



Municipality of
Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Monday, April 26, 2021
6:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
April 12, 2021
4. **In Camera:**
 - (a) Acquisition, Sale, Lease and security of Municipal Property as per MGA Section 22(2)(a) – Clyde River
 - (b) Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22(2)(a) – Jordan Bay
 - (c) Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22(2)(a) – Shelburne Industrial Park
 - (d) Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22(2)(a) - Lydgate
 - (e) Labour Relations as per MGA Section 22(2)(d)
 - (f) Contract Negotiations as per MGA Section 22(2)(e)
5. **Presentations:**
6. **Business Arising:**
7. **Recreation:** (*Resolution Prepared)
8. **Administration:** (*Resolution Prepared)
 - (a) 2021/2022 Grants to Organization Funding Recommendations – Val Kean, Community Development Coordinator* (Page 9-13)
 - (b) IT Equipment, Council Chambers – Trudy Payne, CAO* (Page 14-15)
 - (c) Council Chambers COVID-19 Renovations – Award of Contract and Funding, Trudy Payne, CAO* (Page 16-17)
 - (d) SCEEMO Reserves – Accessible Washroom Partnership Funding – Trudy Payne, CAO* (Page 18-19)
 - (e) NSCC – Sandbox/Maker Space Funding, Trudy Payne, CAO* (Page 20-21)
9. **Finance:** (*Resolution Prepared)
10. **Other:** (*Resolution Prepared)
 - (a) March Monthly Building Report (Page 22)
 - (b) Response from the Minister of Energy and Mines (Page 23-24)
11. **Committee Reports/ Recommendations:**

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

12. **Council Member Updates:**

13. **Adjournment:**

Municipality of the District of Shelburne

April 26, 2021 Council

MOTION

8(a) 2021/2022 GRANTS TO ORGANIZATIONS RECOMMENDATIONS

THAT the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$58,094, to come from the 2021/2022 Grants to Organizations, GL #00-21950-791 and;

THAT the Municipality of the District of Shelburne approve the support for Shelburne Country Chronic Illness Committee in the amount of \$2,500, to come from the Healthcare GL# 00-24970-000.

8(b) IT EQUIPMENT, COUNCIL CHAMBERS

THAT Council of the Municipality of the District of Shelburne approve up to \$25,000 to come from the Safe Restart Reserves Fund to acquire IT audio and visual equipment for the Council Chambers enabling for hybrid or fully virtually Council meetings to take place and direct the Municipal Joint Services Board (MJSB) to procure the equipment and installation of this equipment, as per the IT Services contract the Municipality has with the MJSB.

8(c) AWARD OF CONTRACT AND FUNDING FOR COUNCIL RENOVATIONS

THAT Council of the Municipality of the District of Shelburne award the contract for Council Chamber renovations to D.A. Hartley Construction Services at a price of \$12,135 plus hst and to approve the funds to come from the Safe Restart Funds.

8(d) SCEEMO RESERVES – ACCESSIBLE WASHROOM PARTNERSHIP FUNDING

THAT the Municipality of the District of Shelburne approves using up to \$4,500 of the SCEEMO Reserves to be used to partner with Our House Youth Wellness Centre on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations, as recommended by the SCEEMO Advisory Board.

8(e) SANDBOX/MAKER SPACE – MARINE CENTRE OF INNOVATION

THAT Council of the Municipality of the District of Shelburne approve the Nova Scotia Community College retaining the \$50,000 that was granted in 2020/2021 to be used towards the Marine Centre of Innovation, primarily for the development of a Sandbox/Maker Space for the Tri-County area, to be used for this purpose in the 2021/2022 fiscal year.



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REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
April 12, 2021

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, April 12, 2021 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 via Microsoft Teams
Councillor Sherry Thorburn Irvine
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Alicia Murray, Executive Assistant
Andrew Goreham, Manager of Inspection Services
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:

MOTION: APPROVAL OF AGENDA – APRIL 12, 2021

Being duly moved and seconded, be it resolved that the Agenda of April 12, 2021, be approved.

- MOTION CARRIED

3. APPROVAL OF MINUTES:

MOTION: APPROVAL OF MINUTES – MARCH 29, 2021

Being duly moved and seconded, be it resolved that the Minutes of March 29, 2021 be approved.

- MOTION CARRIED

4. IN CAMERA:

- (a) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Shelburne Industrial Park
- (b) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Shelburne Industrial Park

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 6:02 pm to discuss the two contract negotiations and the acquisition, sale, lease and security of municipal property.

- MOTION CARRIED

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 6:42 pm.

- MOTION CARRIED

MOTION: ACQUISITION, SALE, LEASE AND SECURITY OF MUNICIPAL PROPERTY – SHELburne INDUSTRIAL PARK

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne Council approve to enter into the agreement of purchase of sale for vacant land located at the Shelburne Industrial Park, as discussed in camera, with all legal, surveying and migration costs at the expense of the purchaser and authorize the Warden and CAO to sign the agreement of purchase of sale, as amended.

- MOTION CARRIED

Direction was provided to the CAO in relation to the Acquisition, Sale, Lease and Security of Municipal Property concerning property in the Shelburne Industrial Park.

5. PRESENTATIONS:

(a) Airsoft Company – Old Boy’s School

5(a) Stephen Howatt and Michaela Smith presented Council with their presentation regarding the new Airsoft business they have brought to Shelburne, located at the Old Boy’s School in Sandy Point. Mr. Howatt noted that they are environmentally conscious and only use biodegradable airsoft “ammunition” which is biodegradable in 4-7 years and non-poisonous to wildlife. Not only are they conscious about the environment but they also acknowledge the residents around the property and state that respect of people, their properties, and their safety are the number one concern – this will include a 12’ wooden fence being built around the property to ensure safety and privacy. The company is also very conscious about garnering any unwanted attention. There are rules on how to transport the airsoft guns and they are strictly followed.

The buildings have been used for this purpose for the last 7 years and have had nothing but positive reviews. This passed weekend Yarmouth Airsoft held an event and had 147 people show up from throughout the province, notably from the Valley and Cape Breton. Tickets were sold out within 24 hours when first posted but due to Covid-19 registrants from NB, NFLD, and PEI cancelled and spots became available and the tickets were again posted within 48 hours, they were sold out again. Not only is the company very popular with the Airsoft community but they are the only speciality shop in Nova Scotia.

Yarmouth Airsoft have worked with Sports Nova Scotia throughout the Covid-19 pandemic and have been in discussions with the RCMP in regards to using their facilities for training purposes. After some renovations, the company plans on creating a safe and effective training area for members.

Council inquired about why the company chose to come to Shelburne from Yarmouth in which they answered that clients really enjoyed Shelburne and the venue with the large amount of land was ideal for their plans. They plan on creating apartments and rooms which will be available for the public even if they choose not to take part in the Airsoft games. Ms. Smith spoke to how important it was for the company to partner with the community and it was noted that the owners have reached out and been in contact with the Municipality’s Community Development Coordinator and the Building Inspector and they hope to have many opportunities to partner in the future.

6. BUSINESS ARISING:

7. RECREATION:

8. ADMINISTRATION:

- (a) Fire and Emergency Services Registration Policy – Erin Hartley, Director of Corporate Services
- (b) Prom Funding Request – Val Kean, Community Development Coordinator

Council Meeting
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(c) COVID-19 Emergency Funding Guidelines – Recommended Changes – Val Kean, Community Development Coordinator

- 8(a) Trudy Payne, CAO, presented Council with the Fire and Emergency Services Registration Policy staff report for Ms. Hartley. Ms. Payne noted the changes to the Policy with no further discussion from Council.

MOTION: FIRE AND EMERGENCY SERVICES REGISTRATION POLICY

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

- MOTION CARRIED

- 8(b) Val Kean, Community Development Coordinator, presented Council with the Prom Funding Request staff report. Ms. Kean informed Council that Schools would be funding their own graduation ceremonies this year, but where Covid has still affected everyone in the year 2021/22, the parent groups will be responsible for any prom celebrations. Staff would like to help the parent groups with this avenue and suggested that \$500.00 be split between the two high schools. Council noted how financial difficulties are still very present this year and unanimously agreed to have the amount changed to \$1000.00 and left how these funds are to be divided to Ms. Kean.

MOTION: PROM FUNDING REQUEST

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the amount of \$1000.00 to come from the miscellaneous opportunities account for the Parent Support Groups of Shelburne Regional High School and Lockeport Regional High School, to be divided as Community Development Coordinator sees the most beneficial; and furthermore, the Community Development Coordinator use these funds to directly purchase supplies required by the Prom groups.

- MOTION CARRIED

- 8(c) Val Kean, Community Development Coordinator, presented Council with the COVID-19 Funding Guidelines staff report. Discussion was held regarding the financial strains that businesses still face with the ongoing Covid-19 pandemic. Ms. Kean is suggesting that Council approve the changes that would allow community groups to apply for a larger grant for Covid relief to help more non-profit organizations within our community. Discussion was held regarding advertising of the relief grant in both electronic and word of mouth forms.

MOTION: COVID-19 EMERGENCY FUNDING GUIDELINES – RECOMMENDED CHANGES

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the amended Emergency Assistance Fund for Community Groups criteria as presented.

- MOTION CARRIED

9. FINANCE:

10. OTHER:

- (a) Letter from Western Counties Regional Library – Municipal Contribution
- (b) Correspondence from Cooke’s Aquaculture Inc. re: Letter of Support for aquaculture license #093 in Shelburne Harbour
- (c) Letter from PC Critic, Municipal Affairs, Dave Ritcey regarding Bill 50 re: code of conduct for municipal elected officials
- (d) Correspondence from Shelly Hipson re: Sending a letter to Premier Rankin concerning the Lahey Report, an “Independent Review of Forest Practices in Nova Scotia.”
- (e) Letter Regarding Funeral Services costs for Volunteer Fire Departments and Ground Search and Rescue Agencies
- (f) Resolution to Wind-Up Roseway Manor Incorporated
- (g) Letter from Roseway Hospital Charitable Foundation to Yarmouth Regional Hospital

- 10(a) Trudy Payne, CAO, presented Council with the letter and attachments from the Western Counties Regional Library. Discussion was held regarding the mandatory and non-mandatory funding and that both have been allocated in the 2021-2022 budget. Council agreed that we should reach out the other Municipalities within Western Counties to see what other municipalities are planning. Direction was given to Ms. Payne regarding releasing the funds that are deemed mandatory and wait until all municipalities have had a chance to discuss the non-mandatory funding, before bringing this item back to Council for a decision.
- 10(b) Discussion was held regarding the Request for a Letter of Support from Cooke’s Aquaculture. Councillor Thorburn Irvine gave Council a summary of correspondence she received from a resident outlining the concerns they have with Cooke’s. Council decided that they would not be sending a Letter of Support until they received more information from Cooke’s and will be inviting them to Council to make a presentation.
- 10(c) Discussion was held regarding the letter received from the PC Critic regarding bill 50 – Code of Conduct for Municipal Elected Officials. Direction was given to the CAO to reach out to Marilyn Hay, Municipal Advisor and to respond to Mr. Ritcey thanking him for his letter and that we will be sending any questions to the Minister of Municipal Affairs. To be included in this letter, is to request before changes to the MGA go through the Legislature, that they be sent to municipalities for input.
- 10(d) Discussion was held regarding the correspondence received from Shelly Hipson. She would like to have the letter resent to the Minister restating how important it is for the Government to implement the Lahey Report as well as an update for where it stands today.
- 10(e) Discussion was held regarding the letter concerning Funeral Costs for Volunteer Firefighters and Search and Rescue. Deputy Warden Richardson, who also serves on the Administration Board for the Fire

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Association stated that after contacting the Association he learned that they had no idea about this request. Direction was provided to send a letter suggesting this request be sent to the NS Fire Association to seek their support first.

- 10(f) Discussion was held for the new Councillors who may not have known about the wind-up of Roseway Manor, the Manor simply wanted to bring the motion back on the books where there was a new Council.

MOTION: RESOLUTION TO WIND-UP ROSEWAY MANOR INCORPORATED

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne maintains its position in supporting the wind-up of Roseway Manor Incorporated and once again moves that:

1. It approves the transfer by Roseway Manor Incorporated (the "Corporation") of all of the Corporation's assets to an independent and newly incorporated not-for-profit organization, not to be owned or controlled by the Municipality or the Corporation, at such a date and time as to be determined (the "Transfer");
2. Upon completion of the Transfer, it approves the wind-up of Roseway Manor Incorporated;
3. The Chief Administrative Office of the Municipality, or such other person as may be designed by the Municipality, is hereby authorized, and directed to do, execute, and deliver such things or documents as may be necessary in order to carry out such Transfer and subsequent wind up of Roseway Manor Incorporated.

- **MOTION CARRIED**

- 10(g) Council unanimously agreed that the Letter of Support for the Roseway Hospital Charitable Foundation should be sent to acknowledge the need for financial support from the donation that Yarmouth Regional Hospital received to help the hospital and other hospitals within South Shore Nova Scotia.

11. COMMITTEE REPORTS/RECOMMENDATIONS:

12. COUNCIL MEMBER UPDATES:

Council discussed their attendance at committees and board meetings including the Building Committee, Roseway Hospital Charitable Foundation, Mayors and Wardens meeting, Affordable Housing Committee, NSFM, and the Nova Scotia Health Association meeting.

Warden Penny Smith discussed her volunteer time spent at the Community Centre where they have set up a Covid Vaccine clinic stating that over 300 people were vaccinated. Residents from the Valley had come to get vaccinated and were very appreciative that they were able to get in.

13. ADJOURNMENT:

Council Meeting
April 12, 2021

There being no further business, the meeting was adjourned at 9:12 pm. The next Council meeting will be held on April 26, 2021 at the Courthouse in Shelburne, NS.

Alicia Murray
Recording Secretary

Date

Penny Smith, Warden

Erin Hartley, Director of Corporate Services

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: April 26, 2021

SUBJECT: 2021/2022 Grants to Organizations Recommendations

ORIGIN

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$58,094, to come from the 2021/2022 Grants to Organization, GL# 00-21950-791 and;

THAT the Municipality of the District of Shelburne approve the support for Shelburne County Chronic Illness Committee in the amount of \$2,500, to come from the Healthcare GL# 00-24970-000.

BACKGROUND

The Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applicants 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. Grant categories include an Operating Grant (programs/services/events) 50% of costs (excluding salary and wages) up to a maximum of \$5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of \$2,500. Applications are accepted in paper form and through the online application on the Municipal website.

Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget). A preliminary list of recommended grants is then developed for Council to review.

DISCUSSION

A total of \$67,250 was approved in the Municipality's 2021/2022 Operating Budget for Grants to Organizations. A total of 40 applications have been received, requesting a total of \$94,864.35. The attached spreadsheet shows 35 of the organization applying for the grant, the funding purpose/project, the amount

requested from each organization and the amount staff are recommending for approval. Five applications are still in the review stage pending the receipt of required documentation. It is recommended that Council consider distributing Grants to Organization Funding based on the attached amounts recommended by the grant review committee.

It is further recommended to Council that an application, received on behalf of the Chronic Illness Committee, requesting support of \$2,500, be considered under the allotted Healthcare amount in the 2021/2022 budget. The Chronic Illness Committee, servicing residents of Shelburne County, provide financial assistance to patients with chronic illness to offset costs of travel for medical appointments, medications, and medical equipment rentals. They have also requested similar support from the Municipality of Barrington and the Towns of Shelburne and Lockeport.

BUDGET IMPLICATIONS

The amount of \$58,094 will be taken from the Grants to Organization GL# 00-21950-791, leaving \$9,156 for consideration of further requests throughout the 2021/2022 fiscal year. The amount of \$2,500 will come from the Healthcare GL# 00-24970-000.

ATTACHMENTS

1. Grants to Organizations 2021/202 Applications Spreadsheet
2. Grants to Organizations Policy

Organization	Requested Amount	2021/2022 Recommendation	Notes
Barrington Soccer Association	\$ 2,000.00	\$ 1,000.00	
Black Loyalist Heritage Society	\$ 1,000.00	\$ 1,000.00	
Camp Jordan	\$ 500.00	\$ 500.00	
Guild Hall Working Group (Town of Shelburne)	\$ 1,500.00	\$ 1,000.00	
Harmony Bazaar Festival of Women & Song	\$ 2,500.00	\$ 2,500.00	
Kids Fair Play Fund	\$ 1,000.00	\$ 1,000.00	
Lockeport & Area July 1st Celebrations	\$ 5,000.00	\$ 5,000.00	Cannot provide summer staff support
Lockeport Regional High School	\$ 1,000.00	\$ 1,000.00	
Lockeport Sea Derby	\$ 500.00	\$ 500.00	
Lower Ohio Church	\$ 2,283.00	\$ 2,283.00	
Osprey Arts Centre	\$ 5,000.00	\$ 2,500.00	
Sable River Community Hall	\$ 2,500.00	\$ 1,500.00	
Shelburne Association Supporting Inclusion	\$ 3,000.00	\$ 3,000.00	
Shelburne Chamber of Commerce	\$ 5,000.00	\$ 1,000.00	
Shelburne County Archives & Genealogical Society	\$ 1,000.00	\$ 500.00	
Shelburne County Arts Council	\$ 1,500.00	\$ 1,500.00	
Shelburne County Giant Pumpkin Festival	\$ 500.00	\$ 500.00	
Shelburne County Lobster Festival	\$ 500.00	\$ 500.00	
Shelburne County Society for the Rescue of Cats and Kittens	\$ 2,000.00	\$ 1,500.00	
Shelburne County Youth Health and Wellness	\$ 2,500.00	\$ 1,000.00	
Shelburne Historical Society	\$ 5,000.00	\$ 5,000.00	
Shelburne Longboat Society	\$ 750.00	\$ 750.00	
Shelburne Re Enactment Association	\$ 2,500.00	\$ 1,000.00	
Shelburne Regional High School	\$ 1,000.00	\$ 1,000.00	
SHYFT	\$ 3,360.00	\$ 1,000.00	
South Shore Tourism Cooperative	\$ 1,060.75	\$ 1,060.75	
Sou West Nova Biosphere	\$ 1,000.00	\$ 500.00	
St. Peter's by the Sea Community Church	\$ 2,500.00	\$ 2,500.00	
Town of Shelburne - Founder's Day	\$ 5,000.00	\$ 5,000.00	Match Town financial contribution up to \$5,000 - dependant on the establishment of a Town led working group/committee
Town of Shelburne - Graham's Park & VIC	\$ 8,500.00	\$ 5,000.00	
Town of Lockeport VIC	\$ 3,500.00	\$ 3,500.00	
Tri-county Women's Centre	\$ 1,000.00	\$ 1,000.00	
West Green Harbour	\$ 2,500.00	\$ 2,500.00	
Total	\$ 94,953.75	\$ 58,094	



Policy 21

GRANTS TO ORGANIZATIONS

POLICY PURPOSE

21.1 Intent:

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

POLICY DETAILS

21.2 Categories:

- a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of \$5,000 annually (most operating grants fall within the \$500 - \$1,000 range).
- b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of \$2,500 annually.

21.3 Eligibility Criteria:

- a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
- b. Applications must be received by January 31st or the last working day in January of each year for funding consideration in the next fiscal year.
- c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
- d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
- e. Only one application can be submitted per organization per funding year.
- f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
- g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

- h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
- i. Upon completion of the project or by March 31st of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

21.4 Evaluation:

- a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
- b. Types of grants approved may include:
 - i. Community based organizations
 - ii. Recreation, arts & culture and/or heritage programming
 - iii. Property and facilities development, upgrades and maintenance
 - iv. Leadership development
 - v. Historic conservation projects
 - vi. Community festivals and events
 - vii. Lighthouses and museums

21.5 Process:

- a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
- b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
- c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
- d. All applicants are notified of Council's decision after the municipal budget is passed.

21.6 Funding:

- a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
- b. Grants \$500 or less will be provided in full to the applicant upon notification.
- c. Grants over \$500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

REPEAL

- 21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19th day of June, 2012, is hereby repealed.



TO: Council

FROM: Trudy Payne, Chief Administrative Officer

DATE: April 26, 2021

SUBJECT: Council Chambers IT Equipment

ORIGIN: Council

RECOMMENDED MOTIONS

That Council of the Municipality of the District of Shelburne approve up to \$25,000 to come from the Safe Restart Reserves Fund to acquire IT audio and visual equipment for the Council Chambers enabling for hybrid or fully virtually Council meetings to take place and direct the Municipal Joint Services Board (MJSB) to procure the equipment and installation of this equipment, as per the IT Services contract the Municipality has with the MJSB.

BACKGROUND

Currently Council meetings are taking place in the Courtroom in order for in person Council meetings to comply with COVID-19 protocols. The Courtroom does allow for a virtual meeting to take place but is limited due to the current equipment. Renovations to Council Chambers will enable Council meetings to take place in Council Chambers once again, complying with COVID-19 protocols. The MGA is also being updated to enable Councils across NS to continue to hold hybrid or fully virtual meetings once the pandemic is over. In order to fully utilize the Council Chambers to its full capacity during and after the pandemic IT equipment must be installed to enable for virtual meetings to take place.

The Municipality has an IT Service contract with the MJSB and in that contract it enables the MJSB to procure IT equipment and services on behalf of the Municipality. Being the experts in IT, it is being recommended they acquire the equipment and services on the Municipality's behalf. This equipment would be transferable to the new Municipal Administration Building.

BUDGET IMPLICATIONS

Safe Restart Funds received in fiscal 2020-2021 that were not used in that fiscal are carried over to fiscal 2021-2022. There are sufficient funds in the Safe Restart Reserves, as approximately \$112,000 is anticipated to be put in reserves this fiscal (books not closed yet) and using these funds for the renovations meets the criteria for this funding program.



TO: Council

FROM: Trudy Payne, Chief Administrative Officer

DATE: April 26, 2021

SUBJECT: Award of Contract and Funding for Council Renovations

ORIGIN: Council

RECOMMENDED MOTIONS

That Council of the Municipality of the District of Shelburne award the contract for Council Chamber renovations to D.A. Hartley Construction Services at a price of \$12,135 plus hst and to approve the funds to come from the Safe Restart Funds.

BACKGROUND

In order to hold Council meetings in the Council Chambers renovations are required in order to comply with COVID-19 protocols. As per the procurement policy qualified contractors were invited to submit Request for Quotes. Although four contractors were contacted and three came for a site visit, only two quotes were received. The following submitted quotes:

Blakeney's Odd Jobs at \$15,400 plus hst
 D.A. Hartley Construction Services at \$12,135 plus hst

BUDGET IMPLICATIONS

Safe Restart Funds received in fiscal 2020-2021 that were not used in that fiscal are carried over to fiscal 2021-2022. There are sufficient funds in the Safe Restart Reserves, as approximately \$100,000 is anticipated to be put in reserves this fiscal (books not closed yet), and using these funds for the renovations meets the criteria for this funding program.



TO: Council

FROM: SCEEMO Advisory Board

DATE: April 26, 2021

SUBJECT: Accessible Washroom – SCEEMO Reserves

ORIGIN: SCEEMO Advisory Board

RECOMMENDED MOTIONS

That the Municipality of the District of Shelburne approves using up to \$4,500 of the SCEEMO Reserves to be used to partner with Our House Youth Wellness Centre on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations, as recommended by the SCEEMO Advisory Board.

BACKGROUND

At the SCEEMO Advisory Board meeting the following motion was made:

“THAT the SCEEMO Advisory Board recommend to Council that up to \$4,500 of the SCEEMO reserve be used to partner with Our House Youth Wellness Center on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations.”

During emergency situations, making available the use of washroom facilities to our residents has been a challenge. While local groups have seen the need and offered their facilities, it has not been ideal to plan, advertise and manage these locations during an emergency. We are thankful for these groups (historically the Fire Departments) as they have volunteered their facilities and services to accommodate the community need during droughts, hurricanes, winter storms and/or prolonged power outages.

Last drought season, during COVID-19, a number of new challenges presented themselves (cleaning

between users, contact tracing, etc.) and Our House Youth Wellness Center offered the use of their washroom facilities to the public during certain hours that they were already open. They offered to make the appointments, do the contact tracing and cleaning, and coordinate the user information to our SCEEMO Coordinator.

The service was well used and easily administered. We are recommending continuing this partnership with Our House Youth Wellness Center and expand on it so that plans can be made proactively for any/all emergency situations requiring washroom facilities. Our House is planning a renovation to make their second washroom fully accessible. They are applying for a grant to obtain funding for this project, and we feel there is a benefit to contributing funds towards this project in exchange for a partnership agreement for the use of the washrooms during emergency situations.

SCEEMO is anticipating an estimated surplus for 2020-21 of \$4,500, which will go into reserves when the books close for that year. The SCEEMO Advisory Board are recommending that some of those reserves be used to assist in funding the washroom project at Our House. 70% of the project funding is provided by this grant – if approved. The Board sees this as a win-win-win for Our House (having an additional partner on their grant application will be beneficial), for SCEEMO (having a dedicated washroom space in emergency situations that can enacted on short notice) and for the residents (having consistency and secure knowledge that if they lose water in an emergency, they will have a place to go).

Budget Implications

Funds would come from the SCEEMO Reserves.

Conclusion

The Board felt the partnership with Our House was very valuable last year during the drought and welcomes community partners during emergency situations.



TO: Council

FROM: Trudy Payne, Chief Administrative Officer

DATE: April 26, 2021

SUBJECT: Sandbox/Maker Space – Marine Centre of Innovation

ORIGIN: Council

RECOMMENDED MOTIONS

That Council of the Municipality of the District of Shelburne approve the Nova Scotia Community College retaining the \$50,000 that was granted in 2020-2021 to be used towards the Marine Centre of Innovation, primarily for the development of a Sandbox/Maker Space for the Tri-County area, to be used for this purpose in the 2021-2022 fiscal year.

BACKGROUND

In 2020-2021 the Municipality granted funds to the NSCC to be used towards developing a sandbox/maker space for the Tri-County area. On January 25, 2021, Mary Thompson, Principal of the NSCC Burrige, Shelburne Campus and Digby site, made a presentation to Council outlining the project and stating that their goal is to be the leader in marine innovation. Due to COVID-19 this project has been delayed but they anticipate moving it forward this year. Please find attached information on the CUBE Space for Innovation presented by Principal Thompson at the January 25, 2021 Council meeting.

NSCC Shelburne

CUBE Space for Innovation – Marine Center of Innovation

Presentation to Municipality of Shelburne Council January 25, 2021

NSCC Shelburne has been working with the Municipality of Shelburne and other stakeholders over the last number of years to develop a focus on Marine Innovation. Early in the project it was felt that this did not have to be a bricks and mortar site but one that could build on work currently being done and developed. NSCC has been funded to develop maker space sites at each of its Southwest Nova Scotia sites. The theme for the Shelburne site is Marine innovation. The space will support several projects, training programs and opportunities for research. Currently the Aquaculture project – Developing Best practice project is in the first phase. This project brings training and research. Having the focus on Marine Innovation allows the area to capitalize on the Ocean Economy and further projects that will be available. The campus already hosts the only diploma program for Fisheries and Aquaculture and a new certificate program in Aquaculture. It is important to note that the CUBE is for our community and students. Partnerships with COVE and Ignite are in place as well.

Our space is being designed to not only support our current students and programs but to provide opportunities for industry to explore business ideas, test out prototypes, work on challenges and increase safety awareness and practice.

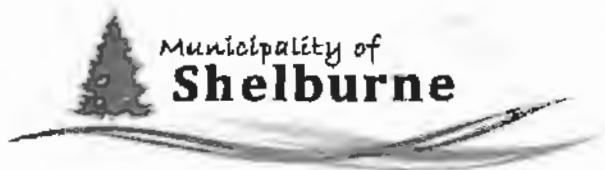
One initiative of the project is to secure the development and implementation of Fisheries Navigation Simulation Project as it aims to facilitate access to and awareness of operating fishing vessels, aquaculture, new ideas, research and new entrants to employment.

The goals of the Fisheries Navigation Simulation Project are to:

- Increase fishing vessel operations and navigation simulation accessibility and flexibility to suit unique learner needs.
- Increase public awareness and promotion of fishing career opportunities to women and Indigenous people.
- Create a safe learning environment, and equitable and inclusive work culture
- Enhance infrastructure and technology for the fishery and aquaculture sectors

Our Goal is to be the leader in Marine Innovation for the Fishery Sector

This positions the area to be a focal point of Marine Innovation and attract those looking to develop ideas and do research. The Fishery simulator will advance capacity. In addition to the simulator virtual reality equipment will be added that will allow exploration and development of the fishery and aquaculture sector. Our Goal is to be the leader in Marine Innovation.



Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Trudy Payne, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: April 8, 2021

RE: March Monthly Building Report

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued in March	12	8
Number of Permits Issued to Date	135	109
Construction Values for March \$	494,200.00	\$ 138,000.00
Total Construction to Date	\$ 13,793,296.00	\$ 6,146,000.00

Highlights:

- 1 - New Residential - \$230,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
 Director of Inspection Services
 /aad

Andrew Goreham, Manager of Inspection Services
 andrew.goreham@municipalityshelburne.ca

10c



**Energy and Mines
Office of the Minister**

**Énergie et Mines
Bureau du ministre**

Joseph Howe Building, 1690 Hollis Street
PO Box 2664, Halifax, Nova Scotia, Canada B3J 3P7

Édifice Joseph Howe, 1690 rue Hollis
C.P. 2664, Halifax (Nouvelle-Écosse), Canada B3J 3P7

Tel 902 424 7793
Fax 902 424 3265
energyminister@novascotia.ca
novascotia.ca

Téléphone 902-424 7793
Télécopieur 902-424 3265
energyminister@novascotie.ca
novascotie.ca

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April 22, 2021

Warden Penny Smith
Municipality of Shelburne
136 Hammond Street
PO Box 280
Shelburne, NS B0T 1W0

Dear Warden Smith:

RE: Georges Bank Moratorium

Thank you for your March 31, 2021 letter expressing the Municipality of Shelburne's Council's support for the continuation of the Georges Bank Oil and Gas Exploration and Drilling Moratorium.

The Governments of Canada and Nova Scotia jointly manage offshore oil and gas development in the Canada-Nova Scotia Offshore Area and are firmly committed to the responsible management of offshore resources while ensuring the highest level of environmental protection.

I share your perspective and interest on the ecological importance and environmental sensitivity of Georges Bank. This is why the protection of the fishing grounds and habitat in this area has been supported through federal and provincial moratoria on oil and gas activities since 1988.

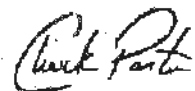
As you may know, Governments may extend the moratorium in increments of up to ten years through a joint federal - provincial Ministerial decision. I want to be clear that our government wants to see the moratorium renewed and is working with the federal government for that to happen. Prior to this, the legislation requires a review to take place that examines environmental and socio-economic impacts of exploration and drilling activities. My Department has been working closely with our joint management partner, Natural Resources Canada, on this matter and will launch this review in the coming weeks.

Warden Penny Smith
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As requested in your letter, I have instructed my Department officials to inform and engage your Council during the review process. Governments will work together to ensure a decision on the extension of the moratorium is made well in advance of the 2022 deadline.

Once again, thank you for writing.

Sincerely,

A handwritten signature in black ink that reads "Chuck Porter". The signature is written in a cursive, slightly slanted style.

Honourable Chuck Porter
Minister

c: Honourable Seamus O'Regan Jr., P.C., M.P.