



Naturally Yours

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

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, March 9, 2022, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith via Microsoft Teams
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Sherry Thorburn Irvine
Councillor Anthony Gosbee
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Chana Ross, Executive Assistant
Erin Hartley, Director of Corporate Services
Mayor Harold Locke via Microsoft Teams
Members of the Public via Microsoft Teams

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 – March 9, 2022

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

- MOTION CARRIED

3. APPROVAL OF MINUTES:

- a. February 23, 2022

MOTION: APPROVAL OF MINUTES- February 23, 2022

Being duly moved and seconded, be it resolved that the Minutes of February 23, 2022, be approved as circulated.

- MOTION CARRIED

4. IN-CAMERA:

- a. Legal Advice as per MGA Section 22 (2) (g)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In-Camera" at 6:01 pm to discuss Legal Advice.

- 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 6:16 pm.

- MOTION CARRIED

The meeting returned to the public session at 6:18 pm.

5. BUSINESS ARISING:

There was no business arising.

7. ADMINISTRATION:

- a. Waste Collection RFP Award - Erin Hartley, Director of Corporate Services
b. Waste Diversion Update

7(a) Erin Hartley, Director of Corporate Services, presented Council with the Waste Collection RFP Award staff report.

The Municipality sought submissions for collection and transportation of source separated solid waste, including:

- Curbside collection of recyclables, organics, and residual waste
- Transportation to Region of Queens Waste Facilities
- Spring and Fall metal collection
- Christmas Tree Collection
- Optional Weekly organics collection

The RFP was advertised beginning Monday, January 17, 2022, on our website and the NS Procurement website. The RFP deadline was February 11, 2022. Two (2) submissions were received and evaluated.

The evaluation committee evaluated the proposals based on understanding of required services, approach/methodology, work plan, project examples and references, experience, and price.

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|---|---------------------------------|---------------|
| ▪ | Company: GE's All Trucking Ltd. | Score: 97/100 |
| ▪ | Company: Dinka Enterprises Inc. | Score: 49/100 |

MOTION: WASTE COLLECTION RFP AWARD

Being duly moved and seconded, be it resolved that that Council of the Municipality of the District of Shelburne award the Collection and Transportation of Solid Waste RFP to GE's All Trucking Ltd for a 5-year contract based on the details outlined in their proposal.

- **MOTION CARRIED**

7(b) Council reviewed the Waste Diversion Update Report.

Warden Smith emphasized that Mr. Jamieson provided a detailed report that contained helpful information for Council. Mr. Jamieson is noted for delivering exemplary customer service to residents. For this, Council has received positive feedback from the community, and he also takes every opportunity to educate residents regarding waste diversion. The topic of beach cleanup, Nova Scotia's Great Pick Me Up Litter Initiative and the Earth Day Compost Giveaway were also discussed

Ms. Payne also noted that Staff are pleased with the installation of a new scale at the C&D site.

6. PRESENTATION:

- a. NSFM 2022: Plan for Organizational Change-Juanita Spencer, Chief Executive Officer, & Amanda McDougall, President

Ms. McDougall advised Council that the purpose of their presentation was to inform municipalities of the proposed organizational changes to the NSFM. In addition, they are gathering information from municipalities regarding potential changes.

The presenters provided an overview on the proposed changes which include:

- Guiding Principles
- Recognition of Municipal Units as Members
- Caucuses
- Creation of Regional Electoral Boundaries
- Resolutions and Statements of Municipal Interest

The next steps will be to:

- Engage with members to explain these proposed changes and get feedback
- NSFM Staff are directed to review relevant by-laws and policies and prepare motions for a Special Meeting of the Members
- Subcommittee to be struck to develop the plan for advisory committees and Statements of Municipal Interest
- By-law changes must be announced by a Notice of Motion 28 days in advance.

A discussion was held, and questions were raised regarding the proposed organizational changes. Warden Smith and Mayor Locke both expressed concerns regarding the placement of the Town of Shelburne, Town of Lockeport and the Municipality of Shelburne with the Southshore Caucus instead of the Southwestern Caucus since the three units are partners and regularly work with other member units, such as the Municipality of Barrington and Yarmouth. These concerns will be considered by NSFM.

7. ADMINISTRATION:

- c. COVID-19 Policy Amendments – Trudy Payne, Chief Administrative Officer
- d. Inspection Services SUV – RFP Award – Trudy Payne, Chief Administrative Officer

7(c) Trudy Payne, CAO, presented Council with the COVID-19 Policy Amendments staff report.

COVID- 19 remains a serious 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 workplace 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 members of the public interact with our staff, Council and Committee members on a regular basis. Protective measures within the workplace are the responsibility of the employer. The purpose of the policy is to set the expectations the Municipality has for all employees, Councillors and Committee members with respect to COVID-19 to better protect all employees and the members we serve.

The Municipal solicitor was asked to develop the policy on behalf of the Municipality with input from staff and Council. The recommended amendments reflect some of the challenges presented by COVID-19 and the knowledge gained since the approval of the policy in December 2021. The changes being recommended have been reviewed by the Municipal Solicitor.

The following changes were recommended:

3.4 Remove “regular weekly” testing and just state “testing at intervals...” Also, remove “Additionally, those Employees or Council members will be required to wear protective masks, at all times, while in the Municipal Office or other locations owned and operated by the Municipality.” When COVID-19 was at its peak during December and January it was a challenge to access rapid tests. Removing the words regular weekly will enable administrators of the COVID-19 Workplace Policy the ability to make decisions concerning the frequency of rapid tests required based on supply available. It is also being recommended to remove the masking requirements as this is determined by the Province and can be included in the OH&S work procedures established by the Municipality as deemed required. Procedures can be changed daily if required based on the COVID-19 situation at the time, whereas policies changes require Council approval. “

3.5 Remove the words “regular weekly” and “and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality” for the same reasons as outlined in 3.4.

3.6 Remove the words “regular weekly” and “and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality” for the same reasons as outlined in 3.4.

3.7 Change last sentence to “The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours. Those not fully vaccinated or who have declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours.”

3.8 Change the last sentence to “Any Employee or Council member that tests positive for COVID-19 on a rapid test or PCR (polymerase chain reaction) test must immediately inform the Chief Administrative Officer of the result. The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours. Those not fully vaccinated or who have declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours.”

3.15 Completely remove. It currently states “Where an employee and/or Council member is required, pursuant to the Policy, to be masked, such requirements may be temporarily suspended and a mask temporarily removed, where necessary for the purposes of eating or

drinking while sitting down, in a designated area, or other location, approved by the CAO. Notwithstanding this exception, when temporarily unmasked, all Employees and/or Council members must maintain a physical distance of 2 metres from any other person.

As part of the discussion, a question was posed regarding the wording of work used in place of office. Observations have been made that the Covid Workplace Policy is an occupational health and safety issue, thus the word work is appropriate. Moreover, it was noted that, when Councillors are performing the duties of their position as a Council member, the municipal building is their workplace.

MOTION: COVID-19 POLICY AMENDMENTS

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

- MOTION CARRIED

7(d) Trudy Payne, CAO, presented Council with the Inspection Services SUV - RFP Award staff report.

The Municipality sought submissions for an Inspection Services SUV.

An RFP for an Inspection Services SUV was advertised on the Municipality's website and the NS Procurement website.

The RFP deadline was February 25, 2022, at 12 p.m. Three (3) submissions were received. Two of the bids were not compliant as they did not provide a price for a hybrid SUV as requested by the amendment issued on February 17, 2022.

The compliant bid from Tusket Ford included a Ford Escape 2022 at a price of \$38,970.03 (HST included) and a Ford Escape SE Hybrid 2022 at a price of \$43,800.03 (HST included). The budget for this vehicle is \$40,000. Both vehicles include all the specifications as outlined in the RFP.

It is being recommended that Council approve purchasing the Ford Escape SE Hybrid 2022 from Tusket Ford, as it does not exceed the budget amount before HST (\$38,088.70) and just as importantly, a hybrid vehicle combines the benefits of a gas engine and electric motor to offer improved fuel efficiency and reduce emissions, making them a more environmentally friendly choice.

There was a discussion regarding the fuel efficiency of hybrid vehicles; based on the personal experiences of Council members, it is noted that there is a marked difference. Furthermore, the new municipal building will be equipped with four charging stations to support the Municipality's goal of developing an entirely electric fleet.

MOTION: INSPECTION SERVICES SUV - RFP AWARD

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Inspection Services SUV Request for Proposals to Tusket Ford for a Ford Escape SE Hybrid 2022 as per the RFP specifications at a cost of \$38,088.70 plus HST.

- **MOTION CARRIED**

8. OTHER:

- a. Councillor Appointments re: Roseway Manor Board – Warden Smith
- b. Aid to Ukraine – Trudy Payne, Chief Administrative Officer
- c. Monthly Building Report – February 2022

8(a) Warden Smith advised Council of the possible appointment of another Councillor to the Roseway Manor Board.

At the present time, the Roseway Manor Board is in the process of moving forward with Roseway Manor's future. In the interim, Warden Smith suggested that Council follow the example of the Town of Lockeport and appoint an additional Councilor to the board to serve as the third member in the interim. Having previous experience on the board, Councillor Wagner was suggested as the member to be appointed.

MOTION: COUNCILLOR APPOINTMENT TO ROSEWAY MANOR BOARD

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Wagner as the additional member to the Roseway Manor Board to represent the Municipality of the District of Shelburne.

- **MOTION CARRIED**

Warden Smith thanked Councillor Wagner for volunteering for the position.

8(b) Trudy Payne, Chief Administrative Officer, presented Council with research and options for Aid to Ukraine.

On March 2, 2022, at a Special Council Meeting, Ms. Payne mentioned that the Council asked the CAO to conduct research on this issue. Having sent an email to all municipal units, Ms. Payne received nine replies. It is assumed that those who did not respond have decided not to aid. Based on the nine responses received, it was noted that the following was being done:

- Flying the Ukraine flag at half mast
- Possible housing options for potential refugees
- Using blue and yellow spotlights at night to highlight municipal buildings
- Three municipal units donated money

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Ms. Payne read a letter from the Municipality of Guysborough to Councils of Nova Scotia regarding the reasons for their donation. The letter's highlights include the fact that this is about humanity as well as democracy, which are two pillars on which Canada was built.

If the Council decides to show support in this regard, a flag of Ukraine has been ordered.

Discussions regarding the donation of money revealed a mixed response from the community. Council also expressed its support for using other initiatives being undertaken by municipalities to demonstrate support instead of financial support.

Council directed staff to:

- Fly the Ukraine flag once it arrives
- Post to social media/website regarding why we are showing support this way and provide the link for the Red Cross for people to donate
- Use yellow/blue spotlights at night to highlight the municipal building in the Ukraine colours.

8(c) Council reviewed the Monthly Building Report – February 2022.

9. COMMITTEE REPORTS/COUNCIL MEMBER UPDATES:

a. Councillor Thorburn Irvine – Hemlock Woolly Adelgid on Private Lands

9(a) Councillor Thorburn Irvine reported attending a workshop about Hemlock Woolly Adelgid on private lands. On the municipal website, staff are requested to post resources regarding this matter that may be helpful to landowners.

Councillors Coole and Gosbee attended the Arena meeting. Councillor Coole noted that the president of the association had resigned. Interested community members are encouraged to join the board, which requires more involvement. In addition, it was pointed out that there will soon be a need for a new manager as the current manager is considering retirement.

Warden advised that she attended the following events:

- Shelburne County East Emergency Management Meeting – February 24, 2022
- Southwestern Municipalities met regarding ongoing fishing industry concerns – February 28, 2022 and March 7, 2022
- Shelburne County Nova Scotia Health Stakeholders Group – March 2, 2022
- The Management Team met with ABO/Community Winds to discuss community concerns as well as Council's concerns about the windfarm project. In addition, Warden Smith noted that the untimely release of information to the public was addressed. According to ABO/Community Wind, an information pamphlet will be available in the coming weeks. A Project Manager based in Nova Scotia will be hired. The windmills will be repositioned based on community feedback – March 4, 2022
- Warden and Mr. MacLeod met with MLA and a business partner regarding a possible housing project – March 4, 2022
- Budget meeting – March 8, 2022

- Budget meeting – March 30, 2022

Warden Smith informed Council that the Town of Shelburne has been awarded a grant in the amount of \$187,800 by the Canada Revitalization Fund for renovations to the King Street Centre. The Municipality is contributing to the project. Additionally, the Shelburne County Mental Health and Awareness Association received a \$25,000 dollar grant from the Age Friendly Community grant.


A general discussion was held regarding the fishing industry and ongoing concerns. Fishermen have indicated their desire to stay informed on this issue and are highly engaged, according to Councillor Thorburn Irvine. It was discussed how the Municipality could share meeting information with residents to demonstrate that the Municipality is advocating for fishermen. Warden Smith advised that a press release from the Southwestern Municipalities Group might be forthcoming in the future.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:26 pm. The next Council meeting will be held on Wednesday, March 23, 2022, in the Shelburne Council Chambers.

**Chana Ross
Recording Secretary**

March 31/22
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services