



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, July 10, 2024**

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

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Erin Hartley, Deputy CAO
Michelle Williams, Director of Finance
Val Kean, Director of Economic & Community Development
Marcia d'Eon, Director of Operations & Protective Services
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams
Nicole Blades, Recording Secretary

1. CALL TO ORDER:

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

Warden Smith invited Pam Mingo to the Podium.

Ms. Mingo provided a sincere thank you to Council and staff at the Municipality for their contribution and assistance with the Fire Fighters Tribute held on June 1, 2024. She presented Council with a thank you heart-shaped plaque.

Councillors thanked Ms. Mingo.

2. APPROVAL OF AGENDA

a. July 10, 2024

Council Meeting
July 10, 2024

2(a) **MOTION: APPROVAL OF AGENDA – JULY 10, 2024**

Being duly moved and seconded, be it resolved that the Agenda for July 10, 2024, be approved.
- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

a. June 26, 2024

3(a) **MOTION: APPROVAL OF MINUTES – June 26, 2024**

Being duly moved and seconded, be it resolved that the Minutes of June 26, 2024, be approved as circulated.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**

a. Crosswalk Lights – Councillor Heidi Wagner

4(a) Councillor Wagner brought forward a resident inquiry regarding an update on crossing signal lights for the crosswalk at the beginning of Woodlawn Drive.

Staff will contact Department of Public Works and provide an update to Council.

5. **FINANCE:**

- a. 2023/2024 Financial Statements – Municipal Auditors
- b. Financial Update - July 2024 – Management Team

5(a) Gloria Banks, Municipal Auditor, presented the Municipality's Financial Statements for March 31, 2024.

Ms. Banks reviewed the Audit Report regarding responsibilities of management, the Audit Committee, and Auditors. It was noted that a clean audit opinion was given as there were no issues or concerns encountered during the Audit.

Ms. Banks reviewed the Statement of Operations, Statement of Financial Position, Statement of Changes in Net Financial Assets and Statement of Cash Flows. Explanations were provided regarding items with significant changes from prior year.

Councillors thanked the staff and auditors for their work.

MOTION: 2023/2024 FINANCIAL STATEMENTS

Being duly moved and seconded, based on the Audit Committee's recommendation, be it resolved that:

- 1. The Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2023/2024 fiscal year.

2. The Council of the Municipality of the District of Shelburne transfer the surplus of \$482,466.92 for the 2023/2024 fiscal year to the Operating Reserve Fund.

- **MOTION CARRIED**

5(b)Michelle Williams, Director of Finance, presented the financial update to Council.

The report summarized key points about departmental revenues and expenditures. As it is still early in the fiscal year, projections for year-end 2025 will be available next quarter.

Discussions were held regarding low-income applications and the tax sale process. Ms. Williams disclosed that 94 preliminary tax sale notices have been sent, a decrease compared to 131 notices sent the prior year.

Councillors thanked the Management Team for providing the report.

6. ADMINISTRATION:

- a. Surplus Contents - 136 Hammond Street – Erin Hartley, Deputy CAO

6(a) Erin Hartley, Deputy CAO, presented the Surplus Contents - 136 Hammond Street staff report.

Ms. Hartley advised Council upon opening of the new municipal administration building, there were items no longer required (including office furnishings, storage units, electronics, etc). The items remained at the old municipal building (136 Hammond Street) and can be deemed as surplus contents.

Discussions were held regarding the items available, offering the contents free of charge to community groups, responsibility of dismantling the items, and the open house process. Ms. Hartley advised that legal advice has been requested on exploring options for the larger items that more than one organization may be interested in.

MOTION: SURPLUS CONTENTS – 136 HAMMOND STREET

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne declare the contents of 136 Hammond Street, as surplus; and

That, if surplus contents are to be distributed, an open house be held to offer these contents free of charge to organizations in the community that provide a service or benefit to municipal residents on a first come – first serve basis.

- **MOTION CARRIED**

7. OTHER:

- a. Monthly Building Report - June 2024

7(a) Warden Smith reviewed the Monthly Building Report for June 2024.

8. COMMITTEE REPORTS/WARDEN'S UPDATE

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

8(a) Councillor Coole provided an update on the recent Audit Committee Meeting.

MOTION: AUDIT COMMITTEE UPDATE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a staff report to determine costs in the 2024/2025 audit, in part B to include notes to go with the "other" items to provide more explanation to the public.

- **MOTION CARRIED**

Councillor Gosbee provided updates following the Arena AGM.

Councillor Wagner provided an update on the recent Events Committee Meeting.

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

- June 27 – LRHS Graduation
- June 28 – Ceremony for Martin Fudge receiving the James McGregor Stewart Award
- July 8 – Community Well Project Meeting

It was noted Deputy Warden attended the SRHS Graduation on June 27.

9. IN-CAMERA

- a. Contract Negotiations as per MGA 22 (2)(e)

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 7:47 pm.

- **MOTION CARRIED**

9(a) **MOTION: SUSTAINABLE COMMUNITY CHALLENGE FUND AWARD**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the expenditure of up to \$91,879.22 for the installation of solar panels and EV charging stations at 414 Woodlawn Drive as required by the Sustainable Communities Challenge Fund application. The expenditure consists of both actual cash and in-kind contributions. Funds to come from capital reserve.

- **MOTION CARRIED**

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10. ADJOURNMENT

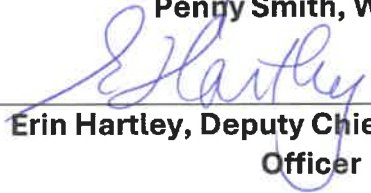
There being no further business, the meeting was adjourned at 7:48 pm. The next Regular Council meeting will be held on Wednesday, July 24, 2024.

July 24/24
Date

Nicole Blades
Recording Secretary



Penny Smith, Warden



**Erin Hartley, Deputy Chief Administrative
Officer**