



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
November 20<sup>th</sup>, 2023  
**APPROVED**

**Council Members Present**

Mayor Harold Locke  
Councillor Sheldon Ringer  
Councillor Elizabeth Acker  
Councillor Ben Nickerson

**Staff Present**

Sarah Mattatall, Chief Administration Officer

**Call to Order**

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

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 November 20<sup>th</sup>, 2023.

**Nickerson-Ringer**  
**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the Minutes from the regular Town Council Meeting held on November 6<sup>th</sup>, 2023.

**Acker-Nickerson**  
**CARRIED**

**Proclamations and Announcements:**

**Correspondence**

**Action:**

**a) Shelburne Volunteer Fire Department – Letter**

Councillor Acker had a few questions regarding what and who it will be used for, as well as the size of the facility, if this will be cost shared, etc. CAO Mattatall commented that more information is needed from the Fire Department.

**M23-126** **THAT** Council direct staff to research a piece of land for the Fire Department to use as a training facility.

**Acker-Nickerson**  
**CARRIED**

**Information:**

- a) Letter from Fire Chief – Darrell Locke**
- b) Office of the Premier Letter**
- c) Municipality of the District of Shelburne, Staff Report – C&D Site Redesign RFP Award**
- d) Fisheries Challenges Impacting Communities**

Councillor Acker wanted to speak towards the letter from Fire Chief, Darrell Locke, Councillor Acker read a passage from the Fire Chief's letter regarding Mayor Locke. He thanked Mayor Locke for all he did during the wildfires and Councillor Acker wanted to acknowledge this.

**Delegations/Presentations:**

**Council Items**

- a) Sale of Town Building

CAO Mattatall gave some information regarding the sale of Town Hall. She explained we have put an advertisement out stating that Town Hall is for sale. She told Council that we have one interested buyer so far and that we are in the process of determining the market value as a municipal unit can't sell an asset for less than market value unless the buyer is a non-profit organization.

- b) Shelburne Harbour Yacht Club Launch Ramp Dock Repairs

**M23-127** **THAT** Council direct staff to gather additional information on the lease and all expectations.

**Acker-Ringer**

**CARRIED**

- c) Transport Canada Considers Redeploying Digby/Saint John Ferry

**M23-128** **THAT** Council authorize the Mayor on Councils behalf to communicate with Transport Canada regarding Digby Ferry.

**Ringer-Nickerson**

**CARRIED**

- d) Modernize the Town's Landuse By-Law, Councillor Ringer email.

**M23-129** **THAT** Council direct staff to prepare a report on updating the Town's Landuse By-Law.

**Ringer-Acker**

**CARRIED**

- e) Street Sign Issue

CAO Mattatall explained that the email we received from Staff Sgt. MacPherson as a result of concerns from residents that our street signage needs some updating, and that she would like to organize a meeting with Staff Sgt. MacPherson regarding this.

**M23-130** **THAT** Council authorize staff to meet with the local traffic authority.

**Acker-Ringer**

**CARRIED**

- f) Municipal Capital Capacity Fund

CAO Mattatall explained the program and what would apply to us.

**M23-131** **THAT** Council direct staff to prepare a report for the December 4<sup>th</sup>, 2023 Council meeting providing more information on the potential projects which may be eligible for cost sharing under the MCGP in order to rank them.

**Committee Reports:**

**Staff Reports**

- a) By-Law Officer Report – October, 2023

CAO Mattatall gave an update regarding by-laws.

- b) Interim CAO Report

CAO Mattatall told Council that we have completed all the hiring in the office. Morgan Wickens has started as of today in the Customer Service role and Nicole Blades is into week two in the HR and Admin position. She told Council that Jill Webb has completed her orientation for council, agendas, motions portion of her job under Ken Smiths direction and she is well on her way.

Sarah also updated Council that we have a developer from Ontario who is interested in developing the land on Exit 26 and possibly building a hotel. The Town is working closely with him now as he also has several other properties located in the Town which he will begin building in the Spring.

CAO Mattatall also informed Council that the Heritage Hall building is potentially going to be a 5 unit apartment building and the developers of that property are working with the Building inspector in finalizing the Building and Development Permit process. The Town has also been approached by several residents asking about developing several vacant parcels of land near their properties.

- c) Election 2024 Update Report  
CAO Mattatall reviewed the report.

**M23-132** *THAT* Council appoint Jill Webb as the Assistant Returning Officer and Morgan Wlckesn as the Revising Officer for the 2024 Municipal Election.

**Acker-Nickerson**  
**CARRIED**

**M23- 133** *THAT* Council approve Alternative Voting (i.e. telephone/electronic) as the method of voting for the 2024 Municipal Election.

**Nickerson-Ringer**  
**CARRIED**

**M23-134** *THAT* Council approve Intellivote as the company to provide the voting system, training and support for the 2024 Municipal Election.

**Ringer-Nickerson**  
**CARRIED**

- d) SVFD Monthly Reports – June- October  
Councillor Acker wanted to mention when she was reading through the reports that in 5 months there were 48 calls and only 18 of those 48 calls were in the Town of Shelburne. It was mentioned many of them were alarm calls.

#### **New Business**

Councillor Nickerson mentioned that the Phil Callen Memorial Basketball Tournament will be held this coming weekend, November 23-25, 2023 and he encourages the community to come out and watch some great basketball.

Councillor Acker gave Council an update on the Business of Excellence Awards and mentioned that it was a beautiful evening, the facility and food were excellent, and it was so nice to finally get out and be able to recognize the businesses who have been working so hard.

#### **Upcoming Meetings / Events**

- a) Whoville, Saturday, November 25<sup>th</sup>, 2023, Atlantic House Park, 5:30-7:30pm.
- b) Christmas Craft Sale, November 25<sup>th</sup>, 2023, Community Centre, 10am-2pm
- c) Breakfast with Santa, November 26<sup>th</sup>, 2023, Community Centre, 9-11am
- d) Christmas in the Barn, November 26<sup>th</sup>, 2023, 15 Ann Street, 10am-2pm
- e) Miracle on Dock Street, December 2<sup>nd</sup>, 2023, Dock and Water Streets, 6-7:30pm
- f) Next Council Meeting – Monday, December 4<sup>th</sup>, 2023, Council Chambers, 6pm

#### **Adjournment**

**THAT** the Regular Town Council Meeting of November 20<sup>th</sup>, 2023, be adjourned at \_\_\_\_\_.

**Ringer**

\_\_\_\_\_  
Mayor

Executive Coordinator