



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
March 8, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, March 8, 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
Michelle Williams, Director of Finance via Teams
Adam Dedrick, Director of Recreation and Parks via Teams

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 8, 2021

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

- MOTION CARRIED

3. **APPROVAL OF MINUTES:**

MOTION: APPROVAL OF MINUTES – FEBRUARY 22, 2021

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

- MOTION CARRIED

4. **IN CAMERA:**

- (a) New Administration Building as per MGA Section 22(2)(e) Contract Negotiations
- (b) Organics and Recycling Contracts as per MGA Section 22(2)(e) Contract Negotiations

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 New Administration Building and Organics and Recycling Contracts.

- 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 6:15 pm.

- MOTION CARRIED

Direction was provided to staff in relation to New Administration Building and Organics and Recycling Contracts.

MOTION: ORGANICS AND RECYCLING CONTRACTS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Organics and Recyclables Agreements with Region of Queens as discussed in camera; and

That the Warden and Chief Administrative Officer be authorized to sign the attached Organics and Recyclables Agreements between Region of Queens and the Municipality of Shelburne.

- MOTION CARRIED

5. PRESENTATIONS:

- (a) Bill MacLean – Community Wind Farms Inc. – Potential Wind Farm
- (b) Introduction to Marilyn Hay – Municipal Advisor with Municipal Affairs

5(a) Bill MacLean, Community Wind Farms Inc, presented Council with a very informative presentation on the potential construction of a wind farm within the Municipality of Shelburne. Mr. MacLean spoke to the numerous benefits of wind energy and how beneficial this would be for the Municipality of Shelburne and its residents. Exploring the creation of a windfarm in Sandy Point, Mr. MacLean discussed the steps that would need to be taken for this project, including an environmental impact survey, community engagement, provincial RFP process, and timelines.

Council asked what the company’s public consultation plan would be. Mr. MacLean stated it would involve a public information session (in a local community hall, if COVID allows), community flyers, and various other methods to connect with the community.

Although the project is in the very early stages, if Community Wind Farms were to win the RFP being awarded in the fall; Sandy Point could be seeing 10 windmills being placed with a combined 50 megawatts of power.

5(b) Marilyn Hay, Municipal Advisor with Municipal Affairs, introduced herself and presented Council with a thorough description of her duties as a Municipal Advisor. She noted that the Department of Municipal Affairs sets the legislative framework, following the Municipal Government Act and provides support in financial reporting, strategic planning, asset management, and infrastructure, among others.

Discussion was held regarding the Code of Conduct for Councillors, and the Safe Restart Program eligible expenses.

6. BUSINESS ARISING:

7. ADMINISTRATION:

- (a) Dry Hydrants/Fire Access Road Reserve – Erin Hartley, Director of Corporate Services
- (b) Sable River Volunteer Fire Department Audit & Governance Report – Trudy Payne, CAO
- (c) Funding for Internet – Trudy Payne, CAO
- (d) February Monthly Building Report

7(a) Erin Hartley, Director of Corporate Services, presented Council with the Dry Hydrants/Fire Access Road Reserve staff report. Discussion was held regarding what a dry hydrant was and was the fire access roads including definitions, differences, maintenance and installation requirements as well as timelines.

MOTION: DRY HYDRANT/FIRE ACCESS ROAD INSTALLATION AND MAINTENANCE RESERVE

Council Meeting
March 8, 2021

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the creation of a Dry Hydrant/Fire Access Road Reserve for the fiscal 2020-2021 and beyond; and

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

- **MOTION CARRIED**

- 7(b) Trudy Payne, CAO, presented Council with the Sable River Volunteer Fire Department Audit & Governance Report. She advised that the expense should come from the Operating Budget instead of reserves due to the projected surplus.

MOTION: SABLE RIVER VOLUNTEER FIRE DEPARTMENT AUDIT & GOVERNANCE REPORT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne rescind the motion made at the June 15, 2020 Council meeting that stated, "be it resolved that Council of the Municipality of the District of Shelburne proceed with proposal as presented by auditor to carry out a financial and governance audit to the maximum cost of \$20,000 funded from operating reserves."

That Council of the Municipality of the District of Shelburne approve funding for the Sable River Volunteer Fire Department Financial and Governance Audit conducted from Grant Thornton Ltd be paid from GL # 00-21210-300, Contract Admin Services.

- **MOTION CARRIED**

- 7(c) Trudy Payne, CAO, presented Council with the Funding for Internet staff report. Discussion was held regarding the budget for the internet and she noted that we are on budget.

MOTION: FUNDING FOR INTERNET

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve \$100,000 of the \$1,139,786 approved for the current internet project with Bell Canada and Develop Nova Scotia be paid from the operating reserves, with the remaining amount to come from gas tax as previously approved by Council.

- **MOTION CARRIED**

- 7(d) Council reviewed the February Monthly Building Report.

8. RECREATION:

9. FINANCE:

- (a) Financial Updates March 2021
- (b) Tax Sale by Tender Request 2021 – Michelle Williams, Director of Finance
- (c) Safe Restart Reserve – Michelle Williams, Director of Finance

- 9(a) Trudy Payne, CAO, and Michelle Williams, Director of Finance, presented Council with the Financial Update March 2021 staff report. Discussion was held regarding the Marine Terminal and its potential completion date. Discussion was also held regarding low-income applicants and that 173 applicants were able to be helped this fiscal under the new policy guidelines opposed to the 80 last year.
- 9(b) Michelle Williams, Director of Finance, presented Council with the Tax Sale by Tender Request 2021 staff report noting that there are currently 11 properties on the tax sale of which 8 have been reoccurring. Discussion was held regarding minimum bids and the need for legal consultation before moving forward.
- 9(c) Trudy Payne, CAO, presented Council with the Safe Restart Reserve staff report, noting that a reserve would be created to maintain these funds going forward.

MOTION: SAFE RESTART RESERVE

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

That, Council of the Municipality of the District of Shelburne approve transferring the surplus that is determined by the CAO, each fiscal from the Safe Restart program into the Safe Restart Reserve.

- **MOTION CARRIED**

10. OTHER:

- (a) Letter from Clean Ocean Action Committee – Upcoming Review of Georges Bank Moratorium
- 10(a) CAO, Trudy Payne, presented Council with the letter received from Clean Ocean Action Committee regarding their requests for letters of support.

MOTION: LETTER FROM CLEAN OCEAN ACTION COMMITTEE – UPCOMING REVIEW OF GEORGES BANK MORATORIUM

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne direct staff to write a letter of support to the Honorable Chuck Porter, Minister of Nova Scotia Energy and Mines, and the Honorable Seamus O'Regan, Minister of Department of Natural Resources. As well as request a letter of support from Emily Lutz, President of the Nova Scotia Federation of Municipalities, also requesting that NSFMs pass the resolution included in the letter received from Mr. John Davis.

- **MOTION CARRIED**

11. COMMITTEE REPORTS/RECOMMENDATIONS:

12. COUNCIL MEMBER UPDATES:

Council discussed their attendance at committees and board meetings including the Building Committee, Roseway Charitable Foundation, and meetings with PVSC, Department of Fisheries, Wind Farm, and meeting with the new administration building's architect.

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:59 pm. The next Council meeting will be held on March 22, 2021 at the Courthouse in Shelburne, NS.

Alicia Murray
Recording Secretary

Date

Penny Smith, Warden

Erin Hartley, Director of Corporate Services