



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
Wednesday November 24, 2021
6:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
November 10, 2021
4. **Business Arising:**
5. **Proclamation:**
 - a. Municipal Awareness Week – Penny Smith, Warden (Pg. 5)
6. **Presentation:**
 - a. Osprey Arts Centre – Marja Himmelman, Executive Director and Jay Pilzer (Pg. 6)
7. **Administration:** (*Resolution Prepared)
 - a. New Year's Levee 2022 – Val Kean, Community Development Coordinator (Pg. 7)
8. **Other:** (*Resolution Prepared)
 - a. Implementation Report (Pg. 8-10)
9. **Committee Reports:**
 - a. Audit and Internal Control Committee Report – Councillor Ron Coole and/or Sherry Thorburn Irvine (Pg.11)
10. **Council Member Updates:**
11. **In Camera:**
 - a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2) (a) – Lake Road
 - b. Legal Advice as per MGA Section 22 (2) (g)
12. **Adjournment:**

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

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Penny Smith, Warden

warden@municipalityofshelburne.ca



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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
November 10, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, November 10, 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 Sherry Thorburn Irvine
Councillor Doris Townsend via Teams
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Mike Shand, EMO Coordinator
Michelle Williams, Director of Finance via Teams
Adam Dedrick, Director of Recreation and Parks
Warren MacLeod, Director of Economic Development via Teams
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 – November 10, 2021

Regular Council Meeting
November 10, 2021

Being duly moved and seconded, be it resolved that the Agenda of November 10, 2021, be approved with the following changes:

- In camera item added 8(c) Personnel Matter as per MGA S. 22(2)(c)

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. October 27, 2021

MOTION: APPROVAL OF MINUTES – October 27, 2021

Being duly moved and seconded, be it resolved that the Minutes of October 27, 2021, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There were no items to discuss.

5. ADMINISTRATION:

- a. EMO Update – Mike Shand, EMO Coordinator

5(a) Mike Shand, EMO Coordinator, provided an update from the Emergency Management Office report to Council.

Mr. Shand began his PowerPoint presentation by reviewing the Alert Ready Emergency Alert System, noting that examples are often seen on American radio and television stations that interrupt the broadcast to bring notifications such as Amber Alerts and severe weather warnings. With Alert Ready this kind of service is now available in Nova Scotia by using Broadcast Intrusive messages for specific immediate need emergencies. Non-Broadcast Intrusive messages are also available including airport and non-emergency road closures, volunteer requests, and notice of Emergency Support Facilities.

Discussion was held regarding the basics of the program with questions about ease of use, which Mr. Shand referred to as very easy, with drop-down lists, and alert criteria listed. From the moment the message comes in it is ready to be broadcast within 15-20 minutes. He also clarified the notices could come from the RCMP, Warden or CAO who have been trained in the system, using notifications, the identifier unique to the Municipality and Personal Identification Numbers for access.

A question was raised as to how the alerts are transmitted and Mr. Shand explained that it comes through cellphone carriers who work in conjunction with Nova Scotia Emergency Management Office (NSEMO) and Shubie Radio.

It was recommended that the introduction of Alert Ready and pertaining information be in the upcoming newsletter. The first test of this service will be November 17, 2021, and it is recommended that it be tested every six months.

Discussion was also held regarding the new EMO provincial representative, 2021 drought conditions, information requests regarding municipal or government programs for well-drilling, COVID protocols regarding EMO and comfort centres and the hurricane season.

6. FINANCE:

a. Financial Update

6(a) The financial reports and statements were presented by the CAO followed by each Director summarizing key points pertaining to revenue and expenditures of their departments. Council was directed to refer to the financial statements and reports provided by the CAO and each Director.

Ms. Payne and Ms. Williams informed Council that seven months into the 2021-2022 fiscal year, staff currently are forecasting a surplus. Discussion was held regarding equalization payments, building permits, operating reserves, gas tax, COVID-19 costs, DEED transfer tax, uncollected tax/fees, collections, reserves, and low-income housing applications.

7. OTHER:

- a. Monthly Building Report – October 2021
- b. Correspondence Regarding PVSC's Tusket Office
- c. Correspondence Regarding Drought Conditions

7(a) Trudy Payne, CAO, updated Council on the October 2021 Monthly Building Report.

7(b) Trudy Payne, CAO, informed Council of correspondence received from the Property Valuation Services Corporation (PVSC) regarding their decision to not renew the lease on their offices in Tusket, and therefore that office will be officially closed on December 1st, 2021.

7(c) Trudy Payne, CAO, and Warden Penny Smith informed Council of correspondence from the Honourable John Lohr, Minister of Municipal Affairs and Housing, received on September 20, 2021 acknowledging the letter from the Municipality regarding the recurrent drought conditions affecting access to well water for residents in Southwestern Nova Scotia. He advised that he is aware of the challenges in our region and others. He indicated that staff from Municipal Affairs and Housing and the Nova Scotia Emergency Management Office would be good channels of communication.

8. IN CAMERA:

- a. MGA Section 22(2)(e) Contract Negotiations
- b. MGA Section 22(2)(g) – Legal Advice
- c. MGA 5 22(2)(c) - Personnel Matters

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In Camera" at 7:10 pm discuss contract negotiations, legal advice and personnel matters.

-MOTION CARRIED

MOTION: EXIT “IN CAMERA”

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne exit “In Camera” at 8:16 pm

- **MOTION CARRIED**

Direction was provided to the CAO regarding the in camera items.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:16 pm. The next Council meeting will be held on Wednesday, November 24, 2021, in the Shelburne Council Chambers.

**Morgen Balletto
Recording Secretary**

Date

Penny Smith, Warden

Erin Hartley, Director of Corporate Services



Municipal Awareness Week Proclamation

WHEREAS, municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS, The Municipality of the District of Shelburne recognizes that the dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities; and

WHEREAS, citizen involvement is essential for an active community; and

WHEREAS, it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE, BE IT RESOLVED that I, Warden Penny Smith on behalf of Shelburne Municipal Council, do hereby proclaim that the week of November 21-26, 2021, be known as Municipal Awareness Week in recognition of the vital role of municipal government.

Dated at Shelburne, Nova Scotia
this 24th day of November, 2021

Warden Penny Smith

Municipal Council Meeting – November 24th

Osprey Arts Centre Presentation

Jay Pilzer & Marja Himmelman

Outline

- We would like to thank the Municipality for all of the support the Osprey has received, especially over the last few years as we were recovering from the fire at the yacht club and not being able to be in our building due to Covid. We are excited about what the future holds for this organization.
- Upcoming Events
 - o November 25th – Christine Tassan et les Impostures
 - o December 5th – John Gracie and Friends
 - o December 11th – It's a Wonderful Life screening
 - o December 16th – Christmas with the Roses with Kathleen Glauser and Merrie Howe
- We have big ideas for what we would like to bring to the community in the new year!
- We always need volunteers, please contact Marja at the Osprey (either by email or phone) if you would like to help out.
- Please come out and enjoy our events and tell your friends and family about us!

STAFF REPORT

TO: Members of Shelburne Municipal Council
FROM: Val Kean, Community Development Coordinator
APPROVED BY: Trudy Payne, Chief Administrative Officer
DATE: November 24, 2021
SUBJECT: New Year's Levee 2022

PURPOSE

To encourage discussion regarding options for the Municipality's annual New Year's Levee event.

BACKGROUND

In past years, the Municipality of Shelburne and Town of Shelburne have cooperatively hosted a New Year's Levee event. This event would historically take place in the afternoon on New Year's Day and would provide attendees with catered food and local musical entertainment.

The 2021 New Year's Levee was hosted as a virtual kitchen party event as a result of restrictions on public gatherings. The total budget for this virtual event was \$1,200.

DISCUSSION

At the November 15, 2021, Town of Shelburne (ToS) Council meeting, discussion was held regarding the value of continuing to host this type of event. It was agreed that ToS Council would withdraw their participation in this event, indefinitely.

Council has the following options to discuss for moving forward:

1. Proceed with in-person event
2. Proceed with virtual event
3. Discontinue hosting this event.

Prior to ToS Council discussion, staff polled other Municipality's to gage value of hosting the New Year's Levee. Below are those that replied:

1. HRM – Not planning to host a levee event this year.
2. Bible Hill – Plan to proceed with in person event.
3. East Hants – Do not host a levee.
4. Barrington – Do not host a levee.

BUDGET IMPLICATIONS

All expenditures for the New Year's Levee, if Council decides to proceed, would come from the allocated \$1,000 in the ICSP Implementation budget GL # 00-26621-500.

8a

**Municipality of the District of Shelburne
COUNCIL DECISION IMPLEMENTATION REPORT - 2020**

CAO Andrew Goreham	Michelle Williams Val Kean	Erin Hartley Ryan Jamieson	Adam Dedrick Darrell Locke	Warren MacLeod
Date	Direction from Council	Responsibility	Action Taken	Status
Update - September 24, 2018	Building	CAO	Federal Government agreement in place to lease space in new administration building. Negotiating with Province to remain in current building.	On-Going
Monday, May 27, 2019	Fire Services	CAO/Erin Hartley	Inventory Review going to next Fire Advisory Committee Meeting for discussion /analysis	On-Going
Monday, September 23, 2019	Policing Review	CAO	Waiting to hear back from RCMP on the survey results	On-Going
Monday, September 23, 2019	Dog Bylaw Proposed Updates	Darrell Locke & Erin Hartley	Discuss Summary Offence Ticket pricing and send to the Department of Justice	On-Going
Monday, November 25, 2019	Shelburne Port Authority	CAO	Contributing requested \$143,000 to project - Working with the TOS to create a new governance model - 35% payment was issued - Remainder of the funding be carried over to the 2020/21 budget Update Council on the meeting with TOS - Port Authority presenting on October 13, 2020 Project expected to be completed early 2021	Complete
Monday, January 27, 2020	Western Crown Lands	CAO	Request presentation from John Porter In light of COVID - 19 - Rescheduled	On-Going
Monday, January 27, 2020	Crown Land Harvest Plans	CAO	Request a meeting with Minister Rankin	On - Going
Monday, February 10, 2020	Shelburne County Arena Compressor Replacement	CAO	Negotiate with Town regarding funding arrangement	On-Going
Monday, March 9, 2020	Resolution Wind-Up Roseway Manor	CAO	Prepare Cheque requisition and update Council. Advise Board of Council decision	On-Going
Tuesday, May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Conciliation	On-Going
Monday, June 15, 2020	Sable River Volunteer Fire Department	CAO	Sable River Fire Department is working with a consultant and Director of Corporate Services to carry out RFP requirements	On-Going - first training session happening in November 2021
Monday, June 29, 2020	Dangerous and Unightly	Darrell Locke	Continue working down the list of files that need to be opened	On-Going
Monday, July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	On-Going
Monday, September 28, 2020	Healthcare	CAO	Confirm presentations with Dr. Carr and Jodi Ybarra & Rob Zwicker - Postponed January 25, 2021 - Set up meeting with Minister Glavine	Complete
Monday, November 23, 2020	Mental Health	CAO	Circulate minutes from Mental Health teleconference	On-Going
Monday, March 8, 2021	Bill MacLean - Community Wind - Potential Wind Farm	CAO	Touch base with Bill MacLean regarding existing wind turbine and send reports from Ms. Tipton	On-Going
Monday, March 22, 2021	Acquisition, Sale, Lease and Security of Municipal Property	CAO	Follow through with direction provided by Council	On-Going
Monday, March 22, 2021	Shelburne County Arena	CAO	Set up meeting with the Town	Complete
Monday, March 22, 2021	Council Updates: Community Stakeholders Committee	CAO	Send minutes out to Council when available	On-Going
Monday, March 22, 2021	Community Health Board - Affordable Housing	Val Kean	Attend Tri-County Housing Group meetings and seek information regarding affordable housing that can be brought back to Council	On-Going
Monday, April 12, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Shelburne Industrial	CAO	Enter into the agreement of purchase of sale for vacant land and sign the agreement of purchase of sale as amended	On-Going
Monday, April 12, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Shelburne Industrial	CAO	Follow through with direction given from Council	On-Going
Monday, April 26, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Lydgate	Trudy Payne	Enter into the agreement of purchase of sale for Lydgate land with Woodworth.	On-Going

8

Monday, May 10, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Shelburne Industrial Park	Trudy Payne	Enter into the agreement of purchase of sale for Lot 102-BD	On-Going
Tuesday, May 25, 2021	D&U 634 West Sable Road	Darrell Locke	Clean Up and Completion Order	On-Going
Tuesday, May 25, 2021	D&U 1292 Hwy 3 Birchtown	Darrell Locke	Demolition and Clean Up Order	On-Going
Wednesday, July 28, 2021	D&U 1824 West Sable Road	Darrell Locke	Notify of 20 day extension	On-Going
Wednesday, July 28, 2021	Sperry Field Restoration	Adam Dedrick	Explore partnerships with WGH Rec Association to restore field and host community consultation	On-Going
Wednesday, September 8, 2021	Leave of Absence Warden Penny Smith	Trudy Payne	Make Arrangements for early return	Complete
Wednesday, September 8, 2021	Dogs at Large on Community Beaches	Trudy Payne	Press release to clarify roles, responsibilities, and regulations	On-Going
Wednesday, September 8, 2021	Port Saxon Odour	Trudy Payne	Reach out to Company - A meeting has been set-up with the company	On-Going
Wednesday, September 8, 2021	Coastal Protection Act	Warren MacLeod	Provide Input for new and existing coastline development to province by September 30, 2021	Complete
Wednesday, September 13, 2021	New Municipal Building	Trudy Payne	Notify Contractor of Award	Complete
Wednesday, September 22, 2021	Biosolids RFP	Trudy Payne	Notify Applicant of Rejection and Next Steps with Dan	Complete
Wednesday, September 22, 2021	Sandy Point Wind Farm	Trudy Payne	Work with Warren on Press Release	Complete
Wednesday, September 22, 2021	D&U 1824 West Sable Road	Darrell Locke	Have Demolition Order Signed	On-Going
Wednesday, September 22, 2021	D&U 1984 Sandy Point road	Darrell Locke	Have Demolition Order Signed	On-Going
Wednesday, September 22, 2021	D&U 1041 Sandy Point Road	Darrell Locke	Have Demolition Order Signed	On-Going
Wednesday, September 22, 2021	Coastal Protection Act	Warren MacLeod	Create Public Post for Social Media and Submit Feedback to the Province	Complete
Wednesday, October 20, 2021	St. Matthew's Church Support Letter	Trudy Payne	Write letter of support for the Clyde River Society and Cemetery which they can use for grant submissions	Complete
Wednesday, October 20, 2021	Personnel Matter	Trudy Payne	Proceed with the personnel matter as directed by Council	On-Going
Wednesday, October 20, 2021	Laserfiche and AMA Software	Erin Hartley	Authorize purchase of Laserfiche from Thinkdox and adopt the AMA classification scheme and retention schedule	Complete
Wednesday, October 20, 2021	World Champion Axe Throwing Request	Val Kean	Include \$5,000 in the 2021/2022 GTO budget discussions - agreement will be signed and funds distributed after April, 2022	On-Going
Wednesday, October 20, 2021	Jordan River Trail LOA	Adam Dedrick	Submit request to NSLF to amend LOA to include OHV.	On-Going
Wednesday, October 27, 2021	GTO Christmas Event Funding	Val Kean	Allocate funds and confirm support of "Miracle on Dock Street"	On-Going
Wednesday, October 27, 2021	Shelburne Arts Council	Val Kean	Allocate funds and inform Shelburne Arts Council of Council Decision - Contract signed, funds distributed	Complete
Wednesday, October 27, 2021	Website Development	Warren MacLeod	Issue RFP for website development and marketing campaign	Complete
Wednesday, October 27, 2021	Accessible Housing	Trudy Payne	Inform Ben Cleveland of our interest and determine attendance requirements	Complete
Wednesday, October 27, 2021	Shelburne Co. Health Care Student Sponsorship Program	Trudy Payne	Inform them of decision to continue support	Complete
Wednesday, October 27, 2021	Commissionaire	Trudy Payne	Confirm requirements for 2021-22 and include in 2022-23 budget - requirements confirmed for this fiscal	On-Going
Wednesday, October 27, 2021	In Camera	Trudy Payne	Direction as provided in camera	Complete
Wednesday, October 27, 2021	By-Election	Erin Hartley	Hire Intelivote as the Municipality of Shelburne's service provider for electronic voting Set the advance polling period as December 10 -18, 2021 Appoint self as Returning Officer and Anita DeMings as Assistant Returning Officer Have MOS sign the information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list Allocate \$5,000 (unbudgeted) from the 2021/22 budget for the by-election	Complete
Wednesday, November 10, 2021	Beaverdam Club Exempt Status	Trudy Payne	Contact Doris Townsend re: tax exempt status	On-Going

Wednesday, November 10, 2021	Donations from District Grant Funds	Trudy Payne	Send email to Council about contributions from the District Grant Fund requesting the amounts to each organization (Food Bank, Breakfast Program)	On-Going
Wednesday, November 10, 2021	In Camera	Trudy Payne	Proceed with the in camera items as directed by Council	Complete
Wednesday, November 10, 2021	EMO Alert Ready Information	Erin Hartley	Consider Alert Ready information in the next newsletter for EMO	Complete



**Audit Internal Control
Report to Council
2021/2022**

Last Updated:
November 10, 2021

Meeting Date:	Discussion and Action Items
Monday June 14, 2021	<p>Debt Affordability Model Presentation: Presentation by Paul Wills, Municipal Finance Corporation</p> <p>Implementation Report: Presentation by CAO</p> <p>Year to Date Audit and Internal Report to Council: Presentation by CAO</p>
Wednesday, July 7, 2021	<p>2020/2021 Audit: Presentation by Grant Thornton</p> <p>Discussion Regarding MFC Presentation on Debt Affordability: Presentation by CAO</p> <p>C&D Scavenger Staff Report: Presentation by CAO</p> <p>Implementation Report: Presentation by CAO</p> <p>Year to Date Audit and Internal Report to Council: Presentation by CAO</p>
Tuesday, October 19, 2021	<p>Update on Council Approved Minutes - January 25 - September 13, 2021: Presentation by CAO</p> <p>Financial Update: Presentation by DOF</p> <p>Review of Tax Sale & Collections Policy Presentation by DOF</p> <p>Implementation Report: Presentation by CAO</p> <p>Year to Date Audit and Internal Report to Council: Presentation by CAO</p>
Tuesday, November 16, 2021	<p>Update on Council Approved Minutes - September 22, 2021 - October 20, 2021: Presentation by CAO</p> <p>Financial Update: Presentation by CAO</p> <p>Implementation Report: Presentation by CAO</p> <p>Year to Date Audit and Internal Report to Council: Presentation by CAO</p>