



Town of Shelburne
Minutes of the Regular Council Meeting
January 20th, 2025
APPROVED

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Donnie Acker
Councillor Elizabeth Acker
Councillor Therese Cruz
Councillor Sheldon Ringer

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb
Senior Planner, Mike Kahn
By-law Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:01pm and welcomed everyone.

Approval of the Agenda

THAT Council approves the agenda for January 20th, 2025.

Ringer-D. Acker

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on January 6th, 2025 and the Special Council meeting held on January 13th, 2025.

E. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements:

- a) National Non-Smoking Week – January 20-27, 2025
- b) Bell Let's Talk Day – January 22nd, 2025
- c) African Heritage Month – February
- d) RCMP Appreciation Day – February 1st, 2025

Councillors read announcements on the above.

Delegations/Presentations:

- a) Kevin Curry – Sou West Nova Transit

Mayor Jacklin welcomed Mr. Curry to the table. Mr. Curry presented his presentation found in the Council package. He provided Council with an overview of the services that Sou West Nova Transit

provides, emphasizing that it is for all residents of the community. He touched on short- and long-term goals, partnerships, extending hours, charter service, fleet electrification, etc. There was discussion and questions after his presentation, Councillors thanked him for coming.

THAT Council defer to budget deliberations.

E. Acker – Ringer

MOTION CARRIED

M25-009

Correspondence

Action:

a) Email from TLC Pharmacy re: Crosswalk

Councillor Elizabeth Acker addressed the letter included in the package. Given the increase in traffic, she suggested that it would be beneficial to investigate the feasibility of installing a new crosswalk with lighting.

THAT Council direct staff to engage with local traffic authority to discuss the safety concerns and pedestrian usage at the Water and King Street intersection and report back to Council with recommendations based on discussions with the traffic authorities.

E. Acker – Cruz

MOTION CARRIED

M25-010

Information: NONE

Council Items:

a) Amalgamation/Consolidation/Unification

CAO Mattatall informed the Council that this session would serve as an educational opportunity for all Councils to receive the same information. She also noted that, following advice from the Municipal Advisor, a letter should be sent to the Minister requesting the advisors visit to facilitate the discussion.

THAT Council write a joint letter with the Town of Lockport and the Municipality of the District of Shelburne to the Minister of Municipal Affairs requesting an education session to gain a greater understanding of the models for municipal restructuring, the processes, and previous examples in Nova Scotia of municipalities joining together.

E. Acker – D. Acker

M25-011

MOTION CARRIED

b) Commercial Development District By-law – 1st Reading

Mr. Kahn explained that the Town previously had a Commercial Development District By-law, which requires review every four years. As this review did not occur, the by-law has since lapsed. He then reviewed his report included in the meeting package.

THAT Council reads the attached bylaw “Commercial Development District Improvement Program” a first time with amendments to insert the word Property between the words Heritage and Act in section 21 and directs staff to prepare for Second reading at the Special Council Meeting February 5, 2025.

Cruz-Ringer

M25-012

MOTION CARRIED

c) Municipal Planning Strategy & Land Use By-law Amendments – 1st Reading

Mr. Kahn addressed his report included in the Council package, outlining several proposed amendments. He highlighted key changes to the Municipal Planning Strategy and Land Use By-law, including the creation of a new Residential–Apartment (R-A) zone, updates to the variance process and criteria for all variances, and the addition of a property on Ohio Road to the Commercial Development District map. Council discussed these amendments and noted that no members of the public attended the previous Public Hearing on these amendments, held on January 8, 2025.

THAT Council reads the attached amendments to the Town’s Municipal Planning Strategy and Land Use Bylaw amendments a first time with amendments to insert the word Property between the words Heritage and Act in section 66c of the Land Use Bylaw.

AND THAT Council direct staff to prepare for a Public Hearing and Second Reading at the Special Council Meeting February 5th, 2025.

E. Acker - Ringer

M25-013

MOTION CARRIED

d) Notice of Amendment to the Municipal User Fees Policy re: Planning and Development

Mr. Kahn informed Council that he will provide a report ahead of the February 5, 2025, Special Council Meeting and Public Hearing. He explained that this serves as a notice of the upcoming amendments to the planning and development fees outlined in the Municipal User Fee Policy.

THAT notice is given that amendments to the Town’s Municipal User Fee Policy regarding planning and development fees will be considered at the Special Council Meeting February 5th, 2025.

Ringer – D. Acker

M25-014

MOTION CARRIED

e) Low Carbon Communities Funding Award

CAO Mattatall spoke to her report found in the Council package and provided Council some background information. The goal of the project is to look at getting our community ready for climate change and reduce emissions.

THAT Council approves the award of the Low Carbon Communities funding and commits to matching funds in the amount of \$5,250.00 for the 2025-2026 fiscal year.

E. Acker – Cruz

M25-015

MOTION CARRIED

Committee Reports:

a) Kids Fair Play Fund

Councillor Cruz provided Council with an update on the Kids Fair Play Fund.

Staff Reports

a) FOIPOP Fee Refund

THAT Council approve the refund of \$1275, 89 to ECOJUSTICE, representing 50% of the original FOIPOP fees.

Cruz – D. Acker

M25-016

MOTION CARRIED

b) Travel Expense Policy

THAT Council adopt the updated Travel Expense Policy as presented.

E. Acker – Ringer

M25-017

MOTION CARRIED

c) Hospitality Policy

CAO Mattatall explained that the above policies have to be reviewed after an election and as such, staff have made a few suggestions for Councils review.

THAT Council adopt the existing Hospitality Policy with the removal of Appendix A.

Cruz – E. Acker

M25-018

MOTION CARRIED

d) Appointment of Building Official & Fire Inspector

CAO Mattatall explained the report from Marcia d'Eon found in the package. When we hire a new Building Official, Council needs to appoint them.

THAT Council of the Town of Shelburne appoint Darren Stoddard as Building Official for the Town of Shelburne.

AND THAT Council of the Town of Shelburne appoint Darren Stoddard as Fire Inspector for the Town of Shelburne.

Ringer – E. Acker

M25-019

MOTION CARRIED

e) Heat Source at Water Plant

THAT Council direct staff to move forward with the purchase of new heaters of the same kind to replace units to a maximum cost of \$6000.

D. Acker – Cruz

M25-020

MOTION CARRIED

f) Building Inspector Report – January

The above report is for information only.

New Business:

New Business was brought forward by Councillor D. Acker regarding a residents concern around how narrow Annapolis Road is, he asked that Public Works look into this.

Upcoming Meetings/Events

a) African Heritage Month Proclamation, Monday, February 3rd, 2025, 11am, Black Loyalist Heritage

Centre, Birchtown

- b) Next Council Meeting, Monday, February 3rd, 2025, 6pm, Council Chambers, 63 King Street.
- c) Public Hearing and Special Council Meeting, Wednesday, February 5th, 2025, 5:30pm & 6pm, Council Chambers, 63 King Street.

Adjournment

THAT the Regular Town Council Meeting of January 20th, 2025, be adjourned at 7:20pm.

D. Acker

Jill Webb, Exec. Coordinator

Stanley Jacklin, Mayor

Sarah Mattatall, CAO