



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
January 11, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, January 11, 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
Councillor Sherry Thorburn Irvine
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Alicia Murray, Executive Assistant
Adam Dedrick, Director of Recreation and Parks
Michelle Williams, Director of Finance

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 – JANUARY 11, 2021

Being duly moved and seconded, be it resolved that the Agenda of January 11, 2021, be approved as amended.

11(c) – Meeting with MLA Kim Masland – **ADDED**

12(b) – Personnel Matters as per MGA Section 22(2)(c) - **ADDED**

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

MOTION: APPROVAL OF MINUTES – DECEMBER 14, 2020

Being duly moved and seconded, be it resolved that the Minutes of December 14, 2020 be approved with the following amendment.

- Change Section 9(c) to state that Trudy Payne, CAO presented the letter to Council.
- Change Section 11 to reflect that Councillor Sherry Thorburn Irvine, Councillor Ron Coole, and Deputy Warden Dale Richardson were in attendance at the reopening of the Sable River Footbridge.

- **MOTION CARRIED**

4. BUSINESS ARISING:

It was noticed that an excavator is on sight at the Dangerous and Unsightly property located at 1481 Sandy Point Road. CAO, Trudy Payne reminded Council that the owner has a deadline of January 14, 2021 to demolish the unsightly and dangerous building and only after that date, if the building was not demolished, could the Municipality take further action.

5. PRESENTATIONS:

(a) Region 6 Budget Presentation – Valda Walsh and Angela Taylor – VIA TEAMS

5(a) Valda Walsh Regional Coordinator for Region 6 Solid Waste Management presented the Budget Report 2021-22 noting that Angela Taylor, Education Coordinator has joined in case of questions related to programming.

Discussion was held regarding the details of the budget presented in the package including breakdown of revenues and expenses, staffing, funding streams and programs. Council made mention that the price paid for Region 6 Solid Waste Management has always been very reasonable for the services that are provided. Council inquired about the Sorting Station Funding Program. Council asked about the

breakdown of the Region 6 Funds for this year in which Director of Corporate Services, Erin Hartley, responded that numbers were roughly \$35,000 received vs. less than \$6,000 paid, an amazing value.

Valda Walsh, Region 6, recommended to Council that the budget presented be approved before the deadline of March 14, 2021 and Director of Corporate Services stated that a staff report would be presented at the January 25, 2021 Council meeting containing a motion to be made for the approval of the budget.

Warden Penny Smith noted that Valda Walsh would be retiring after a long service with Region 6 and gave high praise and best wishes for her future endeavours.

6. ADMINISTRATION:

- (a) Sable River Volunteer Fire Department Response to Audit.
- (b) COVID Emergency Fund - Hillcrest Academy Parent Support Group*
- (c) December Monthly Building Report

6(a) CAO, Trudy Payne presented Council with the Sable River Volunteer Fire Department Response to Audit staff report. Fire Chief Todd Sisk and Chairperson Marg Dawe were in attendance and available for comment/questions. Trudy Payne, CAO, provided a background of the situation to new councillors and stated that the SRVFD has been very cooperative in the audit process and quoted from the response that was provided from SRVFD: "We wish to be a proud part of the community again... we look forward to (re) building our little fire department with the help of the Municipality, our members, and the community at large." Discussion was held regarding the funds being allocated and if the other fire departments were aware of the funds being spent on this single fire department. Deputy Warden Richardson, who also chairs the Fire Advisory Committee, ensured that the other fire departments are aware of the ongoing process with SRVFD. The CAO commented that these funds are providing support to a not for profit group that provide a service to the Municipality and the community. The Municipality has been working with the department and community to reach a resolution and that this final investment is with the intent of reaching a solution for all involved.

Fire Chief Todd Sisk thanked Council for the invitation and the help that has been provided thus far and for future aid. He also mentioned that they are a volunteer fire department, so it is a learning curve. As important as training for governance is, they are first and foremost a fire department and they have asked that funding for training, not just for Sable River but for all the fire departments within the Municipality, be investigated as this would help the members and the community as a whole.

MOTION: SABLE RIVER VOLUNTEER FIRE DEPARTMENT RESPONSE TO AUDIT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne agree to working with the Sable River Volunteer Fire Department by obtaining the services of a facilitator and providing the services of the Municipal solicitor to aid with the recommendations the Department is seeking assistance with as outlined in their "Response to Recommendations from Financial Management and Organizational Review – October, 2020" document; and furthermore, issue an RFP to obtain the services of a facilitator and to bring back a recommendation to Council.

- MOTION CARRIED

- 6(b) Erin Hartley, Director of Corporate Services, presented the COVID-19 Emergency Assistance Grant – Hillcrest Academy Parent Teacher Support Group staff report to Council. Council recognized that COVID-19 has had a direct negative impact on the operation of local community groups and facilities and that the COVID-19 Emergency Assistance Fund was put in place. It was noted that the application meets all of the policy criteria.

MOTION: COVID-19 EMERGENCY ASSISTANCE GRANT – HILLCREST ACADEMY PARENT TEACHER SUPPORT GROUP

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommended grant amount of \$500 to Hillcrest Academy Parent Teacher Support Group, to come from the Economic Development, GL #00-26210-500.

- MOTION CARRIED

- 6(c) CAO, Trudy Payne presented Council with the December Monthly Building report noting once again that the permits for the 2020/21 year are above and beyond 2019/20.

7. **FINANCE:**

- (a) Financials Update January 2021
- (b) Tax Sale Discussion
- (c) Write off AAN0584591

- 7(a) CAO, Trudy Payne, began the presentation of the Financial Update noting that the financial updates would now be presented by each director in their respective department to answer any questions that Council may have. The CAO discussed the financial update for the Administration Department; Adam Dedrick, Director of Recreation and Parks presented Council with the financial update from the Recreation Department; Michelle Williams, Director of Finance presented the financial updates for the Reserve and Financial Department; and finally, Erin Hartley, Director of Corporate Services presented council with the financial updates for the Corporate Services Department.

Council noted that 163 applications were received for the low-income assistance and that they were very proud to be able to help those within the community who need a helping hand. Looking forward, Council would like to see this being posted in the Municipal Newsletter to potentially reach others in need who do not have access to the internet for information. Director of Finance, Michelle Williams, noted that thanks to the low-income assistance two properties were able to come off tax sale which is wonderful news and exactly why such programs are in place. Tax sale for 2020/21 is the lowest we have ever seen with 23 listings which are expected to be reduced to 16.

While discussing financial updates for the Corporate Services Department, Erin Hartley, Director of Corporate Services, mentioned that the Municipal portion of the Lockport Fire Truck that has been agreed to be purchased has not yet been submitted for a loan as anticipated due to an ordering delay;

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as such, this will happen in the spring. Council asked for clarification regarding the C&D Operation in which the \$6,000 budgeted for the upgraded scale software will not be purchased this year due to additional maintenance costs for the scale, which are anticipated to be over budget by \$14,000. Moving forward staff will be budgeting for a new and scale in the 2021/22 budget.

New council members asked the Director of Recreation, Adam Dedrick, about the Shelburne County Arena who informed Council that they are conducting research to see what areas use the Arena and to create a formal agreement between the Municipality and other municipal units for cost sharing.

- 7(b) CAO, Trudy Payne, presented the Tax Sale 2021 staff report to Council reiterating that they have spoken at the December 14, 2020 Council meeting to think about how they would like to proceed with the Property Tax Sale with the current COVID-19 pandemic. Discussion was held regarding the Shelburne Community Centre which would safely hold 100 people (which is the current provincial maximum) and be able to adhere to all other COVID-19 protocols.

MOTION: TAX SALE 2021

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve moving forward with a Live Property Sale Tax Auction to be held at the Shelburne Community Centre on March 2, 2021.

- MOTION CARRIED

- 7(c) Michelle Williams, Director of Finance, presented Council with the Write off AAN #05845491 Staff Report indicating that the parcel is a dwelling only property meaning that there is no land attached to the property. During a collection call the Tax Clerk was notified that the building was an old gear shed that was dilapidated, and the owners want it to go to tax sale. Upon contacting Property Valuation Service Corporation, they learned that the account was deleted.

MOTION: WRITE OFF AAN #05845491

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the write off of \$875.64 for AAN #05845491.

8. **RECREATION:**

9. **COMMITTEE REPORTS/RECOMMENDATIONS:**

10. **COUNCIL MEMBER UPDATES:**

On December 17, 2020 Warden Penny Smith met with the Shelburne Food Board Member Lori Rodger who informed the Municipality that she was looking for a location within the Town of Shelburne to relocate the Food Bank. They would not be able to afford much, if any, rent but would need something around 1000 square feet and on level.

Councillor Heidi Wagner and other council members said that the New Year's Levee on January 1, 2021 went very well and was very well orchestrated. There were great responses from the community and cooperation between the Town of Shelburne and the Municipality was phenomenal.

Councillor Sherry Thorburn Irvine mentioned that she was a part of the Shelburne County Senior Services delivery of Christmas meals on December 17 and 18, 2020; delivering 22 meals in District 3.

11. OTHER:

- (a) Rural Internet Advocacy Letter
- (b) Shelburne County Arena Letter
- (c) Meeting with MLA Kim Masland

11(a) Warden Penny Smith presented Council with the Rural Internet Advocacy Letter in which Shelburne County Community Health Board brings to attention the reality that not everyone can afford the Fibre Op Highspeed Internet even if it is available in their area. It was suggested to look into bringing the internet into Community Halls or other areas where residents would be able to go to use the highspeed internet at no charge. Council suggested reaching out to Bell to see if they would consider donating free Wifi at community hubs, especially where the Municipality has invested over \$1,000,000 during the course of this project.

11(b) Warden Penny Smith presented Council with the Shelburne County Arena Letter that was sent in response to a letter sent by the Warden asking that the Town of Shelburne continue to contribute 50% of the monies for the Shelburne County Arena. After the Town contributed 30% this year. Discussion was held regarding a formal agreement between the Town of Shelburne and the Municipality, that the Town of Shelburne had passed a motion that they would pay 50% of the compressor project, and other potential funding partners. CAO, Trudy Payne, reminded Council that the Director of Recreation, Adam Dedrick, is working on compiling data for Arena users and once that staff report is brought back to Council, they will have more information to move forward.

11(c) Warden Penny Smith suggested to Council that MLA Kim Masland be invited to a Council meeting for discussions regarding the accidents in Granite Village and other important items that could be addressed at the provincial level.

12. IN CAMERA:

- (a) Personnel Matters as per MGA Section 22(2)(c)
- (b) 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 8:25 pm to discuss Personnel Matters.

- 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 9:38 pm.

- MOTION CARRIED

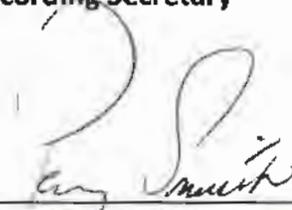
Discussion was held regarding personnel matters in-camera. Direction was provided to staff.

13. ADJOURNMENT:

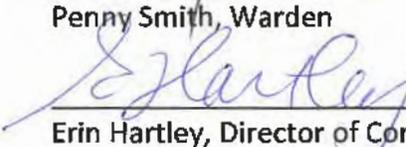
There being no further business, the meeting was adjourned at 9:39 pm. The next Council meeting will be held on January 25, 2021 at the Courthouse in Shelburne, NS.

Alicia Murray
Recording Secretary

Jan 26/21
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services