



Municipality of
Shelburne

Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, May 25, 2022
6:00 pm
A G E N D A**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, May 25, 2022, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Ron Coole
Councillor Heidi Wagner
Councillor Sherry Thorburn Irvine
Councillor Doris Townsend
Trudy Payne, CAO

ALSO IN ATTENDANCE:

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

REGRETS:

Councillor Anthony Gosbee
Chana Ross, Executive Assistant
Val Kean, Community Development Coordinator

1. CALL TO ORDER:

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

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

2. APPROVAL OF AGENDA:

- a. May 25, 2022

MOTION: APPROVAL OF AGENDA – May 25, 2022

Being duly moved and seconded, be it resolved that the Agenda for May 25, 2022, be approved as circulated.

- **MOTION CARRIED**

3. Approval of Minutes:

- a. May 11, 2022

MOTION: APPROVAL OF MINUTES – May 11, 2022

Being duly moved and seconded, be it resolved that the Minutes of May 11, 2022, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION:

- a. Land Acquisition & Plans for Shelburne County – Doug van Hemessen, Stewardship Manager, Nature Conservancy of Canada
b. Sable River Volunteer Fire Department – Max Chauvin, Consultant, Chauvin Resource Development

5(a) Doug van Hemessen, Stewardship Manager, Nature Conservancy of Canada, presented Council with the Land Acquisition & Plans for Shelburne County.

The presenters provided a brief overview of their work noting the land is protected and managed by the group through the securing of land and public engagement and stewardship. They utilize a science-based approach through advocacy. In his presentation, Mr. van Hemessen discussed the recent acquisition of land in our area.

Council thanked Mr. van Hemessen for their presentation.

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

Mr. Chauvin presented a progress report on the Sable River Volunteer Fire Department Governance Project. Monthly meetings have been held in conjunction with regular Board meetings. The board has made considerable progress and demonstrated several critical, effective governance behaviours in this period. It was further noted that a non-profit financial management workshop is being held on May 31, 2022. The AGM for the Sable River Volunteer Fire Department is also being planned at the Board level.

Council thanked Mr. Chauvin for this presentation.

6. COMMUNITY & ECONOMIC DEVELOPMENT:

a. Digital Marketing Assets – Video and Photography – Val Kean

6(a) Trudy Payne, CAO, presented Council with the Digital Marketing Assets – Video and Photography staff report.

In 2019, the Municipality partnered with Tourism Nova Scotia and the Municipality of Barrington to purchase images and videos for digital marketing. These assets have been shared online, on the website, and by Tourism Nova Scotia to promote Shelburne County. This is the most updated professional marketing asset and is solely summer content.

Fresh video and photography will enhance the design and visual appeal of the new, attractive, and functional municipal website. Staff will be able to provide high-definition photography to accompany related content in the media.

Through an RFP process, staff will be seeking video and photography assets for the following:

- Stock Images and Video - updated ground level and ariel drone images and video of our community resources and attractions.
- Community Profile Video - Video development will highlight our unique and inclusive community. This video will focus on what Shelburne has to offer potential residents to stand out against other rural Nova Scotia communities.
- Business Sector Marketing Videos - Create and produce business sector marketing videos with testimonials from business owners and operators thriving in Shelburne's economy. We will collaborate with our business community to develop potential cost-sharing and mutually beneficial partnerships to create these videos.

The RFP process and future possibilities of joint projects with the Municipality of Barrington were discussed. Furthermore, it was noted that shared projects are an excellent idea for promoting Shelburne County in general, but the focus will be on the Municipality of Shelburne at present.

MOTION: DIGITAL MARKETING ASSETS – VIDEO AND PHOTOGRAPHY

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve funding up to \$55,000, to come from the Economic Development reserve, for the development of digital marketing assets.

- MOTION CARRIED

7. FINANCE:

- a. Financial Update – Management Team**
- b. New Municipal Building – Temporary Borrowing Resolution – Trudy Payne**

7(a) The management team presented Council with the Financial Update for information purposes.

Ms. Payne and each department director provided financial statements and reports summarizing key points regarding revenue and expenditures for each department during the current fiscal year, which has been in progress for approximately one and a half months.

The current financial reports were discussed. Council expressed appreciation to the management team for its departmental updates; the reports are helpful and well formulated. Also discussed was the provincial low-income rebate program and the Municipality's participation in this initiative.

7(b) Trudy Payne, CAO, presented Council with the New Municipal Building – Temporary Borrowing Resolution for information purposes, noting that Ministerial approval for a temporary borrowing request of up to \$5,000,000 for capital borrowing concerning the municipal building was included in the Council Meeting Package. The approval is valid for 12 months from the date of ministerial approval.

8. CORPORATE SERVICES:

a. Fire Fighter Training Funding Request – Erin Hartley

8(a) Erin Hartley, Director of Corporate Services, presented Council with the Fire Fighter Training Funding Request staff report.

In the spring, Shelburne Fire Hall will offer Level One training. Municipal department members can take Level one training components locally, but funding is a concern for departments.

The Municipality's position is that they would like to see more municipal volunteer firefighters increase their training, and this is an excellent opportunity to partner with the local departments to make this happen. A total of \$14,000 is being requested (approximately \$2,000 per department), covering the approximate cost of one firefighter per department to obtain internal level one training. This would be ideal; however, it would most likely be used for multiple firefighters to obtain courses to go toward their level one training. Full training and certification can take years and is a considerable commitment by these volunteers. This funding, if approved, would not cover the estimated cost for the courses but would undoubtedly assist the departments in making the financial contribution manageable while increasing their training levels. The fire departments would be contributing to these courses and using their funds to cover the difference. Some departments have three or four members willing and eager to take these courses.

If approved by Council, the reimbursement for these funds would follow the same process as our capital grant funding policy, where copies of the invoice and proof of payment for the courses would be required before being repaid to the departments. Staff would like to use \$2,000 per department as a guideline to ensure all departments have the same opportunity to use these funds; however, staff would like the flexibility to reallocate funds if a particular department does not take part.

Increased training for our volunteer firefighters, at any level, is of benefit to the fire departments, the community, and the Municipality. Having this training offered locally is a further advantage and opportunity.

An overall discussion occurred regarding the importance of these training opportunities, the potential costs associated with them, and potential cost-sharing with fire departments.

MOTION: FIRE FIGHTER TRAINING FUNDING REQUEST

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne assist in the training cost for level one internal and/or external courses by reimbursing departments for a maximum of \$14,000 (estimated \$2,000 per municipal fire department) in 2022-23.

- **MOTION CARRIED**

9. RECREATION:

a. Provincial Volunteer Representative 2022 – Adam Dedrick

9(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the Provincial Volunteer Representative 2022 staff report.

The Review Committee recommends that the Woodland Multi-Use Trails Association (WMTA) be the recipient of the 2022 Provincial Volunteer Representative Award, representing the Municipality.

Since June 2006, the Woodland Multi-Use Trails Association has constructed and maintained 79 kilometres of trail. Their goal is to complete a connected, shared multi-use trail across Shelburne County (125.8 kilometres), primarily on an abandoned rail bed. This work is more than just trail bed construction as it can include larger-scale projects such as bridge replacements and repairs. To carry out this work, they have relied on association memberships, fundraising, and the in-kind contributions of their members and trail users for construction and maintenance. They have also acquired funding by utilizing numerous grants and support from local governments.

All the WMTA trails are now part of the Great Trail (The Trans Canada Trail), helping create a continuously connected trail around the Western Loop of the province. They annually have between 175-200 members and nine board of directors. In addition to trail development, they organize recreational events, do litter pickup, and encourage proper trail use through their Etiquette program. The group also works closely with the Shelburne County ATV Association and members of the NS Trails Federation.

A highlight of their recent projects was the completion of 15 km of trail in East Jordan, which included upgrading five bridges and replacing one bridge in 2020. They are currently finishing the construction of a 6.3 km extension of the Jordan Branch Trail and the addition of a trailhead that enables the loading/off-loading of off-highway vehicles, which they will be celebrating the opening of on June 11, 2022, at a public event. Most recently, they have offered their assistance to the Dept. of Natural Resources by refurbishing the decking and railing of the Clyde River Rail Bridge.

The accomplishments of the Woodland Multi-Use Trails Association are the result of the dedication, commitment, expertise and hard work of their members and the vision of their leaders for a fully connected trail system in Shelburne County.

Trails and recreation were discussed, as well as why this is timely coming after COVID-19, and why it is such an asset for the community.

MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE 2022

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Woodland Multi-Use Trail Association as the Municipality of Shelburne Representative Volunteer for the 2022 Provincial Volunteer Awards based on the recommendation of the ad hoc Volunteer Nominations Review Committee.

- **MOTION CARRIED**

10. BUILDING INSPECTION:

- a. Monthly Building Report – May 2022

10(a) The Monthly Building Report was reviewed by Council.

11. COMMITTEE REPORTS/COUNCIL MEMBER UPDATES:

- a. Councillors'/Committee Reports
i. Audit & Internal Control – Report to Council – 2022/2023
b. Warden's Report

11(a) Councillor Thorburn Irvine updated Council on the following:

- St. Peter's By the Sea – community event - July 9, 2022
- Lower Sandy Point Wharf - Local Fishermen, are donating a gazebo
- Local Winery to begin construction soon
- Municipal Modernization Sessions
- Conducted Cemetery walkabouts

Councillor Wagner advised that she attended the following events:

- Police Week Open House in Halifax

Deputy Warden Richardson advised that he attended the following events:

- Building Committee Meeting

Trudy Payne, CAO, advised of the following:

- The Records Management Coordinator has been hired

11(a) (i) Councillors Thorburn Irvine and Coole reviewed with Council the Audit & Internal Control Report.

11(b) Warden Smith advised that she attended the following events:

- Met with the Minister of Justice and MLA – May 12, 2022
- Municipal Modernization Sessions
- Mayors, Wardens, Clerks, and CAO Meeting – May 18, 2022
- Community Events – Warden Smith, noted that it was good to see community events occurring again

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:44 pm. The next Council meeting will be held on Wednesday, June 8, 2022, in the Shelburne Council Chambers.

Chana Ross
Recording Secretary

Date

Penny Smith, Warden

Erin Hartley, Director of Corporate Services

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