



Municipality of  
**Shelburne**

Naturally Yours

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**REGULAR SESSION OF THE 51<sup>ST</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
July 27, 2020**

The Regular Session of the 51<sup>st</sup> Council of the Municipality of the District of Shelburne was held on Monday, July 27, 2020 commencing at 6:30 pm via Microsoft Teams.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Deputy Warden John Roscoe  
Councillor Roger Taylor  
Councillor Norman Wallet  
Councillor Terry McIntyre  
Trudy Payne, CAO

**ALSO IN ATTENDANCE:**

Erin Hartley, Director of Corporate Services  
Alicia Flowers, Executive Assistant  
Adam Dedrick, Director of Recreation and Parks  
Timothy Gillespie, Media

**REGRETS:**

Councillor Doris Townsend  
Ryan Jamieson, Waste Diversion Officer

1. **CALL TO ORDER:**

The meeting was called to order at 6:30 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of July 27, 2020, be approved with the following amendments:

- 9(d) Organics Collection
- 12 (c) Contract Negotiations

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

3(a) **MOTION: APPROVAL OF MINUTES – JULY 13, 2020**

Being duly moved and seconded, be it resolved that the Minutes of July 13, 2020, be approved with the following amendment:

- A correction was made in the minutes changing the wording from “prominent position” to “permanent position” under 5(b).
- Councillor Wallet also commented on 5(c) stating that the paragraph left the impression that if we contacted the NSHA or the other contacts mentioned by the Minister that we would be able to repair the broken state of our healthcare. However, Council and staff have been working with the NSHA for years and have seen no real progress. Warden Penny Smith asked if there was anything else that could be done in which the reply was that we can only continue going forward with NSHA.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**

There was no business arising.

5. **PUBLIC HEARING:**

- (a) Dog By-law 6:35pm  
Second and final reading

- 5(a) Warden Penny Smith stated at 6:37 pm that the public hearing was pertaining to the new Dog By-Law being passed. An ad was placed in The Chronicle Herald advising the public of the second and final reading of Dog By-Law D-200. The ad was placed in The Chronicle Herald since we do not have a local newspaper and the notice is required to be published in the paper. The advertisement was also posted on our website and Facebook page. In the advertisement it was noted that written submissions could be provided before July 22, 2020 in which none were received; as well as an invitation to be a part of the public hearing and/or to have their opinions heard but there was no request to participate in the meeting virtually or through telephone.

Chief Administrative Officer, Trudy Payne, stated that now that the second reading has been completed there will be an ad posted in the newspaper and the day the article is published will be the day that the By-Law will be enforceable. Summary Offence Ticket pricing will be discussed once the policy is changed and will be sent to The Department of Justice.

**MOTION: DOG BY-LAW D-200 SECOND AND FINAL READING**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne accept the second and final reading of Dog By-Law D-200 and repeal of Dog By-Law D-100.

**-MOTION CARRIED**

**6. ADMINISTRATION:**

- (a) Emergency Assistance Fund
- (b) Municipal Elections 2020 – Advance Polling Period
- (c) Fees and Charges Policy Amendment – July 2020
- (d) Fire and Emergency Services Registration Policy Amendment – July 2020
- (e) Issuing of Brush Pile RFP
- (f) NS Department of Transportation & Infrastructure Renewal – Cost Share Agreement

- 6(a) Val Kean, Community Development Coordinator, presented Council with the staff report pertaining to the 10 applications of the COVID-19 Emergency Assistance Grant. She noted that the grant amounts totalled \$5,000 rather than the \$4,500 listed in the staff report. This will leave a remaining amount of \$8,000 in the Economic Development fund.

Discussion was held regarding qualifications and restrictions for applicants. It was noted that if the Municipality of the District of Shelburne were to create another fund like this moving forward to consider stricter guidelines that would omit Provincial Organizations.

**MOTION: EMERGENCY ASSISTANCE FUND**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the recommended grant amounts, totaling \$5,000, to come from the Economic Development, GL #00-26210-500.

**- MOTION CARRIED**

- 6(b) Erin Hartley, Director of Corporate Services, presented the Municipal Elections staff report to Council. It was noted that typical paper ballot elections have two advanced polling days, with this being a fully electronic election the advanced polling period will last two weeks. This is a huge benefit to the fully

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electronic election as we hope that there will be a higher turnout of voters with the extended time period. It was noted that the Kiosk that will be placed at the Municipality's Administration Building would be available to voters during regular business hours for the advanced polling period and will also be available to voters on the election day of Saturday, October 17. Staff will begin work on promoting the electronic election and informing residents of all the various ways that they can register their vote and how important their say is for their community. The website, social media and flyers will have all the pertinent information which should be in circulation by the second week of August.

**MOTION: MUNICIPAL ELECTIONS 2020 – ADVANCE POLLING PERIOD**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne set the advance polling period of the October 17, 2020 Municipal Election as October 5-17, 2020.

- MOTION CARRIED

- 6(c) Erin Hartley, Director of Corporate Services, presented Council with the Fees and Charges Policy Amendment – July 2020. These fees and charges were discussed in full detail during the first reading of Dog By-law D-200 during the June 29, 2020 Council Meeting.

**MOTION: FEES AND CHARGES POLICY AMENDMENT – JULY 2020**

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

- MOTION CARRIED

- 6(d) Erin Hartley, Director of Corporate Services, presented Council with the Fire and Emergency Services Registration Policy Amendment – July 2020, the staff report gave clarification of cause in terms of revoking registration of a municipal volunteer fire department. Warden Penny Smith mentioned to Council and staff that she had received three emails from residents Timothy Gillespie, Darlene Harlow, and Wanda Buchanan, residents of Sable River, showing their support for this amendment. Councillor Roger Taylor stated how happy he was that this was being put in place as it would put the Municipality of the District of Shelburne in a position of authority should this ever be needed – although hoping it never does. Councillor Norman Wallet brought up his concern regarding the amount of insurance coverage and if \$2 million is consistent with other municipalities as it seems low. Erin Hartley, Director of Corporate Services, stated she would investigate further.

**MOTION: FIRE AND EMERGENCY SERVICES REGISTRATION POLICY AMENDMENT – JULY 2020**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the attached Fire and Emergency Services Registration Policy as amended.

- MOTION CARRIED

- 6(e) Erin Hartley, Director of Corporate Services, presented the Brush Pile Remediation at the Regional Materials Recovery Facility staff report for Ryan Jamieson, Waste Diversion Officer. Discussion was held regarding the cost and alternative options to rectify this situation. Council was informed that they would be seeing another report from Ryan Jamieson, Waste Diversion Officer, in the fall regarding the consideration of tipping fee charges for brush drop off.

**MOTION: ISSUING OF BRUSH PILE RFP**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne award the RMRF (Regional Materials Recovery Facility) brush pile remediation contract to Halifax C&D at a cost of \$44,500.00 plus HST.

- MOTION CARRIED

- 6(f) Trudy Payne, Chief Administrative Officer, presented Council with a letter from Laura Cunningham, Capital Program Administration Officer with Nova Scotia Department of Transportation & Infrastructure Renewal, regarding a three-year cost share agreement.

Councillor Roger Taylor voiced his concern on an issue in his district in Louis Head Beach, Old Ferry Road East that is owned by the Province. Chief Administrative Officer, Trudy Payne, suggested that she contact the Province and request a list of subdivision roads within the Municipality that are provincially owned in relation to this agreement.

**MOTION: NS DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE RENEWAL – COST SHARE AGREEMENT**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne grant the Warden and Chief Administrative Officer, Trudy Payne, authorization to sign Cost Share Agreement No. 2020-019.

- MOTION CARRIED

7. **FINANCE:**

Although finance did not have a presentation this evening, Trudy Payne, Chief Administrative Officer, gave a quick update that out of the \$5.4 million of revenue anticipated from taxes, there is a little less than \$2 million outstanding although residents still have until July 31, 2020 to pay. She will be asking staff to send an updated report to Council after July 31, 2020 to show a clearer financial picture after the deadline has passed. It was also mentioned that there were 8 inquiries into the COVID-19 relief program and 2 have applied which were residential and approved.

8. **RECREATION:**

(a) Accessibility Advisory Committee Terms of Reference

- 8(a) Adam Dedrick, Director of Recreation & Parks, presented the Accessibility Advisory Committee Terms of Reference to Council.

Discussion was held regarding the Arena cost sharing percentage, inquiring whether that should be for Eastern Shelburne County and not just the Municipality of Shelburne and the Town of Shelburne because all of Eastern Shelburne County utilizes the Arena. Adam Dedrick, Director of Recreation & Parks, answered that the reason the Arena was not on this Council meeting agenda was because the CAO of the Municipality of the District of Shelburne, the CAO of the Town of Shelburne and the Director of Recreation & Parks had just met for discussion and because neither Councils will be holding meetings in the month of August, it was felt that September would be the best time to address the Arena discussion. Questions arose about the ownership of the Arena which was clarified to be the Arena Association and Councillor Roger Taylor had asked that there be more analysis moving forward regarding to cost sharing before negotiations move forward.

**MOTION: ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the Eastern Shelburne County Accessibility Advisory Committee Terms of Reference.

- MOTION CARRIED

9. **OTHER:**

- (a) Letter from the Minister of Municipal Affairs and Housing  
(b) Council Implementation Report  
(c) Coalition of Inclusive Communities Membership – verbal report
- 9(a) Chief Administrative Officer, Trudy Payne, discussed the letter from the Minister of Municipal Affairs and Housing stating that the Municipality of the District of Shelburne would not be getting anything for the grants-in-lieu from previous years. The CAO advised that there would be a three way responsibility with the Province, PVSC and the Municipality. The Municipality relies on this third party's information to make the reports and if this is wrong it throws everything off. The Chief Administrative Officer, Trudy Payne, said she would follow up with the Solicitor to seek resolution through PVSC.
- 9(b) Discussion was held on the Council Implementation Report. Councillor Norman Wallet brought forward the Fire Services agreement with the Town of Shelburne. Trudy Payne, Chief Administrative Officer and Erin Hartley, Director of Corporate Services, stated that there has been discussion with the interim CAO with the Town of Shelburne and they want similar changes to that of the Town of Lockeport. It was asked that the CAO of the Town of Shelburne get back to the Municipality with the Towns position. If there is no answer in the next couple weeks, they will reach out again to the interim CAO of the Town of Shelburne. Chief Administrative Officer, Trudy Payne, stated she would get in contact with the interim CAO of the Town of Shelburne on Wednesday to see about having a discussion around the

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capital/operating piece separate from the community consultation piece, to clarify what the Municipality views as capital and operational assets.

Discussion was held regarding the Shelburne Port Authority, there was an emergency that the Town dealt with separate from the project the Municipality was contributing funds towards. A tour of the upgrades to the wharf is still intended. Funds will not be released until the tour is completed.

- 9(c) Chief Administrative Officer, Trudy Payne, discussed the webinar that herself and Warden Penny Smith were apart of Thursday, July 23, 2020, about creating an anti-racism and discrimination plan. There were 3 municipal units which presented their plans; these were Kings County, Town of New Glasgow and the Town of Truro. They are all apart of an international coalition as well as Halifax and Kentville. Council agreed to have staff look into getting more information about the coalition and to report back to Council with their findings.
- 9(d) Warden Penny Smith raised the issue of additional organic collection within the summer months in the Municipality of the District of Shelburne. This has not been visited since 2018. It is recommended that staff look into what the cost would be to have an additional 4 weeks added to collection during the months of July and August next year. For this year, the Waste Diversion Officer can get in touch with those residents having a problem this year with advice. Back in 2018 for the 3 units (Municipality of Shelburne, Town of Shelburne, and Town of Lockeport) the cost appeared to be an additional \$4,600/week. It is suggested that when information is collected that staff put the cost in the Municipal newsletter.

**10. COMMITTEE REPORTS/RECOMMENDATIONS:**

**11. COUNCIL MEMBER UPDATES:**

It was discussed by Councillor Norman Wallet that he is working with Patty Smith and Rebecca Rose, the Community Navigator in Yarmouth. There will be a group of Resident Doctors from Yarmouth coming to Shelburne in mid-September; Jodi Ybarra also mentioned this in last Council Meeting.

There were no NSFM meetings this week.

Discussion was also held about a meeting the CAO and Warden had on Monday, July 20 with Kerrie Monroe, CEO of the Chamber of Commerce, and Rebecca Rose, Community Navigator, in regards to healthcare. The CAO of Barrington, Chris Frotten, had said that Barrington was a part of the Yarmouth Chamber of Commerce and the whole community navigator program and that they have seen many benefits through this program. Kerrie Munroe will be attending the first Council meeting in September to make a presentation about this program. Chief Administrative Officer, Trudy Payne, would like to invite Patty Smith to Council to the September 28<sup>th</sup> meeting as well to update Council on how the tour with Yarmouth residents went and what their strategy is for getting doctors to Shelburne County.

Finally, there was a meeting held on Friday, July 24, 2020 with Clearwater pertaining to their employees completing community project work for Eastern Shelburne County due to COVID-19. They helped the Municipality Administration Building with door monitoring and demolished the structures

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in the West Green Harbour ball field. These were both great experiences and was a win/win situation for all involved. We will certainly be sending a letter of thanks.

**12. IN CAMERA:**

- (a) Negotiation of Lease as per MGA Section 22(2)(a)
- (b) Labour Relations Negotiation as per MGA Section 22(2)(d)
- (c) Contract Negotiations

**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 8:17 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 9:22 pm.

- MOTION CARRIED

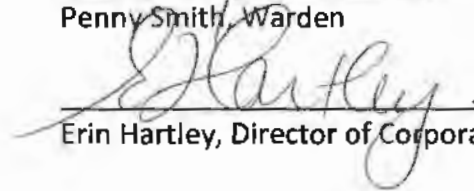
**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:22 pm.

**Alicia Flowers  
Recording Secretary**

Sept 15/20  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Director of Corporate Services