

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
APRIL 23, 2025 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. April 23, 2025		1
3. <u>ACCEPTANCE OF MINUTES</u>		
a. April 2, 2025		3-4
b. April 9, 2025		5-9
4. <u>BUSINESS ARISING</u>		
5. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Grants to Organizations Funding* – Robin Smith, Community Development Coordinator		10-12
b. Events Committee – Appointment of Members* – Robin Smith, Community Development Coordinator		13-14
c. Economic Growth Strategy Committee – Appointment of Members* – Val Kean, Director of Economic & Community Development		15-20
6. <u>RECREATION & PARKS</u>		
a. Woodland Multi-Use Trail Association Request* – Adam Dedrick, Director of Recreation & Parks		21-23
7. <u>CORRESPONDENCE</u>		
a. Davie Hartley Re: Black History Commemorative Initiative Update		24-25
8. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
9. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
April 23rd, 2025 - Council Meeting
RECOMMENDED MOTIONS

5(a) MOTION: GRANTS TO ORGANIZATIONS FUNDING

Be it resolved that the Council of the Municipality of the District of Shelburne approves the recommended grant amounts attached, totaling \$62,620.00, to come from the 2025/26 Grants to Organization, GL# 00-21950-791.

5(b) MOTION: EVENTS COMMITTEE – APPOINTMENT OF MEMBERS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Candace Wolkins, Debbie Ryan, Derek Amalfa and Adam Bisonette as community members of the Shelburne Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Town of Shelburne Mayor Stanley Jacklin as a member of the Shelburne Events Committee.

5(c) MOTION: ECONOMIC GROWTH STRATEGY COMMITTEE – APPOINTMENT OF MEMBERS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Meghan Cox, Andrea Davis, Duane MacLellan and Andrew Locke as the community representatives to sit on the Economic Growth Committee.

6(a) MOTION: WOODLAND MULTI-USE TRAIL ASSOCIATION REQUEST

Be it resolved that the Council of the Municipality of the District of Shelburne defer the request from the Woodland Multi-Use Trails Association for help with the long-term management of their existing trails and the development of their future trails, to the consultation and planning for the Municipal strategic plan.

**SPECIAL SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, April 2, 2025**

The Special Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, April 2, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Michelle Williams, Director of Finance
Val Kean, Director of Economic & Community Development
Marcia d'Eon, Director of Operations & Protective Services
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary
Members of the Public

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. April 2, 2025

2(a) **MOTION: APPROVAL OF AGENDA – APRIL 2, 2025**

Being duly moved and seconded, be it resolved that the Agenda for April 2, 2025, be approved.

- **MOTION CARRIED**

3. FINANCE

a. 2025/2026 Budget – Warren MacLeod, CAO

3(a) Warren MacLeod, CAO, presented the 2025/2026 Draft Budget. Directors were given the opportunity to present directorate budget summaries including revenues, expenses, and projects assigned to each department.

Discussion was held regarding the budget process and potential scenarios for tax rates. Council expressed their opinions on goals and objectives for the budget.

It was noted that budget documents are available on the municipal website and residents could provide feedback to Warden Smith by email until the end of day on April 8, 2025. A Special Council Meeting will be held on Monday, April 14, 2025 at 6:00 pm for further discussion and potential approval of the budget by vote.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:14 pm. The next Regular Council meeting will be held on Wednesday, April 9, 2025.

**Nicole Blades
Recording Secretary**

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, April 9, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, April 9, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations & Protective Services
Val Kean, Director of Economic & Community Development
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary
Member of the Public

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. April 9, 2025

2(a) MOTION: APPROVAL OF AGENDA – APRIL 9, 2025

Being duly moved and seconded, be it resolved that the Agenda for April 9, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

a. March 26, 2025

3(a) The Minutes of March 26, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. RECREATION & PARKS:

a. Provincial Volunteer Representative 2025 – Adam Dedrick, Director of Recreation & Parks

5(a) Adam Dedrick, Director of Recreation and Parks, presented the Provincial Volunteer Representative 2025 staff report.

The Departments of Economic and Community Development and Recreation and Parks discussed potential candidates for the award. Both departments work closely with the community groups and volunteers. After reviewing several candidates, the Lower Ohio Recreation Centre was chosen to be the recipient of the 2025 Provincial Volunteer Representative award.

The Lower Ohio Recreation Centre represents a group of volunteers that operate and manage both the Lower Ohio Hall and the Ohio Ball Field. For the past several years they have been working on a project to complete upgrades to the ball field including repositioning the ball diamond, new fencing, upgrading the dugouts, a parking lot expansion and the addition of a walking track. With a grand opening scheduled in June 2025, the newly upgraded recreation facility will benefit not only the local community but all of Eastern Shelburne County.

MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE 2025

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the Lower Ohio Recreation Centre as the recipient of the 2025 Provincial Volunteer Representative Award.

- MOTION CARRIED

6. ECONOMIC & COMMUNITY DEVELOPMENT:

a. Housing Accelerator Fund 2 (HAF2) Award Update – Val Kean, Director of Economic & Community Development

6(a) Val Kean, Director of Economic and Community Development, presented the Housing Accelerator Fund 2 (HAF2) Award Update staff report.

The HAF2 is a federal initiative administered by the Canada Mortgage and Housing Corporation that provides direct funding to local authorities to support initiatives that accelerate the supply of housing. The Municipality submitted a successful application and was awarded \$1,546,000 that will be disbursed in four separate advances over four years.

Ms. Kean advised Council to participate in the HAF2 program, municipalities are required to develop a Housing Action Plan that includes a housing supply growth target, and specific initiatives aimed at achieving the goal. The Municipality's approved initiatives include developing a surplus lands strategy, implementing an electronic permitting system, adopting an affordable housing incentive policy and community improvement plan, and exploring pre-approved plans for density building.

Discussion was held regarding the Municipality's commitment of the growth target of forty building units, additional grant opportunities, the Economic Growth Strategy Committee's involvement, and current potential surplus lands. Ms. Kean reviewed budgeted implications including wages for planning and development expertise, affordable housing grant program, building designs, and other initiatives to put the funding towards.

7. OPERATIONS & PROTECTIVE SERVICES:

- a. SCEEMO – Funding for Generators – Marcia d'Eon, Director of Operations & Protective Services
- b. Request to Create Windmill Reserve – Marcia d'Eon, Director of Operations and Protective Services
- c. Monthly Building Report – March 2025

7(a) Marcia d'Eon, Director of Operations and Protective Services, presented the SCEEMO – Funding for Generators staff report.

Historically the Shelburne County East Management Organization (SCEEMO) Committee has funded the generator fuel, annual service and maintenance for the generators located at 63 King Street, Shelburne and 67 Hall Street, Lockeport, as these locations are utilized as comfort centers in the event of an emergency.

Ms. d'Eon advised Council that recently SCEEMO made a motion to dissolve the committee and therefore the funds in the SCEEMO reserve need to be disbursed. A new Regional Emergency Management Organization (REMO) Committee agreement had been signed and will be administered by the Municipality of Barrington, and it was noted REMO currently does not provide funding for comfort center generators.

A discussion was held regarding potential options for disbursing the SCEEMO funds, the possibility of REMO providing generator funding in the future, and budgeted and non-budgeted maintenance costs of the generators.

MOTION: COMFORT CENTRE GENERATOR RESERVE

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne will provide the Lockeport Fire Hall and the Shelburne Fire Hall each with half of any monies returned to the Municipality from SCEEMO Reserves as a one-time contribution in lieu of continued annual maintenance, fuel, rental and repair fees for the generators for Comfort Centers located at these facilities during an emergency.

- **MOTION DEFEATED**

MOTION: COMFORT CENTRE GENERATOR RESERVE

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne create a reserve dedicated towards the continued maintenance, repair and fuel of the Lockeport and Shelburne Comfort Center generators.

- **MOTION CARRIED**

7(b) Marcia d'Eon, Director of Operations and Protective Services, presented the Request to Create Windmill Reserve staff report.

Discussions with the Council during budget deliberations for 2025/2026 resulted in Council recommending that the profits (if any) from the operation of the Windmill be held in reserve to fund the future decommissioning of the unit.

Ms. d'Eon provided an update on the current working state of the wind turbine and noted that the repairs are ongoing to have the wind turbine functioning at full capacity.

MOTION: REQUEST TO CREATE WINDMILL RESERVE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the creation of a Windmill Reserve to allow any profits after expenses to be held in reserve for future decommissioning costs.

- **MOTION CARRIED**

7(c) Warden Smith reviewed the Monthly Building Report for March 2025.

8. ADMINISTRATION:

- a. Repeal Covid-19 Workplace Policy – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented the Repeal Covid-19 Workplace Policy staff report.

The Covid-19 Workplace Policy was put in place to implement safety practices during the Covid-19 Pandemic when strict and detailed protocols were in place. These practices are now outdated and any protocols or best practices put in place by NS Health will be followed in lieu of a policy.

MOTION: REPEAL COVID-19 WORKPLACE POLICY

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne repeal its Covid-19 Workplace Policy approved by Council on December 8, 2021.

- **MOTION CARRIED**

9. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

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

- Media Literacy Sessions at Yarmouth and Barrington Libraries

- RCMP Community Engagement
- Climate-Resilient Coastal Community Committee meeting

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

- April 2 – Public Budget Meeting
- April 8 – RCMP Community Engagement

Warden Smith noted a Special Council Meeting to approve the 2025/2026 Municipal Budget will be held on Monday, April 14, 2025 at 6 pm in the Council Chambers.

10. IN-CAMERA:

a. Contract Negotiations as per the MGA 22 (2)(e)

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 6:57 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 7:16 pm.

- **MOTION CARRIED**

10(a) Item was discussed, and direction was given to staff in-camera.

MOTION: NON-UNION SALARY ADMINISTRATION POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Non-Union Salary Administration Policy as amended.

- **MOTION CARRIED**

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:16 pm. The next Regular Council meeting will be held on Wednesday, April 23, 2025.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

Erin Hartley, Deputy Chief Administrative Officer

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Economic & Community Development

DATE: April 23, 2025

SUBJECT: 2025/26 Grants to Organizations Recommendations

ORIGIN

Each year the Municipality receives funding requests from non-profit organizations for consideration under the Grants to Organizations Policy.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approves the recommended grant amounts attached, totaling \$62,620.00, to come from the 2025/26 Grants to Organization, GL# 00-21950-791

BACKGROUND

The Municipality advertises each year encouraging non-profit organizations to apply for funding assistance from according to the Grants to Organizations Policy. This year the Grants to Organizations application deadline was February 15th and all applications must include a recent financial statement and related budget. Applicants are required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Grant categories include an Operating, Capital & Community Event (programs/services/events) at 50% of costs (excluding salary and wages) up to a maximum of \$5000 for operating/community event and a Capital Grant (facility repairs/equipment) at 70% of costs up to a maximum of \$2,500. We also have the newly approved categories of Partnership Support, Elite Athlete/Youth Travel (Provincial/National/International) and Sponsorship Ad/Donation Requests.

Applications are reviewed by the Grants Committee (Director of Economic & Community Development, Director of Recreation, Recreation Coordinator and Community Development Coordinator) for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, efficient use of resources and inclusion of required documents (financial statement/budget). A preliminary list of recommended grants is then created for Council to review.

DISCUSSION

A total of \$67,5000, was approved in the Municipality's 2025/26 Operating Budget for Grants to Organizations. A total of 35 applications have been received, requesting a total of \$85,011. The attached spreadsheet summarizes all 35 of the organizations applying for the grant, the amount requested from each organization and the amount committee is recommending for approval.

In addition to the 35 applications the Council has recently heard presentations from the Shelburne County Arena and Shelburne Curling Club requesting grant funding detailed below:

- Shelburne County Arena has requested the Municipality to create a reserve dedicated to the arena for capital projects with an annual contribution of up to \$10,000-\$12,000 until it reaches \$50,000. They are asking for the other two units, Town of Shelburne and Town of Lockport, to do the same, but for different amounts based on the percentages used in the Arena Operating Contribution Agreement.
- Shelburne County Curling Club has requested the Municipality join in a partnership funding a Curling Centre Manager for \$45,000 per year, maintenance/operations costs at \$5,000 per year and capital expenditure funding of \$25,000 per year for a total of \$75,000 per year to be shared with the Town of Shelburne. The total ask to the Municipality would be \$40,500.00

Based on the timing of these additional requests, and Councils budgetary constraints, it is the recommendation from staff that Council engage community discussion during our forthcoming strategic planning public sessions to identify and determine funding partners from a community driven perspective.

It should be noted that Council has also approved budgeted funding support for the following partnership commitments:

Sou'west Nova Transit – Operating Support = \$37,000
Shelburne County Senior Safety – Operating Support = \$33,439
Ohio Ball Field - Capital Support = \$20,000
Woodland Multi-use Trails Association Operating Support = \$20,000
Brighter Days Campaign – Operating Support = \$5,000
Shelburne County Arena – Operating Support = \$31,306
Chamber of Commerce – Operating Support = \$15,000 (conditional approval)
Barrington Ground Search and Rescue – Operating Support = \$5,400
Graham's Park – Operating Support = \$5,000

BUDGET IMPLICATIONS

The amount of \$62,620.00 will be taken from the Grants to Organization GL# 00-21950-791, leaving \$4880.00, for consideration of further requests throughout the 2025/26 fiscal year.

ATTACHMENTS

1. Grants to Organizations 2024/25 Applications Spreadsheet

Organization	Requested Amount	2025/26 Recommendation
CAPITAL PROJECTS		
Birchtown Community	\$ 2,500.00	\$ 1,848.00
Barrington Regional Curling Club	\$1,000.00	\$ -
CAMPS	\$2,500.00	\$ 2,500.00
Clyde River Society & Cemetery	\$2,500.00	\$ 2,500.00
Sandy Point Comm. Rec. Group	\$2,500.00	\$ 2,500.00
Shelburne Co. Minor Hockey Association	\$2,500.00	\$ 2,500.00
Shore Road Playground	\$2,500.00	\$ 2,500.00
OPERATING		
Community Garden & Foodshare Association	\$1,791.00	\$ 1,000.00
Shelburne Guild Hall Market	\$2,000.00	\$ 1,500.00
Guild Hall Summer Series	\$1,600.00	\$ 1,600.00
Kids Fair Play.	\$5,000.00	\$ 5,000.00
Little Harbour & Area Social Society	\$2,000.00	\$ 750.00
Lockeport Cemetery Company Ltd.	\$1,000.00	\$ 750.00
Osborne Cemetery	\$1,500.00	\$ 750.00
Pet Projects	\$1,500.00	\$ 750.00
Osprey Arts Centre	\$8,000.00	\$ 5,000.00
Shelburne County Genealogical	\$1,000.00	\$ 250.00
Shelb. Co Arts Council	\$1,500.00	\$ 250.00
Shelb. Co Agricultural Exhibition	\$5,000.00	\$ 3,500.00
Shelburne County Garden Club	\$2,000.00	\$ -
Shelb. Co Society Feral Cats	\$2,000.00	\$ 750.00
Shelburne County Special Olympics	\$3,000.00	\$ 500.00
Shelburne Historical	\$5,000.00	\$ 5,000.00
Shelburne Longboat Society	\$1,620.00	\$ 1,620.00
Sou'West Nova Biosphere	\$1,000.00	\$ -
COMMUNITY EVENTS		
Black Loyalist Heritage Society	\$2,500.00	\$ 2,500.00
Harmony Bazaar	\$5,000.00	\$ 5,000.00
Lockeport Sea Derby	\$500.00	\$ 500.00
Nova Lumberjacks	\$2,000.00	\$ 1,000.00
Shelburne Film Expo	\$2,000.00	\$ 725.00
Town of Lockeport-Canada Day	\$5,000.00	\$ 5,000.00
Tri County Rugby Football Club	\$2,500.00	\$ 925.00
Lockeport VIC	\$3,500.00	\$ 3,500.00
LRHS Bursary	\$1,000.00	\$ 1,000.00
SRHS Bursary	\$1,000.00	\$ 1,000.00
Total GTO	\$85,011.00	\$62,620.00

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Economic & Community Development

DATE: April 23rd, 2025

SUBJECT: **Appointment of Committee Member(s)**

PURPOSE

To appoint five new Committee Members to the Shelburne Events Committee.

RECOMMENDED MOTION

It is recommended to Council,

THAT the Municipality of the District of Shelburne appoint Candace Wolkins, Debbie Ryan, Derek Amalfa and Adam Bisonette as community members of the Shelburne Events Committee.

THAT the Municipality of the District of Shelburne appoint Town of Shelburne Mayor Stanley Jacklin as a member of the Shelburne Events Committee.

BACKGROUND

At the May 10, 2023, Council Meeting, the Shelburne Events Committee was approved as a Committee of Municipal Council. The committee consisted of eight community members, two staff members and one Council member.

DISCUSSION

We recently had a committee member resign from the Committee for personal reasons. Their dedication to the committee for the past 4 years is very much appreciated and we have expressed our gratitude on behalf of Council.

On March 17, 2025, staff published a public recruitment advertisement to encourage interested community member to consider volunteering on the Shelburne Event Committee. The deadline for submission was April 11, 2025. We received four expressions of interest. Our Terms of Reference allows for a minimum of four and up to a maximum of ten community members.

The Committee reviewed the expressions of interest and agreed that all candidates will make a great addition to the future of the Shelburne Events Committee. Additionally, as a

result of the 2024 municipal elections, the Town of Shelburne representative requires to be changed. The Committee is excited to welcome Mayor Jacklin and recommends the his appointment to the Committee.

BUDGET IMPLICATIONS

None

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic and Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: April 23, 2025

SUBJECT: **Economic Growth Committee – Community Member Appointment**

PURPOSE

For Council to consider the appointment of four community representatives.

RECOMMENDATION

It is recommended to Council that:

THAT the Municipality of the District of Shelburne appoints Meghan Cox, Andrea Davis, Duane MacLellan and Andrew Locke as the community representatives to sit on the Economic Growth Committee.

BACKGROUND

Established in November 2016, the Economic Growth Strategy Committee was created to support the Municipal Council in defining its role in shaping the future of economic development. Through strategic investments and informed decision-making, the Committee helps ensure that the Municipality's financial resources—entrusted by its residents—are spent wisely to maximize economic returns.

Although the committee has been largely inactive since 2018, now is the time to revitalize our economic strategy with fresh ideas and active community participation. The Municipality is committed to a collaborative, community-driven approach to future growth.

To ensure diverse perspectives, the committee consists of three Council representatives and four community members, creating a strong balance of leadership and local insight. This is a pivotal opportunity for residents to play a direct role in shaping the economic future of our municipality.

At the March 26, 2025, Council meeting Warden Penny Smith, Deputy Warden Heidi Wagner and Councillor Dale Richardson were appointed as Council representatives of this Committee. Councillor Sherry Irvine Thorburn was appointed as a committee alternate.

DISCUSSION

The Economic Growth Committee plays a vital role in shaping a thriving and sustainable future for our community. Its mission is to drive economic vitality through strategic initiatives that foster development, economic diversity and investment opportunities.

On March 28, 2025, staff initiated the recruitment process for community members interested in serving on the Committee. The opportunity was promoted through the Municipal website, the official Facebook page, and widely followed community Facebook groups to ensure broad outreach. The application period closed at 4:00 p.m. on April 18, 2025, and we were pleased to receive seven expressions of interest. In accordance with the Committee's Terms of Reference, all applications were reviewed by the Chief Administrative Officer (CAO) and discussed with the management team to identify the most suitable candidates. Guided by a commitment to assembling a diverse and business-minded group, it is recommended that Meghan Cox, Andrea Davis, Duane MacLellan, and Andrew Locke be appointed to the Committee. We extend our sincere thanks to all applicants for their interest and enthusiasm in contributing to the community.

BUDGET IMPLICATIONS

NONE

ATTACHMENTS

Economic Growth Committee – Terms of Reference

**Municipality of the District of Shelburne
ECONOMIC GROWTH STRATEGY COMMITTEE**

Terms of Reference

Purpose

The purpose of the Economic Growth Strategy Committee is to assist Municipal Council with determining what role it should play in the future economic development of the community through investments in infrastructure, policy decisions, taxation strategies, community development, legislative frameworks and advocacy, sector growth, acquisition and sale of land, and economic data collection and research to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize economic returns.

Authority

The Economic Growth Strategy Committee has been granted its legal authority to assist the Municipality with economic development strategies by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for economic development through various parts of the *Municipal Government Act* including Sections 57, 66, 71 and 172.

Scope

The scope of the Economic Growth Strategy Committee includes a broad range of activities aimed at fostering economic vitality and sustainable development within the community. Key areas of focus include:

Key Areas of Focus:

Strategic Planning – Crafting and executing a forward-thinking economic growth strategy that aligns with the municipality's long-term vision.

Economic Diversity & Industry Expansion – Encouraging a balanced and resilient local economy by promoting innovation and expanding opportunities across multiple sectors.

Community Engagement – Ensuring economic development efforts reflect the community's priorities by collaborating with local businesses, educational institutions, and residents.

Infrastructure & Investment Advocacy – Identifying and championing critical infrastructure projects that enhance business opportunities and make the municipality a more attractive place to invest.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective economic development strategies of the Municipality.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Chief Administrative Officer

Chief Administrative Officer and the Director of Economic Development will work together to carry out the functions and roles as directed by the Economic Growth Strategy Committee from time to time, and shall act as a staff resource to the Committee. This team shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Economic Growth Strategy Committee shall include three elected representatives and one alternate from the Municipality of the District of Shelburne and four members of the public, duly appointed by Council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong economic, business development, or sector specific backgrounds and be able to comprehend complex financial, government and regulatory processes.

Member applications shall be vetted by the CAO and member appointment will be by Council motion.

All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member.

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO.

Reporting Relationship

The Economic Growth Strategy Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Economic Growth Strategy Committee shall be from April 1, 2025 to October 31, 2028, and is subject to renewal each two years thereafter according to the discretion of Council.

The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in January or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Economic Growth Strategy Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by

the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Council.

Quorum Requirements

No decisions may be made at any Economic Growth Strategy Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Economic Growth Strategy Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Chief Administrative Officer will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

Conflict of Interest

It is expected that all members of the Economic Growth Strategy Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Economic Growth Strategy Committee shall have access to the resources of the Chief Administrative Officer and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Economic Growth Strategy Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Economic Growth Strategy Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Economic Growth Strategy Committee's work and activities shall come solely from the Chairperson or the Chief Administrative Officer. It is expected that all decisions

of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Economic Growth Strategy Committee.

Reporting

At least bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Economic Growth Strategy Committee shall be responsible for reviewing the success factors of the community's business climate and the challenges to it by reviewing municipal, provincial and federal policies, requesting and analyzing information brought before it, discussing options and opportunities, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Economic Growth Strategy Committee shall endeavour to carry out the following functions:

Economic Growth and Business Sector Assessment

1. Review municipal, provincial and federal policies and regulations related to economic growth.
2. Review the Municipality's land use policies and regulations.
4. Review of potential infrastructure investments versus return on investment.
5. Assessment of opportunities for sector growth and development based on current community profile, innovation and technology upgrades.
7. Development of an economic development strategy for the municipality addressing areas such as but not limited to tourism and the service sector, forestry, agriculture, health, education, industrial and marine development, immigration, culture and arts, as well as innovation and information technology.

Approved by Council: November 3, 2016

Amended by Council: October 22, 2018

Amended by Council: November 23, 2020

Amended by Council: March 26, 2025

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Erin Hartley, Deputy Chief Administrative Officer
Date: April 23, 2025
Subject: Woodland Multi-Use Trail Association Request

Origin

The Woodland Multi-Use Trail Association (WMTA) presented to Council on March 12, 2025.

Recommendation

THAT, Council of the Municipality of the District of Shelburne defer the request from the Woodland Multi-Use Trails Association for help with the long-term management of their existing trails and the development of their future trails, to the consultation and planning for the Municipal strategic plan.

Background

At the March 12, 2025 Council meeting WMTA provided an overview of their accomplishments in developing trails in Shelburne County. They concluded their presentation with two requests, 1) for MDS to continue their financial support for maintenance, development and capital improvements to the trails; and 2) for MDS to help us manage and help complete the development of the remaining 34.2 km of trail across Shelburne County.

Discussion

The specifics of the second request were not clear so to get more information a meeting was held with two representatives from WMTA on April 2, 2025.

At the meeting they explained that WMTA is facing challenges to meet their operational needs and goals for trail development. Their vision is for a connected shared multi-use trail system across Shelburne County but the maintenance requirements and administration responsibilities have become challenging. They feel that they are not getting the individuals stepping up for key roles from their membership, which in 2024 had 140 members. There are a wide range of administrative responsibilities, but currently one person does most of that work, and there is great concern that there will not be a successor, which could be the case in the foreseeable future.

A large part of those responsibilities includes preparing grant applications and managing the grant funds based on the various terms and conditions. They annually apply for and receive up to seven grants and many of those have stipulations of what the funds can be spent on (maintenance vs capital) and where geographically they can be used (i.e. Municipality of Shelburne vs Municipality of Barrington). Figuring all of that out then tracking it for final reports can be a tedious task.

Other administration responsibilities include preparing and advertising RFPs, hiring contractors, managing email correspondence, preparing presentations for Councils, writing cheques and keeping financial records up to date. It also includes organizing work parties and determining the needed materials, which can be numerous. On the maintenance side, they have been moving away

from doing the work for larger jobs themselves to contracting out the work more as they feel it is no longer sustainable for members to do it.

With all the above, they still intend to keep moving forward with developing the 34.2 km of trail, and if required, taking on more LOAs (letter of authority). It should be noted that their request for funding support was granted, as they applied for funding through the Grants to Organization program and were approved.

Based on all the above they were asked to clarify their request for the Municipality, which they indicated was for two things:

- 1) To help with the long-term management of their existing trails, specifically with the maintenance and administrative responsibilities.
- 2) To help with the future development of their trails, which is the development of the remaining 34.2 km.

WMTA indicated they do not have a solution to what this help would be or look like but did have suggestions and asked for the Municipality to explore solutions. One suggestion was for this work to be taken on by Municipal staff, but it was made clear this is not an option, as all staff are at maximum capacity and cannot take on more duties, especially for an outside organization. Another suggestion was the creation of a Trails Manager position. Being that WMTA trails span across all of Shelburne County with about half in each municipality, a position like that would require buy-in and financial support from both municipal units. This was proposed several years ago by WMTA to the Municipality of Barrington, however, they did not support it. The Trails Manager position has a lot of unknowns such as the cost, funding, scope of duties, length of term, how it would be managed and who would administer it. WMTA indicated they would not be interested in managing or administering the position.

Based on their request and the information gathered from the meeting, it is recommended that the requests from WMTA be deferred to the consultation and planning for the Municipal strategic plan, which will take place during the current fiscal (2025-2026).

The sustainability of trails in the Municipality, trails managed by both the Municipality and WMTA, is an issue and a long-term solution requires further discussion and consultation with users, the community and other municipal units, especially when considering the larger scale of trails in Shelburne County. WMTA trails are their responsibility as they hold the letters of authority (LOAs) and they have a solid membership (140 members in 2024) that with further efforts could possibly be tapped into to recruit and train individuals to take on operational duties. The Municipality has its own LOAs for trails and bridges, which are required to be maintained, with three major bridge repair projects in the next 5 years. The Municipality has been annually supporting WMTA with funding for both capital and maintenance work so any further support needs to be carefully considered for the perspective of whose responsibility it is, and staff capacity. Also, an inquiry was made with the Director of Recreation at the Municipality of Barrington and it was confirmed that WMTA have not approached them with the same request for support.

At the end of the meeting, it was brought up by WMTA about the status of the Jordan River Bridge replacement. It was requested for the Municipality to consider doing temporary repairs to the bridge decking to enable it to accommodate off highway vehicles (OHVs) until the new bridge is in place as there are concerns with the timeline. It was requested for WMTA to provide a proposal for the temporary repairs.

WMTA provided a proposal with options, which are below. As a result, direction is being sought from Council on how to proceed with the request.

The following summarizes the three main options for temporary decking repairs:

- 1) Remove existing barriers and make temporary deck repairs as necessary. This is the most timely and minimum cost proposal to resolve most issues and give access to most but not all trail users; larger off highway vehicles would not be able to access.
Cost estimate: Minimal, likely less than \$1,000
- 2) Reposition one of the side rails at 74" to provide a clear deck of 66" between new curbs, raise the height of the mesh railings to 54" and reuse salvageable material such as posts, braces and wire mesh. This would give access to all users and all types of off highway vehicles.
Cost estimate: \$6,713 (\$3,356.50 materials, same for labour)
- 3) Remove the existing deck and railings and rebuild them according to the engineered design used on previous WMTA bridges. This would give access to all users and all types of off highway vehicles.
Cost estimate: \$81,972 (\$40,986 materials, same for labour)

The reasoning for the proposal is valid, however, there are several things that should be considered: the state of the bridge from an engineering perspective and how long it can remain open to carry the loads; what happens by disturbing materials during construction, potentially exposing additional repairs and increasing costs; how would the repairs be funded; and who will do the repairs. WMTA indicated they would not be able to do any repairs themselves but that there are contractors that are willing.

Based on the proposal, options 1 and 2 seem to be the most reasonable as they both would open the bridge to all users and costs would be feasible, depending on how the repairs would be funded. Option 3 would not be considered feasible as it would likely be more than is needed at this time.

However, before a decision is made to even consider the proposal, it is recommended to consult with an engineer on the state of the bridge and what effects the proposed options could have as the last inspection was done in December 2023. In its condition at the time, the bridge was deemed safe for pedestrian and off-highway vehicle use for the short-term (1-2 years). Based on the results of consultation with an engineer, the proposal could be revisited for consideration.

Budget Implications

None at this time.

Alternatives

Not defer the request to strategic planning and instead start addressing it now. However, it is felt this would be premature as it is more suitable to be part of the development of the strategic plan and the process that will be potentially utilized to develop the plan.

From: davie hartley [REDACTED]
Sent: Tuesday, April 1, 2025 6:10:00 PM
To: Warden Penny Smith <Warden@municipalityofshelburne.ca>; Penny Smith [REDACTED]
Subject: Davie Hartley - I heard back from Natural Resources and Renewables

CAUTION: This email originated from an external sender.

Hi Penny

I heard back from Natural Resources and Renewables. I embedded an image of a piece of land which we talked about. They indicated that leasing is an option for the Shelburne Municipality. You will see on the image an arrow pointing to a small piece of land (100 metres x 100 metres) which we talked about. Would the Shelburne Municipality be interested in leasing the land for a small monument remembering the Black folks who were allocated land in this area. I would pull together a working committee to work on fundraising, monument maintenance and additional leg work/hands on work.

Thank you, Davie

