



Municipality of  
**Shelburne**

Naturally Yours

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

---

**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
December 14, 2020**

The Regular Session of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne was held on Monday, December 14, 2020 commencing at 6:00 pm at the Courthouse, Shelburne NS.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Erin Hartley, Director of Corporate Services  
Alicia Murray, Executive Assistant  
Val Kean, Community Development Coordinator  
Andrew Goreham, Manager of Inspection Services  
Adam Dedrick, Director of Recreation and Parks  
Darrell Locke, Bylaw Enforcement Officer

**1. CALL TO ORDER:**

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

**MOTION: ENTER "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 6:00 pm to discuss contract negotiations.

- **MOTION CARRIED**

Discussion was had regarding contract negotiations pertaining to the Shelburne Industrial Park and direction was given to the CAO.

**MOTION: EXIT "IN CAMERA"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "in Camera" at 6:30 pm.

- **MOTION CARRIED**

2. **APPROVAL OF AGENDA:**

**MOTION: APPROVAL OF AGENDA – DECEMBER 14, 2020**

Being duly moved and seconded, be it resolved that the Agenda of December 14, 2020, be approved.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

**MOTION: APPROVAL OF MINUTES – NOVEMBER 23, 2020**

Being duly moved and seconded, be it resolved that the Minutes of November 23, 2020 be approved with the following amendment.

- Change Section 9 to refer to the Jordan Bridge not the able River Bridge.

- **MOTION CARRIED**

4. **PRESENTATIONS:**

(a) Shelburne Tourism Association

4(a) Charlene Harris, Roseway River Cottages and Shannon Brannen, Boulder Cove Cottages, presented to Council, thoroughly explaining how important it is for Shelburne area have a thriving tourism sector, and a local tourism group that knows specifics of Shelburne County and can keep focus on our

Council Meeting  
December 14, 2020

businesses and festivals. It was discussed with Council that in 2010 an industry report was done on all counties and Shelburne grossed \$14,000,000; stating that in 2020 those numbers would have certainly changed.

Discussion was held regarding assets and database usage, action plans, marking and cooperation. Planning for the future currently has its own set of challenges as no one is aware of how COVID-19 will impact the next few months. However, the goal would be to arrange and advertise a familiarization tour, showing the different tourist attractions in Shelburne County and potentially hold it in the spring. Businesses will need to turn their attention to their own operations and focus on the already busy summer months. Council was asked to consider tourism in their strategic planning sessions.

5. **BUSINESS ARISING:**

There was no business arising brought forward for discussion.

6. **RECREATION:**

(a) Kids' Fair Play FUNd Application Review – Dec. 2, 2020.

6(a) Adam Dedrick, Director of Recreation and Parks, presented the Kids' Fair Play FUNd Application Review staff report to Council noting that there were 24 applications from applicants within the five units in Shelburne County. Discussion was held regarding specific donations and the funding process in general.

**MOTION: KIDS FAIR PLAY FUND APPLICATION REVIEW – DEC 2, 2020**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne authorize the release of \$4,970 from the Kids' Fair Play FUNd based on the recommendations from the Kids' Fair Play FUNd Application Review Committee meeting of December 2, 2020.

- **MOTION CARRIED**

7. **ADMINISTRATION:**

- (a) Dangerous and Unsightly – Civic 1481 Sandy Point Rd.
- (b) Community Art Fund
- (c) 2020 Municipal Elections
- (d) Naming of the Shelburne Health Clinic

7(a) Darrell Locke, Bylaw Enforcement Officer, presented the Dangerous and Unsightly staff report regarding the property at 1481 Sandy Point Road, stating that there has been an ongoing correspondence between the owner of the property and the Municipality. CAO, Trudy Payne added that the property owner had sent an email prior to council stating that demolition was set to take place the week of December 14, 2020. Mr. Locke is requesting a demolition order in order to maintain documentation and enforceability of timeline.

**MOTION: DANGEROUS AND UNSIGHTLY – CIVIC 1481 SANDY POINT ROAD**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne holds that the condition of property 1481 Sandy Point Road justifies demolition/cleanup and hereby issues an order to demolish the building and cleanup the property located at 1481 Sandy Point Road within thirty (30) days of receipt of this order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition order.

- **MOTION CARRIED**

- 7(b) Val Kean, Community Development Coordinator, presented Council with the Community Art Fund staff report. Ms. Kean stated that on July 13, 2020 the Municipality of the District of Shelburne released a Request for Proposals for a Community Art project and received one submission. This submission meets all requirements listed in the RFP. Discussion was held regarding interpretation of art, community engagement, local cost and value of the art piece. Council inquired how the funding would be released to the individual awarded the RFP and Ms. Kean answered by saying 50% of the funding would be made available for the individual to start the piece, 25% during and 25% upon completion all of which are subject to the satisfaction of the work and the ability to have the piece completed by end of fiscal year.

Council presented the idea that perhaps there could be a roll over of funds for the Community Art pieces or if there could be an increase in the budget allotted for Art Projects within the community. Ms. Kean said that she has been in touch with a probable partner who would like to collaborate on Community in the future. Council had noticed that a lot of the art pieces/signage tend to be in the Sable River area, and they would like to see pieces throughout the county but understand that these pieces take time, money, and talent.

**MOTION: COMMUNITY ART PROJECT**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne award the Community Art Fund project to Timothy Gillespie, in the amount of \$4,648, exclusive of HST, including art fees, insurance, travel, sub-contracted fabrication and installation costs, materials, pending favorable references and the applicant's ability to meet the timelines.

- **MOTION CARRIED**

- 7(c) Erin Hartley, Director of Corporate Services, presented Council with the 2020 Municipal Elections staff report. Ms. Hartley noted that 2020 was the first year the Municipality has ever provided a fully electronic election and although staff and council expressed concerns in the beginning the results were all very positive. With the fully electronic polls the Municipality is able to view all of the demographics of voters in much more depth than any years prior. Councillors within the two voting districts said that they received either zero complaints about the voting method or very few in the beginning only because they were not sure how the technology would work. Overall, it was a very positive experience and staff would recommend continuing electronic voting methods in the future.

7(d) Trudy Payne, CAO, presented Council with the Naming of the Shelburne County Health Centre report noting that the naming of the facility has been ongoing since January 2019. During the recent meeting with NSHA, including the CAO of the Town and the Municipality, it was agreed that the Shelburne County Health Centre be named as such. The name is descriptive of what the building is and has been unofficially named as such by residents in the past three years since the build.

Council mentioned that going forward, they would like more community involvement in the naming of structures as the community pays for a large portion of the buildings and community involvement continues to be one of the main focuses of the Municipality.

**MOTION: SHELBURNE COUNTY HEALTH CENTRE – NAMING**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne agree to the proposed naming of the Shelburne County Health Centre as such.

- **MOTION CARRIED**

8. **FINANCE:**

(a) Collection Policy Review

8(a) Trudy Payne, CAO, presented Council with the Collection Policy Amendment staff report. After several incidents of staff bringing to Council requests from residents to reimburse interest charges on payments they made in error, it was decided that the Collection Policy needs to be amended to how that the Municipality is not responsible for payment errors made by residents on tax bills and will not reverse the charges of interest created in such an event.

Council asked that this be mentioned in the Spring Newsletter and wondered if there was room to include this statement on the tax bill.

**MOTION: COLLECTION POLICY REVIEW**

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

- **MOTION CARRIED**

9. **OTHER:**

- (a) November Monthly Building Report
- (b) Implementation Report
- (c) Roseway Hospital Charitable Foundation Letter – Request for MDS Member
- (d) Canada Post Letter – Response to Dory Shop Museum Stamp

- 9(a) Trudy Payne, CAO, presented Council with the November Monthly Building Report. Council noted that three residential homes were valued at \$4,800,000.00 and would like to receive more information on these properties. Council and staff agreed that the yearly numbers for construction have been outstanding compared to last year.
  
- 9(b) Trudy Payne, CAO, explained to new Councillors the process of the implementation report and how it keeps staff accountable to Council with motions made being listed as either on-going or complete.
  
- 9(c) CAO, Trudy Payne, presented Council with the letter submission from the Roseway Hospital Charitable Foundation requesting a member of council, municipal staff, or a community member sit on the board. Warden Penny Smith spoke to her interest on the position saying that she would resign from the Physician Recruitment and Retention Committee and feels her efforts would be better served on the Roseway Hospital Charitable Foundation Committee.

**MOTION: APPOINTMENT TO ROSEWAY HOSPITAL CHARITABLE FOUNDATION**

Being duly moved and seconded, be it resolved that Warden Penny Smith be appointed to the Roseway Hospital Charitable Foundation to represent the Municipality of the District of Shelburne.

- MOTION CARRIED

**MOTION: APPOINT MEMBERS TO THE SHELburne COUNTY HEALTH CARE PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE**

Being duly moved and seconded, be it resolved that Warden Penny Smith be removed and Councillor Sherry Thorburn Irvine be appointed to the Shelburne County Health Care Professional Recruitment and Retention Committee and Councillor Ron Coole be appointed as the alternate.

- MOTION CARRIED

- 9(d) CAO, Trudy Payne, reviewed the letter received from Canada Post with Council noting that the suggestion for a dory shop stamp be issued in 2023 to mark the 40<sup>th</sup> anniversary will be brought to the attention of the committee. The stamps for 2023 will be announced in 2022.

**10. COMMITTEE REPORTS/RECOMMENDATIONS:**

Trudy Payne, CAO, mentioned to Council that at the next Council meeting on January 11, 2021 she would like to have a discussion regarding the Tax Sale in March. Council suggested that perhaps the auction could be held on separate dates to allow for crowd control. Staff could also look into renting an area bigger than the courtroom to hold the auction in lieu of COVID-19 and its ongoing challenges.

Council Meeting  
December 14, 2020

Warden Penny Smith mentioned that she had forwarded notes to Council from the Shelburne County Health Care Professional Recruitment and Retention Committee.

Councillor Sherry Thorburn Irvine spoke on the Library Committee meeting she attended via zoom and the praise she showed for Councillor Doris Townsend who had sat on the committee previously.

**11. COUNCIL MEMBER UPDATES:**

Councillor Ron Coole mentioned that he had attended the Region 6 Committee meeting and the Shelburne County Arena Association meeting since last Council.

**MOTION: DONATION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne make a donation to the Heart and Stroke Foundation in memory of Bernie White, Parliamentarian and long-time friend of the Municipality, as well as reaching out to the family with condolences.

**- MOTION CARRIED**

On November 24, 2020, Warden Penny Smith attended a Physician Recruitment and Retention Committee meeting then later that night attended the Sable River Volunteer Fire Department Audit Review. Unfortunately, no public had accepted the open invitation to attend. Fire Chief Todd Sisk was informed that he would need to deliver a report based on the recommendations from Grant Thornton to the Municipality no later than December 31, 2020.

On November 25, 2020, Warden Penny Smith and CAO Trudy Payne attended a meeting regarding fisheries where they expressed their concerns and are expecting an interim report sometime this month. Also on the 25<sup>th</sup> Warden Penny Smith, CAO Trudy Payne and Councillor Terry McIntyre attended a virtual meeting with Dexter's Construction regarding the Quarry expansion in Welshtown along with three members of the public who voiced their concerns. All parties were very respectful and open to all ideas. A Liaison Committee with Dexter's Construction is being explored.

On November 26, 2020, CAO Trudy Payne and Warden Penny Smith attended a Mayors/Wardens/CAOs meeting where everyone introduced themselves to the new CAO of the Town of Shelburne, Sherry Doane.

On December 2, 2020, Warden Penny Smith attended a Rural Caucus Meeting.

On December 8, 2020, CAO Trudy Payne and Warden Penny Smith attended a meeting with Sarah Kirk from Dalhousie University pertaining to the Child and Youth Well Being Survey stating that the Municipality supports fully but feels that the Tri-County Educational Board take the lead on the survey.

Council Meeting  
December 14, 2020

On the afternoon of December 8, 2020, Warden Penny Smith, CAO Trudy Payne along with Councillor Sherry Thorburn Irvine, Councillor Ron Coole and Deputy Warden Dale Richardson, attended the reopening ceremony of the Sable River Footbridge.

And finally, on December 9, 2020, Warden, Council and CAO all attended a Shared Services Orientation for new Council.

Looking forward, Warden Penny Smith received an email request regarding African Heritage Month in February. The CAO and Warden agreed to happily provide a recorded message as requested.

**12. IN CAMERA:**

- (a) Contract Negotiations as per MGA Section 22(2)(e) – Shelburne Industrial Park
- (b) Labour Relations as per MGA Section 22(2)(d)
- (c) Personnel Matters as per MGA Section 22(2)(c)

**MOTION: ENTER “IN CAMERA”**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter “In Camera” at 8:40 pm to discuss labour relations.

- **MOTION CARRIED**

Discussion was held regarding labour relations and personnel matters. Direction was provided to staff.

**MOTION: EXIT “IN CAMERA”**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit “In Camera” at 9:38 pm.

- **MOTION CARRIED**

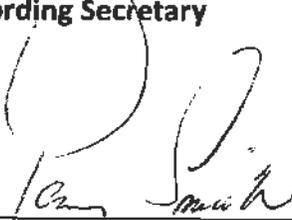
**13. ADJOURNMENT:**

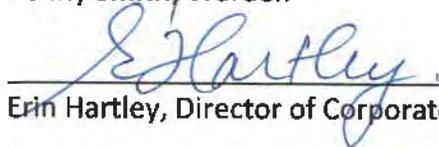
There being no further business, the meeting was adjourned at 9:39 pm. The next Council meeting will be held on January 11, 2021 at the Courthouse in Shelburne, NS.

Council Meeting  
December 14, 2020

Alicia Murray  
Recording Secretary

Jan 12/21  
Date

  
\_\_\_\_\_  
Penny Smith, Warden

  
\_\_\_\_\_  
Erin Hartley, Director of Corporate Services