



Town of Shelburne
Minutes of the Regular Council Meeting
March 4th, 2024
APPROVED

Council Members Present

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

Staff Present

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

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 March 4th, 2024.

Acker-Davis

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on February 20th, 2024.

Davis-Ringer

CARRIED

Proclamations and Announcements:

a) International Women's Day, March 8th, 2024

International Women's Day (IWD) is a global celebration of the social, economic, cultural, and political achievements of women. Each year, this day serves as a powerful reminder of the progress made towards gender equality and highlights the work that still needs to be done.

The 2024 campaign theme is Inspire Inclusion. This emphasizes the importance of diversity and empowerment in all aspects of society. When we inspire others to understand and value women's inclusion, we forge a better world. And when women themselves are inspired to be included, there's a sense of belonging, relevance, and empowerment.

Collectively, let's forge a more inclusive world for women.

Delegations/Presentations

a) Rob Stork – Osprey Arts Centre

Mayor Locke welcomed Mr. Stork to Council and to begin his presentation. Mr. Stork introduced himself along with Allison Chapel, the Board Chair for the Osprey Centre.

He explained that the Osprey Centre is hoping to offer more programs and is hoping that Council would consider sponsoring. He has attached several levels of sponsorship.

He would like to see MDS, Osprey and the Town work together in planning events. He believes the Osprey is vital to the community as there is nothing like this from Yarmouth to Liverpool.

He then asked for questions, Councillor Acker noted that the best event she ever went to there was a duck calling event and it brought in people that normally wouldn't come to the Osprey Centre, Mr. Stork agreed that they need to plan some events that would suit different community members as well, he thanked her for the suggestion. He also mentioned they will be bringing movies back.

Mayor Locke thanked him for coming and for his presentation.

THAT Council defer to the budget process.

Davis-Nickerson

CARRIED

M24-172

b) Chris Frotten, CAO, Municipality of Barrington – Complaints Reporting System

Mayor Locke then welcomed Chris Frotten, CAO from the Municipality of Barrington to the table to begin his presentation on a system that was brought to Council a few weeks prior.

Mr. Frotten began to explain the reporting system that the Municipality of Barrington had implemented in 2018. He had presented this to the Mayors, Wardens and CAO's at a recent meeting and Ms. Mattatall felt it would be something that the Town of Shelburne should consider and asked Mr. Frotten to come speak to the topic.

Mr. Frotten explained that it is best to have a policy in place before you implement the system, so you have very clear guidelines. He explained that this system has helped manage complaints/issues properly and make sure the right department is receiving the complaints. He told Council that a resident can make a complaint online or in person, however, everything still must be inputted into the system and the system does not allow for anonymous complaints. Residents do have to leave their information. He told Council that when a resident makes a complaint/concern, etc. a ticket is then assigned to the appropriate department and then staff can go on and make notes on how it's being handled, etc. Staff and Council can look up the report and see what the status is so that everyone is knowledgeable on how things are being handled.

Mr. Frotten told Council that it costs approximately \$5000.00 for the set-up and then \$2400.00 annually. He said the Municipality has been very pleased with it.

He also informed Council that if someone clicks on a category that is not the responsibility of the Municipality, it gives them the appropriate information on who to contact. Also, the complainant does get notifications of updates and whether the issue has been resolved, completed, being addressed, etc.

Mayor Locke thanked Mr. Frotten for coming and explaining the process to Council.

THAT Council defer to the budget process.

Davis-Nickerson

CARRIED

M24-173

Correspondence

Action:

a) Letter from Andrea Davis – Heritage Monument

Councillor Davis spoke to the letter in the package, he felt that the signage did need to be addressed and we needed more information on this topic.

THAT Council direct staff to investigate maintenance and signage in that area and take to the budget process.

Davis-Acker

CARRIED

M24-174

b) Shelburne County ATV Association – Letter of Support

THAT Council direct staff to write a letter of support to the ATV Association.

Nickerson-Davis

CARRIED

M24-175

Information:

a) Letter from Municipality of the District of Shelburne – Funding Sources, Wharf

Council Items

a) Waste App – Region 6

THAT Council direct staff to promote the app on our social media platforms.

Davis-Ringer

CARRIED

M24-176

Committee Reports: NONE

Staff Reports

a) Finance – Write Offs

Council had some questions regarding the write offs and would like to have the Finance Manager present to answer them.

THAT Council defer the topic to the next Council meeting to allow the Finance Manager to answer questions.

Davis-Ringer

CARRIED

M24-177

b) IT – RFP Report

CAO Mattatall spoke to the report regarding our IT Services. She explained there was a committee formed consisting of representatives from MDS, The Town of Shelburne and Municipal Joint Service Board. They received 8 vendor responses and reviewed all tenders and scored them. G23 scored the highest. G23 Technologies was the most cost-effective and could manage all our needs.

Mayor Locke explained that we had to investigate this because our present IT support will no longer be servicing us, they have begun phasing us out.

THAT Council of the Town of Shelburne award the IT Management and Support Services Request for Proposals to G23 Technologies based on the details outlined in their proposal at a cost to the Town of \$9011.00 + HST.

Acker-Ringer

CARRIED

M24-178

c) Water Utility Report – February

d) Infrastructure Upgrades – New Roseway Manor Project

Ken spoke to his report in the Council package highlighting that he spoke to Bob Funke to figure out what is needed for our utilities. It is being fast tracked based on the Manor, housing complex, etc. He also told Council he met with Ramsay Duff from the MacLeod Group and explained that we can't guarantee that we can get any services outside of town. Mayor Locke explained that the priority is the nursing home, then the housing needs. He noted that they have not promised anything more but are working on what we can and can't do, the costs associated with this and if our system can handle it. Councillor Ringer noted job well done to the staff!

THAT Town Council authorize staff to seek professional engineering services to assess our sanitary services network with an amount of up to \$10,000 approved and to report back to Council for further requested funding if required.

Davis-Ringer

CARRIED

M24-179

e) Regional Material Recovery Facility (RMRF) – Assessment and Recommendations for Compliance with new regulations.

Ken updated Council on the report found in the package. He explained that the RFP did not examine a 4th option of looking at another site (i.e. Barrington Landfill Site).

f) GIS Computer Request – Follow up.

This topic was deferred from last meeting. Staff had examined all options, and it was agreed to move forward with the original motion.

THAT Council approve a transfer from General Operating Reserve up to \$10,000 for the purchase of a GIS laptop and programs.

Acker-Davis

CARRIED

M24-180

In Camera:

MGA 22 (2)e – Contract Negotiations

It was moved that we go In Camera at 7:09pm.

Davis-Nickerson

CARRIED

Council came out of Camera at 7:39pm. There are no motions coming out of in camera.

New Business:

Deputy Mayor Ringer wanted to congratulate the Shelburne County Special Olympics Floor Hockey team on their gold win!

Mayor Locke wanted to reiterate that as well as to say congratulations to the Shelburne Regional High Senior Girls Basketball team for bringing home the Provincial Banner with a 84-56 win over Springhill.

Congratulations to the Lockeport Regional High School Senior Boys Basketball Team brought home a silver medal in the Division 3 Provincial Championship.

And congratulations to Shelburne's own Akaya Shand for winning gold at the Figure Skating Provincials in Amherst. She is moving on to represent Nova Scotia at Atlantics in April!

Town Council and Staff congratulate you all on your hard work and accomplishments, you should all be very proud!!

Upcoming Meetings/Events

- a) Internation Women’s Day Celebrations, Friday, March 8th, 2024, Municipality of the District of Shelburne, 11am-1pm.
- b) Sponsored Family Skate by the Town of Shelburne, Sunday, March 10th, 2024, 12-1:30pm, Shelburne Arena.
- c) Next Council Meeting Monday, March 18th, 2024, here in Council Chambers.

Adjournment

THAT the Regular Town Council Meeting of March 4th, 2024, be adjourned at 7:45pm.