



Naturally Yours

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**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
December 8, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, December 8, 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 Sherry Thorburn Irvine  
Trudy Payne, CAO

**ALSO IN ATTENDANCE:**

Erin Hartley, Director of Corporate Services  
Ryan Jamieson, Waste Diversion Officer  
Chana Ross, Executive Assistant  
Members of the Public

**REGRETS**

Councillor Doris Townsend

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

**MOTION: APPROVAL OF AGENDA – December 8, 2021**

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

- MOTION CARRIED

**3. APPROVAL OF MINUTES:**

- a. November 24, 2021

**MOTION: APPROVAL OF MINUTES – November 24, 2021**

Being duly moved and seconded, be it resolved that the Minutes of November 24, 2021, be approved as circulated.

- MOTION CARRIED

**4. BUSINESS ARISING:**

4. Trudy Payne, CAO, informed Council of the upcoming Christmas message to be posted to social media. It is the request of the Town of Shelburne (ToS) to publish a joint message representing the three municipal districts of Eastern Shelburne County.

Council agreed that this was a very good idea, and Staff should proceed accordingly. Further, Ms. Payne emphasized that this should be noted in the minutes as being a different plan from the one previously recorded.

**5. PRESENTATIONS:**

- a. Sonia Smith – Waste Lobster Traps/Rope Recycling  
b. Max Chauvin – Sable River Volunteer Fire Department Board Governance Update

5(a) Sonia Smith, Program Manager, Fishing Gear Coalition of Atlantic Canada, presented Council with a presentation regarding the End-of-Life Fishing Gear Management Program (Program).

In November 2018, the Fishing Gear Coalition of Atlantic Canada (Coalition) was incorporated as a not-for-profit organization with a Board of Directors. In accordance with its mission, the Coalition aims to develop sustainable end-of-life solutions for abandoned, lost, and discarded fishing gear and aquaculture gear.

The program is designed to define a voluntary or regulated management framework for end-of-life fishing gear throughout Eastern Canada. This program aims to:

- research current waste/recycling practises and design program options
- engaged stakeholders and rights holders
- create and implement model program pilot in municipalities, including removing stockpiles of wire lobster traps.

Ms. Smith informed Council of the Coalition's plans to conduct a study on recycling lobster wire traps. This study aims to determine the feasibility and costs of the Coalition's wire trap recycling program in Nova Scotia municipalities. This will enhance community involvement and funding opportunities for the Coalition. It is estimated that the study will cost approximately \$350,000.

Discussions were held, and it was noted that Cape Breton is currently considering leading the feasibility study. Additionally, several municipal units would have to be involved to ensure a focused, detailed outcome that could be used to further assess the feasibility of the project.

Council has been requested to:

- Partner on grant applications and contributing a percent of funds towards the program, if approved.
- The Municipality will receive the money earned from traps returned, and the Coalition will reimburse Municipal Staff for their time

Council thanked Ms. Smith for their presentation.

5(b) Max Chauvin, Consultant, Chauvin Resource Development, presented Council with the Sable River Volunteer Fire Department Board Governance update.

Sable River Volunteer Fire Department provides lifesaving emergency response services to residents of Sable River and the surrounding areas. A volunteer Board of Directors governs the Fire Department, which is a registered not-for-profit organization. The Municipality has a service agreement with the Fire Department. Many Boards of Directors are dedicated and hardworking, but they are unlikely to have formal governance training. A board of directors without this training may not always concentrate on the essentials of their job, may not possess the tools necessary to effectively accomplish their work, and may not achieve their potential.

Governance consulting firm Chauvin Resource Development focuses on helping to make governance easier and more effective in Nova Scotia and was hired to train the Sable River Volunteer Fire Department Board of Directors in board governance.

Mr. Chauvin presented a Progress Report to Council:

- The kickoff meeting took place in October 2021.
- On November 24, 2021, there was a two-hour governance training. During the third week of January, the first of six sessions will be held.
- The Board of Directors training session was attended by eight members. During the session, there were many questions and engagements.
- Prior to this initial session, the Board met. The Board demonstrated sound governance practices such as following meeting rules of order, keeping minutes, and following up on reports and previous tasks.

Council thanked Ms. Smith for their presentation.

**6. ADMINISTRATION:**

- a. Fire Advisory Committee: Boundary Line Change – Erin Hartley, Director of Corporate Services
- b. Fire Advisory Committee: Budget 2022/23 – Erin Hartley, Director of Corporate Services
- c. Covid-19 Policy – Trudy Payne, Chief Administrative Officer

6(a) Erin Hartley, Director of Corporate Services, presented Council with the Fire Advisory Committee: Boundary Line Change staff report.

The Fire Advisory Committee (FAC) met on November 16, 2021. Discussion was held, and it was determined that the Committee would make recommendations for a boundary line change regarding Ocean View Lane.

Ocean View Lane is currently divided based on fire district boundary lines. Some residences are in the Carleton Village, Gunning Cove and Churchover (CGC) district and some in the Ingomar/Roseway district. The CGC and Ingomar/Roseway Fire Chiefs agree that the CGC Volunteer Fire Department should service all properties on the road.

FAC members agreed that a more natural division line would be Dexter's Brook and that having the complete lane serviced by one department makes the most sense.

The next steps would include advising the affected property owners, creating new boundary maps, and registering the revised boundaries with the Nova Scotia Emergency Management Office for 911 purposes.

Municipal approval is required for this application.

**MOTION: FIRE ADVISORY COMMITTEE: BOUNDARY LINE CHANGE**

Being duly moved and seconded, be it resolved that, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the boundary be changed between Carleton Village – Gunning Cove – Churchover and Ingomar/Roseway Fire Departments to reflect that all properties and residences on Ocean View Lane now be in the response area of Carleton Village – Gunning Cove – Churchover and the boundary be Dexter's Brook.

**- MOTION CARRIED**

6(b) Erin Hartley, Director of Corporate Services, presented Council with the Fire Advisory Committee: Budget 2022/23 staff report.

Each of the seven municipal volunteer fire departments receives an equal annual operating grant from the Municipality of Shelburne. Each year the Fire Advisory Committee requests CPI be added to their contribution to maintaining inflation of operating costs. CPI for 2021 has not yet been determined. The

Fire Departments have had additional expenses due to COVID- 19. They have seen substantial price increases in gas, supplies and equipment. They request consideration of CPI or a 2% increase (whichever is greater) during budget discussions. The Base Grant is currently \$32,766 per department; a 2% increase would be \$655.32 per department: totalling \$4,587.24 for all seven departments. If CPI is more than 2%, the base grant will increase accordingly.

As per our Fire Department Grants Policy, fire departments must submit all necessary documentation before receiving their annual grants, paid quarterly.

Discussion was held, and it was noted that further discussions in relation to the budget will occur in February. Council recognizes the vital role that fire departments play in our communities. As such, Council will continue to provide adequate and responsible support to fire departments.

**MOTION: FIRE ADVISORY COMMITTEE: BUDGET 2022/23**

Being duly moved and seconded, be it resolved that, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following fire items be included in budget discussions for 2022/23:

- General Operating Grants be increased by CPI or 2%, whichever is greater; and
- Capital Grants be maintained at \$5,000 per department; and
- Dry Hydrant/Fire Access Road budget be maintained at \$5,000; and
- WCB and Accident/Sickness Insurance both continue as is.

- **MOTION CARRIED**

6(c) Trudy Payne, CAO, presented Council with the Covid-19 Policy staff report.

COVID- 19 remains a severe health risk in the Municipality of the District of Shelburne. The ongoing spread of COVID-19 variants means that the Municipality of the District of Shelburne must make every reasonable effort to protect our work against the virus. The Municipality is committed to providing a safe working environment for all our employees, Council and Committee members. We also recognize that public members regularly interact with our Staff, Council, and Committee members. Protective measures within the workplace are the responsibility of the employer. The purpose of the policy is to set the Municipality's expectations for all employees, Councillors and Committee members concerning COVID-19 to protect better all employees and the members we serve.

In consultation with Staff and Council, the municipal solicitor developed the policy. It is the responsibility of the Municipality to maintain a safe workplace. The adoption of a policy regarding COVID-19 clarifies expectations for staff, council, and committee members.

As it pertains to the removal of masks during meal breaks, Ms. Payne noted that the Municipal Solicitor provided additional clarification and phrasing. To reflect the changes to the policy, a new clause was added. Subsequently, the deadline for the double vaccination of Staff and Council will be changed from December 31, 2021, to January 31, 2022.

**MOTION: COVID-19 POLICY**

Being duly moved and seconded, be it resolved that, the Council of the Municipality of the District of Shelburne approve Policy 51, titled Covid-19 Workplace Policy as amended.

- **MOTION CARRIED**

**7. OTHER:**

- a. Correspondence – Southwest Nova Transit Association – Re: Supplemental Funding Request
- b. Correspondence – Roseway Hospital Charitable Foundation – Re: Locum Housing Initiative
- c. Correspondence – Municipal Affairs and Housing – Re: Work Commencing on Municipal and Village Code of Conduct
- d. Correspondence – Nova Scotia Power – Re: Renewal of the Water Approval for the Roseway Hydro System

7(a) Trudy Payne, CAO, informed Council of correspondence received from Southwest Nova Transit Association regarding a supplemental funding request.

Councilor Coole declared a conflict of interest and withdrew from discussions.

Ms. Payne noted that the Municipality provides \$10,000 annually to this organization. Covid-19 has resulted in an increase in the number of senior citizens using the services of the Association. By utilizing the funding already in place, it was possible to reduce fares by \$6500 in savings for users, with over \$3500 coming from municipal grants. To continue providing the level of services currently offered, the Association has requested additional funding from each municipal unit in Shelburne County.

Additional funding in the amount of \$1000 twice per year is available through the Covid-19 Emergency Assistance Fund. The deadline for applications is December 31, 2021. Discussion was held, and it was noted that the Association had not yet applied for funds under this grant. To continue to offer reduced fares to residents of Shelburne County, Council will provide a grant of \$2000 to the Southwest Nova Transit Association.

**MOTION: SUPPLEMENTAL FUNDING REQUEST**

Being duly moved and seconded, be it resolved that, the Council of the Municipality of the District of Shelburne approved that \$2000.00 be taken from the Covid-19 Emergency Assistance Fund for Southwest Nova Transit Association, to be done immediately.

- **MOTION CARRIED**

7(b) Trudy Payne, CAO, informed Council of correspondence received from the Roseway Hospital Charitable Foundation regarding supplemental funding for the Locum Housing Initiative.

Councilor Coole returned to the meeting for further discussions.

Discussion was held and it was determined that funding for this organization is already included in the municipal budget under the health care line. Ms. Payne recommended that Council continue providing

funding as detailed in the budget. Furthermore, this item should be included in budget deliberations for fiscal year 2022/23.

Council acknowledged its support of the Roseway Hospital Charitable Foundation and will continue to do so. Also, it was noted that the Municipality has already provided additional funding for equipment purchases and the provision of staff supporting - Community Navigator. Moreover, coordination should be established between all five municipal units in Shelburne County regarding this matter. A further suggestion was made that supplementary funding could be provided, when necessary, from the Nova Scotia Health Authority.

Council provided direction to Staff regarding this initiative to:

- Bring to 2022/23 budget deliberations
- Contact Jodi Ybarra with Nova Scotia Health Authority to discuss funding
- Include as an agenda item for next CAO, Wardens & Mayors' meeting

7(c) Trudy Payne, CAO, informed Council of correspondence received from Municipal Affairs and Housing regarding an update on the work commencing on the Municipal and Village Code of Conduct.

7(d) Trudy Payne, CAO, informed Council of correspondence received from Nova Scotia Power regarding the renewal of the water approval for the Roseway Hydro System.

Discussion was held, and Staff was instructed to invite Nova Scotia Power to present to Council.

## **8. COMMITTEE REPORTS:**

Councillor Wagner provided an update on Roseway Manor's financial documents and status as a non-profit to Council.

Councillor Thorburn Irvine gave an update on the Library Boards Association of Nova Scotia regarding the ongoing strategic planning process.

## **9. COUNCIL MEMBER UPDATES:**

Warden Smith advised that she attended the following events:

- The CAO, Councillor Thorburn Irvine and Warden met the Windfarm Advisory Group– November 25, 2021
- Recorded a message with CJLS for Christmas – November 5, 2021
- The meeting with Kenney and Ross was cancelled due to a power outage and will be rescheduled – December 7, 2021
- NSFM Holiday Reception was cancelled – December 7, 2021
- Community Stakeholders Meeting– Nova Scotia Health regarding community health – December 8, 2021

Regular Council Meeting  
December 8, 2021

- Warden and Deputy Warden represented the Municipality during the Miracle on Dock Street event – December 4, 2021

Councillor Coole advised that he attended the following events:

- Region 6 – Sustane Technologies, and it was noted that they would like to present to Council – December 3, 2021
- Attended Physician Recruitment and Retention meeting – December 7, 2021

Councillor Thorburn Irvine advised that she the following events:

- Participated in Miracle on Dock Street – December 4, 2021
- Attended Physician Recruitment and Retention meeting – December 7, 2021

A thank you was given to Staff for their efforts for the Miracle on Dock Street event, and Council noted that it was a job well done.

Warden Smith advised Council that a by-election would take place on December 18, 2021.

Ms. Payne mentioned that staff would be assisting the Nova Scotia Health Authority in relation community health matters. Ms. Payne also thanked Staff for their contribution to the Miracle of Dock Street event.

**10. IN-CAMERA:**

- a. Personnel Matters 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 8:35 pm to discuss 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 8:50 pm

**- MOTION CARRIED**

**11. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:50 pm. The next Council meeting will be held on Wednesday, January 12, 2022, in the Shelburne Council Chambers.



**Chana Ross**  
**Recording Secretary**

Feb 22/22  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Director of Corporate Services