



Naturally Yours

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

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

**ALSO IN ATTENDANCE:**

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

**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 – MARCH 22, 2021**

Being duly moved and seconded, be it resolved that the Agenda of March 22, 2021, be approved with the following changes:

- 10(b) Letter from Shelburne County Arena Operating Deficit 2019-2020 be moved under Recreation as 7(d).
- 9(b) Town of Lockeport Fire Truck Loan be added.
- 10(b) Yarmouth Hospital Charitable Fund be added.
- 10(c) Community Health Board – Affordable Housing be added.
- 4(c) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) be added.
- 4(d) Contract Negotiations, RCMP, as per MGA Section 22(2)(e) be added.

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

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

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

- **MOTION CARRIED**

**4. IN CAMERA:**

- (a) Contract Negotiations, PR Firm, as per MGA Section 22(2)(e)
- (b) Contract Negotiations, New Administrative Building, as per MGA Section 22(2)(e)
- (c) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a)
- (d) Contract Negotiations, RCMP, 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 6:00 pm to discuss the three 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 6:45 pm.

- **MOTION CARRIED**

**MOTION: CONTRACT NEGOTIATIONS, NEW ADMINISTRATIVE BUILDING**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne Council approve the Charge Order to the contract the Municipality has with Catalyst Consulting Engineers, the Project Management Firm for the new administration building, as discussed in camera.

- **MOTION CARRIED**

Direction was provided to the CAO in relation to Contract Negotiations involving PR Firm, New Administrative Building, and RCMP. Direction was also provided to the CAO from the Municipal Solicitor pertaining to the Acquisition, Sale, Lease and Security of Municipal Property.

**5. PRESENTATIONS:**

**6. BUSINESS ARISING:**

**7. RECREATION:**

- (a) Kids Fair Play Fund March 2021 Review – Adam Dedrick, Director of Recreation and Parks
- (b) Kids Fair Play Fund New Application Process – Adam Dedrick, Director of Recreation and Parks
- (c) Accessibility Advisory Committee Public Members Recommendations – Adam Dedrick, Director of Recreation and Parks
- (d) Letter from Shelburne County Arena Operating Deficit 2019-2020

- 7(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the Kids Fair Play Fund March 2021 Review staff report. Mr. Dedrick stated that the Kids Fair Play Fund received 14 applications spread out between the Municipality, Town of Lockeport and the Municipality of Barrington. Discussion was held regarding participation rates.

**MOTION: KIDS FAIR PLAY FUND MARCH 2021 REVIEW**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize the release of \$2,200 from the Kids Fair Play FUNd based on the recommendations from the Kids Fair Play FUNd Application Review Committee meeting of March 10, 2021.

- **MOTION CARRIED**

- 7(b) Adam Dedrick, Director of Recreation and Parks, presented the Kids Fair Play Fund New Application Process staff report to Council. Mr. Dedrick discussed the new application process being easier to access and trying to reduce barriers that may be preventing families from accessing the program, including making the application available online and not requiring an “endorser” but rather have a “reference”. Instead of having Council approve quarterly reviews, each Council in the County will now receive an annual update on the program.

- 7(c) Adam Dedrick, Director of Recreation and Parks, presented Council with the Accessibility Advisory Committee Public Members Recommendations staff report. Mr. Dedrick presented Council with the six applicants for the committee noting that the Municipality and both Towns will be equally represented by the new community members.

**MOTION: ACCESSIBILITY ADVISORY COMMITTEE PUBLIC MEMBERS RECOMMENDATIONS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the appointment of the following individuals as members of the Eastern Shelburne County Accessibility Advisory Committee based on the recommendations of the Nominating Committee: Holly Perry, Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood, and Terry Stacey.

- **MOTION CARRIED**

- 7(d) Adam Dedrick, Director of Recreation and Parks, presented Council with the letter received from the Shelburne County Arena Association asking for the Municipality to cover the \$7,209.71 additional deficit incurred in 2019-2020. Discussion was held regarding the deficit contribution amounts from the Town of Shelburne and the Municipality, stating that the Municipality is contributing 50% and the Town is currently contributing 20% with no plan for the remaining 30%. Council inquired as to why the Town felt that 20% was a fair number, in which Mr. Dedrick replied that they believe it to be based on population. Once the Arena has closed for the season, staff plan to gather user data that will provide details for discussions on how the financial contributions will be split moving forward.

Council directed staff to reach out to the Town of Shelburne to request a meeting to discuss the current deficit and how the funds will be paid as well as the value that the arena brings to the community, its businesses, and residents.

It was also discussed that it would be beneficial for the arena board to present to both Councils.

**8. ADMINISTRATION:**

- (a) Inter-Municipal Service Agreement Renewal – Erin Hartley, Director of Corporate Services
  - (b) RMRF (C&D Site) Break In – Write Off – Erin Hartley, Director of Corporate Services
  - (c) Memorandum of Understanding – Brush Pile Remediation – Erin Hartley, Director of Corporate Services
- 8(a) Erin Hartley, Director of Corporate Services, presented Council with the Inter-Municipal Service Agreement Renewal staff report making note that the new agreement has been updated to provide clarity and added a number of new items. The agreement will be provided to the Towns for renewal and approval.

**MOTION: INTER-MUNICIPAL SERVICE AGREEMENT RENEWAL**

Being duly moved and seconded, be it resolved that the attached Inter-Municipal Service Agreement between the Municipality and the Towns of Shelburne and Lockport be approved; and

That the Warden and the Chief Administrative Officer be authorized to sign the attached Agreement.

- **MOTION CARRIED**

- 8(b) Erin Hartley, Director of Corporate Services, presented Council with the RMRF (C&D Site) Break In – Write Off staff report. It was advised that there was a break-in at the C&D Site on February 18, 2021 and that the investigation with the RCMP is still ongoing. The site will have security cameras installed to help deter this from happening again.

**MOTION: RMRF (C&D SITE) BREAK IN – WRITE OFF**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the amount of \$323.60 be written off due to a break in at the Regional Materials Recovery Facility. This amount represents the float (GL #0031103000) to be written off using GL #0029360000.

- **MOTION CARRIED**

- 8(c) Erin Hartley, Director of Corporate Services, presented Council with the Memorandum of Understanding – Brush Pile Remediation staff report. Discussion was held regarding the initial cost of the brush pile remediation and the ongoing maintenance.

The MOU will be presented to the Towns and become part of the Inter-Municipal Agreement.

**MOTION: MEMORANDUM OF UNDERSTANDING – BRUSH PILE REMEDIATION**

Being duly moved and seconded, be it resolved that the attached Memorandum of Understanding for the Regional Materials Recovery Facility Brush Pile Remediation that occurred in fiscal 2020-2021 be approved; and

That the Chief Administrative Officer and the Warden be authorized to sign said Memorandum of Understanding on behalf of the Municipality of the District of Shelburne.

- **MOTION CARRIED**

**9. FINANCE:**

- (a) Tax Sale by Tender Request 2021 – Michelle Williams, Director of Finance
- (b) Town of Lockeport Fire Truck Loan

- 9(a) Michelle Williams, Director of Finance, presented Council with the Tax Sale by Tender Request 2021 staff report. Discussion was held regarding the current 10 properties on the tax sale list and that the ad for the tax sale by tender would be posted well in advance of the closing date, allowing for potential

buyers to have their bids in by May 31, 2021. These bids will be locked away until the closing date where there would be a livestream of the opening of the bids. These bids would later be brought back to Council.

**MOTION: TAX SALE BY TENDER REQUEST 2021**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne proceed with a Tax Sale by tender with the ten properties that are available for Tax Sale. Tendered properties to have no minimum bid for properties that have been on a previous tax sale prior to the fiscal year 2020/2021, bid price provided by bidder will include HST. For properties where March 2021 would have been the first time it was on tax sale the minimum bid should be what the value is as of March 22, 2021 rounded up to the next dollar plus \$50, bid price provided by bidder will include HST. A fee of \$575 will be added to each successful bid to cover preparation and registration of the Certificate of Sale and Tax Deed.

- **MOTION CARRIED**

- 9(b) Trudy Payne, CAO, presented Council with information regarding the loan for the Town of Lockeport Fire Truck. Discussion was held regarding potential funding options for the Municipality's share of the fire truck.

There will be further discussion held at the budget meeting regarding this topic and then it will be brought back to Council on March 29, 2021.

**10. OTHER:**

- (a) Implementation Report
- (b) Yarmouth Hospital Charitable Foundation
- (c) Community Health Board – Affordable Housing

- 10(a) Council reviewed the Implementation Report with no further discussion.
- 10(b) Warden Penny Smith advised that Yarmouth Hospital Charitable Foundation was the recipient of a generous donation of \$22 million to help with healthcare needs. There was mention made regarding a percentage of the funds being donated to hospitals in other communities to help benefit the healthcare in Nova Scotia. Council has agreed to reach out to Yarmouth Hospital Charitable Foundation to congratulate them and to also open up discussion for Roseway Hospital being a recipient of a potential financial donation.
- 10(c) Warden Penny Smith presented Council with the letter received from the Community Health Board regarding affordable housing. Council has asked that the Community Development Coordinator reach out to the Tri-County Housing Group to attend and report back to Council with updates so that Council may have a more comprehensive view.

**11. COMMITTEE REPORTS/RECOMMENDATIONS:**

**12. COUNCIL MEMBER UPDATES:**

Council discussed their attendance at committees and board meetings including the Community Stakeholders Committee, multiple Building Committee meetings, Shelburne Mental Health and Wellness Committee, Doctors Nova Scotia meeting, and a Chamber of Commerce meeting with the Deputy Warden, Warden and CAO.

Warden Penny Smith also mentioned the Roseway Charitable Foundation meeting where they discussed that they have raised \$220,000 to date for the new x-ray machine and since the meeting they have come closer to the \$300,000 mark.

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:55 pm. The next Council meeting will be held on March 29, 2021 at the Courthouse in Shelburne, NS.

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

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Date

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Penny Smith, Warden

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Erin Hartley, Director of Corporate Services