



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**May 21<sup>st</sup>, 2024**  
**APPROVED**

**Council Members Present**

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

**Regrets**

Councillor Ben Nickerson

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Deputy CAO, Ken Smith  
Executive Coordinator, Jill Webb  
Senior Planner, Mike Khan

**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 history, contributions, and legacies of the African Nova Scotian people and communities.

**Approval of the Agenda**

**THAT** Council approves the agenda for May 21<sup>st</sup>, 2024.

**Ringer-Acker**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on May 6<sup>th</sup>, 2024.

**Davis-Acker**

**CARRIED**

**THAT** Council approves the minutes from the Special Town Council Budget Meeting held on May 9<sup>th</sup>, 2024.

**Acker-Ringer**

**CARRIED**

### **Proclamations and Announcements:**

#### **a) Accessibility Awareness Week May 26<sup>th</sup> – June 1<sup>st</sup>, 2024**

Councillor Ringer Read: This year's theme, "Communities for All: Taking Action on Access Awareness," underscores the importance of accessibility. Ensuring equal access to services and spaces is a cornerstone of building inclusive communities. In 2017, The Government of NS passed The Accessibility Act, aiming to ensure our province becomes accessible to people with disabilities by 2030. In line with this, municipalities across the province have developed Accessibility Plans. During Access Awareness Week, we're proud to spotlight the collaborative effort of the Town of Shelburne, Municipality of Shelburne, and the Town of Lockeport through their joint Accessibility Plan, known as the Eastern Shelburne County Accessibility Plan. Additionally, the Town of Shelburne has its own individual Accessibility Action Plan. For more information, please visit The Town of Shelburne website or explore the Access Awareness website at aawns.ca.

#### **b) Red Shirt Day – May 29<sup>th</sup>, 2024 Action for Accessibility and Inclusion**

Mayor Locke read: Red Shirt Day, an initiative by Easter Seals, was first celebrated in 2019 and takes place on the Wednesday of National Accessibility Week each year. This year, we ask you to wear a red shirt on Wednesday, May 29<sup>th</sup>, to support Canadians with disabilities and promote a more accessible and inclusive Canada for people of all abilities.

#### **c) National Indigenous History Month – June**

Councillor Davis read: June marks National Indigenous History Month in Canada, a time to honor and celebrate the rich cultures, traditions, and contributions of First Nations, Inuit, and Métis peoples. This month provides an opportunity for all Canadians to learn about the histories, heritage, and diversity of Indigenous communities, as well as to reflect on the ongoing challenges they face. By engaging in educational activities, supporting Indigenous-led initiatives, and promoting reconciliation, we can contribute to a more inclusive and respectful society. Let us come together this June to recognize and appreciate the invaluable impact of Indigenous peoples on the fabric of our nation.

#### **d) Pride Month - June**

Councillor Acker read: June is Pride Month, a time to celebrate the LGBTQ+ community and recognize their contributions, struggles, and achievements. This month serves as a reminder of the importance of diversity, inclusion, and the ongoing fight for equality and human rights. Across the country, people come together to participate in parades, events, and educational activities, fostering a sense of community and solidarity. As we celebrate Pride Month, let us commit to supporting LGBTQ+ individuals and advocating for a society where everyone can live authentically and without fear of discrimination.

Councillor Acker questioned if we will be flying the Pride flag, and it was stated that yes, we will.

### **Delegations/Presentations: NONE**

### **Correspondence**

#### **Action:**

#### **a) Email – Tasha Roscoe, transportation/access to essential services.**

Councillor Davis asked if we could contact her and provide her with information on the items she was concerned about. Councillor Acker mentioned that she did respond to Ms. Roscoe's concerns providing her with information such as Sou'West Transit as well as Mobile Clinics that come to Town, etc. No further discussion was had.

**Information:**

- b) Letter – Shelburne Volunteer Fire Department, request Use of Lands

This was to provide Council with an update for information only.

**Council Items:**

- a) Operating Budget

The budget was presented to Council, Harold asked if there were any changes or if anyone had any questions. Councillor Acker commented that she was very please with the budget, however, she did hear from one individual who was concerned about the businesses in town and tourism. Councillor Acker explained that we are dropping the Commercial Tax Rate which should help those businesses.

Mayor Locke said what a great job staff did with this budget and thanked them for all their hard work.

***THAT Council approve the 2024/25 General Operating Budget which includes the following:***

*Residential/Resource Tax Rate for 2024/25 is \$1.99 per \$100 of assessment.*

*Commercial Tax Rate for 2024/25 is \$3.86 per \$100 of assessment.*

*Wastewater (Sewer) Charge for 2024/25 is \$260.00/unit.*

*Solid Waste Charge for 2024/25 is \$363.85/unit.*

*Interest Rate on all outstanding amounts is 10% annual, calculated and posted daily for General, Water Utility and Shelburne Marine Terminal.*

**Acker-Ringer**

**CARRIED**

**M24-217**

- b) Soccer Field

Councillor Ringer told Council that he has been approached by two different organizations explaining their need for an additional field in Town. There was some discussion, and it was suggested that it might be something to refer to the Municipality as the Town doesn't have the amount of land needed for a facility and parking.

- c) Barrington Lake Wildfire After Action Review

This is just for Councils information.

**Committee Reports: NONE**

**Staff Reports**

- a) CAO Update

CAO Mattatall provided a verbal update to Council on several matters. She explained that Town staff, along with staff from MDS and the Town of Lockeport, are undergoing additional training for emergency preparedness. CAO Mattatall noted that we are in the early stages of rolling out the Voyent Alert program and encouraged those who haven't yet signed up to do so.

Mayor Locke mentioned that there is no confirmation email sent after signing up for the alert. The Executive Coordinator will investigate this issue.

CAO Mattatall also discussed the Clean Foundation and the Community Climate Capacity (CCC)

program, providing background information. She announced that we have been invited to apply for the CCC program and have been accepted. There are no associated costs for the Town. We will have a community lead for the three units (Town, MDS, and the Municipality of Barrington), and we have just begun this program. Some examples of initiatives include improving asset management and developing a climate plan.

CAO Mattatall also reported that the Town Hall bids have closed, a bid has been accepted, and we are currently working on a purchase agreement, aiming for completion by the end of the summer. Additionally, we have officially closed on the Heritage Hall property and are in the process of removing our insurance from that property. We are collaborating with Canada Student Jobs and Tourism NS for funding opportunities for our Visitor Information Centre (VIC), with a goal of opening by the end of June for the summer season.

b) Election Update

Ken provided an update on the election process. He reviewed our Election Deposit By-law, which specifies a \$100 deposit, though Council has the authority to modify this amount if desired. The second item concerns the Alternative Voting By-law; although we made some revisions in 2020, it currently defines normal business hours as 8:30am-4:30pm, Monday to Friday. After consulting with a Municipal and Election advisor, we need to amend this to more flexible wording, reflecting the hours publicized on our Facebook and website. The third point involves involving more staff in the election process for succession planning. This time, we have appointed Jill Webb as the Assistant Returning Officer, and Deputy CAO Smith also wants to appoint Janice MacKinley and Jessie Dyer as Assistant Returning Officers, with Janice MacKinley additionally serving as the Revising Officer. The Deputy CAO also mentioned the need to authorize telephone voting alongside our e-voting methods and informed the Council about the voting start times.

*THAT Council give notice that the alternative voting by-law will be amended at the June 3<sup>rd</sup>, 2024, Council meeting.*

**Ringer-Acker**

**CARRIED**

**M24-218**

*THAT Council appoint Janice MacKinley as the revising officer as per Section 1.1.2.6 and both Jessie Dyer and Janice MacKinley as assistant returning officers as per Section 1.1.2.3. of the Election Act.*

**Acker-Ringer**

**CARRIED**

**M24-219**

*THAT Council authorize voting by telephone and by personal computer devices commencing 8am (AST) on Tuesday, October 8<sup>th</sup>, 2024, and terminating at 7pm (AST) on Saturday, October 19<sup>th</sup>, 2024.*

**Davis-Ringer**

**CARRIED**

**M24-220**

c) 194 Rodney Street Proposed Amendment Land Use By-law

Mike Khan provided Council with an update on the 194 Rodney Street development. This is a rezoning process which is an amendment to the Land Use By-Law regarding first reading and public hearing.

**THAT** Council approve First Reading to amend the Land Use By-law Zoning Map (schedule B) for PID 82539990 changing the land use from Residential Mobile Home (R-M) to Residential General (R-1), and direct staff to prepare for a public hearing and second reading.

**Davis-Ringer**

**CARRIED**

**M24-221**

d) Public Participation Program Policy Amendments

Mike Khan updated Council on the two main changes of the policy.

**THAT** Council amend the Public Participation Program Policy with respect to placing advertisements on the Town's website and changing how the public is engaged on Land Use By-Law amendments.

**Acker-Davis**

**CARRIED**

**M24-222**

e) Event Proposal

Executive Coordinator updated Council on the proposed event. The Shelburne Events Committee will be meeting with Mr. Spillner in the coming days and the Executive Coordinator will provide updates as needed.

f) By-law Officer Report - April

g) Water Report - April

h) Wastewater Utility Report – April

i) SVFD Report - April

The above reports were reviewed for information only.

**New Business:**

Councillor Davis wanted to mention he had received some concerns from individuals in the community regarding and individual setting up a campground in town and he was wondering if this is something Mike Khan can look into before it goes any further.

No further new business.

**Upcoming Meetings/Events**

a) Accessibility Awareness Week, May 29<sup>th</sup> – June 1<sup>st</sup>, 2024.

b) Deadline for the Town's SRHS Bursary is May 31<sup>st</sup>, 2024, please see Mrs. Rankin for more information.

c) Firefighter Volunteer Tribute, Saturday, June 1<sup>st</sup>, 2024, 12pm, Atlantic House Park

d) Shelburne County Lobster Festival, June 3<sup>rd</sup>, 2024, visit shelburnecountylobsterfestival.com for more information or find them on Facebook.

e) Town Wide Yard Sale, Saturday, June 8<sup>th</sup>, 9am-2pm, all over town.

f) Next Council Meeting, Monday, June 3<sup>rd</sup>, 2024, 6pm, Council Chambers.

**Adjournment**

**THAT** the Regular Town Council Meeting of May 21<sup>st</sup>, 2024, be adjourned at 6:43pm.

