



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, September 11, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, September 11, 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 Ron Coole
Councillor Anthony Gosbee via Microsoft Teams
Councillor Heidi Wagner via Microsoft Teams

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Val Kean, Director of Economic & Community Development
Marcia d'Eon, Director of Operations & Protective Services
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. September 11, 2024

2(a) MOTION: APPROVAL OF AGENDA – SEPTEMBER 11, 2024

Being duly moved and seconded, be it resolved that the Agenda for September 11, 2024, be approved.

- MOTION CARRIED

3. APPROVAL OF MINUTES:

- a. July 24, 2024
- b. August 7, 2024
- c. August 12, 2024

3(a) **MOTION: APPROVAL OF MINUTES – July 24, 2024**

Being duly moved and seconded, be it resolved that the Minutes of July 24, 2024, be approved as circulated.

- **MOTION CARRIED**

3(b) **MOTION: APPROVAL OF MINUTES – August 7, 2024**

Being duly moved and seconded, be it resolved that the Minutes of August 7, 2024, be approved as circulated.

- **MOTION CARRIED**

3(c) **MOTION: APPROVAL OF MINUTES – August 12, 2024**

Being duly moved and seconded, be it resolved that the Minutes of August 12, 2024, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

- a. Right to Know Week September 23rd to 29th, 2024

5(a) Warden Smith read the Right to Know Week September 23rd to 29th, 2024 Proclamation, formally declaring September 23rd to 29th, 2024 Right to Know Week in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Housing Accelerator Fund – Val Kean, Director of Economic & Community Development

6(a) Val Kean, Director of Economic & Community Development, presented the Housing Accelerator Fund staff report.

Ms. Kean advised Council that Turner Drake & Partners Ltd were consulted to assist with further development of the Housing Accelerator Fund application. Additional information was added to the original housing needs assessment report to be submitted with the application and based on their expertise the five initiatives listed in the report were developed.

MOTION: HOUSING ACCELERATOR FUND

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approves the submission of a Housing Accelerator Action Plan that includes the initiatives generally outlined in this staff report, dated September 11, 2024, as the Municipality's application under the Housing Accelerator Fund 2 program.

- **MOTION CARRIED**

7. FINANCE:

- a. Low Income Property Tax Exemption Policy Revised September 2024 – Warren MacLeod, CAO

7(a) Warren MacLeod, CAO, presented the Low Income Property Tax Exemptions Policy Revised September 2024 staff report.

CAO MacLeod advised Council of a definition addition in Clause 12.6 of the Low Income Property Tax Exemption Policy.

MOTION: LOW INCOME PROPERTY TAX EXEMPTION POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Low Income Property Tax Exemption Policy as amended.

- **MOTION CARRIED**

8. OPERATIONS & PROTECTIVE SERVICES

- a. Fees and Charges Policy Amendment – Marcia d’Eon, Director of Operations & Protective Services
- b. Sewage Treatment Plant - Options - Municipal Capital Growth Program – Marcia d’Eon, Director of Operations & Protective Services

8(a) Marcia d’Eon, Director of Operations & Protective Services, presented the Fees and Charges Policy Amendment staff report.

Ms. d’Eon advised Council that the Fees and Charges Policy has been amended to reflect the approved increases for tipping fees at the Regional Materials Recovery Facility and were effective on August 27, 2024.

The new rates were advertised via social media, handouts distributed at the RMRF to users and sent to the shared service partners. A discussion was held regarding public feedback on the increases and the overall census has been positive.

MOTION: FEES AND CHARGES POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

- **MOTION CARRIED**

8(b) Marcia d’Eon, Director of Operations & Protective Services, presented the Sewage Treatment Plant - Options – Municipal Growth Program staff report.

Ms. d’Eon advised Council that the Municipal Capital Growth Program (MCGP) funds awarded for the demolition of the old Municipal office can be transferred to another eligible project as the building has sold.

Installing a wetlands polishing pond to help increase capacity, sustainability and compliance of the septage receiving station/sewage treatment plant meets the criteria to be eligible for the MCGP. This project has been previously included in the budget forecast for the 2025/2026 fiscal year.

A discussion was held regarding the sewage treatment plant capacity, future development within the Municipality, preliminary costing of the upgrades and previous studies completed on the sewage treatment plant.

It was noted that majority of dwellings within the municipality are primarily serviced by on site septic systems, therefore having the ability to accept septage is paramount.

MOTION: SEWAGE TREATMENT PLANT OPTIONS – MUNICIPAL CAPITAL GROWTH PROGRAM

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorizes staff to proceed with the installation of a wetlands polishing pond and new septage receiving station if approved for funding by the Municipal Capital Growth Fund.

- **MOTION CARRIED**

9. OTHER:

- a. Organizational Review – Warden Smith
- b. Monthly Building Report – July 2024
- c. Monthly Building Report – August 2024

9(a) Warden Smith disclosed that Council has expressed interest in a third-party organizational review. A discussion was held regarding the importance of a review in providing the best service possible to the residents.

CAO MacLeod stated management would advertise a standing offer for municipal management services, the successful consultant would then be able to complete the organizational review and potential future projects. It was unanimously agreed upon with Council.

MOTION: ORGANIZATIONAL REVIEW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a third-party organizational review being carried out for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

9(b) Warden Smith reviewed the Monthly Building Report for July 2024.

9(c) Warden Smith reviewed the Monthly Building Report for August 2024.

10. COMMITTEE REPORTS/WARDEN'S UPDATE

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

10(a) Councillor Coole advised he attended and provided updates on the following:

- Shelburne County Health Care Professional Recruitment & Retention Committee

Councillor Gosbee advised he attended and provided updates on the following:

- Shelburne County Arena Association Meeting

Council Meeting
September 11, 2024

Councillor Thorburn Irvine advised she attended and provided updates on the following:

- NS RCMP Apology to African Nova Scotians and people of African decent at the Black Loyalist Heritage Centre
- Regional Library Board Meeting

Deputy Warden Richardson advised he attended and provided updates on the following:

- Community Garden Committee

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

- July 25 & September 4 – Community Well Project Meeting
- July 25-27 – Harmony Bizarre Event
- July 31 – Cell Phone Tower Announcement in Greenfield
- August 5 – Shelburne County Exhibition opening remarks
- August 8-9 – Participated in the Exhibition’s Little Miss and Queen Pageants
- August 12 & September 9 – Community Garden Committee
- August 14 – Shelburne County Leadership Committee Meeting
- September 7 – NS RCMP Apology to African Nova Scotians and people of African decent at the Black Loyalist Heritage Centre
- September 9 – Shelburne County Community/NSH Stakeholder Group Meeting
- September 11 - Shelburne County Leadership Committee Meeting

A discussion was held regarding concerns from the community involving drug and crime related issues. The RCMP are willing to work with the municipal units to assist in spreading awareness and communication to residents. The RCMP has been asked to provide quarterly reports with the municipal units to share with the residents. No timeline has been given at this time on when report sharing will begin.

Councillor Thorburn Irvine suggested that a request be made to the RCMP to have a public engagement meeting regarding these concerns. Councillor Coole suggested the request go through the RCMP Advisory Committee. Staff was directed to contact to the RCMP.

Warden Smith noted the public community meeting being held Monday, October 7th at the Barrington Lions Hall with guest speaker Michael Bull Roberts, author, educator, recovered addict and directed staff to share on social media.

Warden Smith noted the upcoming election on October 19, 2024, and wished all the candidates the very best.

11. IN-CAMERA

- a. Personnel Matters as per MGA 22 (2)(c)
- b. Contract Negotiations as per MGA 22 (2)(e)
- c. 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 6:43 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 7:41 pm.

- **MOTION CARRIED**

The items were discussed in-camera and direction was provided to staff.

11(c) **MOTION: K CLASS ROAD SECTION OF ANNAPOLIS ROAD PURCHASE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the CAO sign the attached Transfer Agreement between the Municipality of the District of Shelburne and His Majesty the King in the Right of the Province of Nova Scotia to purchase the K Class Section of Annapolis Road for \$1.00.

- **MOTION CARRIED**

12. ADJOURNMENT

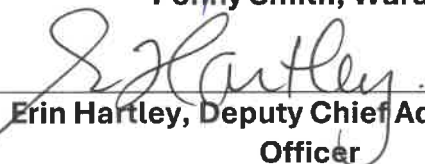
There being no further business, the meeting was adjourned at 7:42 pm. The next Regular Council meeting will be held on Wednesday, September 25, 2024.

October 9/24.
Date

Nicole Blades
Recording Secretary



Penny Smith, Warden



**Erin Hartley, Deputy Chief Administrative
Officer**