



Municipality of
Shelburne

Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
September 14, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, September 14, 2020 commencing at 6:31 pm via Microsoft Teams.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Alicia Flowers, Executive Assistant
Mike Shand, SCEEMO Coordinator
Ryan Jamieson, Waste Diversion Officer
Val Kean, Community Development Coordinator
Kerry Muise, Community Navigator, Yarmouth
Timothy Gillespie, Media

1. **CALL TO ORDER:**

The meeting was called to order at 6:31 pm by Warden Penny Smith.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of September 14, 2020, be approved.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

3(a) **MOTION: APPROVAL OF MINUTES – JULY 27, 2020**

Being duly moved and seconded, be it resolved that the Minutes of July 27, 2020, be approved.

- **MOTION CARRIED**

4. **PRESENTATIONS:**

- 4(a) SCEEMO Coordinator, Mike Shand, presented the Drought Update to Council. He presented the Drought plan to add as a section to the overall SCEEMO plan. He reviewed the four stages of action to a drought, the first being to monitor weather patterns. Mike is in constant contact with Bob Robichaud with EMO NS who monitors and analyses weather conditions with Environment Canada.

The second stage is to check in regularly with the operators for Lake Rodney and Haydens Lake. When they become close to 50% capacity, we will begin increasing public awareness for water conservation. Non-potable water will also be available for small containers, jugs, bottles, etc. during this stage.

The third stage is when there are 50 confirmed reports of dry wells within the three municipal units (Municipality of Shelburne, Town of Shelburne, and the Town of Lockeport). This is when the Fire Departments begin filling large capacity containers, this is typically done at the Lockeport Fire Department and the Shelburne Fire Department. During this time we would also put out media alerts that the places already noted in the plan are offering non-potable water; Grahams Park in Shelburne, Lighthouse Stage in Lockeport, Guild Hall in Shelburne, Public Works in Sandy Point, as well as all the rural fire departments.

Stage four is when the water demand in the area would exceed the capacity of Lake Rodney and Haydens Lake. At this point we would begin asking for Provincial assistance by having water shipped in or receiving funding to be able to purchase the water for residents.

Currently in Shelburne County we are sitting at late stage 2 to early stage 3.

Warden Penny Smith asked how Shelburne County was doing this year compared to the 2016 drought which was answered with the positive news that October is forecasted to be wetter than normal and that currently we are in better shape than in 2016. Other areas including Yarmouth and Barrington have not been so lucky this year and are drier than previously in 2016. There are currently 14 reports of

dry/low wells in the Town of Shelburne, 28 reports in the Municipality, and 3 reports in the Town of Lockeport. In these reports there are a total of 25 low wells, 20 dry wells and 4 of those 20 have been reported to always go dry despite weather conditions in the area. We cannot guarantee the accuracy of these numbers because not every resident who experiences low/dry wells reports.

Discussion was held regarding provincial contributions and assistance, which has increased this year. Assisting seniors through VON and Sou'West Nova Transit was also discussed.

- 4(b) Kerry Muise presented information about the Community Navigator Program from the Yarmouth Chamber of Commerce. She stated the Chamber of Commerce began looking into the issue after the anaesthesiologist crisis that almost cost Yarmouth their operating room. They began working on an education program to learn about what needed to be done, what could be done, what the government could do to help and what the community would be able to do. The medical crisis in the area is proving to be detrimental to the growth of the area making this a commercial issue as well.

After research was conducted it was found that the three areas that needed to be focused on are recruiting, retention, and engagement with the youth by engaging with those in high school who are pursuing medical school and follow them straight through to graduation from med school. The Chamber of Commerce began working with Doctors Nova Scotia who provided a lot of insight and information. They spoke with hospital administration who voiced their frustrations and concerns; as well as speaking with the Provincial Government specifically on the locations of the recruiting offices which are located in Kentville and Bridgewater. This is a massive territory to cover so the Chamber of Commerce wanted to offer their help, this has been beneficial because not only do they need more hands in on the recruiting process, but it is impossible for those in Kentville and Bridgewater to know all of the assets in the small communities that would attract people to these communities.

They hired a navigator in November and they have had great success not only retaining those that were frustrated with the system and considering leaving the area, but also in recruiting 7 residents who will be staying within the area as well as bringing in 2 anaesthesiologists, 3 psychiatrists, and an OB-GYN.

The first step was to attend an anaesthesiologist conference in Calgary where they had a booth to showcase what Yarmouth and Southern Nova Scotia had to offer. They were voted the best booth and secured 60 emails from those in the medical field and have kept up with those relationships even through COVID. Councillor Wallet who has been attending a few meetings with the Navigators mentioned how beneficial he felt they were to the area and that he feels Council or the Municipality should really get involved in the program. He would like to see an opportunity brought forward where the Municipality of Shelburne could partner with other areas and share in the cost. Unfortunately, Rebecca Rose who is the Community Navigator for Yarmouth is at capacity. Kerry mentioned that it would cost somewhere in the range of \$80,000 in order to hire a part-time navigator and get the resources needed; noting that having someone who is invested in the community and knows all the secret gems and assets of the community would be hugely beneficial in recruiting to the area.

Councillor Taylor mentioned that he felt that Shelburne was constantly in competition with Yarmouth and they just have more resources available to them to offer when recruiting than we do. Kerry

countered that it was not a competition and that they want to see the crisis in Shelburne solved. Warden Penny Smith mentioned that she had been in contact with Barrington and they would be unable to join us in sharing the cost because they were already with Yarmouth. She also mentioned that herself and the CAO Trudy Payne met with NSHA's Dr. Pugh and that the CAO would forward to Council the CHIP model documentation they were provided. This focuses on community hospital programs where they deliver inpatient care.

A clinic crawl was hosted by Patty Smith on Saturday, September 12, 2020, showing great success. The year 2 students loved Shelburne and all it has to offer. They spoke highly about the community and spoke about wanting to stay in the area as well as work in the local ER. CAO, Trudy Payne, reminded Council that Patty Smith would be coming to one of the October Council meetings to speak more about this.

5. **BUSINESS ARISING:**

Councillor Roger Taylor wanted to discuss whether the Shelburne Arena discussion would be held in September. CAO, Trudy Payne, advised that there will be a report for September 28, 2020 and that Director of Recreation and Parks, Adam Dedrick, was working on the analysis and has been getting statistics from previous years.

Councillor Taylor requested an update on the progress with the Grants in lieu from the July 27, 2020 meeting when it was requested that the CAO speak with the solicitor regarding PVSC. CAO, Trudy Payne stated that she will have a report on this topic for the September 28, 2020 Council meeting.

Finally, Councillor Taylor inquired about the funds for the Port Authority. CAO, Trudy Payne said that 35% of the funding was released in 2019 but the remaining 65% is waiting for the work to be completed. They have been sent the budget for the wharf and Councillor Wallet and herself will be meeting with the Town of Shelburne and the Port Authority September 15, 2020 for an update.

6. **ADMINISTRATION:**

- (a) 2020/2021 Grants to Organizations Recommendation
- (b) Brush Pile Remediation Project Completion and Invoice Payment
- (c) Regional Materials Recovery Facility – Brush Fee and Size Requirement
- (d) Sewage Treatment Plant RFP
- (e) Grant Application Asset Management
- (f) NS Transportation and Infrastructure Renewal – Cost Share Agreement 2020-019
- (g) August Monthly Building Report
- (h) Roseway Community Association – Tax Exemption

- 6(a) Val Kean, Community Development Coordinator, presented Council with the 2020/2021 Grants to Organizations Recommendations. The Shelburne Re-Enactment Group grant request was previously

denied due to not meeting the criteria. They now meet the criteria by solidifying a 10-year lease, they have requested we revisit their grant request.

MOTION: 2020/2021 GRANTS TO ORGANIZATIONS RECOMMENDATIONS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the recommended capital grant of \$1,000 to Shelburne Re-Enactment Group, to come from the 2020/2021 Grants to Organizations, GL #00-21950-791.

- **MOTION CARRIED**

- 6(b) Ryan Jamieson, Waste Diversion Officer, presented the Brush Pile Remediation Project Completion and Invoice Payment staff report to Council stating that Halifax C&D attended the site on July 29, 2020 for 8 days putting in 12-14 hour work days completing the project on August 7, 2020.

MOTION: BRUSH PILE REMEDIATION PROJECT COMPLETION AND INVOICE PAYMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne proceed with payment to Halifax C&D at the cost of \$44,500.00 plus HST for the completion of the brush pile remediation contract using GL 0029322000 – RMRF Facility Maintenance and Repairs, funds for the payment to be transferred from the Operating Reserve.

- **MOTION CARRIED**

- 6(c) Ryan Jamieson, Waste Diversion Officer, presented the Regional Materials Recovery Facility – Brush Fee & Size Requirement report to Council. Within this report he mentioned the research he had been working on with other C&D sites within the Province and what their fees and regulations were pertaining to dumping brush, stumps, sediment etc. Upon thorough analysis of all the information, he has deduced that a \$40 per metric ton tipping fee would be more than fair and that we should no longer accept anything larger than 6 inches in diameter to avoid getting stumps, tree trunks, and logs that our facility just does not have the capacity to hold.

Discussion was held regarding cost recovery, unacceptable material, policy development and fee structure and staff capacity.

MOTION: REGIONAL MATERIALS RECOVERY FACILITY – BRUSH FEE & SIZE REQUIREMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne implement a fee to Commercial users at a rate of \$40.00 metric ton for full cost-recovery for future brush, sediment, soil, and rock deposits; and

THAT the Municipality of the District of Shelburne limit the size of brush to no larger than 6 inches in diameter, resulting in tree trunks, logs, and stumps to no longer being accepted at the RMRF site; and

THAT this Policy take affect October 1, 2020.

- **MOTION CARRIED**

- 6(d) Dan Vincent, Public Works Facility Operator and CAO Trudy Payne, presented the Sewage Treatment Plant RFP breaking down the criteria that was used to select CBCL for the Sewage Treatment Plant RFP.

Discussion was held regarding evaluation criteria, the difference between sewage and septage, and the current sludge measurements at the lagoon.

CAO Trudy Payne stated that CBCL would be given all data over the last 8 years so that they can create a thorough report including disposal, whether or not there is enough capacity, options to add a lagoon, options for septage, how to reduce suspended solids, and class D option costing.

MOTION: SEWAGE TREATMENT PLANT RFP

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne award the Sewage Treatment Plant Biosolids contract to CBCL at a cost of \$16,420 plus HST, with the funds to come from the gas tax reserve.

- **MOTION CARRIED**

- 6(e) CAO, Trudy Payne presented the Grant Application Asset Management report to Council stating that if Council were to approve making application that the Municipality would accomplish developing an inventory of major assets including sidewalks, trails, fleet and municipal-owned buildings and structures in spreadsheet and GIS.

MOTION: GRANT APPLICATION ASSET MANAGEMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to develop an Asset Management Inventory and Preliminary Capital Program and;

THAT the Municipality of the District of Shelburne commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1: Prepare an inventory of major assets including sidewalks, trails, fleet and municipal-owned buildings and structures in spreadsheet and GIS.

Activity 2: Undertake Condition Assessments on the Municipality's infrastructure

Activity 3: Prepare State of Infrastructure Reports, a Preliminary Capital Program and Fact Sheets for public information and;

THAT the Municipality commits \$2,800 from its gas tax reserves toward the costs of this initiative.

- **MOTION CARRIED**

- 6(f) CAO, Trudy Payne presented Council with a letter from the Nova Scotia Transportation and Infrastructure Renewal to see if there were any J class roads that needed to be added to the list for repair. Council directed the CAO to notify the department to inform them that the Municipality of the District of Shelburne has no class J roads maintenance to be cost shared for the 2020/2021 fiscal year.
- 6(g) CAO Trudy Payne presented the August Monthly Building Report to Council which was for information only.
- 6(h) Trudy Payne, CAO, presented Council with the Roseway Community Association Report recommending that Roseway Community Association be added to the list of Tax Exemptions per Schedule "A" in Policy 10. CAO, Trudy Payne, assured Council that they are an active non-profit and that they do meet the policy criteria.

MOTION: ROSEWAY COMMUNITY ASSOCIATION – TAX EXEMPTION

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the Roseway Community Association's request to be added to Schedule "A" of Policy 10 – Tax Exemptions for Community Organizations for property AAN #04048342.

- **MOTION CARRIED**

7. **FINANCE:**

8. **RECREATION:**

9. **OTHER:**

- (a) Letter from Little People's Place
- (b) Letter from Roseway Hospital Charitable Foundation

- 9(a) Chief Administrative Officer, Trudy Payne, discussed the letter from Little People's Place that was sent July 13, 2020 regarding grant funding. CAO, Trudy Payne, mentioned that she was in contact with the Town of Shelburne's CAO and that they are currently waiting on electrical and this is required for their 5-year plan which was required for them to receive the grant. She is currently waiting for an invitation to meet again once they are ready.
- 9(b) CAO, Trudy Payne, discussed the letter from Roseway Hospital Charitable Foundation received August 20, 2020 thanking the Municipality of the District of Shelburne for its support for a new x-ray machine. It was mentioned that the reserve would not be released until the x-ray machine is purchased as per the agreement.

10. **COMMITTEE REPORTS/RECOMMENDATIONS:**

11. COUNCIL MEMBER UPDATES:

An email between Councillor Roger Taylor and CAO, Trudy Payne was brought to Council pertaining to sending a letter to the Provincial Government requesting that the people of Shelburne County should have a choice to choose between Bridgewater and Yarmouth relating to receiving certain government services. Discussion was held that it seemed Yarmouth was the only one being supported and that for those residents living in Sable River/Lockeport it is easier to go to Bridgewater rather than adding another half hour to drive to Yarmouth.

MOTION: PROVINCIAL GOVERNMENT SERVICES LOCATIONS

Be it duly moved and seconded that the Municipality of the District of Shelburne direct the Warden to send a letter to the Minister of Municipal Affairs requesting residents of the Municipality of Shelburne be permitted to receive provincial government services in the area that is most convenient for them.

- **MOTION CARRIED**

The Warden mentioned she attended the Fisherman's Memorial held in August.

There were no NSFM meetings in August, but they were holding a meeting September 14, 2020 and the Warden would forward those notes when available.

Discussion was also held concerning Councillor Norman Wallet participating in the Navigator meetings. This information was sent to the CAO in hopes that someone from the Municipality be involved in those meetings going forward.

12. IN CAMERA:

- (a) Labour Relations as per MGA Section 22.2 (d)
- (b) Fire Service Agreement with Town of Shelburne – Contract Negotiations as per MGA Section 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 8:57 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 9:24 pm.

- MOTION CARRIED

MOTION: LABOUR RELATIONS

Being duly moved and seconded, be it resolved that the terms of the tentative deal reached by the Municipality of the District of Shelburne's negotiating team with Local 1928 IBEW on September 8, 2020 be ratified as discussed in camera.

- MOTION CARRIED

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:25 pm.

**Alicia Flowers
Recording Secretary**

Sept 29/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services