



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
July 14, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, July 14, 2021, commencing at 6:00 pm at the Council Chambers, Shelburne NS.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Terry McIntyre
Councillor Doris Townsend
Councillor Sherry Thorburn Irvine
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Val Kean, Community Development Coordinator
Michelle Williams, Director of Finance
Adam Dedrick, Director of Recreation and Parks
Erin Hartley, Director of Corporate Services
Ryan Jamieson, Waste Diversion Officer
Gloria Banks, Principal, Grant Thornton
Members of the Public

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

MOTION: APPROVAL OF AGENDA – July 14, 2021

Being duly moved and seconded, be it resolved that the Agenda of July 14, 2021, be approved with the following alterations:

- In Camera item will be moved to after the regular agenda items
- Agenda item 5 (c) will be discussed after agenda item 5 (d)

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. June 23, 2021

MOTION: APPROVAL OF MINUTES – June 23, 2021

Being duly moved and seconded, be it resolved that the Minutes of June 23, 2021, be approved as circulated.

- **MOTION CARRIED**

5. ADMINISTRATION:

- a. Regional Materials Recovery Facility Scavenging Report
- b. RMRF Scale RFP Award
- c. Funding Request for Daycare
- d. Letter to Department of Municipal Affairs – re: Chronic Drought Conditions
- e. Building Inspection Update

5(a) Ryan Jamieson, Waste Diversion Officer, presented the Regional Materials Recovery Facility (RMRF) Scavenging staff report to Council, which included details of the current scavenging practices, specific risk and liability concerns, impacts on Dangerous and Unsightly property occurrences, waivers, as well as details of potential loss revenue relating to the removal of metal items from the facility. Mr. Jamieson advised Council of the current reusability of the materials that are transferred from the facility and provided details of advice received from legal and our current insurance provider. It was noted that this matter has been discussed with the Shared Services Administration Team and the Audit and Internal Control Committee resulting in recommendations that scavenging at the RMRF be discontinued. It was also noted that there are no policies, that staff were aware of, throughout the province that permit scavenging at a Municipal landfill or transfer station.

Discussion was held regarding potential program for rope recycling, origin and purpose of scavenging policy, available reuse programs in other regions and the impacts of continuing to allow scavenging.

Council asked each attending member of the public to provide input and ask questions regarding this matter. Topics presented from the public included suggestions of working solutions that will mitigate the Municipality's liability, use of properly worded waivers, analysis of environment impact and cost

savings associated with scavenging and improved enforceability of the current policy. It was asked that Council seek further information to support scavenging prior to making any decision.

MOTION: REGIONAL MATERIALS RECOVERY FACILITY SCAVENGING REPORT

Being duly moved and seconded, be in resolved that Council of the Municipality of the District of Shelburne discontinue scavenging at RMRF immediately, to mitigate risk to the Municipality and the site users, and;

That Council of the Municipality of the District of Shelburne approve Policy 48, the Regional Materials Recovery Facility Disposal Policy as amended.

- MOTION CARRIED

5(b) Erin Hartley, Director of Corporate Services, presented the RMRF Scale – RFP Award staff report to Council which provided details of the three RFP submissions received. On May 27, 2021, the Municipality released an RFP for the purchase and installation of a scale to replace the existing scale at the RMRF. The RFP deadline was June 18, 2021. Submissions were reviewed by members of the Shared Services Administration team along with staff and were evaluated on the understanding of required services, approach/methodology, work plan, experience and price.

Discussion was held regarding project timeline and new equipment capabilities relating to manual input and reporting.

MOTION: RMRF SCALE – RFP AWARD

That Council of the Municipality of the District of Shelburne award the RMRF Scale Request for Proposals to Avery Weigh-Tronix, as per the RFP specifications at a cost of \$83,475 plus HST.

- MOTION CARRIED

5(d) Erin Hartley, Director of Corporate Services, presented the Chronic Drought Letter staff report to Council. Drought initiatives in emergency situations have been supported for many years, however, drought has become a chronic condition in many areas, including the Municipality. It is recommended that Council seek support from the Provincial Government to ensure more sustainable solutions are explored and implemented to assist affected Nova Scotians.

Discussion was held regarding current water/well levels and affected residents. Staff will follow-up with our SCEEMO Coordinator.

MOTION: CHRONIC DROUGHT LETTER

That Council of the Municipality of the District of Shelburne send the attached letter regarding chronic drought conditions to the Minister of the Department of Municipal Affairs.

- **MOTION CARRIED**

5(c)Trudy Payne, CAO, presented an increase to funding request letter received from the Town of Shelburne outlining support levels and potential funding amounts that could be available for the King Street Centre from the Canada Community Revitalization Fund, which could provide up to 75% of total project costs.

The Municipality currently has \$20,000 allocated in the 2021/2022 operating budget to support a capital upgrade project for the King Street Centre, contingent on the signing of a minimum ten-year rental lease with the Town of Shelburne. It is requested that the Municipality consider approving an additional funding amount of \$6,250 for total funding to the King Street Centre of \$26,250, which will be matched by the Town of Shelburne to maximize the Canada Community Revitalization funding amount available. Council was advised that there is money available in the Grants to Organizations and ICSP budget to support the additional funding.

MOTION: FUNDING REQUEST FOR DAYCARE

That Council of the Municipality of the District of Shelburne send a letter of commitment to the Town of Shelburne agreeing to contribute an additional \$6,250 towards the Canada Community Revitalization Fund application seeking funds to make capital improvements to the King Street Family Centre.

- **MOTION CARRIED**

8. RECREATION:

a. **ACOA Grant Contribution Staff Report**

8(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the ACOA Grant Contribution staff report. The ACOA Canada Community Revitalization Fund (CCRF) grant opened on June 23, 2021, with short notice, staff prioritized the application which was submitted on June 30, 2021. The CCRF has an objective to renovate and expand community infrastructure with accessibility upgrades as a focus area. The application included three capital projects for a total of \$329,262:

1. Jordan River Trail Conversion (2021-2022) \$5,000- Conversion of the trail from a multi-use trail (walking, cycling) to a shared multi-use trail (walking, cycling and off highway vehicles).
2. Welkum Park Accessibility Upgrades Phase 2 (2021-2022) \$23,000- Installation of new perimeter fence and gate and three new accessible recycling bins.
3. Welkum Park Accessibility Upgrades Phase 3 (2022-2023) \$301,262 - Installation of an accessible pathway, mobi mat and accessibility upgrades to the playground.

ACOA will potentially provide \$246,946 (75%) with the Municipality contributing \$82,316 (25%). The Municipality has already committed \$23,000 for this fiscal towards Welkum Park Upgrades Phase 2 (\$18,000 gas tax) and the Jordan River Trail conversion (\$5,000 gas tax), leaving \$59,316 of the Municipality's contribution to be allocated. With the projects spanning over two fiscals (2021-2022 and 2022-2023) and the current fiscal capital budget already established, pre-approval is required to allocate the remaining contribution amount from the 2022-2023 capital budget.

Council commended staff for their quick work on the application.

MOTION: ACOA GRANT CONTRIBUTION

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne send a letter of commitment to ACOA agreeing to contribute an additional \$59,316 towards the Canada Community Revitalization Fund application, which was submitted on June 30, 2021.

- **MOTION CARRIED**

5(e) Council reviewed and accepted the Building Inspection Update report.

6. FINANCE:

- a. Auditors Report – Presentation by Grant Thornton
- b. Recommended Motions from the Audit and Internal Control Committee
- c. Tax Write-off Report AAN06323138
- d. Tax Reduction on Destroyed Property Application and Report for AAN00932728

6(a)Gloria Banks, Principal, Grant Thornton, presented Council with the Municipality’s financial statements for the year ending March 31, 2021. Included in the presentation were details of the Municipality’s audited and unaudited financial statements which contained highlights relating to reserves, assets, liabilities, budgeted and actual revenues and expenditures, risks, internal controls, independent auditor’s report and management letter. It was noted that the auditor’s report was clean and that the Municipality has been fiscally responsible for many years. Council expressed their appreciation to management and staff of the finance department.

MOTION: FINANCIAL STATEMENTS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2020/2021 fiscal year.

- **MOTION CARRIED**

MOTION: TRANSFER OF SURPLUS TO OPERATING RESERVE FUND

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne transfer the surplus of \$646,914 for the 2020/2021 fiscal year to the Operating Reserve Fund.

- **MOTION CARRIED**

Council meeting took a short recess at 7:56 pm, resuming at 8:02 pm.

6(b) Councillor Ron Coole advised Council of the recommendations from the Audit and Internal Control Committee. It was noted that the amount of \$3.5 million dollars was previously approved by Council for the new administration building. The recommendation from Committee determines where the funds will

come from for the capital investment plan required to be submitted to the province. It was further noted the Audit and Internal Control Committee received the debt affordability model prepared by the municipal financial corporation pertaining to the new administration building to assist them with their recommendation.

MOTION: RECOMMENDED MOTIONS FROM AUDIT AND INTERNAL CONTROL COMMITTEE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne use a total of \$2,500,000 from reserves, specifically \$1,500,000 to come from the Operating Reserve and \$1,000,000 from Capital Reserves and borrow the remaining \$1,000,000 for a total of \$3,500,000 that was budgeted in the Capital Plan for the 2021/2022 fiscal for the new Municipal Building.

- MOTION CARRIED

It was noted that the motions previously passed regarding scavenging at the RMRF were also recommendations from the Audit and Internal Control Committee.

6(c) Michelle Williams, Director of Finance, presented the Tax Write Off AAN06323138 staff report to Council. Property AAN06323138 is a mobile home with no associated land, located on the premise with a Dangerous and Unsightly Order. The AAN has taxes outstanding of \$1,277.18.

This property was originally brought to Council by the By-Law Officer to consider a demo order on the mobile home under the Dangerous and Unsightly protocol. Council issued a demolition order by June 30, 2021, which has been completed and the mobile home is now removed. Subsequently PVSC has been notified that the demolition is now complete so that it can be taken off the Assessment Report.

MOTION: TAX WRITE OFF AAN 06323138

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne write off \$1,277.18 that is owed on AAN06323138 using GL#0028211000 and GL#0045100000.

- MOTION CARRIED

6(d) Trudy Payne, CAO, presented the Tax Reduction on Destroyed Property Application staff report to Council.

The Municipality adopted the Tax Reduction on Destroyed Property Policy on May 10, 2021. This is the first application received since adopting the policy. The applicant has complied with all the requirements as outlined in the Policy and provided all necessary documentation. Property Valuation Services Corporation provided a reassessed value on the property, taking the annual assessment from \$222,400 (annual taxes of \$2,721.60) to \$52,000 (annual taxes of \$655.20) after the residence was destroyed by fire on March 27, 2021. The tax difference after reassessment by PVSC is \$2,066.40.

MOTION: TAX REDUCTION ON DESTROYED PROPERTY AAN00932728

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne reimburse \$2,066.40 to AAN00932728 using GL#0028211000 and GL#0045100000.

- **MOTION CARRIED**

7. BUSINESS ARISING:

There are no business arising items.

9. OTHER:

- a. Letter from Town of Shelburne re: Annual deficit support for Shelburne County Arena
- b. Letter from the Town of Shelburne re: Support expansion of the OHV on Roadways' Pilot Project

9(a) Trudy Payne, CAO, presented Council with a letter received from Town of Shelburne regarding their support of the Shelburne County Arena's annual deficit amount at 30% contribution of total amount.

Council agreed to proceed with inviting the Town of Shelburne and Lockeport to a presentation from the Arena Board to provide a background and statistical user analysis before moving forward with discussion on contribution levels. Staff will confirm presentation and meeting venue.

9(b) Trudy Payne, CAO, presented Council with a letter from the Town of Shelburne to Honorable Lloyd Hines, Department of Transportation and Active Transit, supporting an expansion of Off Highway Vehicles (OHV) on Roadways' pilot. It was agreed that having this pilot in Shelburne would positively impact the Municipality and its businesses. Council will also send a letter of support for this pilot.

MOTION: EXPANSION OF OFF HIGHWAY VEHICLES ON ROADWAYS' PILOT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter to Department of Transportation and Active Transit to support the expansion of OHV on roadways' pilot.

- **MOTION CARRIED**

10. COMMITTEE REPORTS/RECOMMENDATIONS:

- a. Councillor Coole Audit and Internal Control Report
- b. Councillor Thorburn Irvine Committee Reports

10(a) Council accepted the report.

10(b) Council accepted the report.

Warden Penny Smith provided an update from the Beach Stewardship Committee and their discussion regarding the roles of the Committee. Discussion was held regarding the Beach Strategy completed by Municipality of Barrington and the benefits of Council hearing a presentation.

Regular Council Meeting
July 14, 2021

Councillor Wagner advised Council that she will provide further details of the recently announced funding for Roseway Manor and project timeline for their renovations after their next meeting.

11. COUNCIL MEMBER UPDATES:

There are no Council Member Updates.

4. IN CAMERA:

- a. Land Negotiations as per MGA Section 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 8:20 pm to discuss Land Negotiations.

- 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 8:45 pm.

- MOTION CARRIED

4(a) Staff were provided direction in relation to land negotiations.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:46 pm. The next Council meeting will be held on Wednesday, July 28, 2021, at a location to be determined.

Val Kean
Recording Secretary

Aug 4, 2021
Date

FOR 
Penny Smith, Warden


Erin Hartley, Director of Corporate Services