



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, MARCH 13, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, March 13, 2024 at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Carolann Atwood, Recording Secretary  
Erin Hartley, Deputy CAO

**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. March 13, 2024

2(a) **MOTION: APPROVAL OF AGENDA – March 13, 2024**

Being duly moved and seconded, be it resolved that the Agenda for March 13, 2024, be approved.

**3. APPROVAL OF MINUTES:**

- a. February 28, 2024
- b. March 4, 2024

---

Warren MacLeod, CAO

Penny Smith, Warden

[Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca) [www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca) [warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

3(a) **MOTION: APPROVAL OF MINUTES – February 28, 2024**

Being duly moved and seconded, be it resolved that the Minutes of February 28, 2024, be approved as circulated.

- **MOTION CARRIED**

3(b) **MOTION: APPROVAL OF MINUTES – March 4, 2024**

Being duly moved and seconded, be it resolved that the Minutes of March 4, 2024, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATION**

- a. Municipal Housing Needs Assessments - Babatunde Awoyiga, Dept. of Municipal Affairs and Housing

5(a) Warden Smith welcomed Babatunde Awoyiga, Director Economics and Statistics. Mr. Awoyiga provided an overview of the Municipality's Municipal Housing Needs Assessments report that was completed in fall of 2023, highlighting the project overview, housing market environment, population growth, Census data, project engagement, results, projections, and next steps.

Discussion was held regarding the projections and statistics and where the source of the data collected. It was noted that the province will continue to engage with municipalities to gather further data and build on the information in this housing report.

**6. ADMINISTRATION**

- a. Municipal Elections 2024 – Service Providers – Erin Hartley
- b. Old Municipal Building – Warren MacLeod

6(a) Erin Hartley, Deputy Chief Administrative Officer, presented Council with the Municipal Elections 2024 – Service Providers staff report.

Ms. Hartley advised Council that a Request for Proposal (RFP) was issued twice for the Returning Officer position. The RFP was first issued with no suggested compensation and a deadline of February 16, 2024. Unfortunately, no submissions were received. The RFP was then reposted with an hourly wage of \$20.00, for up to 400 hours and a deadline of March 4, 2024. Two submissions were received. Ms. Hartley recommend Wanda Atkinson be appointed the Returning officer for the 2024 Municipal Election. Ms. Hartley also recommended that Anita DeMings and Erin Hartley be appointed as the Assistant Returning Officers who would act if the Returning Officer is absent or at the request of the Returning Officer. Mrs. DeMings and Mrs. Hartley have both acted in this capacity in past elections.

It was further recommended by Ms. Hartley that The Municipality enter into the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and for the Municipality to hire Intelivote Systems Inc. as the electronic elections service provider at an amount of \$9,625, plus HST.

**MOTION: MUNICIPAL ELECTIONS 2024 – SERVICE PROVIDERS**

Be it resolved that the Council of the Municipality of the District of Shelburne approve:

- Wanda Atkinson be appointed as Returning Officer for the 2024 Municipal Election;
- Erin Hartley and Anita DeMings be appointed as Assistant Returning Officers for 2024 Municipal Election;
- Compensation be set as follows:
  - Returning Officer Up to \$8,000
  - Assistant Returning Officer (Anita Demings) Per Collective Agreement
  - Assistant Returning Officer (Erin Hartley) Per Non-Union Policies
- The Municipality enter into the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and
- The Municipality hire Intelivote Systems Inc. as the electronic elections service provider at an amount of \$9,625 plus HST.

- **MOTION CARRIED**

6(b) Warren MacLeod, Chief Administrative Officer, presented Council with the Old Municipal Building staff report.

Mr. MacLeod advised Council that as of April 1, 2024, that the old Municipal Building, located at 136 Hammond street, will no longer be of municipal use. Mr. MacLeod is recommending the building and the contents be disposed of as per the Surplus Land Policy.

**MOTION: OLD MUNICIPAL BUILDING**

Be it resolved that Council of the Municipality of the District of Shelburne approve the Old Municipal Building and contents, located at 136 Hammond Street, be declared as no longer required for Municipal purposes from April 1st, 2024, and that it be deemed as surplus to the needs of the Municipality. Furthermore, be it resolved that the CAO be provided with the authority to dispose of the Old Municipal Building as per the Surplus Lands Policy.

- **MOTION CARRIED**

**7. FINANCE**

- a. Low Income Property Tax Exemptions Policy Revision for 2024 2025 - Warren MacLeod

7(a) Warren MacLeod, Chief Administrative Officer, presented Council with the Low-Income Property Tax Exemptions Policy Revision for 2024-2025 staff report.

Mr. Macleod advised Council of their previous discussion held regarding the Low-Income policy. Staff have updated the Policy to reflect the direction of Council. Mr. MacLeod is recommending that Council consider approving the revised Policy, as attached.

**MOTION: LOW INCOME PROPERTY TAX EXEMPTIONS POLICY REVISION FOR 2024 2025**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Low Income Property Tax Exemption Policy as amended.

- **MOTION CARRIED**

## **8. CORRESPONDENCE**

- a. Letter to Mayors, Wardens, Councillors – Coastal Protection
- b. Courageous Companions Service Dog Program – Support Request
- c. Monthly Building Report – February 2024

8(a) Warden Smith advised Council of the letter received from the Minister of Municipal Affairs and Housing and the Minister of Environment and Climate Change, regarding the future of our Coastline. It was noted that there will be continued coastal management discussions through the Nova Scotia Federation of Municipalities (NSFM). Discussion was held regarding the necessity for municipal leaders to stay engaged to ensure the interest of their residents will be considered in future coastal planning.

8(b) Erin Hartley, Deputy CAO, advised Council of the request for support for the Courageous Companions Service Dog Program. Ms. Hartley suggested that if Council we would like support this that they do it at a business card level for the amount of \$319.00.

### **MOTION: COURAGEOUS COMPANIONS SERVICE DOG PROGRAM**

Be it resolved that Council of the Municipality of the District of Shelburne support the Courageous Companions Service Dog Program at the business card level in the amount \$319.00.

- **MOTION CARRIED**

8(c) Warden Smith reviewed the Monthly Building Report for February 2024

## **9. Committee Reports/Warden's Update:**

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

9(a) There were no committee reports at this time.

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

- Chamber of Commerce Meeting – February 29, 2024
- Shelburne County Community NSH Stakeholders group meeting – March 4, 2024
- Community Garden Meeting – March 4, 2024
- Special Council Meeting – March 4, 2024
- Flow Video Meeting – March 5, 2024
- Budget Meeting – March 6, 2024
- International Women's – March 8, 2024
- Members of the public Meeting – March 12, 2024

Council of The Municipality of the District of Shelburne would like to congratulate the members in Shelburne County from the Special Olympics, SRHS senior girls' basketball, Lockeport High School Boys Basketball, Barrington Hockey. Council expressed admiration for the outstanding achievements of our local athletes.

Warden advised that there will be a parade at 12:30pm on March 23, 2024, in support of the Special Olympics.

**10. IN-CAMERA**

- a. Personnel Matters as per MGA 22 (2)(c)

**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 7:09 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 7:17 pm.

- **MOTION CARRIED**

**MOTION: NON – UNION SALARY ADMINISTRATION – POLICY UPDATE**

Be it resolved that the Council of the Municipality of the District of Shelburne approved the Non-Union Salary Administration Policy as amended.

- **MOTION CARRIED**

**MOTION: NON-UNION STAFF BENEFITS – POLICY UPDATE**

Be it resolved that the Council of the Municipality of the District of Shelburne approved the Non-Union Staff Benefits Policy as amended.

- **MOTION CARRIED**

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:19pm. The next Council meeting will be held on Wednesday, March 27, 2024.

**Carolann Atwood  
Recording Secretary**

---

**Date**

---

**Penny Smith, Warden**

---

**Erin Hartley, Deputy Chief Administrative  
Officer**