



Town of Shelburne
Minutes of the Regular Council Meeting
February 20th, 2024
APPROVED

Council Members Present

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

Staff Present

Deputy Chief Administrator Officer, Ken Smith
Executive Coordinator, Jill Webb

Regrets

Councillor Ben Nickerson

Call to Order

Mayor 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 February 20th, 2024, with the addition of an in-camera session following staff reports.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on February 5th, 2024.

It was brought to the attention of the Executive Coordinator that Councillor Davis was not in attendance at the last meeting, therefore could not make a motion to approve the last meeting minutes. It was a typo and has been fixed on the minutes of the February 5th, 2024, meeting.

Ringer-Acker

CARRIED

Proclamations and Announcements: None

Delegations/Presentations

a) Erin Comeau – Western County Regional Libraries

Harold welcomed Erin to the meeting and thanked her for coming. Erin began her presentation, explaining to Council that the Board of the Western County Regional Libraries made a request to all Municipalities to consider an additional funding request of 5% over the operating grant already given which totals an additional \$600. Erin began speaking to the document in the package and outlining some of the challenges that the libraries are facing. She explained they are doing accessibility modifications to various buildings, etc., to become completely accessible by 2030. She explained that library services have changed over the years. A lot of services are now digital literacy services, teaching people how to use various programs, phones, showing them how to find information online. She then went over funding models and the libraries financial situation.

After the presentation she allowed time for questions, Councillor Davis asked how healthy the libraries reserves were and Erin explained that they are healthy enough to support the wage increase over the next few years however, they will still need help with cost-of-living increase.

Councillor Acker felt it important to comment on how the library staff role has changed due to the many services that are now offered. She also asked Ms. Comeau how the Towns and Municipalities can help, would a letter of support work, etc. Ms. Comeau said there will be a committee formed with representatives from Towns and Municipalities to help navigate the funding models, etc.

Harold commented that we are very fortunate to have the library that we do. He also asked Erin how our building is as far as accessibility.

thanked Erin for coming.

Correspondence

Action: NONE

Information: NONE

- a) Thank you letter – Hanging Basket
- b) Thank you letter – Holly Renuad, CP&V Committee
- c) Thank you letter – City of Gloucester
- d) Letter of Reference – Kelly Cove Salmon Ltd.

Council Items

a) Information Sharing Agreement with Elections Nova Scotia

Ken spoke to this topic and explained that the election process requires an electoral list. Council can choose to either enumerate or use the Federal list or the provincial list. The last election we used the provincial list, so this year we are requesting the provincial list and that is what this agreement is.

THAT Council accept the agreement and authorize the Mayor and Staff to sign the agreement.

Davis-Ringer

CARRIED

M24-166

b) Shelburne and Area Chamber of Commerce

Councillor Acker explained that the letter is asking for a sponsorship of the business of excellence awards in the amount of \$1000. She explained that last year we sponsored \$500 after we had made an in-kind contribution for the venue, but then that changed so we ended up giving them \$500 towards the event.

Ken added that in with the Chamber of Commerce meeting, the financials presented noted that they broke even on the event.

THAT Council defer the item to the budget process.

Acker-Ringer

CARRIED

M24-167

c) Voyent Alert

Harold explained that we had discussed this at previous Council meetings, and he thinks it's a great idea. It is something that needs a response now and can not be passed over to the budget.

Councillor Davis asked if this was an annual thing, it was determined it was.

THAT Council approve the purchase of the Voyent Alert app in the amount of \$1700.00 and direct staff to let the Municipality of the District of Shelburne know of their commitment.

Acker-Ringer

CARRIED

M24-168

d) Western Counties Regional Library

THAT Council defer the item to the budget process.

Acker-Davis

CARRIED

M24-169

Committee Reports

a) Port Committee Meeting Minutes – November

b) CP&V Committee Meeting Minutes – November

Staff Reports

a) Port Expansion

Ken explained there was an opportunity that came to us from a former resident of Shelburne, David Cox, who has extensive experience in federal government. He noted that this was an opportunity to explore a potential expansion of the port. It was reviewed by the Port Committee, and they are recommending to Council to sole source this on a \$6000 budget for a specified amount of work; to provide analysis, give leads to go after potential funding, etc.

Harold confirmed that this money will be coming out of the Port budget.

THAT Council enter into a contract with 122MowattSolutions for \$6000 to support the wharf expansion project.

Davis-Acker

CARRIED

M24-170

b) GIS Computer Request

Ken explained we have GIS information that we can't access at present. We have entered into an arrangement with Matt King, a local resident who can do GIS work on a per hour basis. We will need to purchase of a GIS laptop and program. This would be a good way to manage the information we already have. Councillor Acker asked if the \$10,000 includes the salary, Ken explained that the salary portion was already budgeted. Councillor Ringer asked if already the data had been put in the system and Councillor Acker responded that we do have some, but not all, there is still a lot of information to be done. Councillor Ringer was concerned that the amount was too high and there were ways to do it cheaper. There was discussion around this and it was decided that Council would like further information.

THAT Council defer the GIS Computer request to the next Council meeting to gather further information and to get more clarification.

Acker-Ringer

CARRIED

M24-171

- c) By-Law Officer Report – January
- d) Building Inspector Report – January
- e) Shelburne Volunteer Fire Department Report – January

Councillor Acker wanted to make a comment regarding the fire department report. She said she went out for 16 calls and only 3 of them were in town.

In Camera:

MGA 22 (2)e – Contract Negotiations

It was moved that we go In Camera at 6:47pm

Acker-Davis

CARRIED

Council came out of Camera at 6:57pm. There are no motions coming out of in camera.

New Business: NONE

Upcoming Meetings/Events

- a) Next Town Council Meeting – Monday, March 4th, 2024, 6pm, Council Chambers.

Adjournment

THAT the Regular Town Council Meeting of February 20th, 2024, be adjourned.