



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
WEDNESDAY, SEPTEMBER 14, 2022  
6:00 pm**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, September 14, 2022, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Chana Ross, Executive Assistant  
Erin Hartley, Director of Corporate Services  
Doris Townsend via Microsoft Teams

**1. CALL TO ORDER:**

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

Warden Smith advised that Councillor Townsend would attend virtually as a member of the public.

Warden Smith gave a tribute, followed by a moment of silence to Her Majesty, the late Queen Elizabeth the Second.

**2. APPROVAL OF AGENDA:**

- a. September 14, 2022

Warren MacLeod CAO

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Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

**MOTION: APPROVAL OF AGENDA – September 14, 2022**

Being duly moved and seconded, be it resolved that the Agenda for September 14, 2022, be approved with the following amendment:

- **OTHER:**
  - 6(f) Correspondence from the County of Annapolis – Re: Request Moratorium on Aerial Herbicide Spraying – added

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

- a. July 27, 2022
- b. August 8, 2022
- c. August 31, 2022

**MOTION: APPROVAL OF MINUTES – July 27, 2022**

Being duly moved and seconded, be it resolved that the Minutes of July 27, 2022, be approved as circulated.

- **MOTION CARRIED**

**MOTION: APPROVAL OF MINUTES – August 8, 2022**

Being duly moved and seconded, be it resolved that the Minutes of August 8, 2022, be approved as circulated.

- **MOTION CARRIED**

**MOTION: APPROVAL OF MINUTES – August 31, 2022**

Being duly moved and seconded, be it resolved that the Minutes of August 31, 2022, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

Councillor Gosbee inquired about the Roseway River Dam. Mr. MacLeod advised that he had contacted the appropriate official and was waiting for a response. In addition, Nova Scotia Power will arrange a site visit in October for Council, Department of Environment, and local fishermen.

**5. BUILDING INSPECTION:**

- a. Monthly Building Report – July 2022
- b. Monthly Building Report – August 2022

5(a) Council reviewed the Monthly Building report for July 2022.

5(b) Council reviewed the Monthly Building report for August 2022.

**6. OTHER:**

- a. Cost Share Agreement 2020-019 – Department of Public Works Submission Request Letter – Road Maintenance
- b. Cooke Aquaculture – Facilities Tour and Committee Appointment
- c. Correspondence from Association of Municipal Administrators Nova Scotia – Re: Code of Conduct Survey
- d. Correspondence – Response from the Office of Minister MacMaster – Re: Non-Resident Property Tax & Deed Transfer Tax
- e. Thank You Letter - Re: Shelburne High School Bursary
- f. Correspondence from the County of Annapolis – Re: Request Moratorium on Aerial Herbicide Spraying

6(a) Warden Smith noted that Council received a request from the Department of Public Works regarding a cost-share agreement for road maintenance. This is a follow-up item to the item on the agenda for the July 2022 Council Meeting.

There was a discussion regarding budgetary issues, the submission timeline, and road locations. This item was deferred.

6(b) Warden Smith explained that this is in continuation of the presentation Cooke Aquaculture gave at the July 27, 2022, Council meeting regarding a site tour for Council and the appointment of a liaison committee member.

There was discussion regarding whether an appointment of a staff member would be the most effective solution. Questions were raised regarding terms of reference for Cooke's proposed liaison committee. Council requested a staff report to be prepared for a future Council Meeting – recommending staff appointments for the committee, committee terms of reference, and responsibilities.

6(c) Warden Smith advised that Council received correspondence from the Association of Municipal Administrators Nova Scotia regarding the Code of Conduct Survey. Councillors are urged to participate in the survey to have our municipal voice heard.

6(d) Warden Smith advised that Council received a response from the Office of Minister MacMaster regarding the Non-Resident Property Tax & Deed Transfer Tax. This was submitted for information purposes.

6(e) Warden Smith advised that Council received correspondence from Sadie Oikle, recipient of the Shelburne High School Bursary, thanking Council. This was submitted for information purposes.

6(f) Warden Smith advised that Council received correspondence from the County of Annapolis regarding the Request Moratorium on Aerial Herbicide Spraying.

There was a discussion regarding aerial spraying and what studies, or environmental assessments had been conducted by the province. Council directed staff to contact the Minister regarding this matter in order to obtain more information.

**7. COMMITTEE REPORTS/WARDEN'S UPDATE:**

- a. Committee Reports
- b. 2022/2023 Warden's Update

7(a) Councillor Gosbee advised that he attended the Arena Committee meeting on September 12, 2022. It was noted that there is a new committee president, and that the arena will seek sponsorships from local businesses for ice time for public skating. Council directed staff to include this information in the municipal newsletter.

Deputy Warden Richardson advised that the Building Committee is currently working out the details for the tour of the new facility and the construction schedule. He advised that he is in attendance at the Atlantic Infrastructure Management Network Fall Conference – September 13-15, 2022.

7(b) Warden Smith advised that she met with the CAO on several occasions regarding upcoming projects such as food security, energy renewal, community well and housing. She also had a meeting with the Minister of Minister Affairs and Municipal Advisor – September 12, 2022.

**8. IN-CAMERA:**

- a. Personnel Matter 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 enter "In-Camera" at 6:38 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 7:19 pm.

- **MOTION CARRIED**

8(a) Direction was provided to staff regarding in-camera items.

**MOTION: ORGANIZATION REVIEW & PROPOSED RESTRUCTURE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the proposed organizational restructuring plan, as presented in the detailed recommendations portion of this staff report.

- **MOTION CARRIED**

**9. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:20 pm. The next Council meeting will be held on Wednesday, September 28, 2022, in the Shelburne Council Chambers.

**Chana Ross  
Recording Secretary**

\_\_\_\_\_  
Date

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Penny Smith, Warden

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Erin Hartley, Director of Corporate Services