

Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
January 12, 2022**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, January 12, 2022, 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 Sherry Thorburn Irvine
Councillor Doris Townsend
Councillor Anthony Gosbee
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Michelle Williams, Director of Finance
Adam Dedrick, Director of Recreation and Parks
Warren McLeod, Director of Economic Development
Val Kean, Community Development Coordinator
Ryan Jamieson, Waste Diversion Officer
Chana Ross, Executive Assistant
Members of the Public

1. CALL TO ORDER:

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

2. SWEARING-IN CEREMONY:

- a. District 4 – Anthony Gosbee

2(a) Warden Smith advised Council that on the advice of the Municipal Solicitor, Mr. Gosbee would administer the Oath of Office and then sign. For public records, he will then show his signature on screen during the meeting recording. Warden Smith will then display their signature on the screen for the public record of the meeting upon witnessing the document.

As Councillor Gosbee read and signed his Oath of Office, Warden Smith witnessed it. Councillor Gosbee was welcomed to Council by Warden Smith after the ceremony.

3. APPROVAL OF AGENDA:

MOTION: APPROVAL OF AGENDA – January 12, 2022

Being duly moved and seconded, be it resolved that the Agenda for January 12, 2022, be approved as circulated.

- **MOTION CARRIED**

4. APPROVAL OF MINUTES:

- a. December 8, 2021

MOTION: APPROVAL OF MINUTES – December 8, 2021

Being duly moved and seconded, be it resolved that the Minutes of December 8, 2021, be approved as circulated.

- **MOTION CARRIED**

Councillor Townsend joined the meeting at 6:05 pm.

5. READING OF PETITION:

- a. Proposed Sandy Point Windfarm – Warden Smith

5(a) Warden Smith read the petition of the residents of Sandy Point regarding the Sandy Point Wind Farm project. As stated in the petition, "the names below are registered on StopSandyPointWind.com/signatures/ as people opposed to the Sandy Point Wind Farm."

Warden Smith informed Council a petition typically contains the first and last name of the person submitting the petition, followed by their civic address and signature. If a petition is submitted electronically, only the name and signature of the petitioner are required.

Warden Smith acknowledged Council's receipt of the petition.

Councillor Thorburn Irvine asked if she could comment on the petition. Warden Smith advised that as per Municipal Policy 7: Acceptance of Petitions clause 7.6, "no person shall be permitted to speak on a

duly filed petition, whether supporting or opposing the contents of the petition, unless the petition is placed on the agenda at a future meeting of Council by a member of Council that supports the petition." Councillor Thorburn Irvine was advised to include the petition on the agenda at a future meeting if she was in support of the petition as per the policy.

6. BUSINESS ARISING:

5. There was no business arising.

7. PROCLAMATION:

- a. Day of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project – Warden Smith

7(a) Warden Penny Smith read the Day of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project Proclamation, proclaiming January 15, 2022, as the day of Black Loyalist Exodus: Fifteen Ships to Sierra Leone #1792Project in the Municipality of the District of Shelburne. Proclamation is attached.

8. ADMINISTRATION:

- a. Community Navigator Update – Val Kean, Community Development Coordinator
b. Fishing Gear Coalition of Atlantic Canada staff report – Ryan Jamieson, Waste Diversion Officer
c. Website Developer RFP Award – Warren MacLeod, Director of Economic Development

8(a) Val Kean, Community Development Coordinator, presented Council with the Community Navigator Update staff report.

At the time of the budget discussions for 2021/2022, it was determined that the addition of Community Navigation duties to the position of the Community Development Coordinator would enhance the Municipality's role in welcoming new and visiting healthcare professionals to Shelburne and Roseway Hospital.

The Community Development Coordinator began performing the duties of the Community Navigator starting in April 2021 on a part-time basis as part of their current role.

A component of the Staff's role as Community Navigators is collaborating with Navigators throughout the Province. Meetings are usually held twice a month to discuss issues related to healthcare in the province. The Community Navigators Committee hosted a 3-day workshop for Staff in November 2021. A vital component of this workshop was the opportunity to meet with representatives of the newly established Office of Healthcare Professionals Recruitment and provide direct input into the Province's recently announced two-million-dollar investment in healthcare recruitment and retention.

Further, during this workshop, the Committee established priorities for the coming year and planned to address preceptor recruiting, strategies for increasing healthcare pride within our rural communities, anti-racism in healthcare events and activities related to rural week and measuring success in our roles.

Regular Council Meeting
January 12, 2022

Presently, Roseway Hospital has three vacancies in the Emergency Room (ER). A single ER doctor works a split shift between Yarmouth, Digby, and Shelburne - hours are based on facility needs. Locum doctors cover all other ER shifts at Roseway Hospital.

There are currently three family physicians (2 of whom have defined licenses), three nurse practitioners, and two part-time residents at Shelburne Family Practice. Currently, there are 1,363 people registered on the Need a Family Practice Registry. NSHA has indicated that we can provide two more full-time family physicians.

Staff are working with NSHA and Roseway Hospital to secure long-term, furnished, central rental accommodations (for health professionals visiting and moving to Shelburne). Additionally, to welcoming healthcare professionals, Staff have communicated with many new residents, connecting them to community resources, such as temporary healthcare options.

VirtualCareNS - This program ensures that people on the Need a Family Practice Registry have access to primary care. Individuals are contacted by email to participate, based on when they have added their name to the registry (chronological order). People on the registry in Shelburne County are receiving invitations. As of November 24, 2021, 896 citizens in the Shelburne area have received invitations, and seventy-nine have registered to access the service. Staff is currently working with the NSH team to identify and support residents wishing to access this program.

Community Navigator Position – There are currently nine community navigator positions within Nova Scotia. Most positions cover multiple hospitals and clinics and support student placement, residency programs, and specialist recruitment and retention. Organizations involved in the funding and reporting of these positions include Municipalities (primarily through existing RENs), Chamber of Commerce, Hospital Foundations, and private donors/advisory committees. Programs and projects within these roles may also be partially funded by Doctors NS and the Department of Community, Culture and Heritage.

Shelburne is currently unique in area coverage and funding compared to other Community Navigator positions. It is recommended that Council consider initiating conversation with neighbouring Municipal units, including Queens, when considering the future of a Community Navigator position. Although this position is manageable and currently staffed part-time by unionized Staff, this poses limitations for strategic planning and capacity building within the role.

Discussions were held regarding the various health shortages occurring in Shelburne County and how the Community Navigator is helping to reduce them. Staff was directed to reach out to Queens to explore the possibility of establishing a future partnership with the Community Navigator position.

8(b) Ryan Jamieson, Waste Diversion Officer, presented Council with the Fishing Gear Coalition of Atlantic Canada staff report.

Sonia Smith of the Fishing Gear Coalition of Atlantic Canada addressed the Municipality of the District of Shelburne Council on December 8, 2021. She proposed establishing a partnership in the end-of-life fishing gear management program.

Commercial fishing companies are currently required to pay a tipping fee to dispose of their lobster pots at most disposal sites in Nova Scotia. By partnering with this program, sites with tipping fees will waive these fees and become FGCAC drop-off sites.

Currently, our C&D operations accept lobster pots for free. We've done this for years. Apart from the FGCAC, our metals collection was offered to the highest bidder with a proven history, which happened to be American Iron and Metal. Currently, we receive \$10 per metric ton of lobster pots, which will be processed in the same way as those funded by FGCAC. Because our operation accepts lobster pots and rope free of charge, there are no additional staffing costs.

Local beaches demonstrate this initiative's effectiveness. A lot of commercial fishing gear washed ashore on the province's coastline. Our environment would benefit if other municipalities provided similar services to those we provide in the Municipality of the District of Shelburne.

MOTION: FISHING GEAR COALITION OF ATLANTIC CANADA

Being duly moved and seconded, be it resolved that, the Council of the Municipality of the District of Shelburne offer to enter a non-paid partnership with the Fishing Gear Coalition of Atlantic Canada.

- **MOTION CARRIED**

8(c) Warren MacLeod, Director of Economic Development, presented Council with the Website Developer RFP Award staff report.

The Municipality published a Request for Proposals (RFP) on November 1, 2021. It closed on November 19, 2021, after being approved by the Council on October 27, 2021. By the close of business on November 19, eleven proposals had been received. However, one was rejected due to an unreported conflict of interest. In addition, the remaining ten proposals were scored based on the scoring criteria outlined in the RFP regardless of the total budget (ranging from \$9,900 to \$169,855).

The remaining three scoring categories were further divided into subcategories other than the budget component. The final scores ranged from 31.6% to 78.5% of the possible 100% score. Alberta Tech Works received 78.5%, and Rockfort Media received 74.6%. The next highest was 64.8%. Alberta Tech Works was chosen.

The website will be built on the WordPress platform and have accessibility plugins, a mapping directory and file management. Alberta Tech Works presented three website templates for consideration. "TheGov" was selected. This WordPress template gives Staff complete control over content and design. Staff will no longer be dependent on third parties to provide timely changes.

Additionally, WordPress offers hundreds of other templates that can be selected should the Municipality wish to change the entire design later. ACPLUGIN will provide access to the newly designed website. The new website will be accessible to persons with disabilities. It should be noted

however that there will be an additional cost when uploading video content to the website whereby we will have to consider providing transcription to videos.

Council thanked Staff for the work regarding this initiative.

MOTION: WEBSITE DEVELOPER RFP AWARD

Being duly moved and seconded, be it resolved that, the Council of the Municipality of the District of Shelburne approves entering into an agreement with Alberta Tech Works (ATW) to develop a new website for the Municipality according to their RFP. The Municipality will only engage ATW for the website development portion of their proposal for \$18,000 (including \$15,000 for Website development, \$1,500 for Website training and \$1,500 for Final project delivery). The agreement will also include monthly operating costs totaling \$650 / month (including \$200 / month for accessibility compliance, \$200 / month for ongoing support and \$250 / month for hosting); and

THAT the Municipality of the District of Shelburne provides twelve months' notice for the cancellation of our existing website hosting service at a time to be chosen by the Chief Administrative Officer.

- **MOTION CARRIED**

9. RECREATION:

- a. William G. Sperry Recreation Field Survey Results – Adam Dedrick, Director of Recreation and Parks

9(a) Adam Dedrick, Director of Recreation and Parks presented Council with the William G. Sperry Recreation Field Survey Result staff report.

The Municipality owns the William G. Sperry Recreational Field in West Green Harbour. The field was donated by a relative of William G. Sperry in 1985. A ball field was first opened in 1990 and was used by the community for many years. The field's usage and condition have declined in recent years. However, a group of community members and the Municipality are exploring the possibility of future recreational use.

Municipal Recreation & Parks Department conducted a brief survey to determine community interest in recreational use of the field. Residents who live or own property near the area were invited to participate. Two hundred forty-two households in West Green Harbour, East Green Harbour, and East Jordan were sent a letter regarding the survey. Between November 15 and December 3, 2021, the survey was available online and over the phone. There were one hundred and twenty- two submissions.

The survey results included:

Of the 45.9% of respondents that use the field:

- 62.4% are between the ages of 25-54; nobody aged 75+ reported using the field
- 48% use the field fairly frequently (several times a week or month); 27% use it during the summer or warm weather.
- There is a large interest to have the field revitalized/have new additions as the majority indicated they want the field to be used for recreational purposes.
- Many users are younger and have children or families.
- Young families want recreational facilities/places to take their kids to play outside
- Perceive that the field is used a lot.

Of the 54.1% of respondents that do NOT use the field:

- 49.8% are between the ages of 55-75+
- The main reasons for not using the field are lack of maintenance, nothing going on at the field, age, not having kids and lack of interest in the field.
- Want the field to be used for recreational purposes, even though they don't use it themselves.
- Older non-users are thinking about uses of the field outside of recreation, such as a cemetery.
- Perceive that the field is not used very much.

Overall:

- The field is seen by many, regardless of age or if they are a user or not, as an important recreational facility for residents
- Many would like to see more recreational opportunities at the field (i.e., programs, events, etc.)
- The majority acknowledged that the field requires repairs and maintenance
- There is a large senior/aging population in the area, and many don't see the field as a "place" for them
- The field is used the most by those with children or grandchildren and the least by the aging population

Conclusions:

- Upgrades at the field should include opportunities that could be used by all residents and that could engage non-users
- Repairing the field seems to be the top priority, but adding amenities (play bins, soccer nets, picnic tables, play equipment, walking track, etc.) would provide more opportunities to engage more residents across their lifespan.
- Adding other amenities would make it a facility that could be utilized all year round, instead of just a ballfield during the summer months

The importance of making municipal recreation sites more accessible was discussed. According to Mr. Dedrick, there is still room for more development on the property pending what Council would like to accomplish in the future. Picnic areas and washrooms were suggested for the site. Mr. Dedrick explained that it would be phased if Council decided to proceed with development. Councillor Thorburn Irvine stressed the significance of recreational areas to community wellness. Council asked

Regular Council Meeting
January 12, 2022

Mr. Dedrick about maintenance, and he advised that this would be discussed with the community focus group.

Council thanked Staff for their work and provided direction on survey results.

10. OTHER:

- a. Monthly Building Report – November 2021
- b. Appointing Alternate to the Roseway Manor Board – Trudy Payne, Chief Administrative Officer
- c. Health care – EHS Services – Councillor Thorburn Irvine

10(a) Council reviewed the Monthly Building Report.

10(b) Trudy Payne, CAO, informed Council of the need to appoint a temporary alternative for the Roseway Manor Board.

Ms. Payne noted that Ms. Hartley would present a staff report to Council on committee appointments at the next meeting. Council has a full complement. In advance of the meeting, the Roseway Manor Board will hold an important meeting that the Municipality will wish to have two votes on. At present, only Councillor Wagner is appointed to this Committee.

During the discussion, it was noted that Councillor Townsend has the most experience with the Roseway Manor Board.

MOTION: APPOINTING ALTERNATE TO THE ROSEWAY MANOR BOARD

Being duly moved and seconded, be it resolved that, Council of the Municipality of the District of Shelburne appoint Councillor Townsend as the second member on the Roseway Manor Board until all committees are reappointed on the January 26, 2022, Council Meeting.

- MOTION CARRIED

10(c) Councillor Thorburn Irvine Informed Council on issues surrounding Health Care – EHS Services for the county.

Councillor Thorburn Irvine asked that although this is a provincial matter, what could the Municipality do to advocate on behalf of our county? Warden Smith stated that although this is a provincial issue, it could be added as an agenda item when Council meets with the MLA the following week.

Discussions were held regarding the support that the Municipality provides regarding Health Services, complications caused by Covid-19, ineffective communication in the system, and ambulance use and waiting times. At this time, it is agreed that advocating with the MLA is the best option.

11. COMMITTEE REPORTS/COUNCIL MEMBER UPDATES:

Regular Council Meeting
January 12, 2022

Deputy Warden Richardson informed Council of his site visit to the New Municipal Building. Things were moving along and should be completed on schedule.

Warden Smith advised that she attended the following events:

- Warden, Deputy Warden, Councillor Townsend, and CAO met with Kenny and Ross -January 6, 2022
- Warden and CAO met with the leader of the opposition, Erin O'Toole, regarding the Fisheries - January 11, 2022
- Council meeting with MLA -January 17, 2022

Councillor Thorburn Irvine thanked and commended the county library staff for their efforts.

Councillor Thorburn Irvine informed Council that she had been involved with the St. Peter's by The Sea restoration, phase one of which was completed in fall 2021. Phase two will be completed soon. Before Christmas, a lobster lotto was held, and a generous amount was raised to support this project. Moreover, there are still many concerns about the Wind Turbine Project in District Three.

12. IN-CAMERA:

- a. Land Negotiation as per MGA Section 22 (2) (a) - Warren Macleod, Director of Economic Development
- b. Tax Sale by Tender Request - March 1, 2022, RE: Setting a minimum price to be accepted by the Municipality at a tax sale as per MGA Section 22 (2) (b) - Michelle Williams, Director of Finance
- c. Personnel Matter as per MGA Section 22 (2) (c)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enters "In-Camera" at 7:44 pm to discuss Land Negotiation, Tax Sale 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 8:53 pm

- MOTION CARRIED

TAX SALE BY TENDER REQUEST- MARCH 1, 2022

Regular Council Meeting
January 12, 2022

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne proceed with a Tax Sale by tender March 1, 2022, Tendered properties to have a minimum bid as directed by Council included with their submission, bid price provided by bidder will be at least the minimum and will be subject to HST. A fee of \$575 is included in the minimum price to cover preparation, advertising and registration of the Certificate of Sale and Tax Deed.

- MOTION CARRIED

13. ADJOURNMENT:

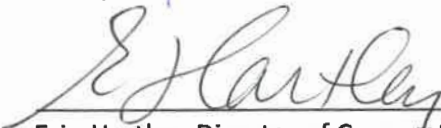
There being no further business, the meeting was adjourned at 8:57 pm. The next Council meeting will be held on Wednesday, January 26, 2022, via Microsoft Teams.

**Chana Ross
Recording Secretary**

Jan 22/22
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services