's Service Exchange Agreement (MOU) letter sent September 22, 2023.

9(d) Warden Smith advised Council of the letter received in response to the Municipality's Removal of the Harmonized Sales Tax (HST) on New Rental Construction letter sent September 22, 2023.

9(e) Warden Smith reviewed the Monthly Building Report for December 2023.

10. <u>Committee Reports/Warden's Update:</u>

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

10(a) No reports at this time.

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

- Municipality's Holiday Meet & Greet – December 21, 2023
- Chamber of Commerce – January 9, 2024

11. <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 8:08 pm. The next Council meeting will be held on Wednesday, January 24, 2024.

Carolann Atwood
Recording Secretary

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Date

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Penny Smith, Warden

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Erin Hartley, Deputy Chief Administrative Officer