



Naturally Yours

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**REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
April 26, 2021**

The Regular Session of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne was held virtually on Monday, April 26, 2021 commencing at 6:00 pm via Microsoft Teams.

**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:**

Val Kean, Community Development Coordinator  
Michelle Williams, Director of Finance  
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 – APRIL 26, 2021**

Being duly moved and seconded, be it resolved that the Agenda of April 26, 2021, be approved with the following additions:

- 9(a) Letter from Resident – Tax Deferral Program Extension

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

**MOTION: APPROVAL OF MINUTES**

Being duly moved and seconded, be it resolved that the Minutes of April 12, 2021, be approved.

- **MOTION CARRIED**

**4. IN CAMERA:**

- (a) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Clyde River
- (b) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Jordan Bay
- (c) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Shelburne Industrial Park
- (d) Acquisition, Sale, Lease and Security of Municipal Property, as per MGA Section 22(2)(a) Lydgate
- (e) Labour Relations as per MGA Section 22(2)(d)
- (f) Contract Negotiations 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 6:05 pm to discuss Municipal property, labour relations and contract negotiations.

- **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 7:56 pm.

- **MOTION CARRIED**

Council provided the CAO directions on Acquisition, Sale, Lease and Security of Municipal Property in Clyde River, Jordan Bay and Shelburne Industrial Park, discussed in camera.

**MOTION: ACQUISITION, SALE, LEASE AND SECURITY OF MUNICIPAL PROPERTY – LYDGATE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the sale of Lydgate property PID# 82534611, to the adjacent landowners, Irving and Shirley Woodworth, as per in camera discussion.

- **MOTION CARRIED**

**MOTION: LABOUR RELATIONS – CONDENSED WORK WEEK**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve staff moving forward with the establishment of a condensed work week, as per in camera discussion.

- **MOTION CARRIED**

**5. PRESENTATIONS:**

No presentations were made at this meeting.

**6. BUSINESS ARISING:**

There were no business arising items for discussion.

**7. RECREATION:**

No items were presented at this meeting.

**8. ADMINISTRATION:**

- (a) IT Equipment, Council Chambers\*
- (b) 2021/2022 Grants to Organizations Funding Recommendations\*
- (c) Council Chambers COVID-19 Renovations – Award of Contract and Funding\*
- (d) SCEEMO Reserves – Accessible Washroom Partnership Funding\*
- (e) NSCC – Sandbox/Maker Space Funding\*

8(a) Trudy Payne, CAO, presented Council with the IT Equipment, Council Chambers staff report which outlined the current IT upgrades necessary for the Municipality's Council Chambers to be fully utilized for virtual meetings. The room is currently not capable of being used for Council meetings, in person or virtual. It was noted that any equipment purchased would be fully transferable to the New Municipal Administration Building.

**MOTION: IT EQUIPMENT, COUNCIL CHAMBERS**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve up to \$25,000 to come from the Safe Restart Reserves Fund to acquire IT audio and visual equipment for the Council Chambers enabling for hybrid or fully virtually Council meetings to take place and direct the Municipal Joint Services Board (MJSB) to procure the equipment and installation of this equipment, as per the IT Services contract the Municipality has with the MJSB.

- **MOTION CARRIED**

8(b) Val Kean, Community Development Coordinator, presented Council with the 2021/2022 Grants to Organizations Funding Recommendations staff report. A total of 40 applications have been received, requesting a total of \$94,864.35. Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget).

Included in the staff report is a spreadsheet which listed 35 of the organizations applying for the grant and the amount staff are recommending for approval, totaling \$58,094. It was noted that five applications are still in the review stage, pending the receipt of required documentation. A total of \$67,250 was approved in the Municipality's 2021/2022 Operating Budget for Grants to Organizations.

It is further recommended to Council that an application, received on behalf of the Chronic Illness Committee, requesting support of \$2,500, be considered under the allotted Healthcare amount in the 2021/2022 budget.

Discussion was held regarding the process for funding distribution should an event be cancelled. It was noted that approved funding for events would not be released if the event was not held.

**MOTION: 2021/2022 GRANTS TO ORGANIZATIONS FUNDING RECOMMENDATIONS**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$58,094, to come from the 2021/2022 Grants to Organizations, GL #00-21950-791 and;

That the Municipality of the District of Shelburne approve the support for Shelburne Country Chronic Illness Committee in the amount of \$2,500, to come from the Healthcare GL# 00-24970-000.

- **MOTION CARRIED**

8(c) Trudy Payne, CAO, presented Council with the Council Chambers COVID-19 Renovations – Award of Contract and Funding staff report. In order to hold Council Meetings in the Council Chambers renovations are required to comply with public health COVID-19 protocols. It was noted that four contractors were

invited to submit quotes for the project, three attended the site and two quotes were received. The project is eligible to be completed using Safe Restart Funds.

**MOTION: COUNCIL CHAMBERS COVID-19 RENOVATIONS – AWARD OF CONTRACT AND FUNDING**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne award the contract for Council Chamber renovations to D.A. Hartley Construction Services at a price of \$12,135 plus hst and to approve the funds to come from the Safe Restart Funds

- **MOTION CARRIED**

8(d) Trudy Payne, CAO, presented Council with the SCEEMO Reserves – Accessible Washroom Partnership Funding staff report. At the recent SCEEMO Advisory Board meeting a motion was carried that made recommendation to Council(s) – Town of Shelburne, Town of Lockeport and Municipality of Shelburne – that up to \$4,500 of the SCEEMO reserve be used to partner with Our House Youth Wellness Center on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the facilities in emergency situations.

During the 2020 drought, Our House offered the use of their washroom facility to the public during their open hours and completed all booking, contact tracing and cleaning. The service was well used and easily administrated. Other available facilities include Provincial Parks however, they are only open for seasonal use.

Discussion was held regarding the geographical location of emergency facilities; what amenities are available at each and the seasons in which they are available. Council expressed interest in exploring future community partnership, in addition to Our House. It was noted that a location closer to Lockeport area would be desirable for future consideration.

**MOTION: SCEEMO RESERVES – ACCESSIBLE WASHROOM PARTNERSHIP FUNDING**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approves using up to \$4,500 of the SCEEMO Reserves to be used to partner with Our House Youth Wellness Centre on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations, as recommended by the SCEEMO Advisory Board.

- **MOTION CARRIED**

8(e) Trudy Payne, CAO, presented Council with the NSCC – Sandbox/Maker Space Funding staff report. In 2020/2021 the Municipality granted funds to the NSCC to be used towards developing a sandbox/maker space for the Tri-county area. This project was unfortunately delayed due to COVID-19 and is anticipated to move forward this fiscal year.

**MOTION: NSCC – SANDBOX/MAKER SPACE FUNDING**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the Nova Scotia Community College retaining the \$50,000 that was granted in 2020/2021 to be used towards the Marine Centre of Innovation, primarily for the development of a Sandbox/Maker Space for the Tri-County area, to be used for this purpose in the 2021/2022 fiscal year.

- **MOTION CARRIED**

**9. FINANCE:**

(a) Letter from Resident – Tax Deferral Program Extension

9(c) Trudy Payne, CAO, spoke with Council regarding a letter received from a resident requesting the Municipality consider extending their tax deferral program for the 2021/2022 tax year. The tax deferral program was adopted during the 2020/2021 fiscal year and allowed residents to enter into an agreement with the Municipality to pay their 2020/2021 tax bill in twelve equal monthly payments without interest penalty.

Discussion was held regarding extending the due date on current tax bills, deferring interest on tax bills for an extra 30 days and the Municipality's extensive efforts to support residents, businesses and organizations who have been impacted by the COVID-19 pandemic. It was noted that there are several Federal and Provincial support programs available. It was also noted that the Municipality has one of the most inclusive Low Income Tax Exemption programs among neighbouring Municipalities. Council directed the CAO to develop a written response to the resident that will illustrate the Municipality's rationale for not continuing the requested program extension. Director of Finance will provide Council with a report to show methods of payment percentages in 2020/2021.

**10. OTHER:**

- (a) March Monthly Building Report
- (b) Response from the Minister of Energy and Mines

10(a) The March Monthly Building Report was presented to Council. Discussion was held regarding the increase in building and real estate activity in the Municipality. Andrew Goreham will be invited to attend the next Council meeting to provide details on construction project status and permit demographics.

10(b) The response from the Minister of Energy and Mines was presented to Council. It was noted that the letter indicated the renewal of the Georges Bank Oil and Drilling Moratorium.

**11. COMMITTEE REPORTS/RECOMMENDATIONS:**

Warden Smith provided an update from the Roseway Hospital Charitable Foundation Committee. It was advised that the Foundation has recently received verbal commitment from the Province to cover cost beyond the \$450,000 the Foundation is fundraising, towards the new X-ray equipment and will include the cost of necessary renovations.

Warden Smith provided an update from the Shelburne County Mental and Wellness Association. It was noted that the Association has recently been denied funding and have reached out to Minister Churchill with their funding concerns.

**12. COUNCIL MEMBER UPDATES:**

Discussion was held regarding the water supply for the new building sprinkler system. CAO indicated that staff are working on this and are completing an application to the Town of Shelburne for both water and sewer.

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:11 pm. The next Council meeting will be held on May 10, 2021, via Microsoft Teams.

**Val Kean**  
**Recording Secretary**

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Date

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Penny Smith, Warden

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Erin Hartley, Director of Corporate Services