



Naturally Yours

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

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REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
May 25, 2021

The Regular Session of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne was held on Tuesday, May 25, 2021 commencing at 6:00 pm via Microsoft Teams.

**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:**

Alicia Murray, Executive Assistant  
Adam Dedrick, Director of Recreation and Parks  
Val Kean, Community Development Coordinator  
Michelle Williams, Director of Finance  
Darrell Locke, Bylaw Enforcement Officer

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 – May 25, 2021**

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Trudy Payne, CAO  
[Trudy.Payne@municipalityofshelburne.ca](mailto:Trudy.Payne@municipalityofshelburne.ca)

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden  
[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

Being duly moved and seconded, be it resolved that the Agenda of May 25, 2021, be approved with the following changes:

- Letter from Shelburne County Mental Health and Wellness re: letter of support added to the agenda as 10 (h).
- In camera item added as #4(a), to be discussed at the end of the meeting pertaining to litigation or possible litigation as per MGA Section 22(2)(f).

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

**MOTION: APPROVAL OF MINUTES – May 10, 2021**

Being duly moved and seconded, be it resolved that the Minutes of May 10, 2021 be approved.

- **MOTION CARRIED**

**6. BUSINESS ARISING:**

**7. RECREATION:**

7(a) Shelburne County Arena User Data 2020-2021 Report – Adam Dedrick, Director of Recreation and Parks.

Adam Dedrick, Director of Recreation and Parks, presented Council with the Shelburne County Arena User Data 2020-2021 Report. Discussion was held regarding who used the Arena and for what purposes, showing that Hockey and Figure Skating were the primary uses. Although the data collected was through a pandemic causing major barriers to the facility, the Recreation Department was still able to gather a large amount of data to create a thorough report. The data collected showed that there was a 60/40 split in the residents of the Town of Shelburne and residents within the Municipality who were utilizing the Arena. The next steps recommended are to have the Arena Board present to the Town of Shelburne and Municipality of Shelburne Councils about the arena services and to discuss establishing a written agreement between the parties concerning the municipal units' financial commitment to the Arena.

Discussion was further held regarding the Shelburne Arena Committee and their need for a President. The Vice President and the Director of Recreation and Parks are currently taking the workload that a President would have and this is causing issues. Council discussed speaking with the Town Council and exploring possibilities of recruitment.

8. **ADMINISTRATION:**

- 8(a) Community Art Fund – Potential Partnership with Shelburne County Arts Council – Val Kean, Community Development Coordinator
- 8(b) Community Navigator – Activity Report – Val Kean, Community Development Coordinator
- 8(c) Western Counties Regional Library – Trudy Payne, CAO

- 8(a) Val Kean, Community Development Coordinator, presented Council with the Community Art Fund – Potential Partnership with Shelburne County Arts Council report. Discussion was held regarding the request to amend the current Community Art Policy to allow artists from outside of Eastern Shelburne County with the hopes of attracting more artists to the projects. Discussion was also held regarding the funds given from the Shelburne County Arts Council and then adjusting the budget that the Municipality brings forward based on that.

**MOTION: COMMUNITY ART PROJECT – POTENTIAL PARTNERING WITH SHELburne COUNTY ARTS COUNCIL**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter into an agreement with the Shelburne County Arts Council for the administration of the Community Art Fund Policy.

- **MOTION CARRIED**

5. **PRESENTATIONS:**

- 5(a) 634 West Sable Road – Dangerous and Unsightly, Darrell Locke, Bylaw Enforcement Officer
- 5(b) 1041 Sandy Point Road – Dangerous and Unsightly, Darrell Locke, Bylaw Enforcement Officer
- 5(b) 1292 Hwy 3, Birchtown – Dangerous and Unsightly, Darrell Locke, Bylaw Enforcement Officer

- 5(b) Darrell Locke, Bylaw Enforcement Officer, presented Council with the Dangerous and Unsightly file related to 1041 Sandy Point Road. The owner of the property, Todd Johnson, was also in attendance virtually from Northern Canada. Mr. Locke explained the condition of the property and his efforts to rectify the situation noting that Mr. Johnson has been very forthcoming and helpful. Due to COVID and the travel restrictions put in place, Mr. Johnson has not been able to come to NS but will be coming in July. Mr. Johnson presented his case to Council and asked for an extension in timeline to allow for the demolition of the building on the property for August 31, 2021. Upon hearing the plans Mr. Johnson has with the property, Council agreed to have an agreement made between Todd Johnson and Darrell Locke, Bylaw Enforcement Officer/Trudy Payne, CAO that demolition and clean up take place on or before August 31, 2021.

**MOTION: DANGEROUS AND UNSIGHTLY PROPERTY - 1041 SANDY POINT ROAD**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne extend the timeline for property 1041 Sandy Point Road, Sandy Point until August 31, 2021.

- MOTION CARRIED

- 5(a) Darrell Locke, Bylaw Enforcement Officer, presented Council with the file related to 634 West Sable Road and Deputy Warden Dale Richardson excused himself from the discussion as he stated there was a conflict of interest. Mr. Locke explained his various efforts to contact the property owners and stated that the owners of the property have made noticeable progress but issues still remain.

**MOTION: DANGEROUS AND UNSIGHTLY PROPERTY - 634 WEST SABLE ROAD**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne holds that the condition of the property located at 634 West Sable Road, West Sable justifies that the property is in violations of the provisions of the Municipal Government Act, S.N.S. 1998, c. 18 because of the derelict camper trailer and outstanding repairs hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this clean-up and completion order to the satisfaction of the Administrator.

- MOTION CARRIED

- 5(c) Darrell Locke, Bylaw Enforcement Officer, presented Council with the file related to 1292 Hwy 3, Birchtown. Discussion was held regarding the efforts made to talk to the family of the deceased and to rectify the situation. To date no activity has taken place to clean-up the property.

**MOTION: 1292 HWY 3, BIRCHTOWN**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne holds that the condition of the property located at 1292 Hwy 3, Birchtown justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S. 1998, c. 18 because the structure requires completion of the exterior construction and clean-up of various types of material that is distributed around the exterior of the building and hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on the demolition and clean-up order.

- MOTION CARRIED

**8. ADMINISTRATION (continued):**

- 8(b) Val Kean, Community Development Coordinator, presented Council with the Community Navigator – Activity Report. Discussion was held regarding Ms. Kean’s efforts as the Community Navigator, the multiple roles she must play within this position, and how she has been aiding in the efforts to relocate health care workers to the Shelburne area. Discussion was held regarding the severity of the housing situation, not only for healthcare workers, but for anyone in the Shelburne area. Council discussed at the next strategic planning workshop the need to revisit priorities set for this year as some may need to be adjusted based on the current environment.

Council Meeting  
May 25, 2021

8(c) Trudy Payne, CAO, presented Council with the Western Counties Regional Library report. Discussion was held regarding the funding the Western Counties Regional Library had requested from all Municipalities and whether the discretionary funds should be given. A number of municipalities have decided not to provide the additional funds requested. As a result the Executive Director advised the Municipality of Shelburne to not contribute the additional \$4,700 requested, because without all of the municipalities in the western counties the Board would be unable to meet their goal to support employees living wages and benefits.

**MOTION: WESTERN COUNTIES REGIONAL LIBRARY**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne provide only the mandatory funds to the Western Counties Regional Library and not the discretionary funds of \$4,700 as requested to support employees living wages and benefits.

- **MOTION CARRIED**

**9. FINANCE:**

- a. Financial Update for CAO and Directors – Michelle Williams, Director of Finance; Trudy Payne, CAO; Adam Dedrick, Director of Recreation and Parks.

9(a) Trudy Payne, CAO, started the presentation of the financial statements to Council followed by Michelle Williams, Director of Finance. Discussion was held regarding Operating Reserves, the new administration building, and the pre-warning letters that were issued to residents within the Municipality. Concern was raised regarding pre-warning letters being sent to residents with amounts less than \$5.00. It was discussed that Council had previously made the decision that residents would receive a letter informing them of any balances on their accounts to avoid Tax Sale. Due to the fact that the letters are generated through the system and sent out to be printed, there are incidents of residents receiving these letters for pennies owing causing some concern.

**10. OTHER:**

- a. Letter from Yarmouth Airsoft
- b. Letter re: Islands Park
- c. Heartland Tour Letter
- d. Support letter request from Shelburne County Agricultural Exhibition
- e. Letter re: RCMP costs
- f. Covid-19 Business Concern Letter
- g. Response from Minister Maguire
- h. Letter from Shelburne County Mental Health and Wellness re: letter of support

10(a) Council reviewed the letter received from Yarmouth Airsoft requesting a letter of support.

**MOTION: YARMOUTH AIRSOFT**

Council Meeting  
May 25, 2021

Be it duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter of support to Yarmouth Airsoft.

- MOTION CARRIED

- 10(b) Council reviewed the letter re: Islands Park. Discussion was held why the Town of Shelburne wrote the letter and asked that the Municipality send a similar letter to Lands and Forestry.

**MOTION: LETTER RE: ISLANDS PARK**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter to the Department of Lands and Forestry regarding a full-service campground.

- MOTION CARRIED

- 10(c) Council reviewed the Heartland Tour Letter. Discussion was held regarding getting the community out and active. Council suggested this be advertised on social media and the website as well as being sent to the Recreation Department.

- 10(d) Trudy Payne, CAO, discussed the support letter request from Shelburne County Agricultural Exhibition while mentioning that she received a phone call from the owner who added to the request that there be some support with the tipping fees when the buildings are removed. Council suggested that there be a cap for tipping fees of \$100 and that the Exhibition advertise that others would be able to come and reclaim the wood on the buildings, helping with the tipping costs itself.

**MOTION: SUPPORT LETTER REQUEST FROM SHELburne COUNTY AGRICULTURAL EXHIBITION**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter of support to the Shelburne County Agricultural Exhibition and to provide a maximum \$100 credit in tipping fees.

- MOTION CARRIED

- 10(e) Council reviewed the Letter re: RCMP costs. Discussion was held regarding the service agreements between the Municipality and the RCMP and if they would be willing to give a presentation to show us the breakdown of costs as well as reviewing contracts that may or may not be in place. There was also discussion surrounding the police visibility within the community. Council agreed that they would write back asking for a presentation but also addressing questions in the letter.

- 10(f) Council discussed the Covid-19 Business Concern Letter. Warden Penny Smith mentioned that she spoke with the author of the letter after the Provincial Government announced that there would be another \$17.2 million to repayment loans. The response to this is that small businesses are afraid to take on any further debt where they are struggling. Unfortunately, due to Covid there are many small businesses that are in fear of closing their doors. Council discussed sending a letter to the Premier regarding support for small businesses.

**MOTION: COVID 19 BUSINESS CONCERN LETTER**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter to Premier Rankin regarding support for small businesses due to the pandemic.

- **MOTION CARRIED**

**MOTION: TO CONTINUE PAST 9:00 PM**

Being duly moved and seconded, be it resolved that Council continue to meet beyond 9:00 pm.

- **MOTION CARRIED**

10(g) Council reviewed the response from Minister Maguire. No discussion was held.

10(h) Council reviewed the letter of support request from Shelburne County Mental Health and Wellness and stated their disappointment that they did not received the grants they had applied for noting how vital of a service they provide for residents.

**MOTION: LETTER OF SUPPORT FOR SHELburne COUNTY MENTAL HEALTH AND WELLNESS**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter of support for the Shelburne County Mental Health and Wellness.

- **MOTION CARRIED**

**11. COMMITTEE REPORTS AND RECOMMENDATIONS:**

Council made the decision that due to time constraints anything that was not pressing would be sent through email to the Councillors.

**12. COUNCIL MEMBER UPDATES:**

Council made the decision that due to time constraints anything that was not pressing would be sent through email to the Councillors.

**4. IN CAMERA:**

a. Litigation or possible litigation, as per MGA Section 22(2)(f)

**MOTION: ENTER "IN CAMERA"**

Council Meeting  
May 25, 2021

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 9:17 pm to discuss litigation or possible litigation as per MGA Section 22(2)(f)

- 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 9:26 pm.

- MOTION CARRIED

4(a) Direction was provided to the CAO in camera.

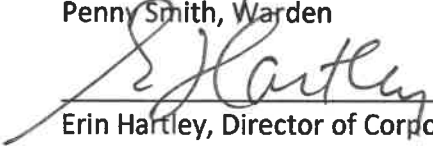
**5. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:26 pm. The next Council meeting will be held on Wednesday, June 9, 2021 via Microsoft Teams.

**Alicia Murray**  
**Recording Secretary**

July 24/21  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Director of Corporate Services