



Town of Shelburne
Minutes of the Regular Council Meeting
February 3rd, 2025
APPROVED

Council Members Present

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

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb
Senior Planner, Mike Kahn

Regrets

Councillor Therese Cruz

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and welcomed everyone.

Approval of the Agenda

THAT Council approves the agenda for February 3rd, 2025.

E. Acker – D. Acker

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on January 20th, 2025.

Ringer – D. Acker

MOTION CARRIED

Proclamations and Announcements:

a) February 15th National Flag of Canada Day

Councillor Ringer read an announcement on the above.

Delegations/Presentations:

a) Janet Sunberg re: Small Businesses

Mayor Jacklin welcomed Mrs. Sunberg to the table to begin her presentation. She shared several ideas on how Town Council could consider supporting small businesses. Among her suggestions were Council visiting local businesses, hosting a "Mix and Mingle" event, creating a detailed map of Shelburne for the Visitor Information Centre, ensuring the centre has up-to-date promotional materials on local businesses, increasing involvement in South Shore Tourism, and dedicating a staff member specifically to tourism

efforts. Mayor Jacklin and Council thanked Mrs. Sunberg for her time and valuable input.

b) Property Valuation Services Corporation re: Property Assessment

Mayor Jacklin welcomed Paul Beazley and Rod Tremblay to begin their presentation. Mr. Beazley and Mr. Tremblay reviewed the information included in the package, explaining how property assessments work. They outlined PVSC's responsibilities, clarified what falls outside their scope, and noted that all appeals must be submitted by February 13, 2025.

At 6:30 p.m., Council took a brief break for the Cadets to ring the bells and reconvened at 6:35 p.m.

Following the presentation, a question-and-answer session took place, during which several Councillors raised concerns they had heard from the public. Mayor Jacklin thanked Mr. Beazley and Mr. Tremblay for attending and for addressing all questions.

Correspondence

Action:

a) Letter from Judith Cleveland

CAO Mattatall provided background information on the letter and explained how our water meter's function, including their lifespan.

THAT Council direct staff to contact the customer to advise she is responsible for the payment of the water meter.

E. Acker – D. Acker

MOTION CARRIED

M25-016

Information:

a) Letter from Kim Masland, Minister of Emergency Management

b) Response letter from Jared Purdy, Regional Executive Director, TCRCE

c) Letter from Jan Simpson, National President CUPW Locals

d) Letter to the Adjudicators of the Commemorative Partnership Program

Councillor Acker requested that a copy of Mr. Purdy's letter be sent to the SACs at both Hillcrest Academy and Shelburne Regional High School. She also noted that she will be bringing a motion to the next meeting regarding CUPW for Council discussion. The correspondence provided is for information.

Council Items:

a) Noise Control By-law – 1st Reading

CAO Mattatall informed Council that the matter was being revisited due to insufficient time previously allocated.

THAT Council approves the first reading of the Noise Control By-law and continue with the second reading of the by-law on March 3rd, 2025.

E. Acker – Ringer

M25-017

MOTION CARRIED

Committee Reports:

a) Port Committee Meeting Minutes – September 2024

The above minutes were presented for information only.

Staff Reports

a) Town Council Meeting Policy

Councillor Acker mentioned that she was really happy to see Video Conferencing covered in our policy.

THAT Council approve the revisions to the Town Council Meetings Policy as presented.

D. Acker - Ringer

M25-018

MOTION CARRIED

b) Town Council Committees Policy

THAT Council approve the revisions to the Town Council Committees Policy as presented.

E. Acker – D. Acker

M25-019

MOTION CARRIED

c) Council Remuneration Policy

CAO Mattatall explained that previously Council has not accepted an increase, however, last year they did, so we updated the policy to reflect current stipends with an increase annually.

THAT Council approve the proposed amendments to the Council Remuneration Policy, updating the stipends to better reflect the time and responsibilities of elected officials, with annual increases.

E. Acker – Ringer

M25-020

MOTION CARRIED

d) Shelburne Events Committee

CAO Mattatall explained that this year's funding request differs slightly from last year's, as it now includes the cost of street closures, adding an additional expense for the Town. The street closure alone would cost the Town \$3,577, excluding janitorial expenses. She recommends a 50/50 cost-sharing approach to manage these added costs.

THAT Council defer the Shelburne Events Committee ask to the budget process.

D. Acker – E. Acker

M25-021

MOTION CARRIED

e) Complaints Handling System

CAO Mattatall provided Council with background information, noting that the previous Council had received a presentation from CAO Frotten of the Municipality of Barrington regarding their Complaint Handling System. At that time, the previous Council requested that staff develop a Complaints Handling Policy and to include a Complaints Handling software system in the budget discussions. CAO Mattatall sought confirmation on whether this remains the preferred course of action moving forward.

THAT Council adopt the proposed Complaints Handling System Policy; and THAT staff explore options for purchasing a complaint reporting software solution for consideration in the upcoming budget discussions.

E. Acker - Ringer

M25-022

MOTION CARRIED

f) Office Relocation/Accessibility

CAO Mattatall spoke to Mr. Smith's report in the package, highlighting that relocating to the new Town office at 162 Mowatt Street, allowed the Town to generate tax revenue from the former Town Hall building while also creating an accessible space using grant funding. No motion, for information only.

g) Traffic Update

CAO Mattatall explained her report in the package. Council discussed and had some suggestions.

THAT Council direct staff to investigate the costs of additional traffic signage, including but not limited to stop signs, safety signage, and speed radar devices, for Council's consideration during the upcoming budget process.

E. Acker – D. Acker

M25-

023

MOTION CARRIED

h) Wastewater Report

i) Water Utility Report

CAO gave Council a brief update regarding the water main break on Commission Street.

j) By-law Officer Report

The above reports are for information.

In-Camera:

THAT Council go in-camera at 8:28pm for matters under MGA 22 (2) (a) – acquisition, sale, lease and security of municipal property and MGA 22 (2) (e) contract negotiations.

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 9:10pm. No motions coming out of in-camera.

New Business:

New Business was brought forward by several Councillors regarding various meetings and events they had attended since the last Council meeting.

Upcoming Meetings/Events

- a) Public Hearing and Special Council Meeting, Wednesday, February 5th, 2025, 5:30pm & 6:00pm, Council Chambers, 63 King Street
- b) Lobster Chowder Chowdown Showdown, Black Loyalist Heritage Centre, February 9th, 2025, 1:00pm
- c) Town of Shelburne CLOSED, Monday, February 17th, 2025, for Nova Scotia Heritage Day.
- d) Next Council Meeting, Tuesday, February 18th, 2025, 6:00pm, Council Chambers, 63 King Street.

Adjournment

THAT the Regular Town Council Meeting of February 3rd, 2025, be adjourned at 9:18pm.

Ringer

Jill Webb, Exec. Coordinator

Stanley Jacklin, Mayor

Sarah Mattatall, CAO