



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, December 13, 2023**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, December 13, 2023, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penney Smith  
Deputy Warden Dale Richardson  
Councillor Doris Townsend via Microsoft Teams  
Councillor Sherry Thorburn Irvine  
Councillor Heidi Wagner  
Councillor Anthony Gosbee

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Carolann Atwood, Recording Secretary  
Erin Hartley, Deputy CAO  
Marcia d'Eon, Director of Operations & Protective Services  
Val Kean, Director of Economic & Community Development  
Adam Dedrick, Director of Recreation & Parks  
Tammy Conway Denning, Accessibility Coordinator

**REGRETS:**

Councillor Ron Coole

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. December 13, 2023

**2(a) MOTION: APPROVAL OF AGENDA – December 13, 2023**

Being duly moved and seconded, be it resolved that the Agenda for December 13, 2023, be approved with the following amendments:

- 9(c) Off-Shore Windfarm NFSM

- **MOTION CARRIED**

Warren MacLeod, CAO

[Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca)

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

**3. APPROVAL OF MINUTES:**

- a. November 29, 2023

**3(a) MOTION: APPROVAL OF MINUTES – November 29, 2023**

Being duly moved and seconded, be it resolved that the Minutes of November 29, 2023, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. Economic & Community Development**

- a. Economic & Housing Development Strategy  
b. Capital Growth Program Application

5(a) Val Kean, Director of Economic & Community Development, presented Council with Economic & Housing Development Strategy staff report.

Ms. Kean advised Council of the Request for proposal that was put out August 8, 2023, to engage consultant firms for a detailed analysis for the Municipality's Economic position and review of the Municipal property assets to determine feasibility and strategy direction for economic, housing & community development .

**MOTION: ECONOMIC AND HOUSING DEVELOPMENT STRATEGY REQUEST FOR PROPOSALS**

Be it resolved that the Municipality of the District of Shelburne award the Economic and Housing Development contract to 21FSP Advisory Partners Inc, for the amount of \$59,840, plus HST, funds to come from the Economic Development GL #00-26210-050.

- **MOTION CARRIED**

5(b) Val Kean, Director of Economic & Community Development, presented Council with Municipal Capital Growth, Application Submission staff report.

Ms. Kean advised Council of the Municipal Capital Growth funding opportunity to assist with 50% of the cost associated with the potential demolition of 136 Hammond Street. It was noted that if successful, funding would be available until March 31, 2026, giving Council two fiscal years to determine next steps for the old Municipal building.

**MOTION: MUNICIPAL CAPITAL GROWTH, APPLICATION SUBMISSION**

Be it resolved that the Municipality of the District of Shelburne supports the application submission to Municipal Capital Growth Program, for the demolition of the building at 136 Hammond Street.

- **MOTION CARRIED**

**6. Recreation & Parks**

- a. Jordan River Trail Motorized Use  
b. Accessibility Coordinator Update

6(a) Adam Dedrick, Director of Recreation & Parks, presented Council with the Jordan River Trail Motorized Use staff report.

Mr. Dedrick advised Council that the Jordan River Trail Bridge is not yet ready for motorized use. It is recommended to open part of the trail, specifically the southeast section. The section from Hayden's Road to Jordan Branch Road, which includes the bridge, would remain as is, only open for multiuse (walking/cycling) until the required repairs and upgrades have been completed on the bridge.

**MOTION: JORDAN RIVER TRAIL MOTORIZED USE**

Be it resolved that Council of the Municipality of the District of Shelburne approve the southeast section of the Jordan River Trail, approximately 1.37 kilometers, to be operated and maintained as a multi-use, motorized recreational trail as per the Letter of Authority #5091402.

- **MOTION CARRIED**

6(b) Tammy Conway Denning, Accessibility Coordinator, presented Council with the Accessibility Coordinator Update staff report.

Ms. Conway Denning provided Council with a detailed update and provided goals of the Accessibility Coordinator for December 2023.

**7. Finance**

- a. Write off AAN10947413

7(a) Warren MacLeod, Chief Administration Officer, presented Council with Write off AAN10947413 staff report.

Mr. MacLeod advised Council that AAN10947413 was created in error by the Land Registry and that the remaining balance be written off.

**MOTION: WRITE OFF AAN 10947413**

Be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$416.28 on AAN10947413 using GL 00-28211-000.

- **MOTION CARRIED**

**8. Operations & Protective Services**

- a. SCEEMO-Lockeport Fire Hall Generator
- b. Rick Hansen Certification Labelling Options
- c. Four-Wheel Drive Truck-RFP & Four-Wheel Drive Plow Truck-RFP

8(a) Marcia d'Eon, Director of Operations & Protective Services, presented Council with the SCEEMO-Lockeport Fire Hall Generator staff report.

Ms. d'Eon advised Council of the repair needed for the Lockeport Fire Hall generator and the importance to have this generator running as it assists with comfort stations in emergency situations.

**MOTION: SCEEMO-LOCKEPORT FIRE HALL GENERATOR**

Be it resolved that the Council of the Municipality of the District of Shelburne pay for the cost of generator repairs at the quoted cost of \$2854.88 with funds to come from GL#00-28339-000.

- **MOTION CARRIED**

8(b) Marcia d'Eon, Director of Operations & Protective Services, presented Council with the Rick Hansen Certification Labelling Options staff report.

Ms. d'Eon advised Council that the new municipal building was constructed to achieve the Rick Hansen Accessibility Certification and that to date we have not been formally granted this certification as it requires another inspection. Once the inspection is completed and granted The Municipality will be able to advertise of the certification. It was decided that 2 window decals and a plaque would be purchased for display at the Municipal building.

**MOTION: RICK HANSEN CERTIFICATION LABELLING OPTIONS**

Be it resolved that the Municipality of the District of Shelburne Council approve applying for Rick Hansen Certification for 414 Woodlawn Drive with an application cost of \$2350 and a labelling fee of \$350.

- **MOTION CARRIED**

8(c) Marcia d'Eon, Director of Operations & Protective Services, presented Council with the Four-Wheel Drive Truck-RFP & Four-Wheel Drive Plow Truck-RFP staff report.

Ms. d'Eon advised Council of the state of each truck and a brief discussion was held regarding the replacement of both vehicles and it was agreed to defer the purchase until 2024/2025 budget.

**9. Other**

- a. Monthly Building Report – November 2023
- b. Advocacy Letter Response – Speed Reduction Exit 26 – Department of Public Works
- c. Off-Shore Windfarm NSFM

9(a) The Monthly Building Report was reviewed.

9(b) Warden Smith reviewed the advocacy letter response in relation to the Municipality's request to NS Department of Public Works for a speed reduction at Exit 26.

9(c) Warden Smith advised Council of the Off-Shore Windfarm NSFM response to the advocacy letter that Council agreed to send, and that it is recommend to request NSFM to act as advocates.

**MOTION: OFFSHORE WINDFARM NSFM**

Be it resolved that the Council of Municipality of the District of Shelburne request the NSFM Board of Directors to consider Off-Shore Windfarms as an advocacy priority for NSFM. – and –  
Be it further resolved that this Council believes that this issue would be best reviewed by either the economic or infrastructure Committees or an ad hoc committee.

- **MOTION CARRIED**

**10. Committee Reports/Warden's Update:**

- a. Committee Reports
- b. Warden's Update 2023

10(a) Councillor Gosbee advised that he has attended and provided updates on, the following:

- Arena Meeting December 11, 2023

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

- Eastern County Accessibility Meeting – November 30, 2023
- Tree lighting at the Black Loyalist Heritage Center – December 1, 2023
- Miracle on Dock Street - December 2, 2023
- NSFM Off-Shore Windfarm – December 11, 2023
- Delivered Christmas meals – December 13, 2023

**11. IN-CAMERA**

a. Contract Negotiation as per MGA 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 7:22 pm

- **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 7:50 pm.

- **MOTION CARRIED**

**12. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:50pm. The next Council meeting will be held on Wednesday, January 10, 2024.

Jan 17/24  
Date

Carolann Atwood  
Recording Secretary

Penny Smith  
Penny Smith, Warden

Erin Hartley  
Erin Hartley, Deputy Chief Administrative Officer