



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**July 15<sup>th</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  
Executive Coordinator, Jill Webb  
Wastewater Operator, Daniel MacKay  
Public Works Supervisor, Will Butler

**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 15<sup>th</sup>, 2024.

**Davis-Ringer**

**CARRIED**

**Approval of the Minutes**

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

**Nickerson-Davis**

**CARRIED**

**Proclamations and Announcements:**

a) Emancipation Day -August 1<sup>st</sup>, 2024

Councillor Ringer Read: Emancipation Day, celebrated on August 1st, marks the abolition of slavery in the

British Empire in 1833. This significant day honors the end of enslavement for over 800,000 individuals in British colonies, including Canada.

Emancipation Day is a time to reflect on the past, acknowledge the struggles and achievements of Black communities, and celebrate their cultural heritage. It also serves as a reminder of the ongoing fight for equality and justice, promoting unity and understanding among all people.

Through community events, educational programs, and cultural activities, Emancipation Day fosters awareness and appreciation of our shared history and the importance of standing together against oppression.

b) National Peacekeepers Day – August 9<sup>th</sup>, 2024

Councillor Acker Read: National Peacekeepers' Day, observed annually on August 9th, holds significant importance in Canada as a day dedicated to recognizing and honoring the contributions of Canadian peacekeepers to international peacekeeping missions.

Established by the Canadian government in 2008, this day pays tribute to the men and women who have served, and continue to serve, in various challenging and often dangerous environments around the globe. Canadian peacekeepers operate under the supervision of the United Nations, playing a crucial role in maintaining peace, protecting civilians, and supporting efforts to rebuild communities affected by conflict.

The day serves as a poignant reminder of the bravery, professionalism, and selflessness exhibited by Canadian peacekeepers in their mission to uphold peace and security globally. It also commemorates those who have made the ultimate sacrifice in service to their country and the cause of international peace.

c) National Acadian Day – August 15<sup>th</sup>, 2024

Councillor Nickerson Read: National Acadian Day, celebrated on August 15th, is a special occasion in Canada that honours Acadian culture and heritage. It commemorates the rich history and resilience of the Acadian people, descendants of French settlers who established vibrant communities in Atlantic Canada, particularly in New Brunswick, Nova Scotia, and Prince Edward Island.

This day serves as a reminder of the enduring spirit and contributions of Acadians to Canadian society, highlighting their unique language, traditions, and cultural expressions. It's a time for Acadians and all Canadians to celebrate their heritage through music, dance, cuisine, and community gatherings, fostering pride and unity among Acadian communities across the country.

National Acadian Day underscores the importance of cultural diversity and the ongoing efforts to preserve and promote Acadian identity for future generations, ensuring their legacy continues to enrich Canada's cultural tapestry.

**Delegations/Presentations:** NONE

**Correspondence**

**Action:**

a) Letter from Chamber of Commerce

CAO Mattatall informed the Council that the Chamber of Commerce had requested \$500 in sponsorship for their Business of Excellence Awards last year. This year, they have requested an increased sponsorship of \$1,000. Councillor Acker acknowledged the event's significance, noting that it is a wonderful occasion and a valuable opportunity to recognize excellence in the business community.

***THAT Council approve the request of \$1000 to sponsor the 2024 Chamber of Commerce Business of***

*Excellence Awards.*

**Acker-Nickerson**

**CARRIED**

**M24-239**

**Information:**

- b) Letter from the Shelburne Curling Club
- c) Letter from Shelburne Regional High School
- d) Letter from Town of Shelburne Bursary Recipient

These items were for information only.

**Council Items:**

- a) Alternate Voting By-law Second Reading

Deputy CAO Smith explained that this is the second reading for this by-law amendment, we wanted the definition of hours to be more flexible with the election around the corner

*THAT Council approve the second reading of the Alternate Voting By-law.*

**Davis-Acker**

**CARRIED**

**M24-240**

- b) Public Meeting Update – Roads Trails By-law

By-law Officer Dana Nash provided Council with an update on the Public Consultation held on July 4th, 2024. He reported receiving three letters in response: two in opposition and one in support. Overall, the consultation was considered successful, yielding valuable feedback. Councillor Acker inquired about the Council's authority to withdraw the Roads Trail By-law if compliance becomes an issue. Mr. Nash confirmed that Council does indeed have the authority to do so. Councillors also inquired about the expected timeline. Mr. Nash explained that the next step if second reading is approved, involves applying for a grant for signage, after which the project can proceed.

- c) Road Trails By-law Second Reading

After the discussion from the public meeting update, Council has decided to proceed with the Road Trail By-law.

*THAT Council approve the second reading of the Road Trails By-law.*

**Nickerson-Davis**

**CARRIED**

**M24-241**

- d) Wastewater Facility

Daniel MacKay, Wastewater Plant Operator, and Will Butler, Public Works Supervisor, provided an overview of current operations at the Wastewater Plant. Councillor Ringer raised concerns about odor management and proposed exploring alternative solutions, including the use of chemical additives and employing on-staff engineers to administer them. However, CAO Mattatall requested that Mr. MacKay and Mr. Butler be allowed to clarify the situation.

Mr. MacKay emphasized that the Wastewater Plant operates as a biological facility, making the use of

chemical additives unsuitable. He also informed the Council that frequent power outages at the plant have contributed to the problem, as there is currently no alert system in place for such events. He mentioned that discussions are scheduled for the following week to evaluate the implementation of a SCADA system, which would provide alerts and activate a generator during power outages.

CAO Mattatall further explained that the issue of odor is not unique to this facility and that various factors could be exacerbating the situation, with power outages being a significant contributor. Councillor Nickerson inquired about improving communication with the public to keep them informed about the ongoing efforts to address the problem.

Mr. Butler outlined the initial focus on getting the SCADA system operational but acknowledged the need to investigate other contributing factors. He noted that something in the system is depleting oxygen levels, and there is incoming sewage that is already lacking oxygen, which needs to be addressed.

Mayor Locke expressed appreciation for the efforts of the Wastewater Plant and Public Works staff in managing the situation.

e) Draft ARO Policy

Ken provided an overview of the Asset Retirement Obligation (ARO) and its necessary inclusion in our financial reports. He outlined the following steps: first, the development of a policy; second, the identification of potential assets; and third, the assessment of any contamination and associated decommissioning costs. Councillor Acker inquired about the number of assets we are obligated to retire and the estimated costs involved. Ken responded that he is actively working on this and aims to complete it within the year, as it is a requirement for our financial statements.

*THAT Council approve the ARO Policy as presented.*

**Davis-Acker**

**CARRIED**

**M24-242**

**Committee Reports:**

a) Western County Regional Library Annual Report

Items for information only.

b) Accessibility Coordinator Report re: Municipal Guidelines

Councillor Nickerson wanted to commented that Michelle Vacon is doing a wonderful job and he and her have worked together to put this together for the three Municipal units.

*THAT Council of the Town of Shelburne approve "Accessibility Guidelines for Municipal Documents, Social Media and Websites" to be shared with relevant Town of Shelburne staff.*

**Nickerson-Ringer**

**CARRIED**

**M24-243**

**Staff Reports**

a) CAO Update

CAO Mattatall provided Council with a brief update on the upcoming office move. Since Council will not be meeting in August, she reported that the installation of the elevator is progressing well and is expected to

be completed by the end of the week. The move is on schedule, and the goal is to reopen to the public on August 26th, 2024. At the September 3rd Council meeting, we plan to select a date for the grand opening, with Councillor Acker requesting that a smudging ceremony be included in the event.

The September 3rd Council meeting will be held at the Black Loyalist Heritage Society.

In additional good news, the final invoice from Nova Scotia Housing for this fiscal year came in at \$51,327, well below the budgeted \$100,000. This will allow us to increase our surplus by \$48,670, which is excellent news.

b) Election Update

Deputy CAO Ken Smith wanted to update Council and the Public regarding motions that will be made tonight and upcoming events happening for elections.

*THAT Council approve the Returning Officer's recommendation to set July 30<sup>th</sup>, 2024, as the deadline date for completing the preliminary list of electors.*

**Davis-Acker**

**CARRIED**

**M24- 244**

*THAT Council accept the recommendation of the Returning Officer that the Revising Officer must deliver the amended list to the Returning Officer on or before August 28<sup>th</sup>, 2024.*

**Nickerson-Davis**

**CARRIED**

**M24- 245**

c) By-law Officer Report - June

d) SVFD Report - June

e) Building Inspector Report - June

The above reports were reviewed for information only.

**New Business:**

Councillor Nickerson referred to his notes and provided an update on a recent issue. He informed the meeting that, last week, Councillors received a communication from an out-of-town resident concerning an odor issue at the sewer plant. Councillor Nickerson noted that Councillor Davis' response to this matter was less than professional. He further expressed his dissatisfaction with Councillor Davis' performance over the years, citing multiple incidents.

Councillor Nickerson then proposed a motion requesting the resignation of Councillor Davis. However, as motions cannot be made during the new business segment of the meeting, the discussion was deferred, and the meeting continued. Councillor Nickerson subsequently exited the meeting.

Mayor Locke took the opportunity to remind residents of the importance of having a blue civic number sign to ensure that emergency vehicles can locate their addresses efficiently.

Additionally, Mayor Locke wanted to read a formal statement:

*In light of last week's events, I would like to make a formal statement. The actions of a couple of Council members do not effect the Council as a whole. As outlined in the Council Code of Conduct the public expects the highest standards of professional conduct from Councillors and this is a standard I hold for all members. We are committed to acting professionally, respectfully, and with accountability to one another and to the public. The integrity and trust in our Council of are utmost importance. I want to reassure the community that we will continue to uphold these values in our actions.*

No other new business.

**Upcoming Meetings/Events**

- a) Dock Street Days, July 19<sup>-20<sup>th</sup></sup>, 2024, Dock Street and surrounding areas.
- b) Car Show, July 21<sup>st</sup>, 2024, 10am-2pm, Water Street
- c) Shelburne Street Dance, Saturday, August 3<sup>rd</sup>, 2024, 9pm-1am, Water Street
- d) Shelburne County Exhibition, Exhibition Grounds, August 6-9<sup>th</sup>, 2024
- e) Journey to Birchtown, August 11<sup>th</sup>, 2024
- f) Office Relocation August 19<sup>th</sup>-23<sup>rd</sup>, 2024, please note OFFICE WILL BE CLOSED during this time.
- g) Don't forget to check out the musical talent on Thursday nights at the Guild Hall, 7pm
- h) Next Town Council meeting, Tuesday, September 3<sup>rd</sup>, 2024, 6pm, Location TBD

**Adjournment**

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

**Davis**