



Naturally Yours

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**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, July 13, 2022  
6:00 pm**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, July 13, 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 Anthony Gosbee  
Councillor Doris Townsend

**ALSO IN ATTENDANCE:**

Chana Ross, Executive Assistant  
Val Kean, Community Development Coordinator  
Erin Hartley, Director of Corporate Services  
Michelle Williams, Director of Finance

**REGRETS:**

Trudy Payne, CAO

**1. CALL TO ORDER:**

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

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Trudy Payne, CAO

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Penny Smith, Warden

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**2. APPROVAL OF AGENDA:**

- a. July 13, 2022

**MOTION: APPROVAL OF AGENDA – July 13, 2022**

Being duly moved and seconded, be it resolved that the Agenda for July 13, 2022, be approved as circulated.

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

- a. June 22, 2022

**MOTION: APPROVAL OF MINUTES – June 22, 2022**

Being duly moved and seconded, be it resolved that the Minutes of June 22, 2022, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

Councillor Coole joined the meeting, arriving at 6:08 pm.

**5. FINANCE:**

- a. 2021/2022 Financial Statements –Kelsey Murphy, Grant Thornton

5(a) Kelsey Murphy, Municipal Auditor, presented the Municipality's financial statements for March 31, 2022, to Council. A brief introduction was given to Ms. Murphy. An overview of the Municipality's consolidated financial statements and supplementary schedules, including non-consolidated statements, was provided.

There was a discussion regarding the differences between consolidated and non-consolidated statements. Deed transfers tax, reserves, and budget comparisons were also discussed.

It was noted that the Audit and Internal Control Committee reviewed these financial statements and recommends two motions:

**MOTION: FINANCIAL STATEMENTS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2021/2022 fiscal year.

- **MOTION CARRIED**

**MOTION: TRANSFER OF SURPLUS TO OPERATING RESERVE FUND**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne transfer the surplus of \$880,874.86 for the 2021/2022 fiscal year to the Operating Reserve Fund.

■ **MOTION CARRIED**

Council thanked the staff and the auditors for their work.

**6. PRESENTATION:**

- a. Partnering with the Community – Daniel Kahn, Shelburne Area Chamber of Commerce
- b. Roseway River Dam – Leigh Thorburn, Local Fishermen

6(a) Daniel Kahn and Charlene Harris with the Shelburne Area Chamber of Commerce presented Council with the Partnering with the Community project outline and details.

Kahn noted that the Chamber of Commerce would be focusing on the following areas during 2022:

- Enhancing current events
- Creating new events
- Partnership with stakeholders to develop partnership opportunities
- Guiding tourists and locals

Being cruise ship ready, staying open later, a walking tour app and updating existing signage around the Municipality are some key projects. For the signage project, the Chamber of Commerce is seeking \$25,000 from the Municipality. The primary focus is to ensure that signage is accurate and up-to-date. Staff will present a report regarding this request at the next Council meeting.

Council thanked the presenters for their presentation.

6(b) Leigh Thorburn, a local fisherman, presented Council information regarding the Roseway River Dam (near-shore fisheries).

Mr. Thorburn discussed the value of diadromous fisheries for sustainable economic growth and environmental stewardship in Shelburne County. It should be noted, however, that there is an issue. There are 586 dams in Nova Scotia, and only 14% are equipped with fish passage technology. Furthermore, there is no working fish passage technology at the Roseway River Dam. Mr. Thorburn suggested restoring fish passage technology at the Roseway Dam wall or removing the dam as a possible solution. There is currently an environmental assessment underway to relicense the dam.

During the discussion, it was noted that Council's role is to advocate on behalf of residents and the industry. The issue could be raised in letters to both provincial and federal ministers. Staff will present a report regarding this matter at the next Council meeting.

**7. COMMUNITY AND ECONOMIC DEVELOPMENT:**

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

7(a) Val Kean, Community Development Coordinator, presented Council with the Digital Marketing Assets – Video and Photography staff report.

At the May 25, 2022 meeting, Council approved funding up to \$55,000 for developing digital marketing assets, funds to come from the Economic Development reserve. On June 7, staff released a Request for Proposal (RFP) seeking proposals for developing community and business marketing material for industry and resident attraction for the Municipality and surrounding area. The RFP closed at 4 pm on Friday, June 24, 2022. The RFP has been advertised on the Nova Scotia Procurement website, our Municipal website, and social media. Four submissions were received; one submission was not accepted as the proponent failed to meet the deadline. After reviewing and evaluating the proposals, staff recommend Flow Video.

Discussion was held regarding potential locations to showcase within the Municipality, with the Guild Hall and golf course being mentioned as potential areas to consider. The selection process for businesses to be showcased was also discussed.

**MOTION: DIGITAL MARKETING ASSETS – VIDEO AND PHOTOGRAPHY**

Being duly noted and seconded, be it resolved that the Municipality of the District of Shelburne award the Community and Business Marketing Assets contract to Flow Video, for the amount of \$54, 910 plus HST, and;

That funds in the amount of \$55 000 be transferred from the Economic Development Reserves, and the remainder of up to \$2,500 to come from the Economic Development GL #00-26210-050.

**▪ MOTION CARRIED**

**8. CORPORATE SERVICES:**

**a. ATV for Regional Materials Recovery Facility – Funding Options – Erin Hartley**

8(a) Erin Hartley, Director of Corporate Services, presented Council with the ATV for Regional Materials Recovery Facility – Funding Options staff report.

Since this project was deemed a vital addition (both operationally and for safety reasons) to the RMRF for this year, it is recommended that Council consider funding this project through Capital Reserves because Canada Community Building Fund Reserves are no longer an option, since the purchase doesn't meet the funding criteria.

It should be noted that the \$20,000 saved in gas tax reserves can be used for future capital projects. This purchase has already been discussed and agreed upon by the Shared Services Administration Team, and a Request for Proposals is anticipated to go out in late Summer.

**MOTION: ATV FOR REGIONAL MATERIALS RECOVERY FACILITY – FUNDING OPTIONS**

Being duly noted and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the reallocation of budget funds for an ATV and wagon/trailer for the Regional Materials Recovery Facility (RMRF) in the approximate amount of \$20,000 (plus HST) funds to come from capital reserves instead of Canada Community Building Fund reserve.

**MOTION CARRIED**

**9. ADMINISTRATION:**

- a. Cost Share Agreement 2020-019 – Department of Public Works Submission Request Letter – Road Maintenance

9(a) Warden Smith advised Council that the Department of Public Works informed the Municipality that they expect to fund the paving, repaving, and double chipping of Subdivision streets during the 2023-24 construction season cost-shared fifty percent for eligible streets. Included with the letter was the Road Submission List form to be filled out electronically and submitted by October 17, 2022. Staff will present a report regarding this matter at a September Council meeting.

**10. OTHER:**

- a. Correspondence - Response from the Office of Federal Department of Natural Resources – Re: Appointment of the Canada Nova Scotia Offshore Petroleum Board (CNSOPB) as Oversight Agency

10(a) Warden Smith advised Council of the response received from the Federal Department of Natural Resources regarding the appointment of the Canada Nova Scotia Offshore Petroleum Board (CNSOPB) as the oversight agency. This information is provided for informational purposes.

**11. COMMITTEE REPORTS/WARDEN’S UPDATE:**

- a. Committee Reports
  - i. Audit & Internal Control - Report to Council
- b. 2022/2023 Warden’s Update

11(a)(i) Councillor Thorburn Irvine advised Council of the Audit and Internal Control Committee meeting, where it recommended the following motion:

**MOTION: RENEWAL POLICY LETTER TO INSURANCE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write a letter to the insurance company asking that the complete renewal policy be sent to the Municipality at least 45 days before the renewal date.

**MOTION CARRIED**

Councillor Gosbee advised that he had attended the Arena Committee meeting on July 11, 2022.

Regular Council Meeting  
July 13, 2022

Councillor Thorburn Irvine advised that she attend the Western Counties Library meeting this week and another is scheduled for next week. She will also attend a meeting with the Library Boards Association of Nova Scotia the following week.

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

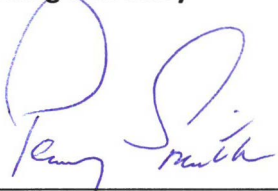
- Indented to attend a virtual meeting regarding the Federal Electoral Boundary Review; however, due to a poor internet connect was unable to do so. Warden Smith sent an email instead expressing Council's concerns over the lack of holding a public hearing in Shelburne County.
- Luncheon with Daniel Kahn from the Chamber of Commerce
- Met with and completed a site tour of the Roseway River Dam with Mr. Thorburn

**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:18 pm. The next Council meeting will be held on Wednesday, July 27, 2022, in the Shelburne Council Chambers.

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

Aug 2/22  
Date



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Penny Smith, Warden



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Erin Hartley, Director of Corporate Services