



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO
Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
WEDNESDAY, OCTOBER 26, 2022
6:00 pm**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, October 26, 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
Warren MacLeod, CAO

ALSO IN ATTENDANCE:

Chana Ross, Executive Assistant
Erin Hartley, Deputy CAO via Microsoft Teams

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. October 26, 2022

MOTION: APPROVAL OF AGENDA – October 26, 2022

Being duly moved and seconded, be it resolved that the Agenda for October 26, 2022, be approved as circulated.

Warren MacLeod CAO

Warren.Macleod@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- a. October 12, 2022
- b. March 9, 2020 – Committee of the Whole

3(a) **MOTION: APPROVAL OF MINUTES – October 12, 2022**

Being duly moved and seconded, be it resolved that the Minutes of October 12, 2022, be approved as circulated.

- **MOTION CARRIED**

3(b) Warden Smith informed Council that the Committee of the Whole minutes for the meeting held on March 9, 2020, were missed by the Municipality due to its transition to just Council meetings during the pandemic, eliminating Committee of the Whole meetings, resulted in a more streamlined process.

MOTION: APPROVAL OF MINUTES – March 9, 2020 – Committee of the Whole

Being duly moved and seconded, be it resolved that the Minutes of March 9, 2020, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION:

- a. Sable River Volunteer Fire Department Update – Max Chauvin, Facilitator/Consultant, Chauvin Resource Development

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

Over the past year, the Sable River Volunteer Fire Department Board has made considerable progress and demonstrated several critical, effective governance behaviours. Highlights include:

1. The organization has completed a goal-setting exercise and has identified the recruitment of new first responders and community members as its top priority. A secondary focus is the fire hall construction, which will reduce insurance costs and fund development.
2. Documentation has been developed, including a job descriptions, a code of conduct, a recruitment strategy, a process to evaluate potential candidates, and a promotion plan. The Municipality has also offered to assist with printing materials for mailing to the community.
3. The board has discussed communication with the community and how messaging is structured. As representatives of the Sable River Volunteer Fire Department and community representatives, they have reviewed their responsibilities while sitting on the board. It has been discussed how the board should address reputational issues.

4. The board has improved its financial reporting by including a detailed list of all transactions during the past month, including pending revenue, expenses, and a current bank balance.
5. As a result of their diligence in fulfilling their financial responsibilities, the board has questioned transactions at every meeting and asked detailed questions regarding revenues and expenses. Also, members have inquired about variations from previous reports and pending transactions.
6. Members have demonstrated a thorough understanding of risk and liability by regularly asking questions regarding insurance, inspections, and other concerns. Members have also identified risks to first responders and focused on solutions to address and mitigate those risks.
7. Besides ensuring that the board meets regularly, it takes and maintains detailed minutes of its meetings. These minutes are reviewed and approved at each meeting. When making decisions, board members have reviewed past minutes to ensure that the decision made is consistent with previous directions or actions and have corrected errors where necessary.
8. With lifting the Covid-19 pandemic restrictions, the organization is committed to returning to in-person community connections and support.

On Tuesday, May 31, 2022, the Municipality held a financial training session for community organizations. The meeting was open to all not-for-profit organizations within the community. The Chair of the Board attended the meeting. Several other members were registered but were unable to attend due to illness. As in the May training session, the June Sable River Volunteer Fire Department training session focused on the importance of budgeting and financial statements.

The board has conducted several successful fundraising events. An external accounting firm has reviewed its finances. In-person, an Annual General Meeting was held on October 5, 2022. The board reported an operating surplus for the previous fiscal year and the completion of much of the hall renovation project at that meeting. Additionally, the board committed at the Annual General Meeting to separate capital expenditures from operating expenses to clarify their financial statements. All the renovation work was completed by volunteer members of the fire department, which resulted in a significantly improved facility.

There was more interest in serving on the board in open positions at the October AGM, which indicates a healthy board of directors. There were two candidates for the Deputy Fire Chief at the October AGM and more interested Active Members wishing to serve on the board. The board now has four community members, significantly improving from the one previously serving community member.

Council expressed its gratitude to Mr. Chauvin for the time, effort, and assistance he provided to the Sable River Volunteer Fire Department. Mr. Chauvin was an invaluable resource.

6. ADMINISTRATION:

- a. Boundary Review – Final Report – Erin Hartley
- b. Municipal Planning Strategy Amendment – Erin Hartley

6(a) Erin Hartley, Deputy CAO, presented Council with the Boundary Review – Final Report staff report.

The Municipality of the District of Shelburne must submit a Boundary Review to the Nova Scotia Utility and Review Board (NSUARB). The board is responsible for the regulation of applications. It follows the Municipal Government Act to conduct periodic reviews on the number of Municipal Councillors and their polling District Boundaries.

The Municipal Government Act states, "every eighth year after 2006, that Council is required to conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of Councillors".

In April 2022, Council approved a motion to hire C + D Community Design to perform a Governance and Boundary Review as required by the Municipal Government Act.

- C + D Community Design consulted with staff and presented an Initial Findings Report to Council in June, followed by a letter in July.
- C + D Community Design and municipal staff prepared for public engagement in July, including:
 1. Online Survey
 2. Facebook Posts
 3. Twitter Tweets
 4. Mail Out Packages for Interested Residents
 5. A Comment Card
 6. PDF Fillable Feedback Form
 7. Website Content
 8. Newspaper Ads
 9. Public Presentation
- Two public engagement sessions were held in August.
 - A traditional public meeting with a presentation
 - A drop-by style public meeting
- A Public Response Report was compiled by C + D Community Design and provided to the Municipality in early October for Council and staff feedback.
- C + D Community Design's Final Report and Recommendation were submitted in October and attached to this staff report for consideration.

Discussion was held, and questions and concerns were raised regarding the final boundary review report. Warden Smith provided comments to summarize Councils' reasoning for this decision. Councillor Thorburn Irvine provided comments as to why she was not in support of this decision.

MOTION: BOUNDARY REVIEW – FINAL REPORT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne move forward with applying to maintain seven (7) Councillors with a

Warden System, with new district boundary alterations having been developed to achieve parity as described in C + D Community Design's Final Report.

- **MOTION CARRIED**

Councillor Thorburn Irvine is recorded as voting against the motion.

6(b) Erin Hartley, Deputy CAO, presented Council with the Municipal Planning Strategy Amendment staff report.

The province proclaimed Minimum Mandatory Planning Requirements in 2019 under the MGA. When the Regulations were enacted, the Minister of Municipal Affairs asked that all municipalities meet the mandatory requirements by the end of 2022. That was before Covid, and because of setbacks caused by Covid, the Minister allowed municipalities to write to the Department and request an extension.

In July 2022, the CAO requested an extension to submit a Municipal Planning Strategy and Land Use Bylaw that meets the mandatory municipal planning requirements.

In August of 2022, the Minister granted an extension and will allow the Municipality until the end of 2024 to complete the minimum planning requirements, recognizing that Covid has played a role in delaying ongoing commitments. The Tri-county planning initiative will help inform land use planning, which was also considered when granting the extension. Although the Department is giving extensions to municipalities that are unable to meet the 2022 submission date, the Minister is asking that before the end of this year, despite the extension, all municipalities amend their existing planning strategy to include a new policy that addresses consultation with adjacent municipalities, Section 204A of the MGA:

Engagement program 204A (1) *A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the Council is adopting or amending a municipal planning strategy.*

It is recognized that this amendment addresses ONLY the consultation with adjacent municipalities clause. The requirement to do a complete review of the Land Use by Law and Municipal Planning Strategy by the end of 2024 is of foremost importance to staff and Council.

MOTION: MUNICIPAL PLANNING STRATEGY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Municipal Planning Strategy as amended.

- **MOTION CARRIED**

7. OTHER:

- a. Response from the Office of Minister Halman – Re: Roseway River Dam – Warden Smith
- b. Correspondence from Jennifer Lamrock with Nova Scotia Health – Re: Alcohol Warning Labels – Municipal Letters of Support – Warden Smith

c. Correspondence from the Municipality of the District of Guysborough – Re:
Telecommunications – Warden Smith

7(a) Warden Smith informed Council of the response received from Minister Halman regarding the Roseway River Dam for information purposes.

7(b) Warden Smith informed Council of correspondence from Jennifer Lamrock with Nova Scotia Health regarding Alcohol Warning Labels.

Ms. Lamrock requests that the Municipality support alcohol warning labels by writing a letter to the appropriate parties.

She noted a motion was made to call on the federal government to adopt a national warning label strategy for alcohol. The timing for advocacy has come, as this is anticipated to be tabled soon. This is critical for numerous strategic reasons.

Alcohol warning labels are needed in Canada, Nova Scotia, in Western Zone communities to shift the culture of alcohol. They are required to play a crucial role in targeting the Commercial Determinants of Health and impacting community health and well-being. Warning labels might seem small, but the impact they have is significant.

To succeed, a broad support base will need to be mobilized quickly. In Canada's absence of an alcohol policy advocacy agency, the responsibility for making this happen falls on advocates. This will not move forward without attention, time, and support.

MOTION: LETTER OF SUPPORT – ALCOHOL WARNING LABELS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter of support regarding Alcohol warning labels.

- **MOTION CARRIED**

7(c) Warden Smith informed the Council of correspondence from the Municipality of the District of Guysborough regarding telecommunication issues arising from Hurricane Fiona.

As a result of recent comments regarding telecommunications issues in the province, Guysborough has sent a letter of support to Premier Houston. Other municipalities are urged to send letters in support of this position.

A discussion took place regarding the current issues surrounding telecommunications and cellular services. It was further noted that the Municipality would continue to advocate on behalf of its residents concerning this matter, as proper telecommunication infrastructure is essential.

MOTION: LETTER OF SUPPORT – TELECOMMUNICATIONS ISSUES

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter of support regarding the telecommunication issues in the province of Nova Scotia.

- **MOTION CARRIED**

8. COMMITTEE REPORTS/WARDEN’S UPDATE:

- a. Committee Reports
 - i. Audit & Internal Control Report to Council 2022/2023
 - ii. Audit & Internal Control Committee Motions – Signing Authority Policy
- b. 2022/2023 Warden’s Update

8(a)(i) Councillor Thorburn Irvine informed Council of the recent Audit and Internal Control Committee meeting and reviewed the report.

8(a)(ii) The Audit and Internal Control Committee is recommending an amendment to the Signing Authority Policy to include the newly created position of Deputy CAO as a signing authority.

MOTION: SIGNING AUTHORITY POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne, based on recommendation from the Audit and Internal Control Committee, approve the attached Signing Authority Policy as amended.

- **MOTION CARRIED**

8(a) Councillor Thorburn Irvine advised that she attended the following events:

- LBANS Conference
- Western Region Crownland Stakeholders Group

Councillor Coole advised that he attended the following events:

- Chamber of Commerce Dinner
- Arena Meeting

Discussion was held regarding the current situation with the arena. Council further stated that the \$120,000 approved by motion at the last Council meeting could be used towards the facility's refurbishment if needed. Staff were directed to request information for a future Council meeting providing a detailed cost breakdown of the repairs and refurbishment required for the arena; and once information has been gathered, give a detailed summary report to Council.

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

- Roseway Manor Board Meeting
- Chamber of Commerce Dinner
- Majors, Wardens, CAOs and Clerks Meeting
- NFSM – week of November 1-4, 2022

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:31 pm. The next Council meeting will be held on Wednesday, November 9, 2022, in the Shelburne Council Chambers.

**Chana Ross
Recording Secretary**

Date

Penny Smith, Warden

Erin Hartley, Deputy Chief Administrative Officer