



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**July 2<sup>nd</sup>, 2024**  
**APPROVED**

**Council Members Present**

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

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Deputy CAO, Ken Smith  
By-law Officer, Dana Nash

**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 July 2<sup>nd</sup>, 2024, with the addition of In-Camera MGA 22 (2) (e) – contract negotiations.

**Acker-Ringer**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on June 17<sup>th</sup>, 2024.

**Davis-Nickerson**

**CARRIED**

**Proclamations and Announcements:**

**a) Volunteer of the Month - July**

Councillor Ringer Read: Sarah Albert is being recognized as the Volunteer of the Month for July for her hard work and dedication to our community.

Sarah holds an executive position on the Shelburne County Arena Board, where her leadership and

commitment are invaluable. Her passion for serving others extends far beyond the boardroom. Sarah volunteers her time and culinary talents to cook for all the free community meals held in both Shelburne and Sable River, ensuring that everyone in the community can enjoy a warm, nutritious meal. Additionally, she cooks at the local exhibition canteen to support fundraising initiatives for the Arena.

In addition to her work with community meals, Sarah has organized ball tournaments to support community members who have been laid off due to illness. These events not only provide financial assistance but also foster a sense of unity and support among residents.

As a past board member of the Shelburne County Minor Hockey Association, Sarah has a long history of supporting youth sports. She has been instrumental in helping local minor ball teams fundraise for uniforms, ensuring that young athletes have the necessary equipment to participate and thrive.

On Tuesday nights, Sarah can be found helping with bingo, bringing joy and excitement to many community members.

Congratulations, Sarah, on being our Volunteer of the Month! Your hard work, generosity, and community spirit are truly inspiring. For all that Sarah has done and continues to do for this community, the Town of Shelburne Council recognizes her as the Volunteer of the Month for July.

Thank you, Sarah!

**Delegations/Presentations: Presentation from Aaron Long, AREA – Solar Program**

**MGA 22 (2)e – Contract Negotiations**

It was moved that Council go In Camera at 6:04pm

**Acker-Davis**

**CARRIED**

Council came out of Camera at 7pm. No motions came out of in-camera.

*Councillor Acker then left the Council meeting.*

**Correspondence**

**Action:**

a) Letter from Robert Burns Snow regarding Property Identification.

*THAT Council direct staff to investigate and contact Mr. Snow.*

**Nickerson-Davis**

**CARRIED**

**M24-234**

**Information:**

b) Letter to the Honourable Michelle Thompson regarding Healthcare Services Analysis

c) Western Counties Regional Library Report

These items were for information only.

- d) Letter from Municipality of the District of Shelburne regarding Canada Community Building Fund  
*THAT Council authorize the Mayor to write a letter of support.*

**Ringer-Davis**

**CARRIED**

**M24-235**

**Council Items:**

- a) Sewer Charges By-law Second Reading

Mayor Locke reiterated that this was a new charge for new development, this does not affect present users.

*THAT Council approve the second reading of the Sewer Charges By-law amendments.*

**Nickerson-Davis**

**CARRIED**

**M24-236**

**Committee Reports:**

- a) Port Committee Meeting Minutes – March 14<sup>th</sup>, 2024

- b) Western Counties Regional Library Board Meeting Minutes – March 21<sup>st</sup>, 2024

Items for information only.

**Staff Reports**

- a) CAO Update

CAO Mattatall updated Council on several items. She told Council we hired one summer staff for Public Works, it's a 13-week program and they start on July 8, 2024. We also hired a part time Public Works Staff – Dana Nash, he will begin next week with public works as well. CAO Mattatall gave Council an update on the relocation of the Town office. She told them that we will be closed to the public the week of Aug 19-23, 2024, as we move and get the new office set-up, planning to reopen on August 26, 2024. The elevator is almost done, accessible doors going in and new flooring and some paint should all be wrapped up in the next few weeks. She then explained that she has been in contact with NS Housing regarding affordable housing and they are working through a sale and purchase agreements now. Heritage Hall located at 28 John Streets are a bit behind schedule as they were waiting on contractors' bids, they are looking at an anticipated opening date of May 2025 for occupancy. CAO Mattatall then turned the floor over to Public Works Supervisor Will Butler. Mr. Butler updated Council on infrastructure regarding the sewer lines. He said testing on main lines has begun to determine the size and capacity of the line being used. He also said they have hired a company to assist the Town in qualifying water flows and points of infiltration into our system resulting in overflows and excessive demand on our pumps and plant.

- b) Election Update

Deputy CAO Ken Smith explained to Council that we had spoken about using the provincial list of electors back in November however we never had a formal motion made, so that is what we are doing tonight.

*THAT Council approve the Returning Officer's recommendation to use the provincial list of electors to produce a preliminary list of electors.*

**Nickerson-Ringer**

**CARRIED**

**M24- 237**

c) Draft ARO Policy

Deputy CAO Ken Smith wanted to explain this is something staff have been working on, wanted to give you the draft policy and that we will be addressing this at the next Council meeting.

*THAT Council give notice to consider the draft ARO policy at the July 15<sup>th</sup>, 2024 Council meeting.*

**Davis-Nickerson**

**CARRIED**

**M24-238**

d) OHV Road Trail Regulations

By-Law Officer Dana Nash explained that the details of the proposed by-law were included in the Council package for both Council members and the public. This information outlines what to expect from the proposed by-law and will be discussed at the public meeting on July 8th, 2024.

e) Water Diversion Officer Report

The above reports were reviewed for information only.

**In Camera:** MGA 22 (2) (E) – Contract Negotiations

*THAT Council went in camera at 7:17pm.*

**Davis-Ringer**

**CARRIED**

Council came out of in camera at 7:43pm.

Coming out of in camera Council would like to ask staff to talk to the Municipality of the District of Shelburne as well as the Town of Lockeport regarding the RMRF site in West Green Harbour.

**New Business:**

Mayor Locke read new business that Councillor Acker wanted to mention. She wanted to let Council know that she attended the graduation ceremony at Shelburne Regional High School on June 27<sup>th</sup> and was able to present the Town of Shelburne Bursary to Denver Tran who was the recipient of many awards and is moving on to study at Dalhousie University in the Fall.

She also mentioned that she attended an event on June 28<sup>th</sup> where Martin Fudge was awarded the James McGregor Stewart Award. If you see Martin around, please congratulate him on being a Sobeys employee for 32 years.

The Shelburne County Special Olympic Floor Hockey team that won gold this year have been recognized as the 2024 Special Olympic Team of the Year.

Congratulations to Shelburne Cold Storage business which is owned and operated by Calvin Williams and Brian O'Connor on being selected as the NS Business of the year by the Atlantic Association of CBDC.

Congratulations to Anne Perry who for the 3<sup>rd</sup> year in a row organized Push for your Tush run for Colorectal Cancer, raising over \$24,000 which is the 4<sup>th</sup> highest in the country.

Councillor Acker encourages everyone to get up to Welkum Park as it is very impressive now that it is completely accessible. And lastly, thank you to Lorrin Hesse a town resident and jewelry maker, designed earrings which she sold and donated 50% of her profits (\$1300) to the Shelburne Volunteer Fire Department in recognition of their efforts during the wildfires last year.

Councillor Ringer wanted a notice of motion for the next Council meeting regarding the wastewater plant and odors that are occurring there. He noted this has been a recurring issue each summer and staff are working hard to solve it but would like further discussion.

Councillor Nickerson said that a while ago we wrote a letter to the Department of Highways regarding the speed limit at the 103 intersections. He said we need to reach out again as he witnesses daily how bad this is. Mayor Locke said that we can ask staff to investigate further and maybe with the potential new development coming creating more traffic they will reconsider.

Mayor Locke wanted to send condolences to the family of Marie Harris Penny as she was a valued part of the Town of Shelburne and will be sadly missed.

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

- a) Public Hearing, Roads Trail By-law, July 4th, 2024, 6pm, Shelburne Community Centre, Mt. Rm. A.
- b) Next Town Council Meeting, Monday, July 15th, 2024, 6pm, Town Council Chambers.
- c) Check out the Shelburne Events Committee Facebook page for a list of upcoming attractions for Dock Street Days, July 19-20, 2024.

#### **Adjournment**

**THAT** the Regular Town Council Meeting of July 2<sup>nd</sup>, 2024, be adjourned at 7:49pm.

**Davis**