



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
September 8, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, September 8, 2021, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Val Kean, Community Development Coordinator
Erin Hartley, Director of Corporate Services
Andrew Goreham, Manager of Inspection Services
Morgen Balletto, Recording Secretary

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

MOTION: APPROVAL OF AGENDA – September 8, 2021

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

Being duly moved and seconded, be it resolved that the Agenda of September 8, 2021, be approved with the following additions:

- a. Agenda items 5 (a), (b) and (c) will be deferred to the September 22, 2021 meeting.
- b. Agenda items 5 (e), (f) and (h) will be moved ahead of agenda item 5(d).
- c. 8(e) New Building Update – Trudy Payne, CAO was added.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. July 28, 2021

MOTION: APPROVAL OF MINUTES – July 28, 2021

Being duly moved and seconded, be it resolved that the Minutes of July 28, 2021, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There were no items to discuss.

5. ADMINISTRATION:

- a. Dangerous and Unsightly Update 1824 West Sable Road – Darrell Locke, By-law Enforcement Officer*
- b. Dangerous and Unsightly Update 1984 Sandy Point Road – Darrell Locke, By-law Enforcement Officer*
- c. Dangerous and Unsightly Update 1041 Sandy Point Road – Darrell Locke, By-law Enforcement Officer*
- d. Dangerous and Unsightly Update Report – Darrell Locke, By-Law Enforcement Officer
- e. Council Motion Protocol – Erin Hartley, Director of Corporate Services
- f. Private Road Name Approval in Upper Ohio – Andrew Goreham, Manager of Inspection Services*
- g. Leave of Absence, Warden Penny Smith – Trudy Payne, CAO*
- h. August Building Report – Andrew Goreham, Manager of Inspection Services

5(e) Erin Hartley, Director of Corporate Services, presented the Council Motion Protocol staff report to Council. In January 2009, the Municipality changed from identifying movers and seconders by name in Council minutes to noting that the motion was duly moved and seconded after it was suggested as best practice by Bernie White, Parliamentarian. It was noted that there is no legislative requirement to record individual names, therefore each municipal unit can make the decision for itself.

Discussion was held regarding common practice among other municipal units and options for requesting recorded votes. It was agreed that Council meeting minutes will continue to record motions as “duly moved and seconded”.

5(f) Andrew Goreham, Manager of Inspection Services, presented the Private Road Name Approval in Upper Ohio staff report to Council. Staff advised Council that as a result of a new six lot subdivision in

Upper Ohio that a new private road is being developed. Property owners have suggested several names however to avoid similarities with other private road names in the Municipality, staff are recommending "Lily Pad Lane" as the best option.

Discussion was held regarding other areas in the Municipality where road name duplication and civic numbering may be a concern.

MOTION: PRIVATE ROAD NAME APPROVAL IN UPPER OHIO

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne reject the original proposed names of "Jones Lake Road" and "Lake Side Drive" in Upper Ohio due to the similarities of these names on other private roads within the Municipality; and,

THAT the Municipality of the District of Shelburne approve the name "Lily Pad Lane" for a private road in the community of Upper Ohio.

- **MOTION CARRIED**

5(h) Andrew Goreham, Manager of Inspection Services, presented the August Building Report to Council. Discussion was held regarding local building and real estate activity and deed transfer tax. It was noted that deed transfer tax revenue will be presented with the next financial report.

5(d) Trudy Payne, CAO, presented the Dangerous and Unightly Update staff report to Council on behalf of Darrell Locke, By-Enforcement Officer, which includes details of all active dangerous and unsightly premises files.

5(g) Trudy Payne, CAO, presented the Leave of Absence, Warden Penny Smith staff report to Council. Council was advised that Warden Penny Smith returned from her unpaid leave of absence on August 23, 2021. Council originally granted the leave to August 30, 2021.

Warden Penny Smith declared a conflict of interest on this matter.

MOTION: LEAVE OF ABSENCE, WARDEN PENNY SMITH

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne acknowledges that Warden Penny Smith returned from a Council approved unpaid leave of absence on August 23, 2021, as opposed to September 1, 2021, and as such, Council approves the unpaid leave to cease effective August 23, 2021.

- **MOTION CARRIED**

6. FINANCE:

There were no items to discuss.

7. RECREATION:

There were no items to discuss.

8. OTHER:

- a. Letter from Deputy Minister of Economic Growth re: Provincial COVID-19 Funding for Small Businesses – Trudy Payne, CAO
- b. Letter from Deputy Minister of Environment and Climate Change re: Coastal Protection Act – Trudy Payne, CAO
- c. Verbal Update re: Dogs at Large on Community Beaches - Trudy Payne, CAO
- d. Port Saxon Resident Concerns - Doris Townsend, Councillor
- e. New Building Update – Trudy Payne, CAO

8(a) Trudy Payne, CAO, advised Council of a response letter received from the Deputy Minister of Economic Growth regarding Provincial COVID-19 Funding for Small Business. The letter included details of funding options available to small business for COVID-19 relief and confirmed the province's commitment to continue to work with small business to ensure sustainability throughout the COVID-19 pandemic.

8(b) Trudy Payne, CAO, updated Council on the Coastal Protection Act consultation process. CAO advised Council that herself, Warren MacLeod, Director of Economic Development, and Andrew Goreham, Manager of Inspection Services, attended a consultation session where they were given the opportunity to provide input and ask questions relating to the impacts of Act will have on new and existing coastline development. The deadline for input is September 30, 2021.

Discussion was held regarding timeline of new regulations, formulas used for development approval and developer checklist. It was noted that this consultation aligns well with our current regional planning review.

8(c) Trudy Payne, CAO, provide Council with a verbal update on an arising situation regarding dogs at large on community beaches. Discussion was held regarding responsibility and jurisdiction of our local beaches, provincial regulations, municipal by-laws, enforceability, and liability. It was suggested that a press release be issued by the Municipality to clarify the roles and responsibilities and regulations relating to off-leash dogs on beaches. It was further discussed the there is a need for appropriate waste receptacles for dog waste to be placed at some local beaches.

8(d) Councillor Doris Townsend advised Council of a concern regarding odour coming from an industrial business in District 1. Discussion was held regarding the impacts of this odour to the neighbouring properties, Department of Environment regulations and involvement, cause, and timing of the release of odour and options for the best way of working with the business to address and mitigate the issue. It was suggested reaching out to the business would be the first step. It was noted that the Municipality may advocate for the strengthening of provincial regulations surrounding the release of odour from industrial operations.

8(e) Trudy Payne, CAO, advised Council that the tender for the Municipal Building closed on September 8, 2021, at 3:00pm. It was noted that all bids received were competitive and within budget.

Council agreed to schedule a Special Council Meeting on Monday, September 13, 2021, at 6:00 pm to discuss this matter.

9. COMMITTEE REPORTS/RECOMMENDATIONS:

There were no items to discuss.

10. COUNCIL MEMBER UPDATES:

Councillor Coole expressed his appreciation to Council for the support given to him over the last month.

11. IN CAMERA:


There were no items to discuss

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:20 pm. The next Council meeting will be held on Wednesday, September 22, 2021, in the Shelburne Council Chambers.

**Morgen Balletto
Recording Secretary**

Oct 20/21
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services