



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, February 28, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, February 28, 2024 at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Val Kean, Director of Economic & Community Development
Michelle Williams, Director of Finance
Erin Hartley, Deputy CAO

1. CALL TO ORDER:

The meeting was called to order at 6:04 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. February 28, 2024

2(a) **MOTION: APPROVAL OF AGENDA – February 28, 2024**

Being duly moved and seconded, be it resolved that the Agenda for February 28, 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

Warren.MacLeod@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca

3. APPROVAL OF MINUTES:

- a. February 14, 2024

3(a) **MOTION: APPROVAL OF MINUTES – February 14, 2023**

Being duly moved and seconded, be it resolved that the Minutes of February 14, 2024 be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION

- a. Osprey Arts Centre 2024 Funding Request – Rob Stork, Executive Director

5(a) The presentation was delayed until the arrival of the presenters.

6. COMMUNITY AND ECONOMIC DEVELOPMENT

- a. Economic and Housing Development Sewer Services Options RFP Award

6(a) Val Kean, Director of Community and Economic Development, presented Council with the Economic and Housing Development Sewer Services Options RFP Award staff report.

Ms. Kean advised Council that as directed at the September 27, 2023, Council meeting they issued a RFP to engage consulting services to explore best practice alternatives to providing sewer and water solutions within municipal boundaries.

On December 19, 2023, a request for proposal was published with a deadline of February 7, 2024. Two proposals were received and scored based on four factors.

R.V Anderson Associates Limited 96%
CBCL Limited 91.5%

MOTION: ECONOMIC AND HOUSING DEVELOPMENT SEWER SERVICES OPTIONS RFP AWARD

Be it resolved that the Council of the Municipality of Shelburne award the Economic and Housing Development Sewer Services Options RFP contract to R.V. Anderson Associates Limited, in the amount of \$58,836, plus HST, funds to come from the Planning General GL #00-21210-30; - and -

Be it resolved that the Council the Municipality of the District of Shelburne approve the addition of closed-circuit television (CCTV) services to the project deliverables, for an amount of up to \$28,000, plus HST, funds to come from the Economic Development GL #00-26210-050.

- **MOTION CARRIED**

7. FINANCE

- a. Low Income Policy - Information Only – Michelle Williams
b. Barrington Lake Wildfire Tax Reduction AAN01242393* - Michelle Williams

7(a) Michelle Williams, Director of Finance presented to Council the Low-Income Policy for information purposes.

Ms. Williams advised Council of the information gathered from Low-Income policies from neighboring communities as well as Statistics Canada.

Discussion was held regarding potential updates to income level ranges, allocated budget and eligible properties.

7(b) Michelle Williams, Director of Finance presented to Council the Barrington Lake Wildfire Tax Reduction AAN01242393 staff report

Ms. Williams advised Council that in January 2024, a resident contacted the Municipality of Shelburne who was affected by the Barrington Wildfire, that DNRR did not identify. The finance department got in touch with PVSC who in turn provided a 2023 reassessed value on the property for the Municipality.

MOTION: BARRINGTON LAKE WILDFIRE TAX REDUCTION AAN01242393

Be it resolved that the Council of the Municipality of the District of Shelburne approve a tax reduction for AAN01242393 totaling \$382.19 using GL 00-21243-300.

- **MOTION CARRIED**

8. Administration

a. IT RFP Award – Erin Hartley

Warden Smith declared conflict of interest and removed herself from the table.

8(a) Erin Hartley, Depuy CAO, presented to Council the IT RFP Award staff report.

Ms. Hartley advised Council that the current IT provider has given notice that their IT contract will end on March 31, 2024. They have advised that they no longer have the capacity to service several of their customers including the Town of Shelburne. Subsequent to that notice, the Town and Municipal administration representatives agreed to compile and issue a joint Request for Proposals (RFP) for IT Management and Support Services. The RFP was sent out January 12, 2024 closing February 2, 2024.

Ms. Hartley also advised Council of the evaluation committee, the factors on which the RFP's were scored and provided the scores for each RFP received, it was recommended that Council award G23 Technologies the RFP.

MOTION: IT RFP AWARD

Be it resolved that the Council of the Municipality of the District of Shelburne award the IT Management and Support Services Request for Proposals to G23 based on the details outlined in their proposal at a cost to the Municipality of \$28,536.48 + HST.

- **MOTION CARRIED**

Warden Smith rejoined the meeting.

9. Other

- a. NS Public Works Response Letter – Highway 103 and 203 Intersection Speed Reduction Request

9(a) Warden Smith advised Council of the letter received in response to the Municipality's Speed reduction request letter sent on October 11, 2023, advising that a speed reduction is not warranted.

10. Committee Reports/Warden's Update:

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

10(a) There were no Committee reports at this time.

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

- CBC interview regarding Exploration of Consolidation – January 29, 2024
- Acadia First Nation (Economic Opportunities) – January 31, 2024
- Community Garden Meeting – January 31, 2024
- African Heritage Month event – February 1, 2024
- Barrington Sod turning event – February 7, 2024
- Lobster Chowder Cook off – February 11, 2024
- Roseway Manor Board Meeting (Mahone Bay) – February 20, 2024
- Shelburne County Leadership Meeting – February 21, 2024
- Diversity, Equity, and Inclusion Training – February 22, 2024
- Conversation with Flow Video – February 27, 2024
- Community Well Project Meeting – February 27, 2024
- Community to Sea event - February 29, 2024

5(a) At 6:45pm Warden Smith welcomed Rob Stork, Executive Director, and Alison Chappell, Board Chair, Osprey Arts Centre. Mr. Stork gave a quick overview of the operations, concerns and struggles of the Osprey Art Center. The Osprey is looking for municipal support. Discussion was held regarding funding options, sponsorship options as well as collaboration with the Shelburne Events Committee. It was noted that a report would be requested from staff for a future meeting.

Warden Smith thanked them for presenting,

11. IN-CAMERA

- a. Personnel Matters as per MGA 22 (2)(c)
- b. 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 6:58 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 10:10 pm.

- **MOTION CARRIED**

MOTION: TAX SALE BY TENDER BID PREPARATION

Be it resolved that the Municipality of the District of Shelburne authorize the Chief Administrative Officer to prepare a tax sale tender bid, as discussed in camera.

- **MOTION CARRIED**

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:11 pm. The next Council meeting will be held on Wednesday, March 13, 2024.

**Carolann Atwood
Recording Secretary**

March 13/24
Date



Penny Smith, Warden



**Erin Hartley, Deputy Chief Administrative
Officer**