



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, December 11, 2024**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, December 11, 2024, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Deputy Warden Heidi Wagner  
Councillor Paula Sutherland  
Councillor Sherry Thorburn Irvine  
Councillor Ron Coole  
Councillor Dale Richardson

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Erin Hartley, Deputy CAO  
Marcia d'Eon, Director of Operations & Protective Services

**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. December 11, 2024

2(a) **MOTION: APPROVAL OF AGENDA – DECEMBER 11, 2024**

Being duly moved and seconded, be it resolved that the Agenda for December 11, 2024, be approved with the following amendments:

12. IN-CAMERA

- c. Contract Negotiations as per the MGA 22 (2)(e) - **ADDED**
- d. Personnel Matters as per the MGA 22 (2)(c) - **ADDED**

- **MOTION CARRIED**

Warren MacLeod, CAO

[Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca)

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

**3. APPROVAL OF MINUTES:**

- a. November 13, 2024

3(a) **MOTION: APPROVAL OF MINUTES – NOVEMBER 13, 2024**

Being duly moved and seconded, be it resolved that the Minutes of November 13, 2024, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATIONS:**

- a. Anita DeMings – 20 Years of Service Award – Warden Penny Smith
- b. Black History Commemorative Initiative – Davie Hartley
- c. Sou'West Nova Transit Association – Kevin Curry, Executive Director

5(a) Warden Smith and Deputy Warden Wagner presented a 20 Years of Service Award to Anita DeMings.

Warden Smith thanked Ms. DeMings for her dedication and service to the Municipality and residents of the Municipality of Shelburne over the past 20 years.

Macia d'Eon, Director of Operations and Protective Services, presented Ms. DeMings with flowers and a card to express appreciation from Council and staff.

5(b) Warden Smith welcomed Davie Hartley.

Mr. Hartley advised Council of a proposed project to preserve Black history within the Municipality by establishing three monuments. A brief historical overview was provided, emphasizing the significance of the areas in the community's heritage.

A discussion was held regarding how the monuments would educate the public and ensure history is preserved, the location of the monuments, and the additional information required before Council and staff could consider participating in this project.

Councillors thanked Mr. Hartley for presenting.

5(c) Warden Smith welcomed Kevin Curry, Executive Director, Sou'West Nova Transit Association.

Mr. Curry gave an overview of the services that Sou'West Nova Transit provides and advised Council of the short term and long-term goals including education, employer partnerships, extended hours, charter service, fleet electrification, transit plan, and a regional connector.

A discussion was held regarding local and long distant fares, subsidy availability, grant programs, promoting services, and budget deliberations.

Councillors thanked Mr. Curry for presenting.

## **6. ECONOMIC & COMMUNITY DEVELOPMENT**

- a. Grants to Organizations Policy Revision – Val Kean, Director of Economic & Community Development

6(a) Warren MacLeod, CAO, presented the Grants to Organizations Policy Revision staff report.

Mr. MacLeod advised Council of the proposed amendments made to the Grants to Organization Policy. The addition of grant categories, ability of the CAO to approve elite athlete, youth travel, sponsorship and donation requests, adjusted deadline to February 15<sup>th</sup>, and all funding requests to be captured under the Grants to Organization GL were included in the revision.

### **MOTION: GRANTS TO ORGANIZATIONS POLICY REVISION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Grants to Organizations Policy, as amended.

- **MOTION CARRIED**

## **7. ADMINISTRATION**

- a. 2024 Municipal Elections Update – Erin Hartley, Deputy CAO
- b. Terms of Reference Update – Audit Committee – Erin Hartley, Deputy CAO
- c. Nova Scotia Power Easement Re: 787 Woodlawn Drive – Warren MacLeod, CAO
- d. Advocacy Letter Re: School Bus Drivers – Warden Penny Smith
  - i. Tri-County Regional Centre for Education Letter sent to Parents/Guardians Re: Bus Route Time Changes
- e. Roseway Manor Board – Erin Hartley, Deputy CAO

7(a) Erin Hartley, Deputy CAO, presented the 2024 Municipal Elections Update staff report.

The 2024 municipal election was fully electronic this year. In addition to offering online and telephone voting, a voting kiosk in the municipal office was also available that approximately 70 residents used. For future elections, a touch screen kiosk will be considered.

Ms. Hartley advised Council by having a fully electronic election, a statistic report was produced from Intelivote. The statistics categories were reviewed including the general stats, participation, voting time breakdown, internet voting sessions, and age.

The election budget was set at \$30,000 and the final cost was approximately \$26,000, bringing the total within a reasonable range of the initial budget.

A discussion was held regarding resident comments on electronic voting and the data in the statistic report including telephone and internet voting comparison, aging population participation and the amount of time it took residents to complete the voting process.

7(b) Erin Hartley, Deputy CAO, presented the Terms of Reference Update – Audit Committee staff report.

Ms. Hartley advised Council of amendments made to the Audit Committee’s Terms of Reference including member accountability to the Municipality’s Code of Conduct, clarifying members two-year term appointment, and training requirements.

**MOTION: TERMS OF REFERENCE UPDATE – AUDIT COMMITTEE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the attached amended Audit Committee Terms of Reference.

- **MOTION CARRIED**

7(c) Warren MacLeod, CAO, presented the Nova Scotia Power Easement – 787 Woodlawn Drive staff report.

Mr. MacLeod advised Council that a mini home is being relocated to 787 Woodlawn Drive as a rental property and the resident requires access over Municipal lands for a power connection.

**MOTION: NOVA SCOTIA POWER EASEMENT – 787 WOODLAWN DRIVE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne authorize CAO Warren MacLeod to sign the Right of Way agreement with Nova Scotia Power on behalf of the Municipality.

- **MOTION CARRIED**

7(d) Warden Penny Smith reviewed resident concerns with bussing shortage issues in the districts.

A discussion was held regarding bus route time changes, shortage of school bus drivers, route cancellations, and the municipality’s contributions to the Department of Education for these services.

Staff was directed to draft an advocacy letter regarding the bussing shortage concerns and address the reasons of the shortage occurrences and request solutions to resolve the issues to the Tri-County Regional Centre of Education.

7(e) Erin Hartley, Deputy CAO, presented the Roseway Manor Board – Council Member Appointment staff report.

Ms. Hartley advised Council that after assigning two members to the Roseway Manor Board, it was discovered that a third member was required.

**MOTION: ROSEWAY MANOR BOARD – COUNCIL MEMBER APPOINTMENT**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne appoint Warden Penny Smith, Deputy Warden Heidi Wagner and Councillor Sherry Thorburn Irvine as the Municipality’s Council Representative on the Roseway Manor Board.

- **MOTION CARRIED**

**8. OPERATIONS & PROTECTIVE SERVICES**

- a. Appointment of Building Official & Fire Inspector – Marcia d’Eon, Director of Operations & Protective Services
- b. Wastewater Collection/Sewage Treatment – Unbudgeted Purchase – Marcia d’Eon, Director of Operations & Protective Services
- c. Monthly Building Report – November 2024

8(a) Marcia d’Eon, Director of Operations & Protective Services, presented the Appointment of Building Official & Fire Inspector staff report.

The Municipality hired a Junior Building Official and Fire Inspector who is working alongside the Manager of Inspection Services. Ms. d’Eon advised Council pursuant to the Nova Scotia Building Code Act, all Building Officials must be appointed by Council.

**MOTION: APPOINTMENT OF BUILDING OFFICIAL**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Darren Stoddart as Building Official for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

**MOTION: APPOINTMENT OF FIRE INSPECTOR**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Darren Stoddart as Fire Inspector for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8(b) Marcia d’Eon, Director of Operation & Protective Services, presented the Wastewater Collection/Sewage Treatment – Unbudgeted Purchase staff report.

Ms. d’Eon advised Council that the replacement of the septage meter that retrieves the usage data for billing purposes was budgeted for 2024/2025. Three quotes were obtained and the cost for replacement exceeded the budgeted amount of \$10,000.

A discussion was held regarding the recommended quote that included icloud user fees that would allow the administration team to access the usage data on demand, technical support availability and warranty.

**MOTION: SEPTAGE RECEIVING STATION METER PURCHASE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the purchase of a new septage receiving station meter from Flowpoint at an estimated cost of \$28,577.41 plus tax with annual usage fees. Funds to come from the capital reserve.

- **MOTION CARRIED**

8(c) Warden Smith reviewed the Monthly Building Report for November 2024.

## **9. FINANCE**

### **a. Tax Sale Policy Amendment – Warren MacLeod, CAO**

9(a) Warren MacLeod, CAO, presented the Tax Policy Amendment staff report.

Mr. MacLeod advised council of the amendment to add an explanation for HST on redemption of tax sale properties to the Tax Policy. The addition would provide clarification for when HST is included in the redemption amount.

### **MOTION: TAX SALE POLICY REVISION**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the attached Tax Sale Policy as amended.

- **MOTION CARRIED**

## **10. CORRESPONDENCE**

### **a. Letter from Town of Shelburne Re: Municipal Planning Strategy and Land Use By-Law Engagement**

10(a) Warren MacLeod, CAO, reviewed the letter from the Town of Shelburne regarding Municipal Planning Strategy and Land Use By-Law engagement.

Mr. MacLeod advised Council that staff and the planner had a meeting with the Town of Shelburne and all inquiries were answered. The Town was informed that there will be a second consultation period in the new year and there is no need to request an extension from the Province as requested in the letter.

## **11. COMMITTEE REPORTS/WARDEN'S UPDATE**

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

11(a) Councillor Coole advised he attended and provided updates on the following:

- Accessibility Advisory Committee Meeting

Councillor Coole advised that the Committee requested a letter be written to the Minister of Justice requesting financial support for extending the Accessibility Coordinator position term that has an end date of March 31, 2025.

Warren MacLeod, CAO, advised Council the five neighbouring units are currently in discussion of possibly sharing the position in the future. It was agreed to discuss with all five units before sending the letter. Council will be informed during the budget sessions of the outcome.

Councillor Thorburn Irvine advised she attended and provided updates on the following:

- Roseway Manor Board Meeting
- NSFM Conference in Halifax

Deputy Warden Wagner advised she attended and provided updates on the following:

- Black Loyalist Tree Lighting

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

- November 20 – Shelburne County Leadership Meeting
- Various Dates – Blessing of the Fleets in Sandy Point, Gunning Cove, West Green Harbour, and Ingomar
- November 26-29 – NSFM Conference in Halifax
- December 2 – Shelburne County/NSH Stakeholder Group Meeting
- December 2-4 –Municipal Planning Strategy and Land Use By-Law Public Consultations
- December 5 – Roseway Manor Board Meeting
- December 6 – Region 6 Meeting
- December 8 – Door to Door Meal Deliveries
- December 10 – Council Christmas Supper

Warren MacLeod, CAO, advised Council that the leaders of the Municipality of Barrington and Clark’s Harbour agreed to bring forth a motion to their respective Councils to continue the education sessions for consolidation and/or amalgamation.

A discussion was held regarding a potential Provincial Government announcement that they would investigate assessment increases on rebuilds for homes destroyed in the wildfires in Halifax. Staff was directed to contact PVSC to inquire if there is an official decision on this matter.

## **12. IN-CAMERA**

- a. Contract Negotiations as per the MGA 22 (2)(e)
- b. Acquisition, Sale, Lease and Security of Municipal Property as per the MGA 22 (2)(a)
- c. Contract Negotiations as per the MGA 22 (2)(e)
- d. Personnel Matters as per the 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 7:55 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 9:07 pm.

- **MOTION CARRIED**

12 Items were discussed, and direction was given to staff.

## 12(b) **MOTION: ROSEWAY MANOR PROPERTY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the extension from December 31, 2024 to March 31, 2025 for Nova Scotia Health to determine their interest in purchasing the Roseway Manor property.

- **MOTION CARRIED**

Council Meeting  
December 11, 2024

**13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:08 pm. The next Regular Council meeting will be held on Wednesday, January 8, 2025.

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

---

**Date**

---

**Penny Smith, Warden**

---

**Erin Hartley, Deputy Chief Administrative  
Officer**

DRAFT