



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
February 9, 2022**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, February 9, 2022, 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 Anthony Gosbee

Councillor Sherry Thorburn Irvine Via Microsoft Teams

Councillor Doris Townsend via Microsoft Teams

ALSO IN ATTENDANCE:

Chana Ross, Executive Assistant

Erin Hartley, Director of Corporate Services via Microsoft Teams

Michelle Williams, Director of Finance via Microsoft Teams

Adam Dedrick, Director of Recreation and Parks via Microsoft Teams

Warren MacLeod, Director of Economic Development via Microsoft Teams

Ryan Jamieson, Waste Diversion Coordinator via Microsoft Teams

REGRETS:

Trudy Payne, CAO

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

Trudy Payne, CAO

Penny Smith, Warden

Trudy.Payne@municipalityofshelburne.ca www.municipalityofshelburne.ca warden@municipalityofshelburne.ca

MOTION: APPROVAL OF AGENDA – February 9, 2022

Being duly moved and seconded, be it resolved that the Agenda for February 9, 2022, be approved as circulated.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. January 26, 2022

MOTION: APPROVAL OF MINUTES – January 26, 2022

Being duly moved and seconded, be it resolved that the Minutes of January 26, 2022, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

4. There was no business arising.

5. PROCLAMATION:

- a. African Heritage Month – Warden Smith

5(a) Warden Penny Smith read the African Heritage Month Proclamation, formally declaring the month of February as African Heritage Month in the Municipality of the District of Shelburne. This document was included with the meeting package.

6. PRESENTATION:

- a. Federal Ghost Gear Fund – Mike Ernst, Program Partner and Al Monroe, Business Development Consultant, Titan Maritime

6(a) Mike Ernst, Program Partner and Al Monroe, Business Development Consultant, Titan Maritime presented Council with a presentation regarding the Federal Ghost Gear Fund.

Council members introduced themselves to the presenters.

As Mr. Monroe defines, ghost gear is abandoned, lost, or otherwise discharged fishing gear left on the ocean floor that continues to fish (never retrieved), ultimately resulting in environmental concerns.

In 2019, the Federal Ghost Gear Discovery Fund was launched under the Sustainable Fisheries Solutions and Retrieval Support Contribution Programme. Approximately \$16.7 million has been distributed to 49 projects along the Atlantic and Pacific coasts internationally.

The Federal government granted Titan Maritime funding in September 2021 to remove abandoned Ghost Gear. Having identified potential sites, Titan Maritime's experienced personnel seized the opportunity immediately. Per SFSRSCP guidelines, Ghost Gear removal was completed on November 30, 2021, and all funding will end on March 31, 2022. To continue with this program, Titan Maritime is seeking support from all three levels of government in Canada.

During the discussion, it was noted that there are two project objectives. The first step is to describe the techniques for locating and removing Ghost Gear and discuss its detrimental consequences to the marine environment. The second objective consists of two parts. To preserve this two-year fund, Council is requested to write a letter of support to the Fisheries Minister.

Long-term plans for the program include:

- Possibility of locating and collecting a significant amount of Ghost Gear
- Staff training
- Returns on investment (ROI) for Ghost Gear collection
- The establishment of solid research and education programs
- Establishing a recycling program

As well, Council was requested to ask Municipal Staff to engage in an education program to encourage residents to pick up and recycle litter they find in coastal areas when they visit. Protecting marine life and maintaining the cleanliness of our oceans can be significantly improved by eliminating shoreline litter. Lost, abandoned, and discarded fishing gear affects not only the health of our tidal waters. However, it can also negatively affect many coastal residents who depend upon the fishing industry.

Council directed Staff representatives on the Beach Stewardship Committee to bring to the next committee meeting issues surrounding ghost gear on how to encourage residents to pick up and recycle litter that they find when visiting coastal areas. Removal of shoreline litter contribute significantly to protecting marine life and keeping our oceans clean.

Council thanked Mr. Ernst and Mr. Monroe for their presentation.

7. ADMINISTRATION:

- a. Region 6 2022-23 Budget – Erin Hartley, Director of Corporate Services
- b. 2022 Boundary Review Options – Erin Hartley, Director of Corporate Services
- c. New Municipal Building – Temporary Borrowing Resolution Staff Report – Michelle Williams, Director of Finance

7(a) Erin Hartley, Director of Corporate Services, presented Council with the Region 6 2022-23 Budget staff report.

In addition to its role as one of the thirteen municipal stakeholders of the Region 6 Solid Waste-Resource Management Board, the Municipality of Shelburne has one Councillor on the Board. According to the Region 6 Inter-Municipal Agreement, the Municipality of Shelburne must either approve or refuse this budget by March 14.

Region 6 Technical Committee and Region 6 Inter-Municipal Committee discussed this budget, and it is now being circulated to the councils for final approval.

Christine McClare, the Region 6 Regional Coordinator, provided a presentation at the January 26, 2022, Council meeting that included a budget breakdown, highlighting any areas of discrepancy. She also provided the Council with the opportunity to ask questions related to the budget and services provided by Region 6.

The total budget for 2022/23 is estimated to be \$788,025.00. The contribution of Eastern Shelburne is \$9,443.04. This represents 7.25% of the municipal billing. Also, the Towns of Shelburne and Lockport must review and approve or reject this budget.

A discussion was held regarding the municipal contribution amounts to this initiative, and Ms. Hartley pointed out that our contribution is approximately sixty-four percent of the three Shelburne Shared Services total.

MOTION: REGION 6 SOLID WASTE - RESOURCE MANAGEMENT – BUDGET 2022/23

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the draft 2022/23 Region 6 Solid Waste-Resource Management Budget, as presented at the January 26, 2022, Council Meeting, in the amount of \$788,025.00, with Eastern Shelburne County's contribution being \$9,443.04, which represents 7.25% of the municipal billing contribution.

- **MOTION CARRIED**

7(b) Erin Hartley, Director of Corporate Services, presented Council with the 2022 Boundary Review Options staff report for information purposes.

The objective of this review is to determine the number of municipal elected officials and the location of municipal districts. The 2022 review will include public consultations, meetings with the Council, and recommendations to the NS Utility and Review Board.

Upon moving forward with a regional planning model, the Regional Planning team could perform future boundary reviews.

To get a better sense of the costs of such services for a municipal unit of our size, staff recommends a request for proposals for a consultant be posted. If the RFP comes in at a

reasonable rate, the team may suggest that the municipality hire a consultant since the municipal staff's GIS specialist is likely to be similar in price. Should the RFP arrive at the higher end of the budget, staff can provide a more comprehensive analysis of the options to Council.

Council can decide which route to take in March based on the information contained in the next staff report. The consultant or staff team will have nine months to finish the project. Council directed staff to post a Request for Proposals for this project.

7(c) Michelle Williams, Director of Finance, presented Council with the New Municipal Building – Temporary Borrowing Resolution staff report.

According to Ms. Williams, 3.5 million dollars have been allocated to build a new Municipal Administrative Building in the 2021-2022 budget. Of this \$3.5 million, \$1 million was to be borrowed; \$1.5 million to come from operating reserves and \$1 million from capital reserves. The remaining \$3.8 million must be decided. The recommendation is that Council approves a temporary borrowing resolution of \$5 million. Council would not need to borrow \$5 million; it simply means the Municipality could borrow up to \$5 million, assuming the Minister's approval.

The approval of the Minister is valid for one year. The borrowing request must be renewed if it continues beyond 12 months. Council may decide during budget deliberations whether to use a combination of reserves and borrowings in the 2022-2023 budget or borrow the remaining funds.

If the Minister approves, staff will enter a short-term loan with CIBC until we apply for a fifteen-year debenture with the Municipal Finance Corporation (MFC). Once the building is turnkey, the Municipality can participate in the debenture program through MFC. There are two application periods per year: one in the spring and one in the fall.

Both our Municipal Advisor and the Chief Executive Officer/Treasurer with MFC are aware of this project, the request to the Minister, and the Municipality's plans to apply for a fifteen-year loan from MFC once the building is complete.

Discussion was held regarding short-term bridge financing, requirement that the Temporary Borrowing Resolution be signed by the Minister of Cash Flow (prepared by Andrew Amos), requirements for an advance on funds as well as potential interest rates.

MOTION: NEW MUNICIPAL BUILDING – TEMPORARY BORROWING RESOLUTION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a Temporary Borrowing Resolution, in the amount of \$5 million for the new Municipal Administrative Building, by reading the attached resolution; and

THAT Council of the Municipality of the District of Shelburne authorize the Director of Corporate Services to sign and seal the Temporary Borrowing Resolution on its behalf.

- **MOTION CARRIED**

Warden Smith read the Temporary Borrowing Resolution. The resolution was included with the meeting package.

8. RECREATION:

- a. Clyde River Busy Bee Club Request for Land Transfer Update – Adam Dedrick, Director of Recreation and Parks

8(a) Adam Dedrick, Director of Recreation and Parks presented Council with the Clyde River Busy Bee Club Request for Land Transfer Update staff report for information purposes.

Having disbanded, the Clyde River Busy Bee Club is unloading its assets, which include the parcel of land on which the District 1 Municipal Interpretive Site is located (PID 80079866 18,000 sq ft) and the land surrounding it (PID 82560079 16,200 sq ft) located at Quinns Falls Road, Clyde River. There are approximately 0.8 acres in total. Currently, the Municipality holds a lease with the Busy Bee Club to use the Interpretive Site's land. It was signed in March 2011. As of August 5, 2021, the Busy Bee Club ceased to exist and is no longer incorporated under the Joint Registry of Stocks. They had tax exemption on their properties while they were registered. As a result of no longer being registered with Joint Stocks, they are no longer eligible to be exempt from paying taxes.

Discussion was held regarding FOIPOP requests, ownership of the parcels of land, potential environmental impact of the property, and legal advice.

According to Mr. Dedrick, after speaking with the Municipal Solicitor, it appears that ownership of the parcels of land has reverted to the Province. Should the Municipality decide to purchase, we would deal directly with them. Moreover, Mr. Dedrick recommends that further research be conducted to determine the ownership status of the land parcels to make an informed decision.

Council instructed staff to conduct research into the issue of current owners to make a more informed decision.

9. OTHER:

- a. Letter of Support – Shelburne Historical Society – Re: Community Facilities Improvement Program (CFIP)
- b. Monthly Building Report – January 2022

9(a) Warden Smith informed Council of correspondence received from the Shelburne Historical Society requesting letter of support.

Shelburne Historical Society is preparing a proposal for funding under the Community Facilities Improvement Program (CFIP) to renovate Coyle House. The deadline for the application is February 14, 2022. The Society requests a letter of support from the Municipality.

Council discussed how important it is to support these community initiatives.

MOTION: LETTER OF SUPPORT – SHELburne HISTORICAL SOCIETY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter of support for the Shelburne Historical Society's application to undertake extensive renovations to the Coyle House.

- **MOTION CARRIED**

9(b) Council reviewed the Monthly Building Report.

There was some discussion regarding having a more detailed breakdown of the Monthly Building Report for the current fiscal year.

Council directed staff to prepare a year-end report that summarises all building reports in detail for the fiscal year 2021/2022. This report should include newly constructed houses versus renovations, major construction projects, or focal point locations, and be presented to the Council at a future meeting in the new fiscal year.

10. COMMITTEE REPORTS/COUNCIL MEMBER UPDATES:

Warden Smith advised that she attended the following events:

- Roseway Manor Board Meetings – January 27, 2022, and February 1, 2022
- African Heritage Month launched at the Black Loyalist Heritage Center – February 2, 2022
- Met with Mary Thompson, Principal of NSCC Community College re: Marine Innovation Center – February 9, 2022
- New Municipal Building Committee Meeting – February 10, 2022

Councillor Thorburn Irvine advised that:

- The Physician recruitment and Retention meeting has been cancelled.
- In the Spring of 2022, Shelburne will be a Return of Practice Site for the Practice Ready Assessment Program.
- Western Counties Regional Libraries will cease providing COVID-19 rapid tests as of March 11, 2022.
- There is a plan for the Museum board to accept Wally Buchanan's research regarding the Shelburne Poor House.

11. IN-CAMERA:

- a. Contract Negotiations as per MGA Section 22 (2) (e)
- b. Legal as per MGA Section 22 (2) (f)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enters "In-Camera" at 7:24 pm to discuss Contract Negotiations and Legal.

- **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 9:05 pm.

- **MOTION CARRIED**

Discussion was held and direction was given to staff in camera.

12. ADJOURNMENT:


There being no further business, the meeting was adjourned at 9:08 pm. The next Council meeting will be held on Wednesday, February 23, 2022, in the Shelburne Council Chambers.

**Chana Ross
Recording Secretary**

February 24/22
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services



WHEREAS February is recognized internationally as African Heritage Month - a time that all Nova Scotian's are encouraged to embrace, recognize, and salute the many contributions and ongoing achievements of people of African Descent all over the world, and here in Shelburne County, we celebrate a time of better understanding.

WHEREAS we are in the 8th year of the International Decade for People of African Descent, together we acknowledge and understand that when we listen to others' perspectives, interpretation, and views on the world, particularly those from marginalized communities, we will gain a more meaningful understanding on how to make our world a better place.

WHEREAS this year's theme - "Through Our Eyes: The Voices of African Nova Scotians" explores and examines the effects of anti-Black racism and honours the voices of African Nova Scotians who blazed the trail for change.

THEREFORE, be it resolved that I, Warden Penny Smith, on behalf of Shelburne Municipal Council, do hereby proclaim the month of February to be African Heritage Month.

Dated at Shelburne, Nova Scotia
this 9th day of February, 2022

Warden Penny Smith

A handwritten signature in blue ink, appearing to read "Penny Smith", is written over a horizontal line.

MUNICIPAL COUNCIL OF THE
District of Shelburne
TEMPORARY BORROWING RESOLUTION

Amount: \$ 5,000,000

Purpose: Building a new municipal building

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the District of Shelburne, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the District of Shelburne has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the District of Shelburne has determined to borrow for the purposes of Building a new municipal building;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the District of Shelburne borrow a sum or sums not exceeding Five Million Dollars (\$ 5,000,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the District of Shelburne to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Five Million Dollars (\$ 5,000,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the District of Shelburne

held on the 9th day of February, 2022.

GIVEN under the hands of the Clerk and under the seal of the District of Shelburne

this 22nd day of February, 2022.

E. Hartley
Clerk