



Naturally Yours

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**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
February 22, 2021**

The Regular Session of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne was held on Monday, February 22, 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  
Val Kean, Community Development Coordinator, via Microsoft Teams  
Adam Dedrick, Director of Recreation and Parks  
Darrell Locke, Bylaw Enforcement Officer  
Michelle Williams, Director of Finance via Microsoft Teams

**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 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 6:33 pm.

- MOTION CARRIED

Discussion was held regarding acquisition, sale, lease, and security of municipal property and direction was given to Michelle Williams, Director of Finance, in camera.

**2. APPROVAL OF AGENDA:**

**MOTION: APPROVAL OF AGENDA – FEBRUARY 22, 2021**

Being duly moved and seconded, be it resolved that the Agenda of February 22, 2021, be approved.

- MOTION CARRIED

**3. APPROVAL OF MINUTES:**

**MOTION: APPROVAL OF MINUTES – FEBRUARY 8, 2021**

Being duly moved and seconded, be it resolved that the Minutes of February 8, 2021 be approved.

- MOTION CARRIED

**4. PRESENTATIONS:**

- (a) Shelburne County Mental Health & Wellness Association – Marilyn Johnson, Cindy Hagen, and Kevin Grant
- (b) Department of Transportation and Infrastructure Renewal – Don Houston and Kirk Reede
- 4(a) Cindy Hagen, Coordinator of the Warm Line, presented to Council along with Marilyn Johnson, Secretary, and Kevin Grant, Chairman of Shelburne Mental Health and Wellness Association. Discussion was held regarding the work that the Association does for the residents of not just Shelburne County but the Province of Nova Scotia. They are the only Warm Line available within the Atlantic Provinces

and are hoping to expand their services to the other provinces. They are working diligently to expand their services from telephone calls to include texting and live chat options. Warden Penny Smith, who is the Treasurer for the Association, mentioned that when the live chat and the texting options go live, that the media should be contacted to attract more attention. Currently the Warm Line is registered with 211 (the government information line) so Nova Scotians can call and request to speak with someone. Language barriers are a concern, there is a focus on having volunteers who can speak French come in on Mondays and German on Tuesdays, to be more inclusive.

Council thanked the Association for their hard work and commitment to mental health, especially during the stressful and challenging time of COVID-19. The Association is working hard to achieve charitable status and continues to look for volunteers.

- 4(b) Don Houston and Kirk Reede from the Department of Transportation and Infrastructure Renewal presented Council with their plans for the next 5 years. Discussion was held regarding work to be completed in the Municipality, concerns related to the corner, Granite Village, the materials used in road construction and maintenance (gravel, asphalt, recycled asphalt/concrete mixed with the gravel), appropriate contacts, and funding details and opportunities.

Mr. Houston and Mr. Reede also discussed the Department of Transportation and Infrastructure Renewal's maintenance standards and how all standards are posted on their website, helping residents understand what can be done during what times of the year and making note that the roads are under provincial authority.

Council mentioned that they would include the website in the next Newsletter highlighting the maintenance standards.

5. **BUSINESS ARISING:**

None.

6. **RECREATION:**

- (a) MPAL Reserve – Adam Dedrick, Director of Recreation and Parks
- (b) Provincial Volunteer Representative – Adam Dedrick, Director of Recreation and Parks

- 6(a) Adam Dedrick, Director of Recreation and Parks presented Council with the MPAL Reserve staff report. Discussion was held regarding the cost shared program with the Province and three municipal units and how this is a reserve where grant money is deposited and can only be used for specified purposes. Discussion was held regarding budget and it was mentioned that the budget was \$56,000 which also includes contributions from the Towns. It was noted that the remaining surplus was around \$17,000.

**MOTION: MPAL RESERVE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the creation of an MPAL Reserve for fiscal 2020-2021 and beyond; and

That the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Recreation, each fiscal from the MPAL program into the MPAL Reserve starting with the funds received from the Town of Shelburne in 2020/2021.

**- MOTION CARRIED**

- 6(b) Adam Dedrick, Director of Recreation and Parks presented Council with the Provincial Volunteer Representative 2021 staff report. Discussion was held regarding the prestigious award and that among the four nominations received, the Volunteer Nominations Review Committee has chosen Vanessa Hartley as this year's recipient based on her commitment to the community and her ongoing efforts to bring positive change.

**MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE 2021**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve Vanessa Hartley as the Municipality of Shelburne Representative Volunteer for the 2021 Provincial Volunteer Awards based on the recommendation of the ad hoc Volunteer Nominations Review Committee.

**- MOTION CARRIED**

**7. ADMINISTRATION:**

- (a) Dangerous and Unsightly – Site Visit to 1824 West Sable Road – Darrell Locke, Bylaw Enforcement Officer
  - (b) Dangerous and Unsightly – Updates – Darrell Locke, Bylaw Enforcement Officer
  - (c) Holiday & Observances – Potential Council Engagement Opportunities – Val Kean, Community Development Coordinator
  - (d) SCEEMO Reserve – Erin Hartley, Director of Corporate Services
- 7(a) Darrell Locke, Bylaw Enforcement Officer presented Council with the site visit report on 1824 West Sable Road. Discussion was held regarding the condition of the building and it was confirmed that Mr. Locke and Andrew Goreham, Manager of Inspection Services, had visited the property to assess the condition of the building, noting that the building was not deemed unsafe at the date of visitation. Mr. Amonson, who is the registered owner of the property, was in attendance to answer any questions that may have arisen.

Council discussed when the work would begin for the first stage of the renovation to the house as the first deadline is July 2021, making note that it is weather dependant and due to COVID-19 there have been building material shortages which may cause delay. Mr. Locke noted that he would accept reasonable reasons as to why the work could not be completed on time but needs to see progress.

**MOTION: DANGEROUS AND UNSIGHTLY – SITE VISIT TO 1824 WEST SABLE RIVER ROAD**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne permit Mr. Amonson the opportunity to carry out his repair plan for the structures on his property at 1824 West Sable Road providing there are firm expectations and timelines for the work to be completed as outlined in the staff report.

**- MOTION CARRIED**

- 6(b) Darrell Locke, Bylaw Enforcement Officer presented Council with the Dangerous and Unsightly Update report. Discussion was held regarding the property files for 1481 Sandy Point Rd, 1955 Sandy Point Road, 533 West Sable Road, 634 West Sable Road, 618 Black Point Road, 1041 Sandy Point Road, 1984 Sandy Point Road, 5202 Shore Road, 204 Hwy 3 Sable River, 10820 Upper Clyde Road, 126 Shore Road West Green Harbour, and 1292 Hwy 3 Birchtown. Council and CAO, Trudy Payne, discussed that they have been in touch with a Heritage Specialist regarding one of the properties that is listed as a Heritage property that may need demolition. They expressed concerns that someone can own a building on a piece of land without owning the land surrounding it or vice versa, as it poses complications in these scenarios.

Council also mentioned that Mr. Locke's safety is always the number one concern, and should he ever feel that he is at risk that he can speak with Ms. Payne and she will make appropriate arrangements.

- 6(c) Val Kean, Community Development Coordinator presented to Council the Holidays & Observances – Potential Council Engagement Opportunities staff report. Discussion was held regarding the different international and national holidays/events as well as community events that the Municipality recognizes. Ms. Kean welcomed feedback on holidays and events that the councillors found of interest and staff could begin working towards activities for community/councillor involvement; noting that this may also be pertinent to upcoming budget discussions.
- 6(d) Trudy Payne, CAO, presented Council with the SCEEMO Reserve staff report on behalf of Erin Hartley, Director of Corporate Services. Discussion was held regarding the anticipated surplus, estimated to be around \$5,000, from the SCEEMO budget for this year as COVID-19 had prevented meetings, conferences, and training sessions.

**MOTION: SCEEMO RESERVE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the creation of an SCEEMO Reserve for fiscal 2020-2021 and beyond; and

That the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Corporate Services, each fiscal from the SCEEMO program into the SCEEMO Reserve starting with the funds in 2020/2021.

**8. FINANCE:**

**9. OTHER:**

- (a) Correspondence regarding West Green Harbour Community Hall – Dangerous and Unsightly
- (b) Correspondence from Office of the Minister – Municipal Affairs and Housing – Tri-County Regional Planning Services Project
- (c) Correspondence from Office of the Minister – Attorney General Justice – Extension to Accessibility Planning
- (d) Correspondence from Office of the Minister – Municipal Affairs and Housing – Safe Restart Agreement
- (e) Letter requesting a Letter of Support for the opening of the former YMCA Pool and Community Centre
- (f) Letter from Develop Nova Scotia
- (g) Correspondence from the Minister of Fisheries and Oceans and the Canadian Coast Guard – Response to letter regarding St. Mary’s Bay
- (h) Implementation Report

9(a) Council reviewed the letter regarding the dangerous and unsightly complaint regarding the “old” West Green Harbour Community Hall. No further discussion was held.

9(b) Council reviewed the correspondence. Discussion was held regarding the resubmitted application for the Regional Planning Model and that not all Towns or Municipalities were involved but they would be able to join in the future. CAO, Trudy Payne, mentioned that after Budget Reviews Council would have a presentation regarding Mandatory Planning as described by the Province.

9(c) Council reviewed the letter from Mark Furey. No further discussion was held.

9(d) Council reviewed the letter from Minister Chuck Porter regarding the Safe Restart Agreement noting that the Municipality of the District of Shelburne did receive \$144,734 for COVID-19 related expenses. This can be put in a reserve if the entirety of the amount has not been spent for the intended purpose. CAO, Trudy Payne, mentioned that Dan Vincent, Public Works Facilities Manager, and Andrew Goreham, Manager of Inspection Services are working on renovations to the Council Chambers to adhere to the COVID-19 safety regulations and staff is currently working on gathering the invoices related to the four categories mentioned in the letter.

Council also mentioned that they would like to see more opportunities to help organizations within the Municipality with COVID-19 relief as they feel the current grant amounts may not be enough for some.

9(e) Council reviewed the letter regarding the former YMCA Pool and Community Centre and direction was given to the CAO to correspond with the author of the letter, suggesting she send her requests to the Town and Municipality of Yarmouth.

- 9(f) Council reviewed the letter from Develop Nova Scotia. Discussion was held regarding the breakdown of expenditures and direction was given to the CAO to contact Develop Nova Scotia and request this information and bring it back to Council.
- 9(g) Council reviewed the response letter from the Minister of Fisheries, Oceans, and the Canadian Coast Guard. No further discussion was held.
- 9(h) Council reviewed the implementation Report. No discussion was held.

**10. COMMITTEE REPORTS/RECOMMENDATIONS:**

a) Audit and Internal Control Committee Update

- 10(a) Councillor Ron Coole updated Council on the Audit and Internal Control Committee Meeting. Council discussed rescinding the motion to add \$5,000 to reserves annually for Cyber Security. CAO, Trudy Payne, mentioned that the committee was split on the status of the annual \$5,000 Cyber Reserve, therefore the Committee wanted Council to discuss if it should be included in the 2021/22 budget.

**MOTION: AUDIT AND INTERNAL CONTROL COMMITTEE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne purchase CFC Cyber Liability Insurance with a \$2,000,000 limit and \$10,000 deductible for the Budget 2021/22.

- **MOTION CARRIED**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne purchase the Cowan Environmental Liability Insurance with a \$5,000,000 limit and \$5,000 deductible for the Budget 2021/22.

- **MOTION CARRIED**

**11. COUNCIL MEMBER UPDATES:**

Councillor Sherry Thorburn Irvine and Warden Penny Smith discussed with Council the committee meetings they attended including the NSH Stakeholders, Mayors and Wardens, Business View Magazine, Shelburne Regional Library Board, Physician Recruitment and Retention Committee and Forestry.

**12. IN CAMERA:**

- (a) Acquisition, sale, lease, and security of municipal property as per MGA Section 22(2)(a)

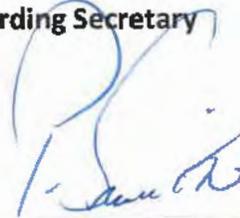
Discussed in the beginning of the Minutes.

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:45 pm. The next Council meeting will be held on March 8, 2021 at 6pm at the Courthouse in Shelburne, NS.

**Alicia Murray**

**Recording Secretary**



March 8/21.  
Date

**Penny Smith, Warden**



**Erin Hartley, Director of Corporate Services**