



Naturally Yours

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REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
Wednesday, February 14, 2024

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, February 14, 2024 at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Deputy Warden Dale Richardson  
Councillor Doris Townsend via Microsoft Teams  
Councillor Sherry Thorburn Irvine  
Councillor Heidi Wagner  
Councillor Ron Coole

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Carolann Atwood, Recording Secretary  
Erin Hartley, Deputy CAO  
Marcia d'Eon, Director of Operations & Protective Services  
Darrell Locke, By-Law Enforcement Officer  
Ryan Jamieson, Waste Diversion Officer via Microsoft Teams

**REGRETS:**

Councillor Anthony Gosbee  
Warden Penney Smith

**1. CALL TO ORDER:**

The meeting was called to order at 6:02 pm by Deputy Warden Richardson.

**2. APPROVAL OF AGENDA:**

a. February 14, 2024

2(a) **MOTION: APPROVAL OF AGENDA – February 14, 2024**

Being duly moved and seconded, be it resolved that the Agenda for February 14, 2024, be approved.

• **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

a. January 24, 2024

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Warren MacLeod, CAO

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Penny Smith, Warden

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3(a) **MOTION: APPROVAL OF MINUTES – January 24, 2024**

Being duly moved and seconded, be it resolved that the Minutes of January 24, 2024, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATION**

- a. South Shore Support Group for Chronic Pain Sufferers & Their Families – Janice MacMillan
- b. Accessibility Includes Everyone - CAMPS and the Accessible Dream – Janet Curtis

5(a) Deputy Warden Richardson welcomed Janice MacMillan, Organizer of the South Shore Support Group for Chronic Pain Sufferers.

Ms. MacMillan gave Council a descriptive background regarding chronic pain and suffering from her personal perspective and requested advocacy and support for chronic pain sufferers in the community. She suggested that Council to bring attention to National Pain Awareness Week in November 2024.

Council thanked Ms. Macmillan for presenting on this important topic.

5(b) Deputy Warden Richardson, welcomed Janet Curtis, Secretary of Commissary Accessibility Marina Park Society (CAMPS).

Ms. Curtis provided Council with a detailed description of the Commissary Accessibility Marina Park Society (CAMPS). Ms. Curtis highlighted the community involvement, their vision, their fundraising efforts and supports, and the accessibility features to come.

Eric MacIntosh partner of CAMPS requested a letter of support for funding purposes.

Council thank them for presenting and provided staff contact information for further discussions.

**6. OPERATIONS & PROTECTIVE SERVICES**

- a. By-law Enforcement Quarterly Update – Darrell Locke
- b. Waste Diversion Quarterly Update – Ryan Jamieson
- c. Fire Advisory Committee – Budget 2024/25\* – Marcia d'Eon

6(a) Darrell Locke, By-Law Enforcement Officer, presented Council with the By-law Enforcement Officer Quarterly Update.

Discussion was held regarding the Dog By-Law, Dangerous and Unsightly Properties, and other duties performed during this period including files of concern.

6(b) Ryan Jamieson, Waste Diversion Officer, presented Council with the Waste Diversion Quarterly Update

Discussion was held regarding HHW, RMRF, as well as Education and Enforcement.

6(c) Marcia d'Eon, Director of Operations & Protective Services presented Council with the Fire Advisory Committee – Budget 2024/25 staff report.

Ms. d'Eon advised Council of the annual budget discussion with the Fire Advisory Committee (FAC) at the January 25, 2024 FAC meeting.

**MOTION: FIRE ADVISORY COMMITTEE – BUDGET 2024/25**

Be it resolved that, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following fire items be included in budget discussions for 2024/25:

- General Operating Grants be increased by CPI of 3.6%;
- Capital Grants be maintained at \$5,000 per department;
- Dry Hydrant/Fire Access Road budget be maintained at \$5,000;
- WCB and Accident/Sickness Insurance both continue as is; and
- Fire training be set at \$21,000.

- **MOTION CARRIED**

**7. Correspondence**

- a. Western Counties Regional Libraries – Funding Request
- b. Town of Shelburne – Community Wharves Funding Request
- c. January 2024 Building Report

7(a) Warren MacLeod, Chief Administrator Officer, brought forward the request for funding from the Western Counties Regional Libraries requesting a 5% increase to there 2024 – 2025 budget.

**MOTION: WESTERN COUNTIES REGIONAL LIBRARIES – FUNDING REQUEST**

Be it resolved that the Municipality of the District of Shelburne approve a \$1700.00 (5%) increase to their 2024 – 2025 budget for assistance to the Western Counties Regional Libraries.

- **MOTION CARRIED**

7(b) Warren MacLeod, Chief Administrator Officer, brought forward the request for funding from the Town of Shelburne for repairs to the Town wharves. Mr. MacLeod made Council aware of the ask from the Town of Shelburne for \$100,000.00.

It was suggested that consideration be given to the Town's request to match the financial request for restoration of the wharves and to balance the monetary contribution between the Municipality and the Town of Shelburne between 2019 & 2024.

**MOTION - TOWN OF SHELburne – COMMUNITY WHARVES FUNDING REQUEST**

Be it resolved that the Municipality of the District of Shelburne approve \$14,471 for repairs to the community wharves.

- **MOTION CARRIED**

7(c) The Monthly Building Report was reviewed.

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

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

8(a) Deputy Warden Richardson advised that he and Councillor Wagner attended the Fire Advisory meeting on January 25, 2024.

Councillor Coole advised Council that he attended the arena meeting on February 13, 2024.

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8(b) There was no Warden's update at this meeting.

**9. ADJOURNMENT**

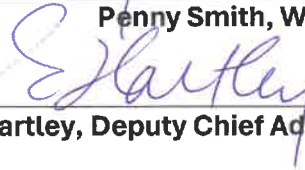
There being no further business, the meeting was adjourned at 8:02 pm. The next Council meeting will be held on Wednesday, February 28, 2024.

Mar 7/24  
Date

**Carolann Atwood  
Recording Secretary**



**Penny Smith, Warden**



**Erin Hartley, Deputy Chief Administrative Officer**