



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
November 23, 2020**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, November 23, 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 Flowers, Executive Assistant
Val Kean, Community Development Coordinator

1. CALL TO ORDER:

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

2. **APPROVAL OF AGENDA:**

2(a) **MOTION: APPROVAL OF AGENDA – NOVEMBER 23, 2020**

Being duly moved and seconded, be it resolved that the Agenda of November 23, 2020, be approved.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

3(a) **MOTION: APPROVAL OF MINUTES – NOVEMBER 9, 2020**

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

- **MOTION CARRIED**

The notes of the November 9, 2020 Swearing In Ceremony were accepted by Council.

4. **BUSINESS ARISING:**

There was no business arising brought forward for discussion.

5. **ADMINISTRATION:**

- (a) Tax Exemptions for Community Organizations – Revised
- (b) 2020/2021 Grants to Organizations Recommendation
- (c) COVID-19 Emergency Assistance Grant – Recommendation
- (d) New Year's Levee 2021
- (e) Associations, Boards, and Committees – Councillor Appointments
- (f) Terms of Reference Renewals

- 5(a) Val Kean, Community Development Coordinator, presented the Tax Exemptions for Community Organizations staff report to Council, stating that the Municipality received a letter from the Sandy Point Community Recreation Group requesting that the newly purchased parcel of land adjacent to their Community Centre property be considered for tax exemption under the Municipality's existing Tax Exemptions for Community Organizations Policy.

MOTION: TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS - REVISED

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

- **MOTION CARRIED**

- 5(b) Val Kean, Community Development Coordinator, presented Council with the 2020/2021 Grants to Organizations Recommendation staff report, advising that the Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applications were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Staff received a re-submitted grant application from Shelburne County Society for the Rescue of Cats & Kittens for operational funding. The group has fulfilled the registration and financial statement requirements and requests their application be re-considered.

MOTION: 2020/2021 GRANTS TO ORGANIZATIONS RECOMMENDATION

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the recommended capital grant of \$1,000 to Shelburne County Society for the Rescue of Cats & Kittens, to come from the 2020/2021 Grants to Organization, GL #00-21950-791.

- **MOTION CARRIED**

- 5(c) Val Kean, Community Development Coordinator, presented the COVID-19 Emergency Assistance Grant staff report, advising that at the May 19, 2020 Council meeting \$15,000 was approved by Council for COVID-19 Emergency Assistance Grants for Community Organizations. It was noted that the application meets the requirements for this funding. Discussion was held regarding funding organizations outside of the Municipality. It was recognized that many organizations have volunteers from the Municipality and provide services to residents of the Municipality even if they aren't physically located in the Municipality.

MOTION: COVID-19 EMERGENCY ASSISTANCE GRANT

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the recommended grant amount of \$500 for the Shelburne Longboat Society, to come from the Economic Development, GL #00-26210-500.

- **MOTION CARRIED**

- 5(d) Val Kean, Community Development Coordinator, presented Council with the New Year's Levee 2021 staff report, noting that at the November 9, 2020 Council meeting, staff were directed to explore options for hosting a virtual event in lieu of our traditional New Year's Levee. As this event is hosted cooperatively with the Town of Shelburne, staff reached out to the Town and it was agreed that the event would again be hosted collaboratively. Council advised staff to continue working towards organizing a New Year's Levee Kitchen Party, to be shared on Facebook live. It is further suggested that staff work with the Warden and Mayor to coordinate a shared holiday message that will be used to encourage residents to log onto our facebook page to ring in the New Year while enjoying live local music.

Discussion was held regarding internet quality for livestreaming, professionalism of participants, and promotion of the event. Staff will also begin putting together a slideshow of highlights of 2020.

- 5(e) Erin Hartley, Director of Corporate Services, presented Council with the Associations, Boards, and Committees – Council Member Appointments staff report, noting that there have been additional members requested for committees after the last appointments were made at the November 9, 2020 Council meeting.

MOTION: ASSOCIATIONS, BOARDS AND COMMITTEES – COUNCIL MEMBER APPOINTMENTS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole and Councillor Terry McIntyre as the Municipality’s Council Representatives on the Shelburne County Arena Association.

THAT Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole as the Municipality’s Council Representative on the Eastern Shelburne County Accessibility Advisory Committee and Councillor Sherry Thorburn Irvine as the alternate.

THAT Council of the Municipality of the District of Shelburne appoint Sherry Thorburn Irvine as the Municipality’s Council Representative on the Western Region Crown Land Stakeholder Interaction Committee (Deforestation).

THAT Council of the Municipality of the District of Shelburne appoint Warden Penny Smith as the Municipality’s Council Representative on the Shelburne County Mental Health and Wellness Committee.

- MOTION CARRIED

- 5(f) Erin Hartley, Director of Corporate Services, presented Council with the Committees of Council Terms of Reference Renewals staff report noting that the Planning and Development Committee and the Audit and Internal Control Committee have been amended to include an alternate Council member and that the Economic Growth Strategy Committee has been amended to include an alternate Council member and a change in membership.

Discussion was held regarding community membership and involvement. It was noted that advertisements for vacancies will happen shortly. Suggestions were made that perhaps these meetings be held in different communities throughout the Municipality or that maybe an incentive could be offered. This would be discussed more thoroughly at the Strategic Planning session.

Staff was advised to reach out to CBDC and the Chamber of Commerce and inquire about committee members.

MOTION: COMMITTEES OF COUNCIL TERMS OF REFERENCE RENEWALS

Being duly moved and seconded, to be resolved that:

1. Planning and Development Committee

- a. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of Reference be approved as amended;
- b. The Municipality of the District of Shelburne's Planning and Development Committee's Terms of References be renewed until October 31, 2022; and
- c. The following members be appointed to the Planning and Development Committee:
 - Deputy Warden Dale Richardson
 - Councillor Heidi Wagner
 - Councillor Doris Townsend
 - Warden Penny Smith (alternate)
 - Fred Greenwood, Community Member
 - Sheila Bird, Community Member
 - William Brown, Community Member

2. Economic Growth Strategy Committee

- a. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be approved as amended;
- b. The Municipality of the District of Shelburne's Economic Growth Strategy Committee's Terms of Reference be renewed until October 31, 2022; and
- c. The following members be appointed to the Economic Growth Strategy Committee:
 - Councillor Sherry Thorburn Irvine
 - Warden Penny Smith
 - Councillor Doris Townsend (alternate)
 - 3 community member vacancies

3. Audit and Internal Control Committee

- a. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be approved and amended;
- b. The Municipality of the District of Shelburne's Audit and Internal Control Committee's Terms of Reference be renewed until October 31, 2022; and
- c. The following members be appointed to the Audit and Internal Control Committee:
 - Councillor Ron Coole
 - Councillor Terry McIntyre
 - Councillor Sherry Thorburn Irvine (alternate)
 - Sandy Hood, Community Member
 - Larry Pelletier, Community Member
 - 1 community member vacancy

- MOTION CARRIED

6. FINANCE:

7. OTHER:

- (a) Shelburne County Arena Letter

(b) Boundary Review – Questions from a Resident

- 7(a) Trudy Payne, CAO, presented Council with a letter from the Shelburne County Arena advising that they were able to come in under budget. It was noted that this is great news and shows the due diligence of the Board working so hard to get things done while staying within budget.

CAO will be sending a letter of appreciation along with the cheque for such a job well done.

- 7(b) Trudy Payne, CAO, presented Council with an email written from a concerned citizen that was received earlier in the month of November regarding changes to municipal boundaries, specifically a portion of Sandy Point being moved to other districts. Ms. Payne said that when the boundaries were changed in 2014 all appropriate steps were followed including the MGA process and a public session was held at the Community College.

Staff will reach out to the resident and advise that the process was followed according to legislation and that there will be a new boundary review in 2022.

Council mentioned that they had been approached by several residents throughout the election process concerning the district boundaries and felt that their voices were not heard by Councillors who were in a district so far away from their homes. Council understood the frustration and are hopeful to rectify the situation in the next boundary review.

8. **COMMITTEE REPORTS/RECOMMENDATIONS:**

9. **COUNCIL MEMBER UPDATES:**

Warden Penny Smith shared with Council that she attended the Remembrance Day Ceremony in Shelburne and that Deputy Warden Dale Richardson attended the Ceremony in Lockeport on behalf of the Municipality.

On November 17, 2020, Warden Penny Smith attended a Mental Health teleconference and the focus was on strategic planning. A letter was also sent from the secretary with Mental Health regarding appointment to the Committee. Minutes of this meeting will be sent to Council upon completion.

On November 18, 2020, two Councillors toured the RMRF site and saw the different functions within the Municipality noting that it was very eye opening seeing first hand operations of the RMRF site and commended Waste Diversion Officer, Ryan Jamieson, for his hard work, commitment and knowledge in the area. Councillors also made note that another employee at the RMRF site is critical for safety reasons and will be a point of interest moving forward. While touring the trails Councillors noted that the bridge in Jordan Falls will need to be redone in the future and funds for trail maintenance will be a part of the 5-year Capital Plan.

On November 19, 2020, the CAO and Warden took part in a Community Stakeholder Group teleconference and the focus of this meeting was drafting a Terms of Reference. The CAO will update the terms of reference based on feedback and will send back to the committee for review.

Warden Penny Smith made mentioned that CAO and herself have received 2 emails and copied on one submission made to NSE from concerned citizens regarding the proposed expansion to the quarry in Welshtown by Dexter Construction. To help ensure that the residents' voices are being heard a meeting has been arranged with Dexter's and a few citizens representing the concerned citizens, along with representatives from Town Council and the Municipality. The CAO reiterated that the power and authority to make a decision falls with Nova Scotia Environment and that it is very important that residents submit their comments to NSE via the email address provided by NSE as part of the review process and that the deadline to provide written submissions is December 3, 2020. There were a number of concerns expressed about the lack of public consultation and it was recommended that Council consider sending a letter to the Minister of Environment to request that the regulations be changed that would see a more extensive public consultation process be mandatory concerning the environmental review process.

MOTION: WELSHTOWN QUARRY

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne send a letter to the Minister of the Department of Environment requesting changes be made to the regulations pertaining to the requirements relating to the public consultation process as it refers to the environmental assessment review process.

- **MOTION CARRIED**

Warden Penny Smith noted that there was a meeting last week with herself, the CAO and the Interim CAO with the Town of Shelburne and Little People's Place in relation to the 10 year lease requirement to receive funding from the Municipality for building upgrades. It was suggested that they form a Building Committee who would be able to articulate just what was happening with the building to the Municipality and the Town and ensure that measures were being taken in a timely matter to get this building upgraded. Council all agreed that Little People's place has been a critical part of our community for the last 44 years and is integral in bringing and retaining people in Shelburne County. They are currently running strong with approximately 66 children a day and see 75% of children within the Municipality.

Councillor Heidi Wagner mentioned that she and Councillor Terry McIntyre were both present during the Roseway Manor Board meeting last week and mentioned concern for the residents of Roseway Manor who, due to COVID-19, would not be able to go home for the holidays. Concerned about the mental health impact that this will have, Council agreed to direct staff to reach out and see if there were measures that the Municipality could take to make things easier for residents.

10. **IN CAMERA:**

(a) Contract Negotiations as per MGA Section 22(2)(e)

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 7:32 pm to discuss contract negotiations.

- MOTION CARRIED

10(a) Discussion was held and direction of was provided 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 8:10 pm.

- MOTION CARRIED

11. ADJOURNMENT:


There being no further business, the meeting was adjourned at 8:10 pm. The next Council meeting will be held on December 14, 2020 at the Courthouse in Shelburne, NS.

**Alicia Flowers
Recording Secretary**

Dec 21/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services