

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, March 26, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, March 26, 2025, 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 via Microsoft Teams

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations & Protective Services
Michelle Williams, Director of Finance via Microsoft Teams
Nicole Blades, Recording Secretary
Members of the Public

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. March 26, 2025

2(a) MOTION: APPROVAL OF AGENDA – MARCH 26, 2025

Being duly moved and seconded, be it resolved that the Agenda for March 26, 2025, be approved with the following amendments:

6. FINANCE

a. Tax Reduction – AAN02305747 – Michelle Williams, Director of Finance – **ADDED**

8. ADMINISTRATION

c. Brighter Community Planning & Consulting Extension – Motion Revision – Erin Hartley, Deputy CAO - **ADDED**

d. MPAL Reserve Transfer – Erin Hartley, Deputy CAO – **ADDED**

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

a. March 12, 2025

b. March 19, 2025

3(a) The Minutes of March 12, 2025 were accepted as circulated.

3(b) The Minutes of March 19, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION

a. Shelburne County Arena Association – Funding Request – Val Cox, Board Member

5(a) Warden Smith welcomed Val Cox, Board Member, with the Shelburne County Arena Association.

Ms. Cox presented Council with a detailed overview of current board members and volunteers, hosted events, capital improvements, financials, grant applications, goals and the Arena's role in the community.

A discussion was held regarding volunteer and fundraising efforts, other Municipal unit contributions, future capital projects, growth, and operational financial support currently in place as well as the consideration of funding a reserve.

It was noted that staff will prepare a report for a future meeting to discuss the support request.

Councillors thanked Ms. Cox for presenting.

6. FINANCE

a. Tax Reduction – AAN 02305747 – Michelle Williams, Director of Finance

b. Low Income Property Tax Exemptions Policy Revision for 2025/26 – Michelle Williams, Director of Finance

c. Tax Reduction on Destroyed Property Policy Revision for 2025/26 – Michelle Williams, Director of Finance

d. Write off HUGHR001 – Michelle Williams, Director of Finance

6(a) Michelle Williams, Director of Finance, presented the Tax Reduction – AAN 02305747 staff report.

Ms. Williams advised Council that PVSC informed the Municipality that a resident had advised their property was destroyed by fire on November 25, 2024. A tax reduction application was submitted by the resident that met all the criteria outlined by the Tax Reduction on Destroyed Property Policy and was approved.

MOTION: TAX REDUCTION AAN02305747

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve a tax reduction totaling \$730.30 using GL 00-21243-300 and allocate the credit to the Assessment Account Number 02305747.

- **MOTION CARRIED**

6(b) Michelle Williams, Director of Finance, presented the Low Income Property Tax Exemptions Policy Revision for 2025/26 staff report.

Ms. Williams advised Council as per section 12.8 of the Low Income Property Tax Exemption Policy, Council reviews the policy for any possible amendments each year. It was proposed that section 12.2 be updated adding how the applications are sent, section 12.4 change from line 150 to 15,000 and have the assessed owner applying for the grant sign.

MOTION: LOW INCOME PROPERTY TAX EXEMPTIONS POLICY REVISION

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the attached Low Income Property Tax Exemption Policy as amended.

- **MOTION CARRIED**

6(c) Michelle Williams, Director of Finance, presented the Tax Reduction on Destroyed Property Policy Revision for 2025/26 staff report.

Ms. Williams advised Council the Tax Reduction on Destroyed Property Policy was reviewed and requested the following changes:

- 50.4(b) refers to 4.0c and should be 50.4c
- 50.4 (k) refers to 4.0b and should be 50.4b
- Update application as follows:
 - Change address to PO Box 280, 414 Woodlawn Drive, Shelburne, NS, B0T 1W0.
 - Remove word area rate in the declaration statement.
 - Add wording to the declaration: 'I declare that I have no intention of repairing the structure within 6 months of this application date'.

MOTION: TAX REDUCTION ON DESTROYED PROPERTY POLICY REVISION

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the attached Tax Reduction on Destroyed Property Policy as amended.

- **MOTION CARRIED**

6(d) Michelle Williams, Director of Finance, presented the Write Off HUGHR001 staff report.

Ms. Williams advised Council customer HUGHR001 requested a copy of two tax bills and payment was received for one, with interest accruing on the outstanding balance. The property has sold, and staff have been unsuccessful locating the client for further collection.

MOTION: WRITE OFF HUGHR001

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne write off the balance of \$10.96 for HUGHR001 using GL 00-28211-000.

- **MOTION CARRIED**

7. OPERATIONS & PROTECTIVE SERVICES

- a. Climate Ready Plans & Processes Project – Marcia d'Eon, Director of Operations & Protective Services
- b. Monthly Building Report – February 2025
- c. Construction Projects and Permits 2024

7(a) Marcia d'Eon, Director of Operations and Protective Services, presented the Climate Ready Plans and Processes Project report.

Local Leadership for Climate Adaptation (LLCA) is a \$530M initiative delivered by the Green Municipal Fund (GMF). LLCA will support local governments across Canada to plan for and respond to the impacts of climate change.

The Municipality applied in November 2024 for Climate Ready Plans and Processes funding to hire a climate risk assessment staff person for a 2-year period. The staff member would support all three participating municipalities (Municipality of Shelburne, Town of Shelburne, and Municipality of Barrington) by developing individual climate risk assessments and coordinating integration into a unified regional adaptation strategy.

Ms. d'Eon advised Council by providing a letter of support and committing to issuing the Municipality's cost share for the project to LLCA, it would assist the application in potentially being successful.

MOTION: CLIMATE READY PLANS AND PROCESSES PROJECT

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne supports Municipal staff in supporting the project and committing to matching funds.

- **MOTION CARRIED**

7(b) Warden Smith reviewed the Monthly Building Report for February 2025.

7(c) Warden Smith reviewed the Construction Projects and Permits Report for 2024.

8. ADMINISTRATION

- a. Elected Officials Code of Conduct Investigator – Erin Hartley, Deputy CAO
- b. Economic Growth Strategy Committee – Terms of Reference Update & Appointment of Members – Erin Hartley, Deputy CAO

- c. Brighter Community Planning & Consulting Extension – Motion Revision – Erin Hartley, Deputy CAO
- d. MPAL Reserve Transfer – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented the Elected Officials Code of Conduct Investigator staff report.

All Municipal units are required by the Provincial Code of Conduct for Municipal Elected Officials Regulations to appoint an investigator to receive and process any claims that may arise. The Association of Municipal Administrators assembled a list of qualified service providers for the role.

It was noted the Municipality's current legal service provider was included on the list of qualified investigators. It has been advised using the Municipality's active legal firm for the investigation role could result in conflicts of interest.

MOTION: CODE OF CONDUCT FOR ELECTED OFFICIALS INVESTIGATOR

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne appoint Jon Cumming, Managing Partner with Taylor McLellan Cochrane, as the Municipality's Code of Conduct for Elected Officials Investigator, based on AMA's Request for Qualifications process.

- **MOTION CARRIED**

8(b) Erin Hartley, Deputy CAO, presented the Economic Growth Strategy Committee – Terms of Reference and Appointment of Members staff report.

The Economic Growth Strategy Committee supports Council in defining its role in shaping the future of economic development. Proposed amendments have been made to the Terms of Reference as the Committee has been inactive since 2018.

MOTION: ECONOMIC GROWTH STRATEGY COMMITTEE – TERMS OF REFERENCE

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the revised Terms of Reference for the Economic Growth Strategy Committee of Council.

- **MOTION CARRIED**

MOTION: ECONOMIC GROWTH STRATEGY COMMITTEE – APPOINTMENT OF MEMBERS

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne appoint Warden Penny Smith, Deputy Warden Heidi Wagner and Councillor Dale Richardson as the Council representative and Councillor Sherry Thorburn Irvine as the alternate to sit on the Economic Growth Strategy Committee.

- **MOTION CARRIED**

8(c) Erin Hartley, Deputy CAO, presented the Brighter Community Planning & Consulting Extension – Motion Revision on behalf of Val Kean, Director of Economic and Community Development.

Ms. Hartley advised Council that an update was required to the motion made at the February 26, 2025 Council Meeting to allow for proper payment of planning services.

MOTION: BRIGHTER COMMUNITY PLANNING AND CONSULTING EXTENSION

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne expand on the Motion from February 26, 2025, to approve the unbudgeted expense of up to \$19,000 + HST to extend the contract with Brighter Community Planning & Consulting to include administration support for the implementation of our planning processes, including staff and Council training. Funds to come from the "General Operating Budget" or Operating Reserves.

- **MOTION CARRIED**

8(d) Erin Hartley, Deputy CAO, presented the MPAL Reserve Transfer staff report on behalf of Adam Dedrick, Director of Recreation and Parks.

The Municipal Physical Activity Program (MPAL) position has a reserve of funds that are used to balance the MPAL budget when there is a deficit at the end of each fiscal year. It is anticipated that there will be a deficit for the MPAL budget, the amount is unknown at this time, but it is anticipated to not exceed \$10,000.

MOTION: MPAL RESERVE TRANSFER

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the transfer of up to \$10,000 from the MPAL Reserve to the MPAL Revenue GL 00-17571-310.

- **MOTION CARRIED**

9. COMMITTEE REPORTS/WARDEN'S UPDATE

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

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

- Western County Regional Library Board Meeting

Councillor Coole advised he attended and provided updates on the following:

- Eastern Shelburne County Accessibility Advisory Committee Meeting

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

- Shelburne County Arena Association Meeting
- Events Committee Meeting

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

- March 13 – Shelburne County Leadership Group Meeting with Nova Scotia Health
- March 18 – Budget Meeting and Organizational Review Meeting
- March 19 – Shelburne County Leadership Group Meeting

Warren MacLeod, CAO, advised Council that staff had a meeting with Wasoqopa'q First Nations regarding the proposed reserve creation letter from the Government of Canada reviewed at the March 12, 2025 Council Meeting. Currently there are no definitive plans for the former Oxbow property. It was noted an election is approaching for the First Nations Council and a decision will likely arise after the

election. A discussion was held and Council unanimously agreed for staff to respond to the Government of Canada letter stating the Municipality supports the reserve creation and will collaborate with Wasoqopa'q First Nations by all available means.

10. IN-CAMERA

- a. Contract Negotiations as per the MGA 22 (2)(e)
- b. Contract Negotiations as per the MGA 22 (2)(e)
- c. Contract Negotiations as per the 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 6:48 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 7:09 pm.

- **MOTION CARRIED**

10. Items were discussed, and direction was given to staff in-camera.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:09 pm. The next Regular Council meeting will be held on Wednesday, April 9, 2025.

**Nicole Blades
Recording Secretary**

April 9/25
Date

Penny Smith
Penny Smith, Warden

Erin Hartley
**Erin Hartley, Deputy Chief Administrative
Officer**