



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
Wednesday, January 24, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, January 24, 2024, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Carolann Atwood, Recording Secretary  
Erin Hartley, Deputy CAO  
Michelle Williams, Director of Finance  
Marcia d'Eon, Director of Operations & Protective Services  
Val Kean, Director of Economic & Community Development Via Microsoft Teams  
Adam Dedrick, Director of Recreation & Parks Via Microsoft Teams  
Andrew Goreham, Manager of Inspection Services

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. January 24, 2024

**2(a) MOTION: APPROVAL OF AGENDA – January 24, 2024**

Being duly moved and seconded, be it resolved that the Agenda for January 24, 2024, be approved with the following addition:

- In-Camera
  - Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22 (2)(a)

**- MOTION CARRIED**

Warren MacLeod, CAO

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Penny Smith, Warden

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

**3. APPROVAL OF MINUTES:**

- a. January 10, 2024

**3(a) MOTION: APPROVAL OF MINUTES – January 10, 2024**

Being duly moved and seconded, be it resolved that the Minutes of January 10, 2024, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. PROCLAMATION**

- a. African Heritage Month – Warden Smith

5(a) Warden Penny Smith read the African Heritage Month Proclamation, formally declaring the month of February 2024, African Heritage Month in the Municipality of the District of Shelburne. This document was included with the meeting package.

**6. PRESENTATION**

- a. PVSC Assessment 2024 Update – Paul Beazley, Regional Manager

6(a) Warden Smith welcomed Paul Beazley, Regional Manager, for PVSC and Rod Tremblay, Assistant Director of Operations.

The Property Valuation Services Corporation (PVSC) provides property assessment services under the Nova Scotia Assessment Act. Further, they are responsible for administering the Capped Assessment Program (CAP) and the Seasonal Tourist Business Designation Program on behalf of the province. PVSC assessment notices were sent to property owners on January 8, 2024. Property owners have thirty-one days to appeal the PVSC assessment.

Discussion was held regarding the PVSC assessment process and the CAP program.

It was noted that those properties affected by the Barrington Lake Wildfire have a designated staff member to answer their questions.

Council thanked Mr. Beazley and Mr. Tremblay for the presentation.

**7. FINANCE**

- a. Preliminary Assessment Role Update 2024 – Michelle Williams
- b. RFP – Auditing Services – Michelle Williams
- c. Collections Policy Amendment – Michelle Williams
- d. Financial Update January 2024 – Management Team

7(a) Michelle Williams, Director of Finance, presented Council with the Preliminary Assessment Role Update 2024 staff report.

Ms. Williams informed Council of the Preliminary Assessment role for 2024 in detail, showing a breakout of all potential lists, comparing it to previous years. This item was for information purposes.

7(b) Michelle Williams, Director of Finance, presented Council with the RFP – Auditing Services staff report.

Ms. Williams advised Council that the current contract with the Municipal Auditors expires March 31, 2024. Ms. Williams advised that an RFP was sent out for auditing services October 2023 with a deadline of December 14, 2023. One proposal was received, namely Grant Thornton, they have met all criteria and have passed the reference check. Ms. Williams also advised Council that Grant Thornton has been with the Municipality for several years.

**MOTION: RFP – AUDITING SERVICES**

Be it resolved that the Council of the Municipality of the District of Shelburne award the municipal auditor contract to Grant Thornton LLP for a five-year term with the possibility of extension, in the amount of \$32,500 plus HST for fiscal 2024/2025.

- **MOTION CARRIED**

7(c) Michelle Williams, Director of Finance, presented Council with the Collections Policy Amendment staff report.

Ms. Williams advised Council that staff would like to add to the current policy the option for the Treasurer, with the oversight of the CAO/DCAO, to approve write offs when notice is received from Land Registry/PVSC of an error they have made.

**MOTION: COLLECTIONS POLICY AMENDED JANUARY 24, 2024**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Collections Policy as amended.

- **MOTION CARRIED**

7(d) Directors presented to Council the financial update, summarizing the key points about departmental revenues and expenditures. A forecasted outlook to March 31, 2024, was discussed, including a projected surplus.

**8. OPERATIONS & PROTECTIVE SERVICES**

- a. Region 6 Solid Waste - Resource Management – Budget 2024/25 – Marcia d’Eon
- b. Naming of Private Road – New Cambria Drive - Andrew Goreham

8(a) Marcia d’Eon, Director of Operation & Protective Services, presented Council with the Region 6 Solid Waste - Resource Management – Budget 2024/25 staff report.

Ms. d’Eon advised Council that the budget that was presented to Council on January 10, 2024, has been discussed by Region 6 Technical Committee, Region 6 Inter-Municipal Committee and is now being circulated to Councils for final approval.

**MOTION: REGION 6 SOLID WASTE - RESOURCE MANAGEMENT – BUDGET 2024/25**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the draft 2024/25 Region 6 Solid Waste-Resource Management Budget, as presented at the January 10, 2024, Council Meeting, in the amount of \$870,796, with Eastern Shelburne County’s contribution being \$10,696.42, which represents 6.99% of the municipal billing contribution.

- **MOTION CARRIED**

8(b) Andrew Goreham, Manager of Inspection Services, presented Council with the Naming of Private Road – New Cambria Drive staff report.

Mr. Goreham advised Council that Wolkins Development Limited has recently created and developed two lots on which they constructed new homes that have since been sold and occupied. They are now starting a third build and plan on continuing the process, which would require civic numbering off a private road that requires a naming approval from Council.

**MOTION: NAMING OF PRIVATE ROAD – NEW CAMBRIA DRIVE**

Be it resolved that the Council of the Municipality of the District of Shelburne permit New Cambria Drive as a new road name.

- **MOTION CARRIED**

**9. OTHER**

a. Governance Training for Community Groups – Councillor Sherry Thorburn - Irvine

9(a) Councillor Thorburn – Irvine brought to Council’s attention the benefits of governance training for community groups and would like staff to reach out to CORAH to ascertain their interest in offering training sessions.

**10. CORRESPONDENCE**

a. Exploration of Consolidation – Town of Lockeport Response

9(a) Warden Smith advised Council of the response received on January 9, 2024, from the Town of Lockeport to the letter sent regarding Exploration of Consolidation on December 20, 2023. Warden Smith advised that the Town of Shelburne has responded via email on January 17, 2024. Both Towns advised that they would come to the table for discussion. Council agreed to issue a press release on this topic. CAO Warren MacLeod read a draft press release.

**11. Committee Reports/Warden’s Update:**

a. Committee Reports

i. Audit Committee Report to Council – Councillor Ron Coole

b. Warden’s Update 2023

11(a)(i) Councillor Coole advised of the presentation that was provided by Gloria Banks, Auditor for Grant Thornton, on the audit plan and procedures that will be followed for this year.

11(a) Councillor Coole advised that he attended the RCMP Advisory Committee meeting on January 18, 2024, and was appointed Chair and Councillor Wagner was appointed Vice Chair. It was noted that the meetings will be hosted at the Municipality of Shelburne for the 2024 year.

Councillor Thorburn – Irvine advised and provided updates on the last Shelburne County Healthcare Professional Recruitment Retention Committee Meeting.

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

- Roseway Hospital Charitable Foundation Meeting – January 15, 2024
- Shelburne County Leadership Meeting – January 17, 2024
- Discussion for potential housing development – January 19, 2024
- Town of Shelburne Smoker event – Deputy Warden – January 20, 2024

**12. IN-CAMREA**

- a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22 (2)(a)

**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 8:20 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 8:45 pm.

- **MOTION CARRIED**

Discussion was held and direction was provided to staff in camera.

**13. ADJOURNMENT**

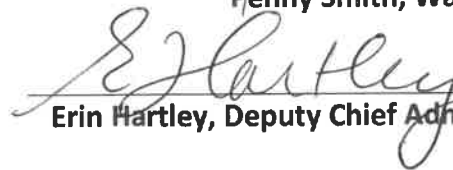
There being no further business, the meeting was adjourned at 8:46pm. The next Council meeting will be held on Wednesday, February 14, 2024.

Carolann Atwood  
Recording Secretary

February 21, 2024  
Date



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer