



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, June 12, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, June 12, 2024, 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 Anthony Gosbee  
Councillor Heidi Wagner  
Councillor Ron Coole

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Erin Hartley, Deputy CAO via Microsoft Teams  
Marcia d'Eon, Director of Operations & Protective Services  
Val Kean, Director of Economic & Community Development  
Michelle Vacon, Accessibility Coordinator  
Ryan Jamieson, Waste Diversion Officer  
Darrell Locke, By-Law Enforcement Officer  
Nicole Blades, Recording Secretary

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. June 12, 2024

2(a) **MOTION: APPROVAL OF AGENDA – JUNE 12, 2024**

Being duly moved and seconded, be it resolved that the Agenda for June 12, 2024, be approved.

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

a. May 22, 2024

3(a) **MOTION: APPROVAL OF MINUTES – MAY 22, 2024**

Being duly moved and seconded, be it resolved that the Minutes of May 22, 2024, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**8. ADMINISTRATION**

- a. Streetlight Installation - Carleton Village Dry Hydrant Access Road – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented to Council the Streetlight Installation – Carleton Village Dry Hydrant Access Road staff report.

Safety concerns have been identified regarding the lighting and visibility of the Carleton Village Dry Hydrant Access Road. Warden Smith disclosed she will look for a streetlight to be relocated to the location and a discussion was held regarding lighting for all dry hydrant locations.

Deputy Warden Richardson requested the matter be added to the next Fire Advisory Committee Agenda for discussion before a decision is made.

It was agreed that this item be tabled until the next Council meeting.

**6. RECREATION AND PARKS**

- a. Eastern Shelburne County Accessibility Advisory Committee - Appointment of Community Member – Michelle Vacon, Accessibility Coordinator

6(a) Michelle Vacon, Accessibility Coordinator, presented Council with the Eastern Shelburne County Accessibility Advisory Committee – Appointment of Community Member staff report.

Ms. Vacon advised Council that the Eastern Shelburne County Accessibility Advisory Committee has a vacant position for a Municipality of Shelburne Community Member. The position was advertised and after review of applications, it was determined that Morgan Stewart Flynn would be an excellent candidate.

**MOTION: EASTERN SHELburne COUNTY ACCESSIBILITY ADVISORY COMMITTEE – APPOINTMENT OF COMMUNITY MEMBER**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Morgan Stewart Flynn to be appointed as a member of the Eastern Shelburne County Accessibility Advisory Committee.

- **MOTION CARRIED**

**7. ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. Events Committee – Appointment of Committee Member – Val Kean, Director of Economic and Community Development
- b. Community Climate Capacity Program – Val Kean, Director of Economic and Community Development

7(a) Val Kean, Director of Economic and Community Development, presented the Events Committee – Appointment of Member staff report.

Ms. Kean advised Council the Town of Shelburne is contributing \$15,795 towards the event budget, accounting for 28% of the total event budget for Dock Street Days, Pumpkin Regatta, and Miracle on Dock Street. With this contribution, the Event Committee members agreed that a Town Councillor should be a part of the Committee. The Town of Shelburne has recommended Councillor Ben Nickerson.

**MOTION: EVENTS COMMITTEE – APPOINTMENT OF COMMITTEE MEMBER**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Town of Shelburne Councillor Ben Nickerson as a member of Shelburne Events Committee.

- **MOTION CARRIED**

7(b) Val Kean, Director of Economic and Community Development, presented the Community Climate Capacity Program staff report.

Ms. Kean advised Council in the Fall of 2023, staff partnered with the Town of Shelburne and Municipality of Barrington to apply for The Clean Foundation’s Community Climate Capacity program. The application was accepted in March 2024.

The program will provide staffing support in the form of a climate lead, and a team of specialists with expertise in planning, mitigation, adaptation and funding who will assist with identifying and working towards local climate and sustainability goals over the next three years.

Focus will be on updating the ICSP and Climate Change Action Plan, providing educational opportunities in our communities, risk management assessments relating to emergency management and flood mapping.

Izzie Collier, Climate Lead, started work on May 27, 2024 and has been approved to work with the Municipalities including the Town of Lockeport and Town of Clarks Harbour where initiatives overlap their boundaries. Council will be updated with progress once a workplan is established.

Councillor Gosbee excused himself from the meeting and left the table at 6:23 pm.

**9. OPERATIONS AND PROTECTIVE SERVICES**

- a. Waste Diversion Officer Quarterly Update – Ryan Jamieson, Waste Diversion Officer
- b. Dangerous and Unsightly Update - 4625 Hwy 103, Jordan Falls – Darrell Locke, By-Law Enforcement Officer

- c. RRP Award - Rental of Covered Bins and Service – Marcia d’Eon, Director of Operations and Protective Services
- d. Product Care Association of Canada – Collection Site Agreement – Marcia d’Eon, Director of Operations and Protective Services
- e. Monthly Building Report – May 2024

9(c) Marcia d’ Eon, Director of Operations and Protective Services, presented the RFP Award - Rental of Covered Bins and Service staff report.

Ms. d’Eon advised Council that an RPF was issued, to comply with regulations at the C&D site regarding the sorting and storage of pressure treated lumber, as per the Motion made at the April 24, 2024<sup>th</sup> Council Meeting.

There were two submissions, and they were scored based on suitability and quality of the proposed bin, cost, proposed timeline for installation and completion, and convenience of service schedule and availability.

A discussion was held regarding deciding factors including site work, timelines, and pricing.

**MOTION: RFP AWARD – RENTAL BINS AND SERVICE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Rental and Covered Bins and Service to GE Environmental as a one-year contract with the option to extend, as per the details outlined in their proposal.

- **MOTION CARRIED**

**5. PRESENTATIONS**

- a. Maritime Conservation Network Plan – Marty King, Senior Oceans Biologist and Project Lead for the Conservation Network, Fisheries & Oceans, Gabrielle Beaulieu, Project Manager - Protected Areas and Establishment Branch, Parks Canada, & Kyle Gordon, Oceans Biologist, Fisheries & Oceans Canada
  - i) Marine Conservation Network Plan Public Engagement Package

5(a) Warden Smith welcomed Marty King, Senior Oceans Biologist and Project Lead for the Conservation Network, Fisheries & Oceans, Gabrielle Beaulieu, Project Manager - Protected Areas and Establishment Branch, Parks Canada, & Kyle Gordon, Oceans Biologist, Fisheries & Oceans Canada.

Mr. King, Ms. Beaulieu, and Mr. Gordon provided updates on the Marine Conservation Network Plan, the public engagement process, and the Southwest Nova Scotia area.

Discussions were held regarding the marine conservation areas, working with industry, offshore wind energy, and timelines.

5(a)(i) Council was asked to share the public engagement information and links provided in the Public Engagement Package.

Councillors thanked Mr. King, Ms. Beaulieu and Mr. Gordon for presenting.

9(a) Ryan Jamieson, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Update staff report.

Mr. Jamieson provided updates on household hazardous waste, the Regional Materials Recovery Facility, education, solid waste removal, enforcement, Extended Producers Responsibility, and the Litter Incentive Program.

9(b) Darrell Locke, By-Law Enforcement Officer, presented the Dangerous and Unsightly Update – 4625 Hwy 103, Jordan Falls staff report.

Mr. Locke advised Council that the property owner has not complied with the order that was signed by the Warden on March 27, 2024 as per Section 507 of the Municipal Government Act: authorizing the demolition and clean up for the property located at 4625 Hwy 103, Jordan Falls.

The property owner made a request in writing to Council that the order be re-considered.

**MOTION: DANGEROUS AND UNSIGHTLY UPDATE – 4625 HWY 103, JORDAN FALLS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne hereby reaffirms the issuance of the order that was signed by Warden on March 27, 2024 as per Section 507 of the Municipal Government Act: authorizing the demolition and clean up for the property located at 4625 Hwy 103, Jordan Falls.

- **MOTION CARRIED**

9(d) Marcia d'Eon, Director of Operations and Protective Services, presented the Product Care Association of Canada – Collection Site Agreement staff report.

Ms. d'Eon advised Council the Product Care Association of Canada has expanded their program to collect lights in addition to paint resulting in a new revenue stream for the Municipality. The Household Hazardous Waste site has the space to support this program.

**MOTION: PRODUCT CARE ASSOCIATION OF CANADA – COLLECTION SITE AGREEMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Product Care Association of Canada Collection Site Agreement and;

Be it resolved that the Council of the Municipality of the District of Shelburne approve that the CAO be authorized to sign the attached Collection Site Agreement between Product Care Association of Canada and the Municipality of Shelburne.

- **MOTION CARRIED**

9(e) Warden Smith reviewed the Monthly Building Report for May 2024.

**10. CORRESPONDENCE**

- a. Peter Frampton Re: South Shore Community Development Corporation Letter of Support Request

b. Elizabeth Townsend Letter Re: Shelburne County ATV Association

10(a) Warren MacLeod, CAO, advised Council of the request for a letter of support from Peter Frampton regarding the South Shore Community Development Corporation. A discussion was held regarding the request.

**MOTION: LETTER OF SUPPORT – SOUTH SHORE COMMUNITY DEVELOPMENT CORPORATION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne to provide a letter of support for the South Shore Community Development Corporation.

- **MOTION CARRIED**

10(b) Warden Smith advised Council of the letter received from Elizabeth Townsend regarding the Shelburne County ATV Association. A discussion was held regarding the correspondence. It was agreed that a response letter would be issued to Ms. Townsend and the letter would be forwarded to the Shelburne County ATV Association.

**11. COMMITTEE REPORTS/WARDEN'S UPDATE**

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

11(a) Councillor Thorburn Irvine advised that she attended and provided updates on the following:

- Western County Regional Library

Councillor Thorburn Irvine noted that the Shelburne County Health Care Professional Recruitment and Retention Committee meeting scheduled for May 26<sup>th</sup> was cancelled.

Councillor Wagner advised that she attended and provided updates on the following:

- Firefighters and Volunteers Tribute
- Shelburne County Strong Relief Benefit

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

- May 23, 2024 – Offshore Wind Open House
- May 23, 2024 – Roseway Manor Committee Meeting
- May 27, 2024 – Site Visit in Oak Hill Re: Proposed Solar Project
- May 27, 2024 – Wildfire Fundraising Event
- May 28, 2024 – Canadian Red Cross Meeting
- May 29, 2024 – Roseway Hospital Charitable Foundation AGM
- May 30, 2024 – Shelburne Area Chamber of Commerce and Peter Frampton Meeting
- June 1, 2024 – Firefighters and Volunteers Tribute
- June 1, 2024 – Shelburne County Strong Relief Benefit
- June 3, 2024 – Shelburne County NSH/Stakeholders Committee Meeting
- June 4, 2024 – NSCC Convocation
- June 6, 2024 – NSCC Supper
- June 7, 2024 – Province and NSCC Meeting Re: Community Well
- June 7, 2024 – Southwest Nova Family Medicine Residency Program Graduation
- June 10, 2024 – Community Garden Meeting

**12. IN-CAMERA**

- a. Contract Negotiations as per MGA 22 (2)(e)
- b. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 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 8:24 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 9:21 pm.

- **MOTION CARRIED**

12(b) **MOTION: ROSEWAY MANOR PROPERTY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne agree to contact Nova Scotia Health to determine their interest in purchasing the Roseway Manor property, with a deadline to respond by December 31, 2024.

- **MOTION CARRIED**

**13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:23 pm. The next Regular Council meeting will be held on Wednesday June 26, 2024.

**Nicole Blades  
Recording Secretary**

July 2/24  
Date



**Penny Smith, Warden**



**Erin Hartley, Deputy Chief Administrative  
Officer**