

**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, April 10, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, April 10, 2024, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Michelle Williams, Director of Finance
Marcia d'Eon, Director of Operations & Protective Services
Val Kean, Director of Economic & Community Development
Robin Smith, Community Development Officer
Ryan Jamieson, Waste Diversion Officer
Carolann Atwood, Recording Secretary

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

- a. April 10, 2024

MOTION: APPROVAL OF AGENDA – APRIL 10, 2024

Being duly moved and seconded, be it resolved that the Agenda for April 10, 2024, be approved with the following additions;

- In-Camera – Personnel Matters as per MGA 22 2(c)

- MOTION CARRIED

3. APPROVAL OF MINUTES:

- a. March 27, 2024

MOTION: APPROVAL OF MINUTES – MARCH 27, 2024

Being duly moved and seconded, be it resolved that the Minutes of March 27, 2024, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION

a. Volunteer Week

5(a) Warden Smith read the Volunteer Week Proclamation, formally declaring the Week of April 14 – 20, 2024, Volunteer Week in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. PRESENTATION

a. Protecting Our Neighborhood – Opposing ATV Access – Janet Curtis

6(a) Warden Smith welcomed Janet Curtis.

Ms. Curtis presented to Council her concerns of ATV access within her neighborhood. She discussed the natural beauty of her neighborhood, quality of life and what dangers her neighborhood would face with ATV's having access.

Council thanked Ms. Curtis for presenting.

7. RECREATION & PARKS

a. Accessibility Coordinator Update

7(a) Michelle Vacon, Accessibility Coordinator, provided Council with a detailed update and noted the goals of the Accessibility Coordinator.

8. FINANCE

a. 2024/2025 Budget

b. 2024/2025 Budget Address

8(a) Warren MacLeod, CAO presented Council the 2024/2025 Budget staff report.

Mr. MacLeod advised Council of the changes made at their request from April 9, 2024, Special Council Meeting. Mr. MacLeod advised Council there are two scenarios provided and he recommend scenario one.

MOTION: TAX RATES & OPERATING BUDGET

Be it resolved that the Council of the Municipality of the District of Shelburne approve a 2024-2025 residential tax rate of \$1.26 per \$100 of assessment, resource tax rate of \$1.26 per \$100 of assessment, and commercial tax rate of \$1.82 per \$100 of assessment. and;

Be it resolved that Council of the Municipality of the District of Shelburne approve its 2024-2025 Operating Budget reflecting revenues of \$9,508,377 and expenditures of \$9,508,377.

- **MOTION CARRIED**

Councillor Ron Coole and Deputy Warden Dale Richardson requested their votes against this motion be recorded.

MOTION: CAPITAL BUDGET

Be it resolved that the Council of the Municipality of the District of Shelburne approve its 2024-2025 Capital Budget reflecting expenditures of \$763,343 of which \$736,343 to be drawn down from the Capital Reserve and \$27,000 be drawn down from the Sustainable Service Growth Fund.

- **MOTION CARRIED**

MOTION: OVERDUE INTEREST

That Council of the Municipality of the District of Shelburne set the 2024 -2025 interest rate on all types of overdue accounts (tax, sewer, area rate, tipping, septage, and so forth) to be 10%.

- **MOTION CARRIED**

MOTION: RESIDENTIAL & COMMERCIAL SEWER RATE

That Council of the Municipality of the District of Shelburne set the 2024 -2025 residential and commercial sewer rates at \$285 per unit.

- **MOTION CARRIED**

MOTION: SEPTAGE RECEIVING RATE

That Council of the Municipality of the District of Shelburne set the 2024 -2025 septage receiving rate at \$0.036 (3.6 cents) per litre.

- **MOTION CARRIED**

MOTION: HEALTH CARE RESERVE

That Council of the Municipality of the District of Shelburne rename the Healthcare Xray Reserve to Healthcare Reserve and to reallocate \$50,000 from the Operating Reserve to the Healthcare Reserve for 2024-2025.

- **MOTION CARRIED**

8(b) Warden Smith provided Council with the 2024-2025 Budget Address.

Warden outlined the plans and priorities that the 52nd Council of the Municipality of the District of Shelburne will undertake in the 2024-2025 fiscal year, as the last year of this Council's term. She advised that Council has identified the 5 key priorities and provided updates on those, along with providing updates on the Barrington Lake Wildfire, the New Municipal Administration Building, the Low-Income Exemption and Exploration of Consolidation.

Warden recognized the hard work of all Municipal staff and thanked them along with thanking the Council members for everyone's hard work through the challenges all have faced in the past year.

9. ADMINISTRATION:

a. Shelburne Port Authority Funding Request

9(a) Warren MacLeod, CAO presented Council with the Shelburne Port Authority Funding Request staff report.

Mr. MacLeod advised Council of the recent Port Authority meeting and the request for reconsideration to cover the balance remaining of \$86,000.00. \$20,000.00 from the Town of Shelburne, \$20,000.00 from Municipality of Shelburne, and \$46,000.00 from the Port Authority, maintaining the equal contribution with the Town of Shelburne.

MOTION: SHELBURNE PORT AUTHORITY FUNDING REQUEST

Be it resolved that the Council of the Municipality of the District of Shelburne approve a match of an additional \$20,000 with the Town of Shelburne for repairs to the community wharves.

- **MOTION CARRIED**

10. OPERATIONS & PROTECTIVE SERVICES

- a. Solid Waste By-Law
- b. RFP Award – HVAC Maintenance

10(a) Ryan Jamieson, Waste Diversion Officer, presented Council with the Solid Waste By-Law staff report.

Mr. Jamieson advised Council that Region of Queens have made changes to the acceptance of recyclables and waste from curbside pick up. These changes necessitate a change to the Solid Waste By Law. He also advised Council that if approved tonight April 10, 2024, the second and final reading would be May 22, 2024. The major changes include moving to a two blue bag system and updating to reflect that black bags are no longer accepted.

MOTION: SOLID WASTE BY-LAW

Be it resolved that Council of the Municipality of the District of Shelburne give notice of its intention to repeal the existing Solid Waste By-Law S-200 that was adopted by Council on September 23, 2013 and replace it with Solid Waste By Law S-300 and conduct first reading of same; and further, that it gives notice of Second & Final Reading to consider the repeal of the Solid Waste By-law S-200 and approval and adoption of Solid Waste By-Law S-300 at its meeting of May 22th at 7pm.

- **MOTION CARRIED**

10(b) Marcia d'Eon, Director of Operations and Protective Services, presented Council with the RFP Award – HVAC Maintenance staff report.

Ms. d'Eon advised Council that the warranty period for repairs to our building at 414 Woodlawn Drive, expired March 31, 2024. The HVAC system in the building is a modern technical system that requires specially trained technicians for its maintenance and repair. An RFP for HVAC maintenance was put out to tender on February 22, 2024, with a deadline of March 19, 2024. There were four submissions and they were scored based on qualifications, experience with other similar projects, systems, and overall familiarity with the various types of equipment present at our Municipal building.

MOTION: RFP AWARD-HVAC Maintenance

Be it resolved that the Council of the Municipality of the District of Shelburne award the Annual HVAC System Maintenance to Carmichael's based on the details outlined in their proposal at a cost of \$26,611 including HST.

- **MOTION CARRIED**

11. ECONOMIC & COMMUNITY DEVELOPMENT

- a. Grants to Organizations

11(a) Robin Smith, Community Development Coordinator, presented Council with the Grants to Organizations staff report.

Ms. Smith advised Council that the Grants to Organizations program are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of financial statement/budget.

MOTION: GRANTS TO ORGANIZATIONS

Be it resolved that Council of the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$61,167.20, to come from the 2024/25 Grants to Organizations, GL# 00-21950-791 and;

Be it resolved that the Municipality of the District of Shelburne approve the support for Shelburne County Chronic Illness Committee in the amount of \$2,500, to come from the Healthcare GL# 00-24970-000.

- **MOTION CARRIED**

12. CORRESPONDENCE

- a. Shelburne County ATV Association Re: Letter of Support Request
- b. Cheryl Bower Letter Re: Shared Multi-Use Trail Development
- c. Cheryl Rech Letter Re: Shared Multi-Use Trail Development
- d. Municipal Affairs and Housing Letter Re: Service Exchange Agreement
- e. Western Counties Regional Library Re: Thank-you Letter
- f. The Little People's Place Re: Thank-you Letter

12(a) Warden Smith presented the letter of support request from the Shelburne County ATV Association. Discussion was held regarding the matter, taking into consideration views expressed by many residents including those for and against.

MOTION: LETTER OF SUPPORT – SHELburne COUNTY ATV ASSOCIATION

Be it resolved that Council of the Municipality of the District of Shelburne issue a letter of support to the Shelburne County ATV Association supporting safe, legal, and connective trails.

- **MOTION CARRIED**

Councillor Thorburn Irvine is recorded as voting against the motion.

12(b) Warden Smith advised Council of the letter received from Ms. Bower regarding the Roseway River Trail. It was agreed to forward the letter to the Shelburne County ATV Association.

12(c) Warden Smith advised Council of the letter received from Ms. Rech regarding the Roseway River Trail. It was agreed to forward the letter to the Shelburne County ATV Association.

12(d) Warden Smith noted the letter received from Municipal Affairs & Housing regarding Service Exchange Agreement and advised it was for information.

12(e) Warden Smith advised Council of the thank-you letter received from Western Counties Regional Library.

12(f) Warden Smith advised Council of the thank-you letter received from The Little People's Place.

13. COMMITTEE REPORTS/WARDEN'S UPDATE

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

13(a) It was noted the next RCMP meeting will be held April 18, 2024.

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

- Accessibility Meeting – March 28, 2024
- Grade 5 Class Tour – April 3, 2024
- Community Garden Meeting – April 8, 2024
- 2024/2025 Budget Special Council Meeting – April 9, 2024

14. 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 8:35 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 9:08 pm.

- **MOTION CARRIED**

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:09 pm. The next Regular Council meeting will be held on Wednesday April 24, 2024.

Date

April 24/24

Carolann Atwood
Recording Secretary



Penny Smith, Warden



Erin Hartley, Deputy Chief Administrative Officer