



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**April 15<sup>th</sup>, 2024**  
**APPROVED**

**Council Members Present**

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

**Regrets**

Councillor Elizabeth Acker

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Deputy CAO, 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 history, contributions, and legacies of the African Nova Scotian people and communities.

**Approval of the Agenda**

*THAT* Council approves the agenda for April 15<sup>th</sup>, 2024.

**Nickerson-Davis**

**CARRIED**

**Approval of the Minutes**

*THAT* Council approves the minutes from the regular Town Council Meeting held on April 2<sup>nd</sup>, 2024.

**Ringer-Nickerson**

**CARRIED**

**Proclamations and Announcements:**

a) National Volunteer Week – April 14-20, 2024

Councillor Ringer read: From April 17<sup>th</sup> to April 23<sup>rd</sup>, 2024, we proudly honor National Volunteer Week, a time dedicated to recognizing the invaluable contributions of volunteers across the nation. This week is a

celebration of selflessness, kindness, and the power of community spirit.

Volunteers are the heart and soul of our organizations, communities, and causes. They donate their time, skills, and passion to make a positive difference in the lives of others. Whether it's mentoring youth, feeding the hungry, caring for the environment, or supporting those in need, volunteers embody the true spirit of service.

During National Volunteer Week, let us take a moment to express our gratitude to all volunteers for their dedication and commitment. Their impact is immeasurable, and their acts of kindness ripple through society, leaving a lasting legacy of compassion and goodwill.

We invite you to join us in celebrating National Volunteer Week by recognizing the volunteers in your life, sharing stories of their impact, and considering how you can give back to your community. Together, let's continue to build a brighter future through the power of volunteerism.

Thank you to all volunteers for your unwavering generosity and dedication. Your service inspires us all!

b) Earth Day – April 22<sup>nd</sup>, 2024

Mayor Locke read: As we approach Earth Day on April 22<sup>nd</sup>, we are filled with a sense of responsibility and opportunity to make a positive impact on our planet. Earth Day serves as a powerful reminder of the importance of environmental stewardship and the need for collective action to protect and preserve our precious natural resources.

This year on April 19<sup>th</sup>, 2024, the Town of Shelburne will be hosting a Town Wide Clean Up day beginning at 10am. If you would like to join, stop into the Town office to pick up your red bags. We believe small steps can lead to a significant change, and together, we can make a difference! Happy Earth Day!

c) Lyme Disease Awareness Month – May

Councillor Davis read: May is Lyme Disease Awareness Month, a time dedicated to raising awareness of Lyme Disease. Lyme disease is transmitted to humans through the bite of infected black-legged ticks.

As warmer temperatures bring people outdoors to enjoy nature, the risk of Lyme disease transmission increases. Early detection and prevention are crucial in combating this illness, which can cause a range of symptoms, from fever and fatigue to joint pain and neurological complications if left untreated.

During Lyme Disease Awareness Month, we urge everyone to educate themselves and take proactive measures to prevent tick bites.

Remember when you are spending time outdoors, wear long sleeves and pants, use insect repellent containing DEET or permethrin, and perform thorough tick checks on yourself, your family and pets after outdoor activities. And recognize the common symptoms of Lyme disease, including the distinctive "bullseye" rash, and seek medical attention if you suspect exposure to ticks.

Together, let's work towards a future where Lyme disease no longer poses a threat to our health and well-being. By raising awareness, advocating for prevention, and supporting research, we can make a difference in the lives of those affected by Lyme disease.

**Delegations/Presentations: NONE**

## **Correspondence**

### **Action:**

#### a) Email – BASA – Shelburne County Communities Free Kicks Try It Event – Sponsorship

Discussion was had between Councillors and Mayor, and it was asked if there were funds leftover from the Grants to Organization Program last year, CAO Mattatall said she could check with our finance manager. CAO Mattatall explained what this program was asking for. Councillor Nickerson thought we should give something to the event, this is the first time this is happening. It was agreed to sponsor the event.

*THAT Council sponsor \$200.00 to the Shelburne County Communities Free Kicks Try It Event.*

**Nickerson-Davis**

**CARRIED**

**M24-197**

#### b) Lockeport & Area July 1<sup>st</sup> Committee - Sponsorship

*THAT Council defer to the budget process.*

**Nickerson-Ringer**

**CARRIED**

**M24-198**

### **Information:**

#### a) Letter from Honourable John Lohr – Service Exchange

Mayor Locke said that himself and Executive Coordinator Jill Webb sat in on a Teams meeting discussing this and it was said in the meeting that they will be coming around to speak to Towns and Municipalities.

#### b) Letter from Honourable John Lohr – New Prov Dept. of Emergency Management

Council reviewed the letters as information.

## **Council Items:**

#### a) Centre for Marine Applied Research

CAO Mattatall mentioned to Council that someone had reached out to her regarding our marine infrastructure. They are conducting research on several infrastructure from Yarmouth to Digby as well as other areas. It's a first come, first serve. Discussion was held and it was agreed that we can't lose by applying, we would hire an engineer of choice and they pay for the assessment, up to \$30,000. Councillor Ringer felt this would give us valuable insight.

*THAT Council authorize the CAO to make an application for the Climate Change Vulnerability Assessment of Critical Marine Infrastructure.*

**Davis-Ringer**

**CARRIED**

**M24-199**

## **Committee Reports:**

#### a) CAO Report – CP&V Committee

CAO Mattatall explained that post Covid, lots has change with the CP&V Committee. She explained to Council that this committee has done so much over the years for the Town of Shelburne, and we are very thankful for them. With the rising of the Shelburne Events Committee, numbers on the CP&V committee

have dwindled, and the events committee has now taken over a lot of the events that CP&V used to do. The time has come that it only seems fitting now that we join forces with the events committee. The Municipality and the Committee welcome the support. Sarah explained to Council that we would like to add a Council member and a staff member to the events committee and that it would be good to work with MDS as we are already contributing financially.

**THAT** Council dissolve the CP&V Committee and assign Councillor Ben Nickerson and Staff Member Jill Webb to join the Municipality of the District of Shelburne's Event Committee.

**Davis-Ringer**

**CARRIED**

**M24-200**

b) Accessibility Advisory Committee Meeting Minutes.

Reviewed for information only.

### **Staff Reports**

a) By-Law Officer Report – March

b) SVFD Report – March

c) Building Inspector Report – March

d) Wastewater Utility Report – March

e) Water Utility Report – March

The above reports were reviewed for information only.

f) Accessibility Coordinator Report – March

Michelle Vacon, Accessibility Coordinator for the Town of Shelburne, Town of Lockeport and the Municipality of the District of Shelburne (MDS) was in attendance and presented her report, speaking to Council on what her role entailed. Michelle also went over the progress report. She also told Council to look for regular Friday Accessibility education posts that will go out on social media.

g) CAO Update

CAO Mattatall had several updates for Council this meeting.

Elevator RFP:

We had 2 quotes come in, three members of the staff reviewed and analyzed each one and it was agreed to go with Delmar Construction. They estimate that the elevator should be done by July. CAO Mattatall also told Council that the installation of new doors should be happening in the next week or two, painters will be starting soon, and IT has been working away getting everything set up. They are still working on the HVAC, installing heat pumps upstairs. The goal is to move in August.

**THAT** Council approve the proposal from Delmar Construction Limited at \$143,029 + HST for the purchase and installation of the elevator lift and shaft for 162 Mowatt Street.

**Davis-Nickerson**

**CARRIED**

**M24-201**

GIS:

There was a GIS meeting between Matt King, Bob Funke and Town Staff regarding the utilities upgrade. They are going to create a map from the bottom of King Street up to the nursing home mapping our manholes focusing on the King Street infrastructure.

Cruise Ship Update:

The number of cruise ships are being reduced this season. Last year we had 7-8 cruise ships as we were operating as overflow for Halifax. However, Halifax can now accommodate more calls and we unfortunately won't see that same overflow. It may rise again after this year, but for now, it's looking like we may only see 1-2 ships if any. Yarmouth only has 1 scheduled for this year.

Vendor Fees:

The Shelburne Events Committee has once again asked for the waiving of vendor fees for their events this year. CAO Mattatall did explain to Council that the vending by-law is one that we will be reviewing in the future.

*THAT Council approve the waiving of fees for the vendor license again this year for all Shelburne Event Committee Events.*

**Nickerson-Davis**

**CARRIED**

**M24-202**

Staffing Updates:

CAO Mattatall updated Council on the recent staffing changes. She explained Nicole Blades is no longer with the Town and that Jessie Dyer will be taking her position thus leaving the Customer Service position vacant until we close on the advertising next week.

h) CAO Report – SVFD, New Truck Purchase:

Ms. Mattatall explained that 5-6 years ago the Town had a plan to put money aside each year for the purchase of a new truck, at that time costing approximately \$700,000.

After Covid hit, prices increased. Costs are now significantly higher for the new truck. Also, there has been some other safety measures that the fire department wants and needs on a new truck since the wildfires.

Since the Town relies on the advice of the firefighters themselves, the research that they presented and what best fits their needs, the truck they would like to purchase would cost \$940,000 + HST. She explained that if Council decided to proceed with this purchase that there would be a 30% down payment required to secure the purchase and the remaining funds to be paid upon completion and delivery, approximately September 2025.

\*See breakdown of costs on Staff Report in package.

Mayor Locke commented that he is very thankful for Finance Manager Jane Crowell for recommending we set aside money each year, because of this, we aren't in a bind.

*THAT Council approve the purchase of a new pumper tanker at a cost of \$940,270 plus HST with money coming out the reserve to cover the downpayment.*

**Davis-Ringer**

**CARRIED**

**M24-203**

**New Business:**

Councillor Nickerson wanted everyone to know that the Smile Cookie Campaign will be starting again this year on April 29 to May 5, 2024, with all proceeds going to the Shelburne Fire Department.

No further new business.

**Upcoming Meetings/Events**

a) Autism Flag Raising, NEW DATE, Park at Corner of King and Water Streets, 4pm, April 17<sup>th</sup>, 2024.

- b) Town Wide Clean Up, April 19<sup>th</sup>, 10am, all over town
- c) Next Council Meeting, Monday, May 6<sup>th</sup>, 2024, 6pm, Council Chambers.
- d) Visit [www.ospreyartscentre.ca](http://www.ospreyartscentre.ca) for a list of upcoming concerts, movies and events.

**Adjournment**

***THAT*** the Regular Town Council Meeting of April 15<sup>th</sup>, 2024, be adjourned at 6:41pm.

**Davis**