



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, October 9, 2024**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, October 9, 2024, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Erin Hartley, Deputy CAO  
Michelle Williams, Director of Finance  
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams  
Val Kean, Director of Economic & Community Development  
Marcia d'Eon, Director of Operations & Protective Services  
Darrell Locke, By-Law Enforcement Officer  
Ryan Jamieson, Waste Diversion Officer  
Dan Vincent, Public Works Facilities Operator  
Nicole Blades, Recording Secretary

**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. October 9, 2024

Warren MacLeod, CAO

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Penny Smith, Warden

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2(a) **MOTION: APPROVAL OF AGENDA – OCTOBER 9, 2024**

Being duly moved and seconded, be it resolved that the Agenda for October 9, 2024, be approved.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

- a. September 25, 2024

3(a) **MOTION: APPROVAL OF MINUTES – SEPTEMBER 25, 2024**

Being duly moved and seconded, be it resolved that the Minutes of September 25, 2024, be approved as circulated.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**

There was no business arising.

5. **FINANCE:**

- a. Financial Update – October 2024 – Management Team  
b. Audit Cost for Additional Financial Statement Comments – Michelle Williams, Director of Finance

5(a) CAO MacLeod provided a brief summary of the Financial Update and noted that Directors were present to address any questions that Councillors may have.

It was noted the projected surplus of \$235,000 is primarily due to higher than anticipated interest rates. Warden Smith recognized staff for the detail in the report and noted that any residents seeking financial information of the Municipality should view the Financial Update staff report.

Discussions were held regarding the unbudgeted items, budgeted amount for deed transfer tax, low-income tax applications received and the total rebate amounts applied, as well as tax sale procedures including the 60 day notices have been sent.

5(b) Michelle Williams, Director of Finance, presented the Audit Cost for Additional Financial Statement Comments staff report.

Ms. Williams advised a quote was received of approximately \$1,500-\$2,000 plus HST for the auditor to provide additional comments on the “other” item entries on the financial statements as requested by Council from the Audit Committee recommendation.

Councillor Coole mentioned a letter received from Michael Wybo, Public Member of the Audit Committee regarding the matter. Warden Smith presented the letter and Council motioned unanimously to allow Mr. Wybo to speak.

A discussion was held, and CAO MacLeod stated the additional comments on the other items can be included in a report by staff and posted on the website instead of incurring additional costs from the auditor. Council agreed.

## **6. OPERATIONS & PROTECTIVE SERVICES**

- a. By-Law Enforcement Officer Quarterly Update – Darrell Locke, By-Law Enforcement Officer
- b. Waste Diversion Officer Quarterly Update – Ryan Jamieson, Waste Diversion Officer
- c. Public Works Facilities Operator Quarterly Update – Dan Vincent, Public Works Facilities Operator
- d. Roswall Power Agreement – Marcia d'Eon, Director of Operations & Protective Services
- e. RFP Award – Plow Truck with V Plow – Marcia d'Eon, Director of Operations & Protective Services
- f. Private Road Name Approval – Lower Ohio – Warren MacLeod, CAO

6(a) Darrell Locke, By-Law Enforcement Officer, presented the By-Law Enforcement Officer Quarterly Update.

A discussion was held regarding priorities and Mr. Locke noted the current top priority is posting the 60-day tax sale notices on the tax sale properties followed by working on the dangerous and unsightly report for a property in Sandy Point.

Councillors thanked Mr. Locke.

6(b) Ryan Jamieson, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Update.

Discussions were held regarding after hour drop-offs at the Household Hazardous Waste (HHW) site, education and awareness of dangerous chemicals, advertisement for the light program, rate increases at the C&D site, and the litter incentive program. Enforcement of the two blue bags program, HHW and Electronic pick up in Lockeport, and school education presentations were also discussed.

Councillors thanked Mr. Jamieson.

6(c) Dan Vincent, Public Works Facilities Operator, presented the Public Works Facilities Operator Quarterly Update.

Discussions were held regarding the pump replacement cost variation between new versus rebuilding, increases in septage and algae, Municipal Growth Fund application amendment for the wetlands polishing pond, and an update on the sewage system report.

Councillors thanked Mr. Vincent.

6(d) Marcia d'Eon, Director of Operations & Protective Services, presented the Roswall Power Agreement staff report.

Ms. d'Eon advised that Roswall and their subsidiary company, Renewall, finalized the details on the offer to provide clean renewable electricity to the Municipality. The benefits include a known energy price through the term and promoting emission reductions.

Discussions were held regarding the term of the agreement, Roswall contacting other businesses in the area, risk on the 1% annual rate increase compared to NS Power increases, commencement date, commitment of usage, and streetlights.

**MOTION: ROSWALL POWER AGREEMENT**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the Clean Electricity Offer for a 20-year term between the Renewall and the Municipality of the District of Shelburne; and

Council of the Municipality of the District of Shelburne authorize the Warden and CAO to execute the Agreement on its behalf.

- **MOTION CARRIED**

6(e) Marcia d'Eon, Director of Operations & Protective Services, presented the RFP Award – Plow Truck with V Plow staff report.

Ms. d'Eon advised Council that an RFP was issued for a vehicle and plow to replace the existing vehicle utilized by staff that was budgeted to be replaced in the fiscal year 2024/2025.

There were four submissions received, with one being inadmissible. Ms. d'Eon reviewed the remaining three submissions that were substantially compliant apart from minor variations in the color of vehicles proposed.

A discussion was held regarding pricing, a local maintenance provider, and a new salter installation.

**MOTION: RFP AWARD – PLOW TRUCK WITH V PLOW**

Be it resolved that the Council of the Municipality of the District of Shelburne award the 3/4 ton, Regular Cab with V Plow Request for Proposals to Kentville Chrysler Dodge Jeep for a 2024 Dodge Ram 3500 as per the RFP specifications at a cost of \$83,836.02; and

Staff be instructed to purchase a new salter to fit the new vehicle as long as it falls within the remaining budgeted amount.

- **MOTION CARRIED**

6(f) Warren MacLeod, CAO, presented the Private Road Name Approval – Lower Ohio staff report on behalf of Andrew Goreham, Manager of Inspection Services.

CAO MacLeod stated a private road is being constructed to enter a newly established subdivision accommodating several lots in Lower Ohio. Multiple names were submitted, however there were duplications with the first choice.

**MOTION: PRIVATE ROAD NAME APPROVAL – LOWER OHIO**

Be it resolved that the Council of the Municipality of the District of Shelburne reject the original proposed name of “Roseway River Drive” in Lower Ohio due to the similarities of these names on other private roads within the Municipality; and

Council of the Municipality of the District of Shelburne approve the name “Maple Drive” for a private road in the community of Lower Ohio.

- **MOTION CARRIED**

**7. CORRESPONDENCE**

- a. NSFM Public Safety Advisory Committee Re: Cellphone Coverage

7(a) Warden Smith reviewed the letter from NSFM Public Safety Advisory Committee regarding cellphone coverage.

**8. OTHER**

- a. Monthly Building Report – September 2024
- b. November 27, 2024 Council Meeting – Warden Smith

8(a) Warden Smith reviewed the Monthly Building Report for September 2024.

8(b) Warden Smith advised that Councillors will be attending the NSFM Conference November 26-29, 2024. Consensus was given on cancelling the November 27, 2024 Council meeting.

**9. COMMITTEE REPORTS/WARDEN’S UPDATE**

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

9(a) Councillor Wagner advised that this weekend is the Pumpkin Festival & Regatta.

Councillor Wagner advised the next RCMP Committee meeting is next week and will be the last meeting prior to the election.

Deputy Warden gave acknowledgement to the staff and Events Committee regarding the Pumpkin Regatta promotional videos.

9(b) Warden Smith noted she was unable to attend any meeting the past two weeks as she was ill.

Warden Smith stated the last Council meeting as the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne will be held on October 23, 2024 and she will address Council at that time.

Following the meeting, Warden Smith was reminded that due to the upcoming Election on October 19, 2024 there is no meeting on October 23, 2024 and that this was the last Council meeting of the 52<sup>nd</sup> Council of the Municipality of the District of Shelburne.

**10. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:19 pm. The next Regular Council meeting will be held on Wednesday, November 13, 2024.

**Nicole Blades**  
**Recording Secretary**

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**Date**

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**Penny Smith, Warden**

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**Erin Hartley, Deputy Chief Administrative  
Officer**

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