



Naturally Yours

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**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
January 25, 2021**

The Regular Session of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne was held on Monday, January 25, 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 attending via Teams  
Councillor Sherry Thorburn Irvine  
Trudy Payne, CAO

**ALSO IN ATTENDANCE:**

Erin Hartley, Director of Corporate Services  
Alicia Murray, Executive Assistant  
Ryan Jamieson, Waste Diversion Coordinator

**1. CALL TO ORDER:**

The meeting was called to order at 6:03 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 6:03 pm to discuss Legal Advice.

- **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 6:30 pm.

- **MOTION CARRIED**

Direction was provided to staff in relation to legal advice.

**2. APPROVAL OF AGENDA:**

**MOTION: APPROVAL OF AGENDA – JANUARY 25, 2021**

Being duly moved and seconded, be it resolved that the Agenda of January 25, 2021, be approved.

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

**MOTION: APPROVAL OF MINUTES – JANUARY 11, 2021**

Being duly moved and seconded, be it resolved that the Minutes of January 11, 2021 be approved with the following amendment.

- Change Section 10 stating Lori Rodger as a coordinator to a board member.
- Change Section 10 to reflect that Councillor Thorburn Irvine delivered the 22 meals throughout District 3 and not Birchtown area as noted.

- **MOTION CARRIED**

**4. PRESENTATIONS:**

- (a) Shelburne County Marine Innovation Centre – Mary Thompson, NSCC
  - (b) Develop NS – Monique Arsenault, Director and Jennifer Angel, CEO
- 5(a) Mary Thompson, Principal, NSCC Burr ridge, Shelburne Campus and Digby Site, presented Council with a presentation pertaining to the Marine Centre of Innovation. Discussion was held regarding the different programs that are offered at the Shelburne Campus stating that marine and fisheries are the heart and soul of Shelburne County.

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.

Ms. Thompson will send more information to the CAO regarding partnerships, programs and projects who will circulate to Council as it becomes available.

- 4(b) Jennifer Angel, CEO and Monique Arsenault, Director of Develop Nova Scotia, virtually presented to Council and staff regarding the internet project that has been in motion for the past year. Council thanked Develop Nova Scotia for partnering with the Municipality in the \$5.3 million internet initiative stating that the Municipality would have never been able to afford it without their help, and currently only have 28 properties left in this phase of development without Fibre Op Internet.

Discussion was held regarding Municipal funding contribution effects on timeline and quality of service. It was noted that the Municipality of Shelburne is one of the first Municipalities within the Province of Nova Scotia to have almost completed the project and the timeline and the higher quality of service is likely to be contributed to the contribution made from the Municipality. Develop Nova Scotia will write a letter to the Municipality outlining these factors.

Council and staff agreed to send testimonials from residents and businesses within the area that are pleased with the Fibre to the Home project. It was stated that it has allowed homebased businesses to grow or be born; it has helped students and adults alike who have been working/studying from home due to COVID-19 and will no doubt help with population retention in our community. These testimonials will also be shared on the Municipality's website and social media platforms.

CAO, Trudy Payne, stated that the Marketing/Promotion RFP was going to be live this week and that the internet would be one of the very important features that would set Shelburne apart from other rural communities.

**5. BUSINESS ARISING**

**6. RECREATION:**

**7. ADMINISTRATION:**

- (a) Waste Diversion Officer Update – January 2021
- (b) Council Meeting Dates Policy Amendment
- (c) Appearing Before Council Policy Amendment
- (d) Region 6 Solid Waste – Resource Management – Budget 2021/22

7(a) Waste Diversion Coordinator, Ryan Jamieson, presented Council with the Waste Diversion Update for January 2021. Discussion was held regarding the slight decrease in amounts received during the October 3, 2020 collection of household hazardous waste (HHW) during the Town of Lockeport annual pickup but noticed a 40% increase in HHW being dropped off by residents which is a great indicator. The Saturday drop-off at the depot was very successful at the HHW depot. Discussion was held regarding a new hire at the C&D Site as well as education, disposal and communication.

There have been break-ins at the site, typically looking for precious metals, which will hopefully be rectified by the installation of security cameras on the premises. Mr. Jamieson wanted Council to know that the printing of receipts issues that they are having as being rectified and a new scale for the C&D site is being explored.

Council mentioned that seasonal residents do not always understand the proper sorting techniques and that they advised the residents to reach out to Mr. Jamieson and the Region 6 app regarding waste education. Mr. Jamieson replied that he has spoken to a handful of landlords and mentioned that an option moving forward could be to have a “damage deposit” in place for the sorting of the trash. Mr. Jamieson is very hands on with educating residents and looks forward to more opportunities to do so once COVID-19 restrictions are lifted.

Council discussed the addition of a “Community Hero” being placed in the Municipal Newsletter to help showcase the efforts of incredible volunteers within our community. Discussion was held regarding Earth Day initiatives, gardening, composting, beach sweeps, and it was suggested that Mr. Jamieson reach out to the Department of Environment and Tim Hortons who may be able to help with the waste littering throughout the community.

Mr. Jamieson will be returning to Council in February with more information on the C&D site and Council wished to thank him for an incredible report and all the hard work that he does for the Municipality and the community.

7(b) Erin Hartley, Director of Corporate Services, presented Council with the Council Meeting Dates Policy Amendment report. Discussion was held regarding whether Council felt it necessary to have a Committee of the Whole meeting or keep the current process of having two official Council meetings a month. Unanimously it was agreed that the two official Council meetings a month are the best and more effective way moving forward.

**MOTION: COUNCIL MEETING DATES POLICY AMENDMENT**

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

- **MOTION CARRIED**

- 7(c) Erin Hartley, Director of Corporate Services, presented Council with the Appearing Before Council Policy Amendment report.

**MOTION: APPEARING BEFORE COUNCIL POLICY AMENDMENT**

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

- **MOTION CARRIED**

- 7(d) Erin Hartley, Director of Corporate Services, presented Council with the Region 6 Solid Waste – Resource Management – Budget 2021/22 report. Council agreed that it was a great “bang for the buck”.

**MOTION: REGION 6 SOLID WASTE – RESOURCE MANAGEMENT – BUDGET 2021/22**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the draft 2021/22 Region 6 Solid Waste – Resource Management Budget, as presented at the January 11, 2021 Council Meeting, in the amount of \$913,830.00, with Eastern Shelburne County’s contribution being \$5,244.14, which represents 7.25% of the municipal billing contribution.

- **MOTION CARRIED**

**8. FINANCE:**

**9. OTHER:**

- (a) Email from Statistics Canada
- (b) Implementation Report
- (c) Correspondence regarding “Coldest Night of the Year Sponsorship”

- 9(a) Warden Penny Smith, presented Council with the email received from Statistics Canada asking that the Municipality encourage residents to complete the census which will have a direct impact on gathering the data needed to plan, develop, and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation, and skills training for employment.

They will also be hiring approximately 32,000 people across Canada which could mean job opportunities in the future for Shelburne residents. Council and staff agreed that this could be posted

on the Municipal website and social media platforms and that staff would reach out to Statistics Canada for any promotion material they would like shared.

**MOTION: STATISTICS CANADA**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne supports the 2021 Census and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

- **MOTION CARRIED**

9(b) Council discussed the implementation report stating that there are many tasks being accomplished.

9(c) CAO, Trudy Payne, presented Council with the "Coldest Night of the Year Sponsorship" letter stating that SHYFT was looking for a sponsorship of \$500 to go towards the walk-a-thon in support of the hungry, homeless, and hurting. SHYFT Youth Services and Tri County Women's Centre do support residents in Shelburne County and do provide an essential service.

**MOTION: COLDEST NIGHT OF THE YEAR SPONSORSHIP**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne donate \$500 to the Coldest Night of the Year Sponsorship for SHYFT and Tri County Women's Centre.

- **MOTION CARRIED**

**10. COMMITTEE REPORTS/RECOMMENDATIONS:**

Councillor Sherry Thorburn Irvine mentioned that she received correspondence regarding a Forestry Woodlot Survey and would forward the email to the CAO to be reviewed and distributed among Council. Councillor Thorburn Irvine also gave mention that the Shelburne County Library Board Association has a brochure that offer 16,000 credited courses for free and would proceed to send this information along to the CAO for proper distribution.

Councillor Heidi Wagner informed Council that herself and Councillor Terry McIntyre attended the Roseway Manor board meeting during the week of January 18<sup>th</sup> and a letter will be sent to the Province regarding a potential new building to increase capacity for the residents at Roseway Manor.

Warden Penny Smith discussed with Council that she and the CAO were working to set up a meeting with Minister Glavine. On January 12, 2021 the Warden, Deputy Warden and CAO attended a meeting with Cooke's Aquaculture for an update. On the same day, Warden Penny Smith attended the Roseway Charitable Foundation meeting discussing the need for \$650,000 for the new x-ray machine at Roseway Hospital and that the Foundation would be reaching out to local businesses who may be willing to help raise awareness and donations for the machine. It was discussed that A1 Pizza held a

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very encouraging donation day raising \$3279.00 for the machine and a local business made a substantial contribution.

On January 14, 2021 members of the Building Committee toured the Municipal building in the Municipality of Lunenburg.

January 20, 2021 members of the Building Committee toured the Municipalities of Argyle and Yarmouth.

And finally, on January 20, 2021, Warden Penny Smith and CAO, Trudy Payne, had a meeting with John Swantee from Bell to discuss financial support for internet to be installed within community halls for residents who may not be able to afford the high-speed internet at home. Mr. Swantee agreed to send information to the CAO regarding a program for low income that may be of assistance in this venture.

**11. COUNCIL MEMBER UPDATES:**

(a) Audit and Internal Control Committee Update

11(a) Council discussed the Audit and Internal Control Committee Update as presented in the agenda package.

**12. IN CAMERA:**

(a) Personnel Matters as per MGA Section 22(2)(c)

(b) Legal Advice as per MGA Section 22(2)(g) as previously recorded in the minutes.

**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 8:45 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 8:48 pm.

- **MOTION CARRIED**


Direction was provided to staff in relation to Personnel Matters.

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:48 pm. The next Council meeting will be held on February 8, 2021 at the Courthouse in Shelburne, NS.

**Alicia Murray**  
**Recording Secretary**

February 8/21.  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Director of Corporate Services