



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, November 29, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, November 29, 2023, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Heidi Wagner
Councillor Anthony Gosbee

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Carolann Atwood, Recording Secretary
Erin Hartley, Deputy CAO via Microsoft Teams
Ryan Jamieson, Waste Diversion Officer

REGRETS

Councillor Doris Townsend

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. November 29, 2023

2(a) **MOTION: APPROVAL OF AGENDA – November 29, 2023**

Being duly moved and seconded, be it resolved that the Agenda for November 29, 2023, be approved.

- **MOTION CARRIED**

Warren MacLeod, CAO

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Penny Smith, Warden

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3. APPROVAL OF MINUTES:

- a. November 15, 2023

3(a) MOTION: APPROVAL OF MINUTES – November 15, 2023

Being duly moved and seconded, be it resolved that the Minutes of November 15, 2023, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. Administration

- a. Municipal Election 2024

5(a) Erin Hartley, Deputy Chief Administrative Officer, presented Council with the Municipal Election 2024 staff report.

Discussion was held regarding the three election formats; it is being recommended by staff to use electronic voting (e-voting) as it was successful in previous elections.

Electronic voting includes several methods such as remote e-voting (internet), telephone, an e-voting station at the Municipal office. Remote and telephone e-voting allow individuals to vote from anywhere, provided they have their voter credentials (typically through an assigned PIN), and access to internet or a phone.

MOTION: MUNICIPAL ELECTION 2024

Be it resolved that Council of the Municipality of the District of Shelburne conduct an electronic election in 2024; - and -

Be it further resolved that Council of the Municipality of the District of Shelburne begin the hiring process for a returning officer and assistant returning officer for the 2024 election.

- **MOTION CARRIED**

6. Operations & Protective Services

- a. Write off the Tipping Fees – 1. Red Head Roofing , 2. Hemeon Brothers Construction, 3. Ocean Refit
b. EPR Program – Information Report

6(a) Erin Hartley, Deputy Chief Administrative Officer, presented Council with the Write off the Tipping Fees 1. Red Head Roofing , 2. Hemeon Brothers Construction, 3. Ocean Refit staff report.

Ms. Hartley advised Council of the significant staff time dedicated to monthly tipping fee notifications as well as time to record the attempts to notify the delinquent account holders. Finance has advised that some of these accounts have been in arrears for several fiscal years.

It is being recommended that the tipping fees be wrote off.

MOTION: WRITE OFF THE TIPPING FEES – 1. RED HEAD ROOFING, 2. HEMEON BROTHERS CONSTRUCTION, 3. OCEAN REFIT

Be it resolved that the Council of the Municipality of the District of Shelburne write off the tipping fee balance for the accounts of Red Head Roofing, Hemeon Brothers Construction and Ocean Refit in the amount of \$1677.53 reflective of \$1162.20 in principle and \$515.33 in interest.

- **MOTION CARRIED**

6(b) Ryan Jamieson, Waste Diversion Officer, presented Council with the EPR Program – Information Report.

Mr. Jamieson advised Council that the Extended Producer Responsibility (EPR) was introduced into Provincial legislation under the Environment Act effective August 1, 2023. The purpose of EPR is to ensure that the costs and management of the specific waste/recyclables become the responsibility of the producer who generates this waste.

Discussion was held regarding timelines and legislation of the EPR Program. Mr. Jamieson advised Council that they could opt out at anytime. As more information becomes available, Mr. Jamieson will report back to Council.

MOTION: EPR PROGRAM

Be it resolved that the Municipality of the District of Shelburne authorize staff to register for Extended Producers Responsibility on or before January 1, 2024.

- **MOTION CARRIED**

7. OTHER

- a. Additional Funding Request from Sou'West Nova Transit
- b. December Meeting Dates

7(a) Warden Smith advised Council of the letter of request received from the Sou'West Nova Transit, she also advised Council that the service is vital to our community.

MOTION: ADDITIONAL FUNDING SOU'WEST NOVA TRANSIT

Be it resolved that the Municipality of the District of Shelburne provide an additional \$2,000.00 out of fiscal 2023/2024 to the Sou'West Nova Transit Association.

- **MOTION CARRIED**

7(b) Warden Smith advised that due to the holidays there will only be one Council meeting in the month of December, which will be held December 13, 2023.

8. Committee Reports/Warden's Update

- a. Committee Reports
- b. Warden's Update

8(a) There were no Committee Reports at this time.

8(b) Warden Smith advised she attended, and provided updates on, the following events:

- Roseway Manor Announcement of new build – November 21, 2023
- Chamber of Commerce Meeting – November 21, 2023
- SCEEMO Meeting – November 21, 2023
- Blessing of the Fleet in Gunning Cove – November 24, 2023
- Housing Needs and Development Opportunity, Public Presentation – November 24, 2023
- ATV Association Meeting – November 28, 2023
- Community Garden Meeting – November 28, 2023

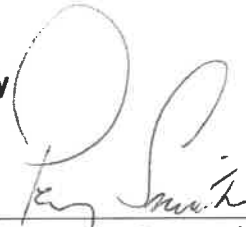
Warden Smith advised the Municipality of the District of Shelburne will be closing for the holiday break on December 22, 2023 at 12:00 pm and reopening on January 2, 2023 at 9:00 am.

9. ADJOURNMENT:

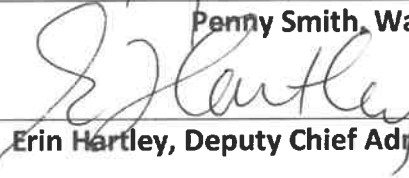
There being no further business, the meeting was adjourned at 6:37 pm. The next Council meeting will be held on Wednesday, December 13, 2023.

December 13, 2023
Date

Carolann Atwood
Recording Secretary



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer