

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

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, April 24, 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

**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 Coordinator  
Ryan Jamieson, Waste Diversion Officer  
Carolann Atwood, Recording Secretary  
Nicole Blades, Recording Secretary

**REGRETS:**

Councillor Anthony Gosbee

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. April 24, 2024

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

Being duly moved and seconded, be it resolved that the Agenda for April 24, 2024, be approved.

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

- a. April 9, 2024
- b. April 10, 2024

**3(a) MOTION: APPROVAL OF MINUTES – APRIL 9, 2024**

Being duly moved and seconded, be it resolved that the Minutes of April 9, 2024, be approved as circulated.

- **MOTION CARRIED**

**3(b) MOTION: APPROVAL OF MINUTES – APRIL 10, 2024**

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

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. PROCLAMATION**

- a. Lyme Disease Awareness Month - 2024

5(a) Warden Smith read the Lyme Disease Awareness Month Proclamation, formally declaring the month of May 2024, Lyme Disease Awareness Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

**6. OPERATIONS & PROTECTIVE SERVICES**

- a. Pressure Treated Lumber
- b. Sewage Update
- c. Fisheries Coalition of Atlantic Canada Support Letter Request

6(a) Ryan Jamieson, Waste Diversion Officer, presented the Pressure Treated Lumber staff report.

Mr. Jamieson advised Council of the Provincial change in regulations related to the treated wood disposal that comes into effect July 5, 2024. Mr. Jamieson advised Council that these changes would affect the Regional Material Recovery Facility (RMRF). Mr. Jamieson presented council with the three options to remain compliant.

**MOTION: PRESSURE TREATED LUMBER**

Be it resolved that the Council of the Municipality of the District of Shelburne authorizes staff to proceed with option 3, and issue an RFP for the purchase of or rental of 2 covered bins to be hand-loaded at the RMRF site and;

Be it resolved that Council of the Municipality of the District of Shelburne authorizes the CAO to establish a tipping fee for the disposal of treated lumber.

- **MOTION CARRIED**

6(b) Dan Vincent, Public Works Facilities Operator, presented the Sewage Update.

Mr. Vincent provided the sewage update, including pumping stations, sewage treatment plant and the 2023 Annual Report.

6(c) Marcia d'Eon, Director of Operations & Protective Services presented the Fisheries Coalition of Atlantic Canada Support Letter Request staff report.

Ms. d'Eon advised Council of the emailed request for a letter of support from the Fishing Coalition of Atlantic Canada (FGCAC). This support letter is advocating for continued support and recognition of the collection facilities in diverting fishing gear waste from landfills.

**MOTION: FISHING COALITION OF ATLANTIC CANADA – LETTER OF SUPPORT**

Be it resolved that Council of the Municipality of the District of Shelburne provide a letter of support to the Fishing Coalition of Atlantic Canada for continued government support and funding.

- **MOTION CARRIED**

**7. ADMINISTRATION**

- a. Municipal Elections 2024
- b. Council Meeting May 8th Cancellation

7(a) Erin Hartley, Deputy CAO present Council with the Municipal Elections 2024 staff report.

Ms. Hartley advised Council of the Municipal Elections preparation and required motions to move forward.

**MOTION: MUNICIPAL ELECTION 2024**

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

- Appoint Anita DeMings as the Registrar of Voters.
- Direct the use of telephones and personal computing devices as the only two means of voting to be used for the Municipal and CSAP Elections for 2024.
- Authorize voting by telephones and by personal computing devices commencing at 8:00 am on Monday, October 7, 2024, and terminating at 7:00 pm on Saturday, October 19, 2024.

- **MOTION CARRIED**

7(b) Warden Smith advised Council and the public that the May 8<sup>th</sup>, 2024, regular Council meeting would be cancelled due to the Councillors attending the Nova Scotia Federation of Municipalities conference. Ms. Smith advised that if a meeting was needed a Special Council meeting will be advertised.

**8. FINANCE**

- a. Tax Sale Date Change 2024 – 2025

8(a) Warren MacLeod, CAO, presented Council with the Tax Sale Date Change 2024 – 2025 staff report.

Mr. MacLeod advised Council of the suggested date change for 2024 – 2025 Tax Sale to February, providing updated dates for steps of the tax sale timeline.

**MOTION: TAX SALE DATE CHANGE 2024-2025**

Be it resolved that the Council of the Municipality of the District of Shelburne approve that the next Tax Sale by Tender be held in February 2025, not March 2025, as previously determined. The February 2025 Tax Sale by Tender will include any qualifying properties left from the March 4, 2024, tax sale if they still meet the Tax Sale criteria.

- **MOTION CARRIED**

**9. COMMITTEE REPORTS/WARDEN'S UPDATE:**

- a. Committee Reports

**b. Warden’s Update 2023**

9(a) Councillor Thorburn Irvine advised that she attended and provided updates on, the following:

- McKay Library AGM meeting.

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

- April 12, 2024 – Emergency Preparedness Meeting
- April 16, 2024 – Shelburne County Mental Health & Wellness Association Meeting
- April 17, 2024 – Shelburne County Leadership Meeting
- April 17, 2024 – Community Garden Meeting
- April 24, 2024 – Offshore Wind NSFM

**10. IN-CAMERA**

- a. Contract Negotiations as per MGA 22 (2)(e)
- b. 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 7:39 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 7:59 pm.

- **MOTION CARRIED**

**MOTION: SHELburne FIRE DEPARTMENT – TRUCK PURCHASE**

Be it resolved that the Municipality of the District of Shelburne pay its 50% share from its operating reserves to the Town for the purchase of a new fire truck. This payment is payable in fiscal 2024/2025, with the remainder anticipated for September 2025. Be it further resolved that the Chief Administrative Officer have the authority to approve the amount of the first and second payment pursuant to the Fire Services Agreement.

- **MOTION CARRIED**

**11. ADJOURNMENT**


There being no further business, the meeting was adjourned at 8:02 pm. The next Regular Council meeting will be held on Wednesday May 22, 2024.

**Carolann Atwood  
Recording Secretary**

May 28/24  
Date



**Penny Smith, Warden**

  
**Erin Hartley, Deputy Chief Administrative Officer**