



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**July 17th, 2023**  
**6:00 p.m.**

Doc Ref:

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**1) Call to Order**

**2) Approval of Agenda**

**3) Approval of Minutes from the regular Town Council meeting held on July 4th, 2023.**

**4) Proclamations & Announcements:**

- a) Emancipation Day-August 1st, 2023
- b) National Peacekeepers Day-August 9th, 2023
- c) National Acadian Day-August 15th, 2023

**5) Delegations:**

None

**6) Correspondence:**

**Action:**

**Information:**

- a) Shelburne Chamber of Commerce Letter to Council regarding CAO change D23-161  
and response from Council D23-162
- b) Letter regarding garbage pickup D23-163
- c) SRHS thank you letter D23-164

**7) Council Items:**

- a) Request to Department of Public Works for a speed decrease on Highway 103
- b) Tri County Planning Initiative – Inter Municipal Agreement

**8) Committee Reports:**

None

**9) Staff Reports:**

- a) Building Inspection Report, July D23-165

**10) New Business:**

**11) Upcoming Meetings/Events:**

- a) Shelburne Street Dance, Saturday July 22<sup>nd</sup>, 9pm, Water St.
- b) Next Town Council meeting, Tuesday September 5th, 6pm, Council Chambers

**12) In Camera,**

MGA 22(2)c, Personnel Matters

**13) Adjournment**





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Tuesday July 4th, 2023

**Council Members Present**

Mayor Harold Locke  
Councillor Elizabeth Acker  
Councillor Rick Davis  
Councillor Sheldon Ringer

**Staff Present**

Ken Smith, Interim CAO  
Candy Venning, Executive Coordinator  
Sarah Mattatall, Human Resources

**Call to Order**

Mayor Harold Locke called the Council meeting to order at 6:00pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

**Approval of the Agenda**

**THAT** Council approves the Agenda for July 4th, 2023, with the addition of item 10c, the CAO update and In-Camera item 13 (MGA 22(2)c) for Personnel.

**Acker-Ringer**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the Minutes from the regular Council Meeting held on June 19th, 2023.

**Davis-Ringer**

**CARRIED**

**Approval of the Minutes from Emergency Council Meeting**

**THAT** Council approves the Minutes from the Emergency Council Meeting held on June 21st, 2023.

**Acker-Davis**

**CARRIED**

**Proclamations & Announcements**

- a) "Volunteer of the month for July, The CP&V Committee, along with Town Council have decided to recognize Community Members who have supported & assisted the Volunteer Firefighters and First Responders during the Wildfires as the Volunteers of the Month for July.

These people have been working hard behind the scenes, spending countless hours volunteering in various capacities to support our front-line men and women. Whether that be making many, many meals, organizing volunteers, getting, and delivering supplies, setting up and organizing free

- stores, managing the free store, donating items to anyone who needs them and all the other jobs that helped to support or assist during the Wildfires. Although there are too many names to mention, we wanted you all to know that we recognize the long hours you put in to provide a service to your town and community in a time of need.

We appreciate the support you provided to those who were out working to battle the beast!

If you have volunteered in any role during the Wildfires, THANK YOU for all that you do and all that you continue to do for your community, the CP&V Committee and Town Council recognize you all as the Volunteers of the Month for July. Thank you!"

**Delegations**

None

**Correspondence**

**Action:**

None

**Information**

- a) MDS Letter re Burn Ban Lift
- b) Western Counties Regional Library, Board Meeting Minutes March 16th

**THAT** Council accept those letters for information.

**Davis-Ringer**

**CARRIED**

**Council Items**

None

**Committee Reports**

None

**Staff Reports**

- a) Building Inspection Report

**THAT** Council accepts the Building Inspection Report for June.

**Acker-Davis**

**CARRIED**

- b) Tri-County Planning Initiative – Inter Municipal Agreement.

Discussion came up regarding the funds allocated and whether there was a firm price.

**M23-084 THAT** Council defer the signing of the Inter Municipal Agreement for two weeks.

**Ringer-Davis**

**New Business**

Interim CAO Ken Smith provided an update regarding the Bulkeley St. rezoning and the request for a letter. Stated that there is no license right now, our Development officer said it doesn't meet the zoning right now. The only way to achieve this business plan is to come back to the re-zoning process. The potential move to Mowatt St. was discussed in a senior management meeting and may not occur until next year.

There are second readings required on two items, Deer, and the Road Trails Act. The required Public hearings date was suggested for the end of August.

With respect to the fires, DNR are coming to discuss the burns and attend the Source Water Committee meeting to go over everything. Suggested that Council members attend.

Councillor Acker mentioned that people are invited to attend the sendoff for Special Olympics with Martin Fudge. Gave recognition to how well handled the Roseway Manor evacuation was.

Mayor Locke congratulated SRHS graduates and thanked businesses for sponsoring the hanging baskets along Dock St.

**Upcoming Meetings / Events**

- a) The Town-Wide Yard Sale, re-scheduled to July 15th
- b) Next Town Council meeting, Monday July 17th, 6pm, Council Chambers

**In-Camera**

MGA 22(2)(c) Personnel

**THAT** we move in Camera under *MGA 22(2)(c) Personnel*.

**Davis**

**CARRIED**

**Council Came out of In Camera at 6:25pm.**

Council has given direction to the CAO to construct a letter in answer to a Personnel condition.

**Adjournment**

**THAT** the Regular Town Council Meeting of July 4th be adjourned at 6:27

**Davis-Acker**

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator





Document # D23-161	
Rec'd by C.V.	
Date JUL 5 <sup>TH</sup> / 23	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

June 21, 2023

Dear Town of Shelburne Council,

We write to you today to address concerns brought up at our monthly Chamber of Commerce meeting. Yesterday our membership brought up concerns on the action that were taken by Council to remove Sherry Doane from the CAO position.

This change in leadership has an immediate impact on partnership built with the Chamber of Commerce over the last year.

Our members brought up the following concerns that we would like addressed so that we may answer our memberships concerns and that of our own.

1. With the departure of Sherry Doane who will be replaced as the voice of the town at Chamber meetings.
2. Who is our new point of contact for business and community concerns?
3. Who will be leading the Cruise Committee and when will the debrief and strategy meeting be scheduled which was planned for the end of June?
4. It was noted that this significant change in leadership has yet to be communicated by council to local business partners, the cruise committee, the Chamber of Commerce or apparently anyone else in community. When will this be addressed?

The council has seemingly made a large difficult decision and yet has neglected to communicate those changes with stakeholders and other community partnerships. We hope this will be addressed immediately so that the community can feel strongly about decisions and communication of those decisions.

Truly,

Charlene Harris  
President Shelburne Area Chamber of Commerce





Document #	D23-162
Rec'd by	C.V.
Date	July 7th/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

P.O. Box 670  
168 Water Street  
Shelburne, N.S.  
BOT 1W0  
Phone: (902) 875-2991  
Fax: (902) 875-3932

Friday, July 7th, 2023

Charlene Harris  
[info@shelburnechamber](mailto:info@shelburnechamber)

**Re: Letter to Council regarding CAO change**

Dear Charlene

This e-mail is in response to your letter and e-mail dated June 21, 2023, to Town Council. Council met In-Camera on July 4<sup>th</sup> 2023 to discuss your letter and gave direction to the CAO to respond to the Chamber in writing.

Outlined below is my response to your questions based upon input I received at the In-camera meeting and my understanding of the concerns which were raised in your letter.

- 1) "With the departure of Sherry Doane, who will be replaced as the voice of the Town at Chamber meetings."

I would anticipate that the new CAO would attend Chamber meetings in order to be aware of the needs of the business community. Until the appointment of a permanent CAO, I plan to attend in the meantime. As far as a council member, I'm not sure at this point in time.

- 2) "Who is the new contact for business and community concerns"

As has been my experience in other municipal units, business and community needs are communicated to the CAO, Council members, the Council or senior management depending on the type of concern.

The closing date for the job ad for a permanent CAO is July 27th, 2023, I will be filling the position in the interim.

- 3) "Who will be leading the Cruise Committee and when will the debrief and strategy meeting be scheduled which was planned for the end of June."

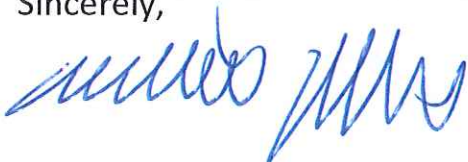
It is my understanding that Sherry Doane took the role of leading a Cruise Committee the last two years. I will be out of the province until July 18th but plan to follow up with key stakeholders upon my return. In the meantime I have made contact with several people involved in the past in order to get an understanding of the process required to host the Cruise ships. I understand that there are neither terms of reference for the committee nor minutes of past meetings. Also, I am following up on any e-mails / calls received by the Town related to the topic. I note that the next Cruise ship arrival will be mid-September or later.

- 4) "It was noted that this significant change in leadership has yet to be communicated by Council to the local business partners, the Cruise Committee, the Chamber of Commerce or apparently anyone else in the community. When will this be addressed"

I'm not clear what "this significant change in leadership" means. Town Council is the governing body and the CAO reports to Council. The change in CAOs is noted on the Town's website, the recording of the Council meeting shown on the Town website and in the minutes of the public Council meeting.

I look forward to liaising with the Chamber while I'm in the Interim CAO role.

Sincerely,



Ken Smith, Interim Chief Administrative Officer

Document # D23-163	
Rec'd by C.V.	
Date JULY 5 <sup>th</sup> 23	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

**Jill Webb**

**From:** Jennifer Young <cadden.jen@gmail.com>  
**Sent:** June 30, 2023 2:12 PM  
**To:** Ryan Jamieson; Jill Webb  
**Subject:** Garbage Pickup

CAUTION: This email originated from an external sender.

Hi Jill and Ryan,

If I should be contacting someone else regarding this issue please direct me.

I am wishing and hoping that one day even for the summer months that we could have our Garbage and Compost collected on a weekly basis. Most other towns I have lived in do this. I realize this would cost extra but honestly I would be happy to pay a little extra in taxes to cover the cost of this pickup.

We have a family of 4 and we sadly generate a lot of garbage and food waste (we mostly eat a vegetarian diet, lots of peelings etc)

Anyway in the summer months in particular it is just dreadful to have to open up the maggot filled bin to throw more waste in. 14 days is a long time for compost to be sitting in a hot bin, also that lovely smell draws wildlife out and they rip open garbage bags. Today I noticed an increase in ripped open garbage bags around town that will now have to be picked up and stored for another 2 weeks before it's dealt with.

Any help or info you can provide in this issue would be greatly appreciated.

Thanks for your time,  
 Jen Young.





# Shelburne Regional High School



415 Woodlawn Drive  
Box 10  
Shelburne, NS  
B0T 1W0  
Phone: 902-875-4900  
Fax: 902-875-4909

Document #	D23-164
Rec'd by	C.V.
Date	July 11/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

**Principal: Jeff Rankin**

**Vice-Principal: Byron MacAlpine**

July 5, 2023

Mayor Harold Locke  
Town of Shelburne  
Box 670  
Shelburne, NS  
B0T 1W0

Dear Mayor Locke:

On behalf of the students and staff of Shelburne Regional High School, I would like to sincerely thank you for providing the *Town of Shelburne Scholarship* for our graduates this year. The recipient for this 2022-23 year was Destiny Harris.

These awards recognize and honour the achievements of the many outstanding students here at Shelburne High. Such honours would not be possible without your valued support.

Again, please accept our gratitude.

Sincerely,

Jeff Rankin  
Principal





Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

July 6, 2023

Town of Shelburne  
ATTN: Ken Smith  
PO Box 670  
Shelburne, NS  
BOT 1W0

Dear Mr., Smith:

**Re: Monthly Building Report**

The following is the Building Inspection Report for the month of June, 2023.

Document #	D23-165
Rec'd by	C.V.
Date	July 6/23
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	4	3
Number of Permits Issued to Date	7	9
Construction Value	\$ 520,000.00	\$ 560,000.00
Total Construction to Date	\$ 711,000.00	\$ 1,785,400.00

Yours very truly,

Andrew Goreham, CRBO, CFI  
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)





Town of Shelburne  
Staff Report to Council  
17 July 2023

## General Special Capital Reserve Transfer

Document #	D23-166
Rec'd by	C.V.
Date	JULY 17 <sup>TH</sup> 23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

### General Overview:

To receive approval from Council to transfer an additional amount from General Special Capital Reserve to General Operating Reserve for the purchase of Public Works used ½ Ton Truck.

### Background:

Council approved a budget of \$35,000 to purchase a used ½ ton truck for the Public Works department in the 2023/24 Capital budget. The Public Works Supervisor, William Butler contacted several dealerships for any suitable Used ½ ton trucks and the decision was made to purchase the vehicle from Smith & Watt Shelburne Chrysler Dodge dealership (2018 ½ ton Dodge Ram, 4 x 4, four door, 62,000 kms, 5 year or 100,000 Complete Warranty with \$200 deductible).

### Financial:

The net cost of the vehicle chosen is \$37,630.55 which is \$2,630.55 over the approved budget.

Town Council needs to approve the additional amount to be transferred from General Special Capital Reserve #91-03015 to General Operating #91-00512.

### Recommendation:

**THAT** Council approve the increase in the 2023/24 Capital Budget from \$35,000.00 to \$37,630.55 from General Special Capital Reserve to General Operating for the purchase of a ½ Ton Truck (used) for Public Works Department.

Respectfully Submitted,  
Jane Crowell, Finance Manager

