










Goal	Objective	Budget	YTD Actual	% Completion	
2020/21 Capital Budget					
Public Works - Equipment					
1	Purchase Backhoe(Secondhand)	\$80,000	\$63,264.00		90%
	Notes: Bucket has yet to arrive				
Public Works - Roads					
1	Road Rehabilitation (annual)	\$0	\$0.00		
	Notes: No projects budgeted for this year				
2	Sidewalk Improvement (annual)	\$10,000	\$563.14		10%
	Notes:				
3	Street Extension - New Development (annual)	\$0	\$0.00		
	Notes: No projects budgeted for this year				
4	Culvert Rehabilitation (annual)	\$10,000	\$0.00		
	Notes:				
Facilities					
1	King Street Facility Upgrades	\$31,050	\$0.00		
	Notes:				
2	P/W Building - Mason Lane Replace Roof	\$20,000	\$0.00		
	Notes:				
3	P/W - Replace Salt Shed Roof	\$20,000	\$0.00		
	Notes:				
Other					
1	Reinforced Cribbing - Dock Street	\$15,000			
	Notes:				
3	Cemetery Improvements- Road Extension and Drainage	\$15,000			
	Notes:				
Water Utility					
5	Laterals	\$5,000			
	Notes:				
Wastewater Utility					
2	Lift Station Upgrades - Electrical and SCADA	\$62,000	\$7,821.97		10%
	RFP was sent out than canceled after new information was received. Engineering for installation has been purcured, waiting for deliverable.- OPS				
3	Pump/Line Replacement (annual)	\$30,000			
	Notes:				

4	Sewer Extension New	\$10,000	\$1,564.81		20%
	Development (annual)	Notes: Hammond St Extension			
Port					

Goal	Objective	Assigned	Target				% Completion
Council Assignments to Staff							
1	Staff to develop a draft policy for future cruise visits specifying how passenger charges will be applied	July 3 2018	2019				25%
		Notes: CAO - Will review at upcoming port meeting with review of fee schedule.					
2	CAO staff report re: Hammond Street edges improvements	Oct 1 2018	2020				50%
		Operations reviewed area to be improved, estimated \$8,000 to widen shoulder. Work completed, east side shoulder contemplated for Spring 2020. OPS					
3	Staff develop a feasibility study within the asset management program to prioritize water line extensions for at risk wells	Oct 15 2018	2019				25%
		CAO: Item discussed at Asset Management Committee meeting. Staff is in the process of obtaining data to support decision-making.					
4	Staff Report review of local improvement by-law	Mar 18 2019		Not Yet Begun			
5	Staff Report re: Sewer Charges By-law to list the effects of adjusting commercial sewer rates and about how the number of sewer charges as calculated for commercial	June 17 2019					50%
		FINANCE - Discussion with Management and Clerk regarding Staff Report. Some research completed. Report is being worked on by Finance when time allows.					
6	Find suitable location and install Andrew Newstead Community Art Mural	Oct 7 2019					25%
		CAO: Operations briefed, will schedule installation with Andrew.					
7	Staff to negotiate listings with realtors for sale of surplus properties	Dec 2 2019	2019				75%
		CLERK - Properties have been assigned to real estate agents - Just finding Julies Notes					

8	Amend Tree Policy and place ad for memorial trees	Jan 20 2020						50%	
CLERK - have spoken to Grant to get locations of lost trees and Andrew is creating locations map. Due to the loss of Andrew and Grant on staff, this policy will need review with new CAO.									
9	Schedule a meeting with Dept. of Mun. affairs and housing to discuss water security	Jan 20 2020		Not Yet Completed					
10	CAO meet with Mr. Hartigan to discuss bait shed project and options for moving it forward	Feb 3 2020	2019	Not Yet Completed					
CAO									
11	CAO prepare staff report re: current waste management contract and if we should look at other options	Feb 3 2020	2019	Not Yet Completed					
CAO									
12	Approval of Encroachment 89 King Street	March 2 2020	2020					75%	
CAO to notify applicant of approval and mention possibility of land sale. Awaiting sign off by applicant.									
13	Staff Report - PPSA contract	4-Mar						75%	
CAO - RCMP regional rep contacted to obtain more information. - RCMP met with Council - Staff report for Oct.5th Meeting									
14	Staff to investigate how additional cuts up to \$100,000 in staffing would effect Town services for 2 years	4-Mar						25%	
CAO - Initial review of positions completed. Staff report in progress to be presented at next budget meeting.									
15	Respond to letter from Ulrich Peter Huhmer re: taxes	6-Apr		Not Yet Begun					
Finance									
16	CAO to contact Compass NS re: 28 John Street Meeting	4-May		Not Yet Begun					
CAO									
17	Appoint Ken Smith as Interim CAO	4-May		Not Yet Begun					
CAO / HR									
18	CAO Staff Report re: Anti	15-Jun						25%	

<p>18 CAO Staff Report re: Anti-Discrimination and Racism Committee</p>	<p>CLERK - responded to Mr. Brown re: Council's review of letter</p>	
<p>19 Alternative Voting Bylaw Advertisement</p>	<p>6-Jul CLERK - advertising to take place in the Vanguard July 13th onward & posted online</p>	<p>100%</p>
<p>20 Noise Bylaw Amendments</p>	<p>100%</p>	
<p>21 Plebiscite</p>	<p>Question is now on the Ballot</p>	<p>100%</p>
<p>22 Remembrance Day Wreaths</p>	<p>Wreaths have been ordered by Town</p>	<p>100%</p>
<p>23 Addendum Inter-municipal Agreement</p>	<p>100%</p>	
<p>24 Water Truck</p>	<p>100%</p>	
<p>25 Wharf Expenditures</p>	<p>Wharf Expenditures - Town Council spend approx \$18,000 and not to exceed \$20,000 to have protruding pylons and metal removed as it is a safety issue</p>	<p>100%</p>
<p>26 Yacht Club Building Painting</p>	<p>Sept 8,2020 Cao to setup meeting with Reps from Yacht Club and Osprey</p>	<p>50%</p>
<p></p>	<p>Sept 8,2020</p>	<p>50%</p>

<p>27</p> <p>Fire service Agreement</p> <p>CAO - Setup meeting with MDS and prepare staff report - Meeting being arranged</p>	 <p>100%</p>	
<p>28</p> <p>Invite Ms. Valda Walsh from Region 6 to discuss Waste Management</p>	<p>Ms. Walsh attending Sept 21 Council Meeting</p>	
	 <p>100%</p>	
<p>29</p> <p>Letter to Service NS</p>	<p>Letter Sent</p>	
<p>30</p> <p>Review The surplus property Policy & prepare Staff Report</p>	<p>Not Yet Started</p>	

12 August 2020

TO: Mayor Karen Mattatall and Shelburne Town Council

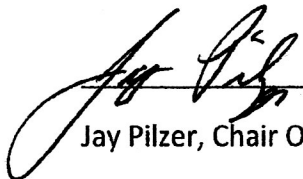
FROM: Jay Pilzer, Chair, Osprey Arts Centre

Rob Stork, Commodore, Shelburne Harbour Yacht Club


As joint tenants in the building, we want to inform you that it is in need of re-staining and repair. It is our opinion that these issues need to be addressed in a timely fashion to prevent further deterioration.

While we recognize the town is under considerable strain managing its portfolio of properties, a failure to maintain the SHYC/Osprey building's exterior threatens the substantial new value created inside as a result of the renovations and restoration.

Please let us know your thoughts and a possible timetable for this project.



Jay Pilzer, Chair Osprey Arts Centre



Rob Stork, Commodore SHYC

Yacht Club/Osprey Re-facing

Origin

Letter dated August 12, 2020 from the joint tenants in the Shelburne Harbour Yacht Club/
Osprey Arts Center building

Analysis

The tenants are requesting that the building be re-stained and repaired. The lease agreement between the Town and the joint tenants covers this matter in Section 8 – Responsibilities and costs as noted below: -

“The tenant shall be responsible for all cost related to the operation, upkeep and maintenance of the leased premises provided that the town shall be responsible for structural and major repairs.”

On the surface, and not knowing the background of past negotiations between the Town and the tenants regarding the lease, it is my opinion that the two parties should reconcile expectations as to financial responsibility to remedy the condition of the exterior walls.



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

August 31, 2020

Town of Shelburne
Attn: Ken Smith, Interim CAO

Dear Ken,

Re: Town of Shelburne Fire Services Agreement with the Municipality of Shelburne

Further to our meeting of August 27, 2020, please review the suggested amendments to the Fire Services Agreement between the Town and Municipality. We are requesting that section 11 of the existing agreement be replaced with the following in order to provide clarity regarding capital expenses and process.

11. (a) Capital Expenditures of the Fire Department shall only include the purchase of fire vehicles.
- (b) Capital Expenditures shall be shareable by the Town and the District based on a 50/50 split.
- (c) The amount of Capital Expenditures shareable by the Town and the District shall be reduced to reflect any contributions and donations received by the Town and Fire Department for each capital expenditure.
- (d) Borrowing for Capital Expenditures shall be based on the 50/50 split as noted in 11.(b).
- (e) In calculating the capital costs, the parties agree that any costs associated with attending mutual aid calls or costs attributable to Medical First Responders and/or Department of Lands and Forestry shall not be included. It is not the intent of the District to contribute to those costs as a part of this agreement.
- (f) The Town shall annually provide the District with a projected 20-year capital replacement timeline for Fire Protection together with any revisions by January 31st in order for the District to adequately plan for providing its share of the Capital Expenditure.
- (g) The Town and the District agree that the Capital Assets remain the property of the Town.
- (h) The residual value of any vehicles that are purchased jointly by the Town and the District and later sold, shall be reflected as a reduction in the next capital vehicle purchase before calculating the cost shared amounts.

It is also being requested that the following language be incorporated in sections 12 (b) and (c) to assure the Municipality can meet its requirements under the Area Rate for Fire Departments Policy and ensure all its residents have an opportunity to contribute their opinion in relation to capital purchases. Currently, residents serviced by the Town of Shelburne Volunteer Fire Department are the only municipal residents in all of its fire districts without this opportunity.

12. (b) On April 15th of each year, the Town shall prepare and submit to the District, a proposed fire protection budget for capital for the upcoming fiscal year. The budget is subject to acceptance by resolution of the District.

(c) When a proposed budget contains plans for one or more capital investment(s), the decision of the District as to whether to approve the budget by resolution, as contemplated in Clause 12 (b), shall not occur until the public participation process outlined in the District's Area Rate Policy in place at the time has been complied with.

Please present these amendments to the Town Council and your earliest convenience and advise accordingly.

Thank you for your consideration.

Erin Hartley
Director of Corporate Services

Encl.
Area Rate for Fire Departments Policy
Fire Services Agreement



POLICY PURPOSE

- 47.1 This policy shall apply to all capital programs proposed to be undertaken by volunteer fire departments where Municipal funding is involved.
1. All capital acquisition programs initiated by a Fire Department which require Municipal funding shall be by way of the levying of an area rate on all taxable property, excluding provincial and municipal exempt properties as well as acreage properties, within the districts served by the Fire Department.
 2. An area rate shall be based on taxable assessed value of eligible properties within the service area.

POLICY DETAILS

- 47.2 Prior to any procedure being commenced, representatives of the Fire Department shall meet with the Municipality (Warden, Councillor(s) of the area(s) and CAO) for the purpose of discussing in detail the project and its financial implication.
- 47.3 All requests for capital funding from the Municipality shall be subject to the following conditions:
- (a) A letter shall be delivered by the Fire Department to the office of the Municipal Clerk with a request that the Municipality consider an area rate to fund a capital purchase and appoint Poll Staff. The letter from the Fire Department shall contain detailed information on the proposed capital purchase, the need for the expenditure and the amount of the expenditure.

An information letter shall be provided by the Municipality, through Canada Post, to all properties within the service area to be affected. The letter from the Municipality shall contain detailed information on the capital purchase being proposed, the need for the expenditure, the amount of the expenditure, and the length of financing and estimated area rate. The letter shall also contain the date, time and location for the information session as well as a ballot for mail-in voting or drop-off at the information session.
 - (b) An information session shall be held by the Fire Department no earlier than fourteen (14) days from the date of distribution of the information letter. The Fire Department shall appoint a Chairperson to conduct the information session.
 - (c) At the information session, the Fire Department shall present detailed information on the capital purchase being proposed, the need for the expenditure, the amount of the expenditure, and length of financing and estimated area rate. Members of the public shall have an opportunity to discuss the proposed

acquisition with the Fire Department at the information session.

- (d) Rate payers shall submit their ballot by mail or at the end of the information session. If choosing the mail-in option, it must be received by the Municipality no later than fourteen (14) days from the date of the information session.
- (e) The information session shall be open to the general public but only one vote per property of those properties listed on the roll of eligible properties within the service area shall be eligible to vote at the end of the information session or by mail; however, all members of the public that are in attendance may ask questions related to the proposed acquisition.
- (f) A list of eligible voters shall be maintained by the Poll Clerk and real property taxpayers that are in attendance at the information session may vote (one vote per property) provided that the rate roll, as maintained by the Municipality, shows real property assessed to the taxpayer in their name and they have the official ballot which they would have previously received by mail.
- (g) Notwithstanding the foregoing, in the event that a real property taxpayer, whose name appears on the rate roll, is unable to attend the information session, the taxpayer shall submit their vote by official ballot by mail. No ballots at the information session will be accepted from anyone other than an eligible voter.
- (h) The voting at the information session shall be by secret ballot with each eligible voter (one per property) present being asked to submit their official ballot, which they would have previously received by mail. Eligible voters present at the information session are not required to vote at the session, they may choose to mail in their ballot within the required timeframe. The ballot shall be shown in Schedule A. There shall be appointed, by the Municipal Clerk, a Presiding Officer and a Poll Clerk for the purpose of confirming eligible voters and for conducting the poll and counting of ballots. The Presiding Officer and Poll Clerk need not necessarily be residents of the district.
- (i) The Chairperson for the meeting shall appoint two (2) eligible voters to act as scrutineers who shall be present at the Municipal Office with the Presiding Officer, and Poll Clerk during the counting of votes, which will take place within one week of the deadline for mail-in votes. Not more than one of the scrutineers shall be a member of the fire department.
- (j) In order to be considered valid, the ballot shall be marked by the voter with a cross (“+”), an “x” or a checkmark in the space provided either signifying “for” or “against” the proposed capital acquisition.
- (k) Immediately after counting the ballots, the Presiding Officer or the Poll Clerk shall declare the results of the vote.
- (l) After counting the ballots the Presiding Officer, in the presence of the scrutineers, shall prepare a certificate setting out the number of votes polled, the number of ballots marked “for”, the number of ballots marked “against” and the number of spoiled ballots and shall serve a copy on the Chairperson with a copy to be forwarded to the office of the Municipal Clerk. Such report shall be signed by the Presiding Officer and at least one scrutineer.
- (m) The results of the vote shall be final and there shall be no provision for a recount.

- 47.4 The expense for the Presiding Officer and Poll Clerk shall be paid by the Municipality and all other costs shall be the responsibility of the Fire Department.
- 47.5 The results of the vote shall be reported to Council at the first meeting following the vote.
- 47.6 It is the intention of this Policy to work in conjunction with the Fire Services Agreements with the Town of Shelburne and Town of Lockeport; however, should there be a contradiction between the two documents, the Fire Services Agreements supersede this Policy.
- 47.7 In considering a request for the imposition of an area rate, Council shall consider, but not be bound by, the outcome of the results of the rate payers vote.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Area Rate for Fire Departments on the 27th day of January, 2020.

SIGNED this _____ day of _____, 2020

WARDEN PENNY SMITH

CHIEF ADMINISTRATIVE OFFICER TRUDY PAYNE

Approved by Council: January 27, 2020

Effective Date: January 27, 2020



**BALLOT FOR AREA RATE FOR
FIRE DEPARTMENT CAPITAL PURCHASE
COMMUNITY VOTE**

ASSESSMENT ACCOUNT NUMBER: _____

Proposed Area Rate Charge: _____ per \$100 of assessment

Proposed Term: _____ years

Description: _____

Please vote by marking this ballot with a cross, an 'x' or a checkmark in the box provided either signifying "yes" or "no" to the proposed purchase.

NOTE: Only one vote per assessment number will be counted. Ballots altered in any way will be voided. Ballots will not be re-issued if misplaced or voided.

YES, I am in favour of the proposed purchase and resulting area rate charge as presented above.

NO, I am not in favour of the proposed purchase and resulting area rate charge as presented above.

Ballots must be received by the Municipality by _____, in order to be counted.

Waste Management Agreement

Origin

At the February 3, 2020 Town Council Meeting, the following motion was passed:-

“Locke – Davis

THAT the CAO prepare a staff report on the present waste management agreement and whether he feels the Town should look at the alternative service development options.”

Background

In a meeting with MDS staff it was passed that waste management agreement is renewed on March 30, 2020. Furthermore, there is a 3 month notice period if one or more partners don't want to renew.

Subsequent to this, I reviewed the motion arising from the February 3, 2020 Council meeting and undertook the following:-

- A) Contacted the CAO for the Municipality of the District of Barrington and discussed his recent list serve e-mail on the topic of waste management.
- B) Discussed with the Town Clerk/Treasurer for the Town of Lockeport their participation in the waste management agreement. It should be noted that with the exception of the HST issue, they are pleased with the agreement.
- C) Contacted Valda Walsh, the regional Coordinator for the Region 6 Solid Waste Management, regarding the topic of efficiencies and effectiveness in Waste Management. As noted in the e-mail dated September 1, 2020 to me, she has provided background information related to the topic.

Analysis

It is my opinion that there isn't the business volume in the Town of Shelburne to undertake the collection of garbage in-house or contracting out ourselves. It would be too risky. Our current arrangement partnering with 2 other units is practical from a business perspective. Furthermore, the option of adding Barrington and Clarks Harbour has the potential of improving the cost effectiveness of the service. Consideration of a transfer station may be a viable option if the other 2 units joined but would have to be explored.

Time is of the essence as there are less than 4 months before the town would have to give notice if it was pursuing a waste management model independent from its current partners.

Recommendation

Council directs the CAO to invite Ms. Valda Walsh to discuss with Town Council at its September 21, 2020 meeting, the topic of Waste Management service delivery.

Attachment

Sept. 1, 2020 email from Valda Walsh

Ken Smith

From: Valda Walsh <Valda.Walsh@Region6swm.ca>
Sent: Tuesday, September 1, 2020 11:04 AM
To: Ken Smith
Subject: Solid Waste Efficiency
Attachments: wastetransferstation summary.docx; Shelburne Tsf Stn FS - Draft final report March 28 2012 version 4.pdf

Good morning Ken,

It was great chatting with you.

As discussed:

1. The recent (September 2019) report on Efficiency and Effectiveness is one that has remarkable reference to encourage municipal units to look to neighboring units to share and cut costs where possible and not celebrate autonomy when looking at the social, environmental and economic impacts – triple bottom line - of this civil service. The report is too large to attach but is housed on the provincial legal webpage here: <https://legcat.gov.ns.ca/articles/1071669.2143/1.PDF> The item respecting sharing the service of collection through a 'Standardized hauling contract' as a best management practice is on page 48 (64 in the electronic page count)
2. A report (I said 2008 but it was 2011/2012) was done to look at the sharing of operating a transfer facility to make more efficient movement of waste materials (all streams) through Shelburne County to Queens. I have only the Draft of that report (I think MDS would have the final) and the outline of the proposal that Penny had sent to me back when it was being developed. Basically the output was that it was feasible to invest in a centrally located transfer facility but only if all 5 municipal parties were on board.
3. Some other information that may be on file at MDS or with Shared Services is when they made the change from owning their own collection/hauling and went to outsourcing it through GEs. . . I question my memory date of 2008 or 2010 now that I was wrong about the transfer feasibility study date but it did not seem like it was very long ago. The report in 2012 speaks to 'contracted collection' so it was prior to 2012 anyway.



Valda Walsh BSc TME EP
Regional Coordinator
Region 6 Solid Waste Management
PO Box 639 | 45 School Street Rm 304
Mahone Bay, NS B0J 2E0

P: 902-624-1339 M:902-350-0333

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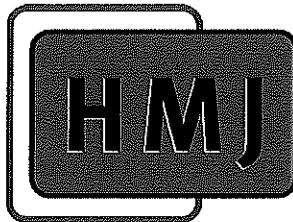
Waste Transfer Station FS District of Shelburne
28 March 2012 version 4, for District review

**Waste Transfer Station Feasibility Study
For
Municipality of the District of Shelburne
Nova Scotia**

DRAFT FINAL REPORT

Version 4

28 March 2012



Consulting Limited

Project 11 013

Submitted electronically

A handwritten signature in black ink, appearing to read 'Jens Jensen'. The signature is fluid and cursive, with a large initial 'J' and a long horizontal stroke at the end.

Jens Jensen, P.Eng., MCIP, Partner

5.0 Conclusion and Recommendations

5.1 Conclusion

The fundamental point of the research and analysis set out in this report was whether there is good reason to further consider installation of a transfer station in the District of Shelburne, to which municipally collected solid waste from the three units participating in the Shared Service Agreement (the District and the Towns of Shelburne and Lockeport) would be directed. Further, the report was to estimate the significance of potential transfer of waste from municipal collection in the neighbouring District of Barrington and the Town of Clark's Harbour, and, in addition, the significance of including privately collected waste.

The results show that, compared to the current cost of having the Shared Service Agreement units' waste hauled directly by the curbside collection vehicles, there is neither immediate nor long term saving to be achieved by having a transfer station established to serve only those three units.

In contrast, the situation is much more favourable if the two neighbouring units of the District of Barrington and Town of Clark's Harbour took part as well, as there is a great economy of scale involved in financing and operating the transfer station. Our sensitivity analysis reveals important considerations which would be relevant to decision making at this time. If an initial grant in aid in an ordinary percentage were received to assist with capital costs, the transfer station scenario becomes even more attractive. Sensitivity analyses show that if the net capital cost of building and plant is less than the base case estimated (but still within the limits of a Class D estimate), and operating costs are well contained, a favourable case is found in less than ten years.

As said in the report, capital estimating of building, plant, and equipment is at a Class D level. We have analyzed the effect on per tonne cost estimates which would result from an increase or

Waste Transfer Station FS District of Shelburne

28 March 2012 version 4, for District review

decrease of 40% of capital costs, since that is the range of accuracy we expect in the estimates. Similarly, we have examined the effect of increasing and decreasing operating costs by 10%, the lower percentage variation on operating costs being justified by the strong confidence we have in those estimates.

These sensitivity analyses indicate that the per tonne estimates are more sensitive to capital costs than operating costs. This is related to the point made above, that the debt retirement schedule is influential in determining the point in time at which a transfer station system becomes cost effective. Indeed, a more economical building cost and smart shopping for equipment would, with some capital grant in aid, bring the per tonne costs down to a point which equals the current long haul cost at or before the ten year mark.

Environmental and sustainability objectives of the District are not offended by the use of a transfer station system. Greenhouse gas emissions are about the same compared to the current system, albeit increasing by about 4%, but there would be a substantial reduction of about one third in the fuel consumed by motor vehicle travel to and from landfill, even after accounting for fuel used in operating transfer station equipment.

5.2 Recommendations

We recommend the following:

1. The District and the Towns in the Shared Service Agreement review this report in detail, as the analysis and conclusions are complex and require a long term view. The benefits of proceeding to a transfer station system are found in the medium to long term, ie: as early as ten years and in any event by twenty years.
2. A transfer station system is financially attractive only if the neighbouring units of the District of Barrington and Town of Clark's Harbour are committed to sharing the use of

Waste Transfer Station FS District of Shelburne

28 March 2012 version 4, for District review

the transfer station. The economy of scale involved in financing and operating the transfer station itself is the key, as the station is of a minimal size and can handle all five units' waste without enlargement of plant or staff, compared to what is needed for only the three now in the Shared Service Agreement. The financial projections for the two neighbouring units are comparable to those of the three units in the Shared Service Agreement.

3. With an agreement among the five units to look further into the feasibility of a transfer station system, the use of the preferred site at Exit 25 should be confirmed with the property owner to the extent of an agreement in principle to acquire the property, and, the design of the transfer station should be advanced to the next degree of detail, involving geotechnical work at a selected site and preparation of preliminary building and plant designs and quotations from equipment vendors, to sharpen capital estimates. That information will fully inform the strategic planning decision to be taken.

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

WASTE TRANSFER STATION

FEASIBILITY STUDY

OBJECTIVE

A Feasibility Study be prepared for the Municipality of the District of Shelburne to investigate options that will consider the economic, social and environmental impacts on the transfer of all waste streams – recyclables, organics and garbage.

DETAILED PROJECT DESCRIPTION

To achieve the objective, the following are desired outcomes:

- The successful proponent will be expected to project a cost for the preliminary engineering of a transfer facility for the populations of:
 - Municipality of the District of Shelburne; or
 - Municipal Units serviced by a Shared Services Agreement (Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport); or
 - All five Municipal Units in Shelburne County.
- Compare cost per tonne for similar pre-processing in other comparable population districts.
- To scope the viability of operating a transfer station for waste, recyclables and organics in comparison to current operations.
- The successful proponent will be expected to suggest, with support documentation (including financial), all possible sites for a waste transfer station.
- Compare total cost per tonne (including transportation and tip fees) for service at the Region of Queens Waste Management Facility to that of the Yarmouth Recycling and Composting Facilities.
- The successful proponent will be expected to investigate options and benefits of a public sorting station at the transfer facility that is safely accessible to residents.

- The successful proponent will be expected to investigate innovative options and benefits of a Materials Re-Use and Exchange Program.
- The successful proponent will be expected to investigate total energy consumption and efficiency of the current system compared to their final recommended option of transfer.

PROJECTED COST FOR THE STUDY

Since the development of the Staff Report, it has come to our attention that similar types of studies have ranged from \$30,000-\$50,000. We would therefore request the full amount of funding for the study, not to exceed \$50,000 and the actual cost will be based on quotes received.

PROJECTED TIMELINE

Awarding of Contract – August 1, 2011

Intermediate Report – November 15, 2011

Final Report – January 15, 2012

Shelburne Welcome Sign

Origin

A Motion made at the January 6, 2020 Town Council meeting is still outstanding as recently raised by Deputy Mayor Young and Bob and Glenna Redding. The motion is as noted below:-

“DAVIS – LOCKE

THAT Council accept the engineering report from John Wannacott and direct staff to provide a staff report with recommendation based on his findings.”

Background

As indicated by the two letters to Council from the Reddings (e.g. Sept. 7/16 & Nov. 7/17), the Town's placement of a sign welcoming visitors to the Town of Shelburne has been a frustration to them for the past 4 years. Their opinion has been that due to the location of the sign, a safety issue has been created for them and visitors to their home as the sign has negatively impacted the line of vision while attempting to exit their driveway, Furthermore, it was their undertaking that both parties, the Town and themselves, would accept the recommendation of the engineer's report in terms of a location for the sign.

Analysis

In reviewing this situation, I undertook the following:-

- a) Spoke with the Reddings at their driveway on 2 occasions and reviewed the contents of their letters;
- b) Spoke with the Engineer regarding his report;
- c) Met with Traffic Authority, Sgt. O'Callaghan onsite and discussed the sight lines with him. This was after I had provided him with the background documentation which is attached to this report;
- d) Followed up with the Supervisor of Public Works to take pictures clarifying site lines;
- e) Spoke with our insurer regarding the situation;
- f) Spoke with several members of Council to get their perspective on the background;
- g) Spoke with a friend who has practiced municipal law in the past and is now a CAO; and
- h) Spoke with the 2 former CAO's, Dylan Hyde and Darren Shupe.

Based upon the preceding activities which I undertook, outlined below are some findings:-

- a) The insurer confirmed that if we left the sign where it was, the insurer would provide any coverage arising from a claim. He noted that the situation such as this, lawyers could argue either side of a claim,

- b) The CAO noted that a driver (i.e. a car travelling east from the stop sign) cannot enter an intersection if another car is in the intersection;
- c) Although the sign impacts sight lines to some extent, the following steps could be taken to improve site lines: -
 - 1. Cut back the hedge;
 - 2. Cut some tree limbs past the sign; and
 - 3. When leaving the driveway, stop at the edge of the sidewalk on the driveway side and then stop on the sidewalk prior to entering the intersection.
- d) The Engineer's review was restricted to studying options for a location of the sign and not reviewing other options to address the site line issue such as a traffic mirror and other options as outlined in (c); and
- e) As the Welcome to Shelburne sign project was part of the Guild Hall project which involved ACOH funding, there may be an issue dismantling the sign.

Direction

As I wasn't privy to the conversations which took place between representatives of the Town and the Reddings over the past 3 years, I am unable to form an opinion whether both parties agreed to adhere to the recommendation arising from the Engineer's report. However, it is my opinion that the sign has impacted some of the sight line of the Reddings while exiting their driveway and is an inconvenience to them. On the other hand, by exercising due care, they can take steps to minimize any safety risk associated with entering a 3 way intersection. If Council agrees with their position that both parties agreed to adhere to the Engineer's report, then I would be looking for direction to dismantle the sign as per the Engineer's report. If Council doesn't agree with their position, then I would be looking for direction to communicate with them accordingly along with pursuing options to improve site lines.

Appendixes

- 1. Letter Dated Sept.7/16 from the Reddings to the Town.
- 2. Letter in Nov.7/17 from the Reddings to the Town.
- 3. Letter dated July.25/17 from Sgt. Ben Parry to Mrs. Redding.
- 4. Engineering report dated Dec.12/19 from John Wonnacott, P. Eng., Roseway Engineering to the Town of Shelburne with a copy to the Reddings.
- 5. 3 Pictures taken by the Supervisor of Public Works illustrating sight lines – some obstructed and others not obstructed.



STOP

welcome to
SHELburne
← Historic Waterfront
← Downtown District
→ The Black Loyalist
Heritage Centre

SHELburne
WELSH TOWN

H

→

?



STOP





SGT B. A PARRY
NCO i/c Shelburne RCMP
Box 339
Shelburne NS B0T 1W0

Your File

Ms Glenna REDDING

Our File

2016-07-25

Traffic Safety Concern - Falls Lane (Highway 3) & Ohio Road, Shelburne NS

Ms REDDING

Per our discussion please accept this letter as documentation of the concerns regarding the sign installed at the intersection of the Ohio Road and Falls Lane in Shelburne NS.

I was contacted by you with regard to the location of the sign placed by the Town at the intersection of Falls Lane and the Ohio Road. Following the discussion we had on the phone I attended your residence and observed the location of the sign. I then proceeded to exit your driveway onto Falls Lane and, following that, I met with you to discuss your concerns. I agreed that the placement of the sign restricted visibility for anyone attempting to exit your vehicle onto Falls Lane as it obscures the area of the Stop sign at the intersection of Falls Lane and the Ohio Road which was previously visible. In my opinion the placement of the sign could increase the risk of a vehicle collision while exiting your driveway. I shared my concerns with you and subsequently discussed them with the CAO for the Town, Mr Dylan HEIDE. Following these discussions the Town of Shelburne took responsibility for maintaining a "Traffic Authority" and agreed that the services of an engineer would be of assistance in future decisions impacting traffic flow and design.

If I can be of further assistance please do not hesitate to contact me.

SGT B.A. (Ben) PARRY
NCO i/c Shelburne RCMP

07 November, 2017

Mayor and Members of Council

Town of Shelburne

We attended Council on September 7, 2016 to address with Council concerns, which we had, as property owners, regarding safety issues which were introduced to our property access by the Town's placement of the directional signage in close proximity to our driveway in December, 2015.

At that meeting, we pointed out several areas where we felt that we, our interests, our safety and indeed the safety of our fellow residents had not been satisfactorily considered and /or respected. There were discussions with ourselves, Council and the CAO which, in conclusion, did not remedy or appease our concerns. As was pointed out in that meeting, the Town subsequently adopted a position and policy to, according to RCMP Sgt Ben Parry, "agreed that the services of an engineer would be of assistance in future decisions impacting traffic flow and design". While this is a good future initiative, it does not deal with the situation which the sign's placement adjacent to our property has created for us. At the meeting, former Councillor O'Donnell put forward the suggestion that an independent engineer be engaged to assess the situation and advise. We were asked whether that would be sufficient from our perspective and we agreed that we would be prepared to accept that as a resolution to our concerns. We committed to accept the independent report as the course of action.

Since last year, to compound and increase our concerns for safety, there have been discussions, meetings and the engagement of professional engineers to explore the introduction of an Off Highway Vehicle trail within the Town. Seemingly the prime focal point of these deliberations has, in fact, been the very intersection in question. One of our primary oppositions to the introduction of that system is our sincere concern for safety of all users in addition to our property. We were advised on 25 September that WSP had been engaged and had already delivered "some potential route options ". We were, due to the potential impacts on our property, invited to discuss these, presumably, preliminary suggestions with the CAO.

During that meeting which we had with the CAO on 04 October, 2017, we asked the status of the Engineering review relative to the placement of the directional sign which we believed had been agreed to be undertaken. We were informed that there had been no motion made by Council therefore no instruction had been given in that regard and therefore nothing had transpired towards what we had considered to be a resolution. The result of that query is the reason we are in attendance at this meeting. We respectfully request that Council resolve to commission the independent engineering review of the signage adjacent to our property at 5 Falls Lane to determine recommendations for

remedy to address the identified safety issues due to its placement and to abide by that report's conclusions.

For the information of present Council, we attach herewith, copies of each our letter of last September and the letter which we received from Sgt Parry acknowledging the safety issues and the Town's response on a prospective basis.

The situations and concerns which we raised last year have not improved. It is our contention that they have, by all appearances from our vantage point, gotten somewhat worse over the year. We would contend that the amount of traffic which uses that intersection has increased, thereby creating additional pressure on that section of roadway and additional distraction for drivers. Additionally, the opening of the replacement bridge over the Roseway River, and the introduction of full two way traffic has caused even more widespread disregard and inattention to the Stop sign and the intersection.

From a personal perspective, we notice no improvement in the safe entry and exit from our property.

The safety concerns which we raised and continue to raise are additionally impacted through the reopening of the trail and bridge now that the work being undertaken has been completed. We note that there is a significantly higher pedestrian and non-motorised vehicle usage of the trail through the intersection and to and from the river. This creates additional pressure on the crosswalk system at the intersection and creates further distraction to drivers. The additional distraction to those drivers, pedestrians and other users increases directly the safety issue issues which we raised.

As we commented last year, Council's initiative to improve the profile and appeal of Exit 26 as the primary entrance to Town should be commended. In the current year, much effort has been expended towards crosswalk profiles, both as it relates to their visibility and the visibility of pedestrians who use the orange flags. Our conclusion from these initiatives is that it would seem, the Town Council and Administration view safety concerns as being of utmost and paramount concern to the citizenry of the Town. With that said, we are still at a loss as to why a problem which was identified even before it happened, is allowed to persist and has not been yet dealt with.

As we previously stated, we believe that the letter issued by Sgt Parry clearly identifies a safety issue which is so pervasive that it has caused the Town to adopt a different position on a go forward basis, remains unresolved. That being said, the question would come to mind that, in the event of an accident occurring in that location which was due in any measure to the placement of the sign as a contributory cause, we sincerely believe that the Town could have a direct and substantial liability issue. It is an issue which has been raised, has been identified, has been confirmed by an independent party, and yet has, seemingly and by all appearances, been ignored by the Town and its officials. That, in essence, is negligence.

The intersection has been a long standing issue, from the times of the McGill Point Road access directly at that point, which was, at least, in part, relocated as a result of safety issues. The present configuration, initially an improvement over the prior format, has deteriorated, and somewhat reverted, as a result of the placement of the sign in question.

Again, we ask why, if the services to avoid having undertake such a review perspective, the remedy such an error as was in position which we, a remains unfulfilled, to

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In conclusion we re services of a duly c issues relating to t any recommended

Should you have a welcome them an

Respectfully,

Bob & Glenna Re

Encl.

Again, we ask why, if the Town is willing to undertake to engage independent professional engineering services to avoid having such mistakes and issues arise from future actions, it is, to date, unwilling to undertake such a review to determine, from an independent and knowledgeable professional perspective, the remedial and restorative measures which should be undertaken by the Town to correct such an error as was made by its actions in the placement of the sign adjacent to our property. It was a position which we, as the offended property owners, were willing to abide by and agreed to, yet remains unfulfilled, to our minds, by the Town.

As we stated last year, we are not bringing to the fore a long standing issue, recently raised, for correction. We are dealing with the results and impacts of an erroneous action which the Town undertook very recently. It was an action which we addressed in anticipation, which we raised with the responsible officials and which has seemingly been ignored. A significant error was made in the placement of that sign, one which would not be repeated or undertaken using the same approach were it to be done again subsequently. It is our belief that we are owed at very least that same consideration and courtesy which we were not originally afforded.

In conclusion we respectfully request that Council resolve to have the Town engage the independent services of a duly qualified professional engineer to assess and evaluate safety and other pertinent issues relating to the placement of the sign in question and to abide by those findings and to undertake any recommended remedies which result from that report.

Should you have any questions which we can provide insight or answers in your deliberations, we would welcome them and the opportunity to respond.

Respectfully,

Bob & Glenna Redding

Encl.

the sign from our sight as we were approaching the street. Such an incident genuinely concerns me and should it happen, represents one of my greatest personal fears and concerns.

As a result of the incident in January, we contacted Sgt Ben Parry of the RCMP to express our safety concern. This was a result of the RCMP having been the traffic authority upon which the Town had placed reliance. Sgt Parry informed us that he was unaware that such authorisation had been given by his office. He further informed that he did not feel that such authorisation was within his authority, nor did he feel his training pertinent and sufficient to make such a determination. At that point, he did contact the detachment to get further information as to what had happened. He received confirmation from Constable Darren Stephens that he had been asked, presumably by Town officials, to sign off on the placement, but said that all he did was to stand in the driveway and guess as to where the sign might be as he could not accurately visualise the sign, its size or exact location and further stated that he did not have knowledge at that point as to the size of the sign.

Subsequent to this discussion with Sgt Parry, we were informed that the Department of Transportation had also been approached to sign off on the placement as a traffic authority and that they had refused to accept that responsibility.

Further we surmise from other changes that the RCMP has revoked its approval/ authorisation and that they no longer consider themselves to be the traffic authority. Town Council has now approved the CAO as the official traffic authority, and presumably, it is on that authority that the safety issue for our property remains unaddressed.

In seeking support for our position, we did, as private citizens, request documentation from Sgt Parry. For your consideration, we enclose a copy of that. In the letter, Sgt Parry acknowledges that "the placement of the sign restricted visibility for anyone attempting to exit your driveway onto Falls Lane as it obscures the area of the Stop Sign... which was previously visible". Following these discussions, the Town assumed responsibility as Traffic Authority and "agreed that the services of an engineer would be of assistance in future decisions impacting traffic flow and design". This letter would seem to confirm our position that the placement of the sign has created a safety issue specific to our property. Further it would seem to indicate that the Town acknowledges that either a mistake was made in this situation or that there was not sufficient and appropriate knowledge in the placement of this sign so as to avoid safety issues. If the Town is willing to engage the services of an engineer in future to avoid potential safety issues, should it not also be willing to take a remedial and corrective action so as to correct a known error which it has already made. This is not a long standing problem which has recently come to the fore, but rather one which the Town has, after the concern was raised with responsible officials, by their actions, created. Presumably, with a non corrective action, the Town is willing to accept the liability should an incident happen at this location where sightlines are an issue. To know of a problem as raised by our local RCMP detachment as it relates to a matter which was raised in advance by the affected property, and to acknowledge that a different course of action will be taken in future to avoid this breach, clearly places the Town as accepting responsibility, ownership and liability.

As mentioned earlier, this signage, as we are aware was intended to be a part of a revitalization or rebranding, an updating. Council and the Town have made efforts to stimulate the use of Exit 26 as an entryway into Town. These are efforts which we as residents of the Town, commend. The sign in question was, as we are to understand, originally intended or envisioned to be placed at another location, further up the Ohio Road. As we are to understand, the placement at that intended or desired location was denied by the Department of Transportation and a second location was necessary. The second selected spot was to place the sign directly across the intersection from the Ohio Road stop sign. The positioning at that spot would place it immediately across from oncoming traffic. There would be "no way to miss it" and there would be nothing else for those people to see. Additionally, and based upon discussion, the old sign was placed such that it did not present itself to the majority of traffic who were now entering Town. The original sign had its location determined prior to the 103 highway and Exit 26, at a time when the vast majority of traffic entering Town came via the Birchtown route along Highway 3. I will tell you that when you do come to a complete stop at the Ohio Road Stop sign you do not look directly at that sign. This objective would have been better achieved had the sign placement been closer to the discussions which we had with Mr Shupe.

The number of signs which are visible when entering the intersection is excessive, confusing and somewhat disorienting. When coming down the Ohio Road towards the intersection, drivers need to be aware of ten signs in their lines of vision, one of which is changing brightly and frequently and a crosswalk. From Birchtown, drivers also are seeing ten signs, two crosswalks and the ever changing Community Billboard sign which is certainly more distracting from that approach and which is partially blocked by other signage causing, we should think, additional distraction to the oncoming drivers who are our greatest concern from a safety perspective. A driver's attention is being deliberately drawn to the left, towards those signs and the traffic coming to the stop sign from Ohio. They are not looking in the direction of our driveway entrance. This increases our safety concern. It should be noted that all of these signs are governmental issue, either provincial or municipal, none are private sector. We state this solely to demonstrate that a reduction in signage is not a likely solution. Government departments and authorities see it as a very real need to place signs in that area, and therefore, are unlikely to reduce them as they serve purpose to those in transit.

In conclusion we would ask Council to direct the relocation of the sign in question to remedy and correct the safety issue which its placement has caused to us and people who access our property. We most certainly feel that an error has been made. As stated earlier, we have attempted from the outset to address what we viewed as being a potential safety issue, have initiated the dialogue, and attempted to find an agreeable and mutually agreeable solution to this matter for the benefit of the Town and the safety of our property. Quite honestly, we feel as though we have been completely disregarded in this matter. The situation now presents itself as a recognised safety issue which should not have been permitted to occur and we respectfully request that it be corrected on a priority basis.

Yours respectfully,

Robert and Glenna Redding

07 November, 2017

Mayor and Members of Council

Town of Shelburne

We attended Council on September 7, 2016 to address with Council concerns, which we had, as property owners, regarding safety issues which were introduced to our property access by the Town's placement of the directional signage in close proximity to our driveway in December, 2015.

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In conclusion we respectfully request that Council resolve to have the Town engage the independent services of a duly qualified professional engineer to assess and evaluate safety and other pertinent issues relating to the placement of the sign in question and to abide by those findings and to undertake any recommended remedies which result from that report.

Should you have any questions which we can provide insight or answers in your deliberations, we would welcome them and the opportunity to respond.

Respectfully,

Bob & Glenna Redding

Encl.

Roseway Engineering

P.O. Box 34 Shelburne,
NS, Canada, B0T 1W0

12 Dec 2019

Town of Shelburne
PO Box 699
168 Water Street
Shelburne, NS, B0T 1W0
Attn: Chief Administrative Officer
Darren Shupe

Re: Welcome Sign – Intersection Falls Lane and Ohio Road

Dear Sir:

Further to your request of December 5, 2019 I have conducted a brief engineering investigation regarding the location of the subject sign. I have considered whether the sign presents a public safety concern, in my opinion, and if it does, what solution I would recommend to eliminate or reduce the safety concern.

Investigation

I began my investigation by visiting the sign location, and while I was there, I took several photographs to record the situation. I also consulted the owners of the property just south of the sign – Robert and Glenna Redding. Then I obtained a copy of the property survey plan for the Redding property – to learn where the sign currently is located, with regard to that property line. I returned to the site again this morning, to take measurements and determine as accurately as I could, where the sign is located.

Figure 1 shows the Welcome Sign. I observed the obvious facts – that the sign is a large, red, steel sign that measures 17 feet long, sitting on an 18-foot-long concrete foundation.

I determined that the Welcome Sign is about 6 feet north of the Redding property line, and I found that there is a large rock just behind the sign, which appears to sit on the Redding property line. See Figure 2. I took several measurements using a tape measure – to determine the distance from the Redding residence to the end of their driveway, and the approximate location of the survey pin located just west of the driveway end. I am satisfied that the configuration of Shelburne streets, the Redding property line, the Welcome sign and large rock behind the sign - are quite accurately recorded in the drawing shown at Figure 2.

Safety Issue

In my professional opinion, the Welcome sign presents a safety hazard to drivers using the Falls Lane / Ohio Road intersection, particularly drivers approaching the intersection along Falls Lane as they travel east. There is also a safety hazard to drivers using the Redding driveway. The hazard which I am identifying, arises from the lack of adequate sight distance between drivers using

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P.O. Box 34 Shelburne

NS, Canada, B0T 1W0

the intersection, and drivers using the Redding driveway. The Welcome sign causes a hazard for the following reasons:

1. The sign is so large that it physically blocks the view between vehicles using Falls Lane, and vehicles exiting the Redding driveway.
2. The sign is painted bright red, and it is illuminated, so it represents a significant visual distraction to drivers who are prone to focus on the sign and not notice vehicles or pedestrians behind or near it.
3. One principle of safe Defensive Driving, is to allow drivers to observe vehicle movements as they approach an intersection. As this applies to the Falls Lane /Ohio Road intersection, it would not be sufficient for drivers using the Redding driveway to be able to observe vehicles that have stopped directly in front of the Falls Lane stop sign (which the Welcome Sign prevents). A clear view of the end of Falls Lane is also needed, so that drivers can take appropriate evasive action, if vehicles do not stop at the Falls Lane stop sign. The Welcome Sign prevents this required safe view of the end of Falls Lane.
4. People on bicycles, who either drive along the side of the road or on the sidewalk, heading east from Falls Lane, have their vision obstructed, of vehicles using the Redding driveway.

Remediation Options

When I reviewed this matter, I considered several options for remedying the safety hazard represented by the location of the Welcome sign. These were:

1. Move the sign further back (meaning move to the south) from the edge of the intersection, so that safe lines of sight may be re-established for drivers and people using bicycles.
2. Raise the sign high enough so that people can see underneath the sign and thus have safe lines of sight.
3. Relocate the sign some distance to the east or west, so that the sign does not create a problem.
4. Remove the sign entirely.

At first, I favored option 2, as I thought that may be the least expensive alternative that would allow the sign to remain in about the same location. However, when I investigated more carefully, I learned that the sign is quite massive and heavy; and it has a large surface area that would “catch” a lot of wind during storms. I formed the opinion that a significant steel framework would be needed to support the sign if it was to be raised, and furthermore, a new concrete foundation would also need to be installed behind the sign, so that a diagonal brace can be incorporated into the steel support framework. Since the necessary steel framework and new diagonal brace foundation would be quite expensive, and since the new construction would still represent a partial obstruction to drivers’ safe sight lines, I rejected option 2.

In regard to option 3, I examined the intersection and was not able to identify any other location where the sign can be viewed by drivers heading south

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NS, Canada, B0T 1W0

on Ohio Road, where there are acceptable sight lines to the sign. So I concluded Option 3 is not viable.

From a safety aspect, Option 4 is certainly a viable and cost-effective solution, however it fails to achieve the Town's presumed objective of welcoming visitors to Shelburne.

Recommendation

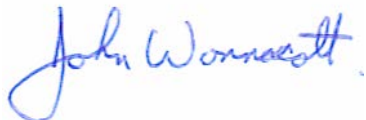
I recommend that Option 1 be chosen, and that the Welcome sign be relocated about 6 feet to the south, measuring from the current location of the sign. Specifically, this means that I recommend:

1. Use a metal detector if necessary, to locate the relevant survey pins that mark the north property line of the Redding property, and use this property line to determine the precise location for the Welcome sign.
2. The existing sign has an electrical connection to power the illumination. This power line will need to be disconnected and re-established in the new foundation.
3. Remove the old foundation before installing the new foundation, so that vibration from the concrete removal does not damage the new sign foundation.
4. Construct a new concrete foundation similar to the existing one which supports the Welcome sign. The foundation should be located about 6 feet further south, so that the south side of the foundation is just clear of the Redding property line. The existing large rock is located at about the edge of the property boundary and this should be used as a visual reference when considering this recommendation.

I trust that this letter report is satisfactory, however if any further information is desired, please contact me by email at:

johnwonnacott7@gmail.com or by telephone at 902 875 1676.

Sincerely,



John Wonnacott, P.Eng.
Roseway Engineering

CC: Robert and Glenna Redding (by email)

Att: Figures 1 to 5

Roseway Engineering

P.O. Box 34 Shelburne
NS, Canada, B0T 1W0



Figure 1: The Shelburne “Welcome” Sign, located at the intersection of Falls Lane and Ohio Road. This photo was taken looking west, with Falls Lane in the background. This sign is about 17 feet wide, and it sits on a concrete foundation that is about 18 feet wide. Note the large rock behind the sign foundation – this rock appears to sit approximately on the north property line of Mr & Mrs Robert and Glenna Redding.

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P.O. Box 34 Shelburne
NS, Canada, B0T 1W0



Figure 3. This is the view, when standing in the Redding Driveway, looking northwest. Ohio Road is in the right side of the photo, and Falls Lane is on the left.

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NS, Canada, B0T 1W0



Figure 4. This is the view to the west, from a vehicle stopped near the end of the Redding driveway, when the front of the vehicle is just south of the sidewalk. Note large white truck on Falls Lane, which has stopped in front of the stop sign. The truck driver cannot see a vehicle stopped at the end of the Redding driveway.

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P.O. Box 34 Shelburne
NS, Canada, B0T 1W0



Figure 5. This is the view to the west, from a vehicle stopped in the Redding Driveway, when the front of the vehicle partly obstructs the sidewalk. Note that the Welcome Sign blocks the driver's view of part of Falls Lane, where vehicles need to stop for the stop sign. Look at this photo, and imagine what the driver's view would be, if the sign is moved to the south (left in this photo), with the edge of the sign foundation located at the edge of the large rock (which is hard to see in this photo – so look at Figure 4 to see where the rock is located).

Mayor Mattatall and Council

I am writing to ask Council to have a discussion at Monday's Council meeting about a matter facing communities in Nova Scotia including here in Shelburne.

I know that Council has been concerned about the effect that the Corona-19 pandemic might have on our community and I suspect you are keeping up with the news about the changing landscape of the pandemic as it relates to communities and individual Canadians.

Most recently, there has been discussion in the media about the near-certainty of a second wave of the virus sweeping Canadian communities this coming fall and winter.

There is also a growing consensus among Public Health professionals that the widespread use by citizens wearing masks while in public can have a dramatic effect in lessening transmission rates.

In fact, many cities and towns in Canada, the USA and elsewhere have enacted policies which require the use of masks in public and commercial establishments.

It is not often that a Town Council can do something which so directly effects the public health of a community, But here is one of those times. I strongly urge the Council to enact a policy regarding the use of masks in indoor environments. It could possibly result in ensuring the health - or saving the lives of some of your constituents.

Thank you for your attention

Roy O'Donnell

Jane Muir
12 King Street
Shelburne , N.S.
902-85-6065
July 22,2020

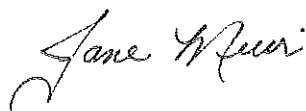
To : Karen Mattatall, Deputy Mayor , Council Members and
CAO Ken Smith ,

This letter is a follow up to the request that I made earlier to the public works department about my concern with regards to the ancient locust trees situated at the western end of King Street . As I previously wrote I feel that these trees are now posing a significant risk of damaging not only my house, but my neighbours' and possibly the tourist bureau . With the increasing high winds which we have seen topple two of the locust just north of me, I do not think that this is an action that should be delayed.

When I moved here I was told that the trees were on the town property which is why I spoke with Mr. Smith a couple of weeks ago. His thought was that the trees were on my property .I have since verified that this is not the case. I have reviewed the survey that was completed with the transference of my deed from the previous owners when I bought the house .This document clearly indicates that the street line includes the trees. On further investigation I was able to determine that King Street, as a highway was designated to have an eighty foot variance and therefore forty feet from the center of the road squares exactly with the survey and thus encompassing the trees. I know that the cost involved in tree removal is daunting especially for our town right now so I would suggest just to have the trees topped to avoid any catastrophic damage to me or the house .

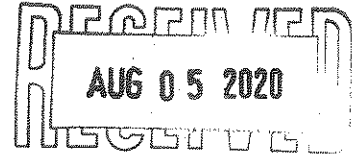
Thank you for your consideration in this matter .

Sincerely ,
Jane Muir





**Fisheries and Aquaculture
Minister**



PO Box 2223, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902 424-8953 Fax 902 428-3145 • novascotia.ca

July 23, 2020

Mayor Karen Harris-Mattatall
Town of Shelburne
PO Box 670
Shelburne, NS B0T 1W0

Dear Mayor Karen Harris-Mattatall:

I am writing to inform you about a funding program that the Nova Scotia Department of Fisheries and Aquaculture has launched and ask for your support.

Nova Scotia is known for its clean coastal and ocean environment from which our seafood comes. Marine debris harms both our environment and our economy. Our seafood industry has been undertaking efforts to clean up our shores and oceans in some areas of the province and we want to encourage and support these efforts.

We have established the Marine Debris Clean-Up program which provides financial support to remove debris from areas that are of commercial and social importance to the seafood sector of Nova Scotia. Please see the attached program package for more information or visit <https://novascotia.ca/fish/marine-clean-up/>.

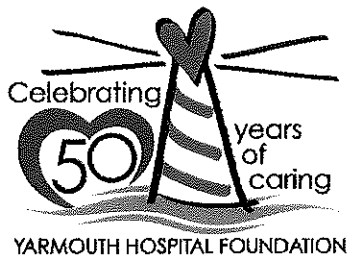
Covid-19 temporarily restricted the ability to conduct clean-ups. Now that restrictions are changing and our province is entering a new 'normal', organizations may be able to consider clean-ups that can be conducted safely following public health guidelines.

The removal of debris from our oceans and shorelines will support the pristine image of our coastal communities and have direct benefits to tourism. I recognize that municipalities play a vital role in this effort, and I encourage you to consider your current and future involvement. Municipal waste and recycling charges can be an impediment to clean-up efforts. Waiving these fees for clean-up projects may be one way that you can provide support.

If you have questions about the Marine Debris Clean-Up program, or would like to discuss your municipality's involvement, please contact Amber Creamer at (902)237-7146 or amber.creamer@novascotia.ca.

Yours sincerely,

Honourable Keith Colwell, E.C.N.S



Yarmouth Hospital Foundation
PO Box 7
Yarmouth, NS B5A 4B1
Tel: (902) 749-1669 Fax: (902) 749-0748

Email Address: info@yarmouthhospitalfoundation.ca
Website: www.yarmouthhospitalfoundation.ca
Facebook.com/yarmouthhospitalfoundation

August 2020

Mayor Karen Mattatall
Town of Shelburne
168 Water St, PO Box 670
Shelburne NS B0T 1W0

Dear Mayor Mattatall,

Thank you for supporting the work of the Yarmouth Hospital Foundation.

Your commitment has a profound impact on the delivery of health care at the Yarmouth Regional Hospital. Every dollar donated is an investment in your health care and the care of your loved ones in Yarmouth, Shelburne & Digby counties. We couldn't do this without you!

As part of our promise to our donors, it's a pleasure to provide you with a copy of the Yarmouth Hospital Foundation's 2019 Annual Report. We hope you enjoy the donor-centered stories and the quick year-in-review of our many activities.

The YHF annual report showcases community spirit at its best! Thank you again for your unwavering support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Harold'.

Dr. Harold Cook
YHF Board Chair

A handwritten signature in black ink, appearing to read 'Paulette'.

Paulette Sweeney-Goodwin, CFRE
YHF Managing Director

PS We welcome your feedback! Please feel free to reach out with your comments and/or suggestions. Paulette.sweeney@nshealth.ca or phone 902-740-5873.

The 2019 Yarmouth Hospital Foundation Annual Report will be found under Foundation news on our website <http://www.yarmouthhospitalfoundation.ca> for circulation to council members.



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 15, 2020

Ms. Karen Mattatall
Mayor
Town of Shelburne
PO Box 670, 168 Water Street
Shelburne, Nova Scotia B0T 1W0

Dear Ms. Mattatall:

Thank you for letter dated May 27, 2020, regarding the Town's support of the Compass Project to redevelop 28 John Street into affordable housing units.

As you may know the Province is entering into Year Two of its' Three-Year Action Plan under the Nova Scotia-Canada Mortgage and Housing Corporation (CMHC) Bi-lateral Agreement, under the National Housing Strategy. Under this Bi-lateral Agreement with CMHC, there is a funding stream, the Canada Community Housing Initiative, for cooperative and non-profit housing.

At this time, Housing Nova Scotia continues to develop its' Year Two program offering. That said, I would like to assure you that the Compass proposal for 28 John Street will be given due consideration as these activities continue.

I would like to thank both you and the Town Council for the partnership approach that you have taken with Compass with respect to the provision of affordable housing and we will be in contact with Compass in late August or early September.

Thank you again for your letter of support for the Compass project.

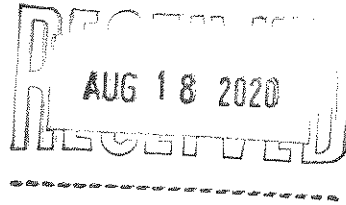
Sincerely,

A handwritten signature in cursive script that reads "Chuck Porter".

Chuck Porter
Minister

Kathryn Wright
30 Old Vogler's Cove Rd.
Vogler's Cove, NS B0J 2H0

14 August 2020



Karen Mattatall
Mayor
Town of Shelburne
P. O. Box 670
Shelburne NS B0T 1W0

Dear Mayor Mattatall,
Deputy Mayor Sheldon Ringer, and Councilors Rick Davis, Harold Locke and Nolan Young ~

Thanks to your compassionate support, and that of many others, I am happy to report that I am finally an official Permanent Resident of Canada, as of last Friday, August 7, 2020.

It has been a long haul, 8 and a half years since our return to Nova Scotia in 2012. I am sorry only that my husband, David is not here by my side to celebrate at last. This was his dream since we first immigrated to Canada in 1972. We were devastated to have to leave in 1977 and tried hard to return for 35 years.

I will think of David and wear my renewed status as a Canadian with pride.

With gratitude and love,
And for David,


Kat Wright

Kathryn A. Wright
30 Old Vogler's Cove Road
Vogler's Cove, NS B0J 2H0

902 935 2139
kat@sweetbriar-design.com



House of Assembly
Nova Scotia

August 12th, 2020

The Honourable Patricia Arab
Service Nova Scotia and Internal Services
Maritime Centre
1505 Barrington Street
7th Floor South
PO Box 216
Halifax, NS

Dear Minister Arab,

We are writing to you today requesting the action of reopening the Registry of Motor Vehicles in Shelburne.

We have received many complaints from our constituents regarding the Registry of Motor Vehicles in Shelburne not being opened, at the time of writing this. With the continued closure of this service, many of our constituents in Shelburne County are forced to travel to Yarmouth to receive these services.

We understand that the Shelburne Registry of Motor Vehicles is a smaller scale venue compared to other centres in the province. However, it is not practical for our constituents to travel a great length of time to get to a centre. Although there are online services available, many are not able to access them due to poor access/availability to the internet or not being familiar with technology.

We hope that you take this letter into consideration, examine the barriers preventing the reopening of the Registry of Motor Vehicle services in Shelburne and implement solutions to mitigate the barriers to reopen safely.

Thank you for your attention in this matter.

Sincerely,

A black rectangular redaction box covering the signature of Kim Masland.

Kim Masland, MLA
Queens-Shelburne

A handwritten signature in black ink, appearing to read 'Colton LeBlanc'.

Colton LeBlanc, MLA
Argyle-Barrington

August 17, 2020

Mayor Karen Mattatall and Council,

I write this letter in hopes that council might take immediate action on what I believe is a pressing matter for the Town.

The recent temporary closure of the Service Nova Scotia office in Shelburne is due to COVID-19 concerns. Recently I travelled to Yarmouth on a motor vehicle matter. While there, I had the opportunity to overhear an official saying that it was likely that the Service Nova Scotia Motor Vehicle office would not return to Shelburne, due to the previous space being too small.

Losing yet another government service office in Shelburne would be a signal of the diminishing significance of the Town in the Provincial landscape. We have already suffered the reduction of medical services at Roseway Hospital, the closure of the former military base at government point, the closure of the Nova Scotia School for Boys and the loss of several programs at the Community College.

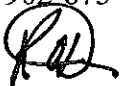
It is grossly unfair to Shelburne residents to have to travel to Yarmouth, Bridgewater or Halifax to access any provincial services and finding a viable space for the Motor Vehicle facility should not be a problem in Shelburne. There are at least three or more suitable commercial spaces available in Town.

I would ask that council immediately contact The Honourable Patricia Arab to demand that the Motor Vehicle office not be moved out of Shelburne and would also ask that Council contact the Towns of Lockeport and Clark's Harbour and the Municipalities of Shelburne and Barrington requesting that they send a letter of support to Minister Patricia Arab for the Motor Vehicle office to remain in Shelburne.

Attached is a joint correspondence to the Minister in regards to the Shelburne Registry of Motor Vehicles from Kim Masland, MLA Queens-Shelburne and Colton LeBlanc, MLA Argyle-Barrington supporting this important issue.

Should you have questions about this matter, please feel free to call me at your convenience.

Regards, Roy O'Donnell
Shelburne, NS
902-875-2195





NOVASCOTIA

**Business
Office of the Minister**

PO Box 2311, Halifax, Nova Scotia, Canada B3J 3C8 • Telephone 902 424-5790 Fax 902 424-0514 • novascotia.ca

Ref Log #2941

July 31, 2020

Her Worship Karen Mattatall
Mayor, Town of Shelburne
Via Email: clerk@town.shelburne.ns.ca

Dear Mayor Mattatall:

Thank you for your letter and for sharing your concerns.

We understand that the Canadian Border Services Agency (CBSA) has closed a number of ports temporarily, including the Port of Shelburne as you have outlined. With COVID-19 we know it has caused various types of closures and adjustments.

As you know, the Province supports the Port of Shelburne – one of Nova Scotia's authentic working waterfronts. The more than \$650,000 investment announcement that took place in September 2019 through ACOA and Develop Nova Scotia is designed to support improvements at the marine terminal to position Shelburne and area as a choice destination for cruise ship, super yacht and other watercraft visitors.

This also supports the working waterfront which accommodates both commercial and existing recreation traffic, both contributing to the local, regional and Nova Scotia economy through marine services and visitor experiences. Working waterfronts across our province are key and this investment also supports the working waterfront strategy being led by Develop Nova Scotia with partners.

We know that many in the sailing community believe that the Port of Shelburne is a very strategic first port of call for vessels arriving in Canada from the south for geographic reasons. We appreciate the Town's efforts and commitment during these challenging times and we also welcome the easing of temporary restrictions like this one, when safe to do so.

The closure of CBSA Ports of Entry is approved by The Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness. Our colleagues at Develop Nova Scotia contacted the Atlantic Region of the CBSA concerning the temporary suspension of CBSA services at small vessel sites in Nova Scotia and received below on June 26, 2020 for your information as well.

"As you are aware, the CBSA, operating in support of the Government of Canada's objective to reduce the risk of COVID-19 to Canadians, announced on May 12, 2020 that the Agency was temporarily suspending services at most small-vessel reporting sites. Specifically, service was suspended where on-site service is not available or where in-person clearance by a border

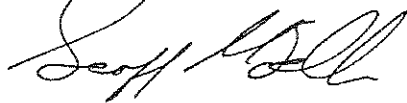
services officer (BSO) could not be conducted within a reasonable period or without detrimentally impacting CBSA operations.

These reductions in service will help stop individuals from participating in non-essential recreational boating activities and allow the CBSA to conduct enhanced screening in support of COVID-19 directives at POEs where the CBSA maintains an officer presence/service. As noted in our conversation, the changes in service are temporary, and are expected to be in place until the restrictions on travel for non-essential purposes have been lifted.

The CBSA remains committed to facilitating essential travel and trade while maintaining the security of the Canadian border. It should be noted that these temporary suspensions **do not** include commercial vessel sites, where the CBSA continues to facilitate the clearance of commercial and emergency goods, such as personal protection equipment shipments, and commercial production-line equipment. The CBSA constantly manages its resources so it can provide the right services at the right time. While the Government of Canada continues to introduce border measures to limit the spread of the coronavirus disease (COVID-19) in Canada, this temporary suspension of service will be reviewed on an ongoing basis as the public health situation evolves.”

We will continue to monitor the situation and will advise you of any follow up information we receive.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff MacLellan". The signature is fluid and cursive, with the first name "Geoff" being more prominent than the last name "MacLellan".

Geoff MacLellan
Minister

WELLNESS FUND PROJECT PROPOSAL REQUIREMENTS / SPECIFICATIONS

Contact Information

- Group/Organization name, Project Title, Contact Person/Title, Address, Phone, Email and an Alternate contact name and phone number

Cheque Payable to:

- Please specify the bank account name, group organization name, contact person and phone number and mailing address of the organization that will be receiving funds for your project.

Please Provide a Brief Overview of Your Group/Organization (Stating Purpose/Area of Focus):

- **Type of Organization**
 - i.e. Local community-based group (e.g., social groups, networks, committees), Non-registered, non-profit group/organization, Registered, non-profit group/organization (e.g., registered with Registry of Joint Stocks)
- Wellness funds are provided for non-profit community groups and organizations (registered and not-registered) that have been together a minimum of six months and are able to receive and manage funds. Groups/organizations that do not have the ability to accept funds (e.g. do not have a bank account) must partner with another organization that can support the financial management of the project.
- Groups that **cannot apply** are: For-profit organizations, individuals, Provincial and Federal Government Departments or Provincial Health Authorities (NSHA/IWK). These groups may partner in projects that apply as long as the partner is eligible and the partnership is community-led.

About Your Project

- **Project start date / end date**
- **Please provide a *brief* summary of your project**

Note: CHB wellness funds will **NOT** be given to, or for:

- Organizational core funding (operating costs), fundraisers, awareness campaigns etc.
- Employee **salary**- funding for employees of the organization applying are not eligible as this is operational costs. However, funding for people contracted to develop/deliver the initiative would be eligible.

- **Please outline project goals (what you plan to do) and outcomes (what will happen as a result of your goal)**
 - i. Specify goals and outcomes, and
 - ii. How will you know you achieved your outcomes?
 - iii. Other project details (frequency, days/hours, number of participants, etc.)
 - iv. Please identify which Collaborative Community Health Plan priority areas this project addresses. www.communityhealthboards.ns.ca/chb-health-plans, or contact your local CHB Coordinator or Zone Administrative Assistant via zone email address (address to which you submit application)
 - v. Please identify which of the social determinants of health this project addresses? www.communityhealthboards.ns.ca/wellness-funds
 - vi. Please explain how your project is responding to a need or issue identified, or arising from Covid-19



- Please describe how any project activities that include group gatherings will respect all public health protection requirements such as physical distancing and other requirements.

- Is this a new project for your organization or new for the specific CHB area?

- In what community will your project take place? (Please be specific within the CHB areas to which you are applying)

Western Zone <input type="checkbox"/> Annapolis <input type="checkbox"/> Central Kings <input type="checkbox"/> Conseil de santé de Clare <input type="checkbox"/> Digby and Area <input type="checkbox"/> Eastern Kings <input type="checkbox"/> Kingston/Greenwood <input type="checkbox"/> Lunenburg County <input type="checkbox"/> Queens <input type="checkbox"/> Shelburne <input type="checkbox"/> Western Kings <input type="checkbox"/> Yarmouth County	Northern Zone <input type="checkbox"/> Along the Shore <input type="checkbox"/> Central and East Pictou <input type="checkbox"/> East Hants <input type="checkbox"/> North Shore Area <input type="checkbox"/> Pictou West <input type="checkbox"/> Springhill, Oxford, Amherst and Region (SOAR) <input type="checkbox"/> Southampton, Parrsboro, Advocate and Region (SPAR) <input type="checkbox"/> South Colchester <input type="checkbox"/> Truro and Area <input type="checkbox"/> Wentworth, Wallace, Pugwash and Area
Eastern Zone <input type="checkbox"/> Antigonish Town and County <input type="checkbox"/> Central Cape Breton <input type="checkbox"/> Central Inverness <input type="checkbox"/> East Cape Breton County <input type="checkbox"/> Guysborough County <input type="checkbox"/> North Inverness <input type="checkbox"/> Northside the Lakes <input type="checkbox"/> Strait Richmond	Central Zone <input type="checkbox"/> Chebucto West <input type="checkbox"/> Cobequid <input type="checkbox"/> Dartmouth <input type="checkbox"/> Eastern Shore Musquodoboit <input type="checkbox"/> Halifax <input type="checkbox"/> Southeastern <input type="checkbox"/> West Hants Uniacke



Victoria County

- Applicants must identify the **specific CHB** to which they are applying. You may submit proposal to more than one CHB **if you project will be specifically delivered in those CHBs areas**. Applications must identify local community partners and identify local impacts in each of the CHB areas to which you are submitting proposals.
- **Please list all partners (for example: other groups/organizations, individuals, agencies) who have agreed to be involved in the development and implementation of the project, including contact information.**

- **Please describe the target group/diverse population for this project. (e.g. First Nations, people living in poverty, immigrants, LGBTIQ2+, youth, seniors, etc.)**
 - i. Please describe how the target population has been involved in the planning of this project?
 - ii. Please describe how you addressed barriers to participation faced by your target population? (e.g. transportation, language, cost, culture)

- **Budget** - specify how much you are requesting and where the funds requested will be spent. Be specific. Amounts should match total amount requested. **For this year only** each CHB to which you apply will consider up to \$10,000 per project.

- **Please let us know how you heard about CHB Wellness Funds**
 - i. For example - Newspaper Ad, Press Release, Provincial CHB Website, Poster/Brochure, Email, Word of mouth, Social Media, or Other



Your Community Health Boards



Building healthier communities together...

CALL FOR WELLNESS FUND PROJECT PROPOSALS



**DEADLINE FOR SUBMISSION: MIDNIGHT,
OCTOBER 15, 2020**

WELLNESS FUND GENERAL SUBMISSION INFORMATION

The COVID-19 pandemic response poses some challenges and raises some questions about what supports our communities will need moving forward. Recognizing this, for this year we have decided to change our Wellness Fund grant process to allow community groups and organizations more flexibility in responding to the needs that are emerging. We are planning a more simplified Call for Proposal process for the 2020/2021 cycle.

PLEASE REVIEW ALL OF THE PROPOSAL REQUIREMENTS FOR ELIGIBILITY BEFORE BEGINNING TO WRITE YOUR PROPOSAL

Purpose and Eligibility

1. Funding is intended to address issues related to the Social Determinants of health (www.communityhealthboards.ns.ca/wellness-funds) and respond to challenges arising from the Covid-19 pandemic.
2. Applicants must be aware that sustained funding for future years won't be available through Wellness Funds and they will need to consider other sources of funding. Repeat funding for previously funded projects will not be considered.
3. Priority will be given to projects that advance community health board priorities and use a population health-based approach to address the social determinants of health at the population level e.g. projects related to food security, housing, transportation, social isolation and community resiliency.

Proposal Submission

For more information on specific proposal requirements review the “WELLNESS FUND PROJECT PROPOSAL REQUIREMENTS / SPECIFICATIONS” document available at www.communityhealthboards.ns.ca/wellness-funds.

To identify which CHBs support your geographical area, please click on the link: <https://www.communityhealthboards.ns.ca/find-your-chb>. Applications must indicate which specific CHBs you are applying to - CHBs will be giving priority to projects impacting their local catchment areas. **Please send completed applications via email to one or more of the addresses below:**

- centralCHBs@nshealth.ca
- northernCHBs@nshealth.ca
- easternCHBs@nshealth.ca
- westernCHBs@nshealth.ca

- If submitting paper copies of applications, please mail to:
 - **Community Health, 40 Freer Lane, Suite 3221, Lower Sackville, NS B4C 0A2**
- Please do not submit paper copies to your local CHB Coordinator or CHB member. Those individuals will not be responsible if your application is lost or misplaced.

- **Deadline for submissions is midnight October 15, 2020.** * mailed items must be postmarked October 15th.
- **Confirmation of receipt of application will be sent. Please contact your CHB Coordinator if you do not receive this within two business days.**

SUCCESSFUL GRANT RECIPIENT RESPONSIBILITIES

- Cash your cheque within 30 days
- Sign and agree to be responsible for the money;
- Agree to a mid-term interview, if applicable, and send in a completed final report (copies of **receipts must be sent** with these reports);
- Agree to use the funds in the manner outlined in your application;
- It is the responsibility of the group/organization/individual receiving the grant to ensure that all provincial and federal regulations are followed. This includes the requirements of Revenue Canada that a T4/T4A is issued to all personnel being paid an hourly wage, or hired by contract of more than \$500.
- Agree that the CHB and NSHA could review the use of grant funds at any time;
- Agree that the CHB, NSHA, and Department of Health and Wellness (DHW) may use information about the recipients of these grants in press releases and advertising; and
- Agree to acknowledge the CHB in any promotion of the project, including using the CHB logo Agree to acknowledge that funds were provided by the CHB Wellness Fund Grant in any promotion of the project.
- Agree that the project will adhere to any current Provincial or Public Health guidance or regulations related to Covid-19.
- Projects must be completed within 12 months upon receipt of funds.

COMMUNITY HEALTH BOARDS BY ZONE

Western Zone	Northern Zone
<ul style="list-style-type: none"> • Annapolis • Central Kings • Conseil de santé de Clare • Digby and Area • Eastern Kings • Kingston/Greenwood • Lunenburg County • Queens • Shelburne • Western Kings • Yarmouth County 	<ul style="list-style-type: none"> • Along the Shore • Central and East Pictou • East Hants • North Shore Area • Pictou West • Springhill, Oxford, Amherst and Region (SOAR) • Southampton, Parrsboro, Advocate and Region (SPAR) • South Colchester • Truro and Area • Wentworth, Wallace, Pugwash and Area
Eastern Zone	Central Zone
<ul style="list-style-type: none"> • Antigonish Town and County • Central Cape Breton • Central Inverness • East Cape Breton County • Guysborough County • North Inverness • Northside the Lakes • Strait Richmond • Victoria County 	<ul style="list-style-type: none"> • Chebucto West • Cobequid • Dartmouth • Eastern Shore Musquodoboit • Halifax • Southeastern • West Hants Uniacke

2020-2021

Wellness Fund

Virtual Information Sessions

Interested in
applying for a
Wellness Fund?

Join us online for a live Q&A with
one of the Western Zone Community
Health Board Coordinators.

RSVP to
WesternCHBs@nshealth.ca

- August 25, 1-2pm (English)
- August 25, 6:30-7:30pm (English)
- August 26, 2-3pm (English)
- August 27, 6:30-7:30pm (English)
- September 3, 3-4pm (English)
- September 8, 1:30-2:30pm (French)
- September 8, 5-6pm (English)
- September 9, 1:30-2:30pm (English)
- September 10, 6:30-7:30 (English)
- September 15, 6:30-7:30pm (English)



**Central
KINGS**
Community Health Board



CONSEIL DE SANTÉ
DE CLARE
CLARE
Community Health Board



**DIGBY
and AREA**
Community Health Board



**Eastern
KINGS**
Community Health Board



CARING... FOR THE
COMMUNITY
ANNAPOLIS
Community Health Board



**Western
KINGS**
Community Health Board



**KINGSTON/
GREENWOOD**
Community Health Board



SAFE & HEALTHY
SAINE ET SECURITAIRE
YARMOUTH COUNTY
Community Health Board



Working Together
to Strengthen
our Communities
SHELburne
Community Health Board





Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

August 4, 2020

Town of Shelburne
ATTN: Ken Smith
PO Box 670
Shelburne, NS
BOT 1W0

Dear Mr. Smith:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of August 2020.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	1	3
Number of Permits Issued to Date	10	12
Construction Value	\$ 2,000.00	\$ 14,000.00
Total Construction to Date	\$ 56,450.000	\$ 173,245.00

Yours very truly,

**Andrew Goreham, CRBO, CFI
Director of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Town of Shelburne

20200078	Lisa	Buchanan	193 Harriet Street	Erect Deck	\$2,000	7-10-2020
	PO Box 249 Shelburne, NS B0T 1W0		Town of Shelburne			
			Town of Shelburne			



SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of July 2020.

Total number of calls for service: 5

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 2

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	2
MEDICAL		
MOTOR VEHICLE ACCIDENT		
STRUCTURE	1	
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of June 2020.

Total number of calls for service: 3

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 1

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL		
MOTOR VEHICLE ACCIDENT	1	
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of May 2020.

Total number of calls for service: 2

Calls for service within the Town: 1

Calls for service in the Municipality of Shelburne protection area:

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		
MEDICAL		
MOTOR VEHICLE ACCIDENT		
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES	1	
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1 (mutual aid)
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT

STAFF REPORT

To: Council
From: Ken Smith
Subject: Accessibility Advisory Committee Terms of Reference

Origin

The other municipal units of Shelburne County were invited by the Municipality of the District of Shelburne to form a joint Accessibility Advisory Committee and of those, two agreed to be involved: Town of Shelburne and Town of Lockeport. As a result, the Eastern Shelburne County Accessibility Advisory Committee Terms of Reference were developed, which outline the role of the committee, membership, responsibilities and rules of engagement.

Once the terms of reference have been approved by all three municipal units, the next steps will consist of appointing Council representatives and community members.

Background

In 2017 Bill No. 59, “An Act Respecting Accessibility in Nova Scotia”, was proclaimed in the Legislature with a goal of making Nova Scotia accessible by 2030. This legislation will be applicable to municipalities as public bodies. The Act clearly outlines the actions municipalities must take. Some of these actions include:

- Prepare and make publicly available an Accessibility Plan within one year of the Act being enforced.
- Create an Accessibility Advisory Committee with at least one half of the members being persons with disabilities or representatives from organizations which represent persons with disabilities.
- Seek public input to help develop the Plan.

Municipalities have been advised that they must form an accessibility committee by April 1, 2020 and have an accessibility plan in place by April 1, 2021. It is our understanding that this date will be extended, but the length has not yet been announced. Municipalities, under the Act, may agree to have a joint accessibility plan.

Recommendation

THAT, Council of the Town of Shelburne approves the Eastern Shelburne County Accessibility Advisory Committee Terms of Reference

Attachments

Eastern Shelburne County Accessibility Advisory Committee Terms of Reference

Eastern Shelburne County Accessibility Advisory Committee

Terms of Reference

1.0 Purpose

The Eastern Shelburne County Accessibility Advisory Committee's (AAC) role is to assist the three municipal units (Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport) to develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

2.0 Scope

These Terms of Reference are applicable to all members appointed to the Eastern Shelburne County Accessibility Advisory Committee (ACC).

3.0 References

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 Definitions

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council(s)** means the Councils for the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 Policy

5.1 Membership

- 5.1.1 The Committee shall consist of nine (9) voting members who serve without pay, except for associated expenses; six (6) community members and three (3) Council members. Each Council will appoint their own Council member representative. The six (6) community representatives are to be appointed by all three (3) municipal units.
- 5.1.2 Applications for the community members will be sent to the Eastern Shelburne County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the three (3) municipal units or their designate. The Nominating Committee will send a recommendation to all three (3) Councils concerning the appointment of the community members.
- 5.1.3 Councils shall appoint each of the six (6) community representatives' members as follows: Two (2) members to a three (3) year term; two (2) members to a two (2) year term; and two (2) members to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years. The term for additional community representatives pursuant to section 5.1.2. will be determined by the Nominating Committee.
- 5.1.4 Council member appointments shall be for two (2) year terms.
- 5.1.5 At least one half of the members (community and council/commission representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.

- 5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the three Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
- a. A report on measures the three (3) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the three (3) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and

- ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all three (3) Councils on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the three (3) municipal units Accessibility Plans;
- 5.3.5 Receive and review information directed to it by all three (3) municipal Councils and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all three (3) Councils with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the three (3) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public

5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.

5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 Staff Resources

5.5.1 The Committee will be supported by municipal staff and consulting resources as required.

5.5.2 Staff appointed by the three (3) municipal units will attend meetings as a resource to the Committee.

5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 Policy Review

6.1 These Terms of Reference will be reviewed by each of the three (3) Councils at least every four years from the effective/amended date.

Anti Discrimination Committee Report

Origin

This report is to follow-up on the following motion made at the Council meeting held on June 15, 2020

“Davis – Ringer

THAT the CAO present a staff report in response to Mr. Brown’s request to see the reinstatement of the Anti –discrimination and Racism Committee.”

Background

An e-mail dated June 8th, 2020 was received from Mr. Josh Brown as noted:

“I am writing today to ask the Town of Shelburne Town Council to bring back the Anti-Discrimination and Racism Committee to deal with a number of community issues that have arisen since the Town Council unceremoniously ended the committee months back.”

As a result of the request, Council made the motion as noted above. It was noted that an Anti-Discrimination and Racism Committee had existed in the past, but was discontinued due to lack of participation.

Analysis

Subsequent to the June 15, 2020 meeting, I undertook the following:

1. Reviewed emails circulating among AMANS members regarding an Action Plan for Ending Racism and Discrimination and noted the following:
 - a) **Town of Truro** – Working with the African N.S. community in Truro on a strategy for making change in the community;
 - b) **Kings County** – In 2014 Council developed a Committee called the Race Relation & Anti - Discrimination Committee, which was renamed in 2018 to the Diversity Kings County Committee. The Committee has elected officials from the county, and Towns of Wolfville, Kentville, and Berwick, as well as citizen members. The municipality has had a position on staff, Diversity and outreach Specialist, for about 4 years:
 - c) **Town of New Glasgow** – became a member of UNESCO Canadian Coalition of Municipalities against Racism and Discrimination in 2010 and has had a Race Relation Committee in place since that time as well as an Action Plan.
2. Participated in a series of discussions within Shelburne County with staff of Lockeport, the Municipality of the District of Shelburne (MDS) and the Municipality of the District of Barrington (MDB); and
3. Communicated with Mr. Josh Brown seeking his input.; and
4. Obtained an electronic version of the webinar facilitated by AMANS for future reference.

Recommendation

Defer this important matter to the new Council as it will take time, effort and resources to make any headway regardless whether or not the Municipal unit(s) drives the process or the unit(s) facilitates /assists the community. This will likely require a joint effort by several municipal units in order to pool the necessary resources to be successful.

Millstones Report

Origin

A motion dated Sept.2, 2015 was brought to my attention in discussion with the former CAO regarding cut stone/granite left at the milestones demolition site.

“Mahaney – Rhuland

THAT any cut stone/granite left at the Millstones demolition site not used on-site be kept by the Town of Shelburne to be used for municipal purposes.”

Background

A request was received from a resident asking if he could purchase 6 cut granite stones for \$1000 and to be used for enhancing his property in the Waterfront district. After discussing this matter with the Public Works Supervisor, we agreed that his offer was reasonable and there wasn't any plan for the large inventory of stone. An ad was placed on the website and Facebook notifying residents that we were selling a portion of the inventory as it was considered excess.

Upon becoming aware of the Sept.2, 2015 motion, I removed the ad and updated Council members by e-mail after approximately 10 purchasers expressed interest. However as of Sept.1, 2020, only 2 have purchased stones for \$1585 in total.

Recommendations

1. Council rescind the Sept. 2, 2015 Motion; and
2. Council direct staff to review the “Disposal of Surplus Property Policy” and prepare a report outlining any modifications for Councils consideration.

2nd Reading – Noise Control By - Law

Origin

At the July 20, 2020 Town Council meeting, the following motion was passed: -

“Ringer – Young

THAT we give first reading to the noise by – law amendment and publish a notice regarding a 2nd reading to be held on September 8 2020.”

Background

At the July 6, 2020 Town Council Meeting a petition was received, signed by 56 residents, in regards to illegal OHV use on Town streets and vehicles with aftermarket mufflers racing through Town streets at night. Previously, various complaints had been raised by resident’s overtime and the petition highlighted the level of public concern. With an updated noise by –law, it would be timely to register the by – law for a Summary Offence Ticket with the Province.

Analysis

An invitation to the public to provide input on the draft by –law was advertised as follows: -

- A) Town’s Website
- B) Town’s FaceBook page
- C) Newspaper
- D) Posted in Public locations

Recommendation

Ringer – Young

Be it resolved that Shelburne Town Council accept the second reading and final reading of the Noise Control By – Law and repeal the Noise By – Law.



TOWN OF SHELBURNE

NOISE CONTROL BYLAW

A BY-LAW RESPECTING REGULATION AND PROHIBITION OF CERTAIN NOISES

Be It Enacted by the Council of the Town of Shelburne, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter (18),as follows:

1. This By- Law shall be known as, and may be cited as, the “NOISE CONTROL BYLAW”.

Definitions

2. In this Bylaw, words take their ordinary dictionary meaning other than those defined below:
 - (a) “Council” means the Town Council of the Town of Shelburne;
 - (b) “Town” means the Town of Shelburne.
 - (c) “construction” includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any work in connection therewith; but does not include blasting;
 - d) “construction equipment” means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, hydraulic breakers, excavators, dozers, pile drivers, pneumatic or hydraulic tools, tractors, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment

- (e) "motor vehicle" includes an automobile, a motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; gravitational or wind power except a motorized wheelchair; a vehicle running upon rails, a farm tractor or self-propelled implement of husbandry, and an off-highway vehicle as defined from time to time in the Off- Highway Vehicles Act
- (f) "public address system" means any system comprised of one or more of the following, and in any combination: loudspeaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound;
- (g) "emergency response person" includes ,police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency
- (h) "point of reception" means any point on premises or premises containing a dwelling unit where sound, originating from other premises, including other dwelling units, is received

Prohibitions and Interruptions

- 3. No person shall, within the Town boundaries engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section evidence that all immediate neighbours are unreasonably disturbed by a noise is prima facia evidence.
- 4. Without limiting the generality of section 3, the activities or noises listed in Schedule A and Schedule B, during the proscribed times as set out therein, are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood if the sound resulting from the activity is audible at a point of reception. Owners and occupiers who create excessive noise shall be liable to a penalty.

5. No person shall operate an off-highway vehicle, snowmobile, or dirt bike within Town limits unless on private property. The use of these vehicles on private property should not cause a noise disturbance to neighbouring residents between the hours of 10 p.m. to 7 a.m.

Fixed Exemptions

6. This By-Law does not apply to:
 - (a) emergency response personnel engaged in the execution of their emergency response duties: or
 - (b) persons acting at the request of emergency response personnel during an actual or apparent emergency condition
 - (c) without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution

Notwithstanding

7. Any other provisions of this By-law, this By-law shall not apply to or proscribe:
 - (a) employees of the Town, Municipality of the District of Shelburne, Government of Canada, Province of Nova Scotia, Shelburne Public Service Commission, the Nova Scotia Power or and telecommunications companies and their contractors and employees when acting in the reasonable execution of their duties between 7:00 a.m. and 10:00 p.m. in the day;
 - (b) noises in connection with organized athletic or recreational activities in a municipal park area, arenas or community centers between 5:00a.m. and 1:00 am;
 - (c) noises from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities, funded, sponsored or licensed by the Federal or Provincial government or the Town of Shelburne until 1:00 am;
 - (d) noises emitted by Town-owned machinery or equipment when used in the normal course of performing Town services;

- (e) noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if refrigeration truck is parked;
- (f) noises emitted by audible pedestrian signals;
- (g) the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- (h) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
 - (i) Canada Day,
 - (ii) New Year's Eve or
 - (iii) religious holidays
- (i) the emission of sound in connection with emergency measures that are undertaken for:
 - (i) for the immediate health, safety or welfare of an individual
 - (ii) for the preservation of property

Grant of Exemption by Council

8. Notwithstanding anything contained in this By-Law, any person may make application to Council to be granted an exemption from any of the provisions of this By-Law with respect to any emission of noise from which that person might be prosecuted for a period of no more than six (6) months. Council, by resolution, may grant an exemption or refuse the request. Refer to Appendix C for more information.

Penalties

9. Any person who contravenes any provision of this By-Law is guilty of an offense, and is punishable on summary conviction by to a fine of not less than One Hundred Dollars (\$100.00) as follows:

First Offence: \$100.00

Subsequent Offence: \$400.00

Subsequent offences are offences that take place after the first offence within the same calendar year.

10. This By-Law shall have effect with respect only to noises emitted within the boundaries of the Town of Shelburne.

Repeal

11. Chapter 160 of the By-Laws OR By-Law of the Town of Shelburne entitled the "Noise Control By-Law" is hereby repealed and replaced by this Bylaw. This bylaw repeals and supersedes any previous Noise Bylaw for the Town of Shelburne.

Town Clerk's Annotations:
Date of Original Bylaw
Date of Amended Bylaw 1st Reading:
Date of Advertisement:
Date of Amended Bylaw 2nd Reading:
Advertisement of Passage:
Mailed to the Minister:

Karen Mattatall, Mayor

Julie Ferguson, Town Clerk

Schedule "A"**Activities proscribed at all times:**

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device, in good working order and in constant operation. Modified or aftermarket mufflers that create excessive noise are subject to penalty under this bylaw;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The detonation of explosive devices not being used in construction or quarrying. Fireworks may be used for statutory holidays. Any other uses must be given a permit from the Town Clerk with approval from the CAO (See Appendix A);
5. The discharge of firearms except when used as a signaling device in a sporting competition. For other uses, individuals must receive a permit from the Town Clerk with approval from the CAO under such conditions as are set forth in the Provincial Fire Arms Regulations. (See Appendix A);
6. Persistent barking, howling or other persistent noise-making by a dog or other animal owned or possessed by the occupant of the premises;
7. Prolonged idling of an engine. Exemptions to this clause include: longer idling period per manufacturer's instructions, weather conditions, and not-for-profit vehicle maintenance.
8. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation;
9. No person shall, within the limits of the Town of Shelburne, do any blasting or cause any blasting to be done without first having obtained a written permit from the CAO / Town Planner. (See Appendix B)

Schedule "B"**Activities proscribed between the hours of 10 pm – 7 am:**

1. The operation in the outdoors of any power tool for domestic purposes other than snow removal or emergency repair situations.
2. Yelling, shouting, hooting, whistling, singing or playing musical instruments;
3. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
4. The operation of any public address system, sound system, or audio/visual equipment in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
5. The operation of any motorized conveyance other than on a street or other place intended for its operation;
6. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
7. The use of Off-Highway Vehicles, Snowmobiles, or Dirt Bikes on private property, unless for loading or unloading purposes. This proscription also applies to mechanical work performed on such vehicles.
8. The operation of a garburator, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;
9. All selling or advertising by shouting, outcry or amplified sound;
10. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from autoclave, boiler pressure vessel, pipe, valve, machine, device or system.

Appendix A

Application for a Special License to Discharge a Firearm

***This Special License is required to discharge a gun, air rifle, bow and arrow, or any other type of firearm within the Town of Shelburne. It also applies to the release of fireworks outside of a statutory holiday.**

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Location of Event: _____

Time of Event: _____

Category (check one):

- | | | |
|------------------|------------------------|----------------------|
| Gun Club | Bow & Arrow | Air Rifle |
| Fireworks | Re-enactors | Film Industry |

Requirements:

Gun Club

- Anyone who wishes to start a gun club must initially meet with the CAO / Town Planner to look at the location of the proposed club in order to get a letter of permission.
- Applicant must then apply for the proper license through the Department of Justice Provincial Firearms Office (Canadian Firearms Program).
- Applicant must present approved provincial license to the Town and agree to any conditions set by the CAO in regards to Noise and hours of operation prior to consideration for a permit.

Bow & Arrow

- Any bow and arrow range application must be presented to the CAO / Town Planner. Drawings of the layout and measurements between buildings required.
- Proof of proper backdrop or netting
- Proof of insurance for recreation groups

Air Rifle

- For pellet guns or air rifles that fire at less than 500 feet per second.
- Permit for target practice and/or pellet gun events
- Must present proposed location and safety measures to CAO / Town Planner

Fireworks

BYLAW

- For a special display of fireworks, residents must first be granted permission by their adjacent neighbours and have, on their property, a wide and clear site that is away from all obstacles. Proof of neighbor permission is required.
- Fireworks must not be set off after 11 pm.
- Residents must discuss their fireworks display plan with the Town Clerk or CAO in regards to containment and safety. Fireworks must have a base halfway in a container of earth or sand, unless the label indicates otherwise, and should be pointed away from people and structures.

Re-enactors / Muesums

- Must present proof of Provincial licensing for weapons (Canadian Firearms Program)
- Must present proof of insurance

Film Industry

- Replica firearms are prohibited devices in Canada and the proper protocols should be adhered to if using them in a Film. Refer to the Canadian Firearms Program for information about possessing, acquiring, borrowing, storing, and transporting replica firearms.
- If replica firearms or gun powder will be used in filming, a permit is required from the CAO prior to filming. Owners of properties in close proximity will be notified of potential noise. Any explosive noise after 10 pm should be noted in application.

Appendix B

Blasting Permit

***This Special License is required to conduct any blasting within the Town of Shelburne.**

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Location of Event: _____

Time of Event: _____

Requirements:

- **Liability Insurance in the minimum amount of Three Hundred Thousand Dollars (\$300,000).**
- **“Blasting Certificate” proof of qualifications**
- **Blasting Plan which includes a suitable mat to prevent debris from escaping the blasting area**

All blasting done in the Town of Shelburne will be performed in accordance with such standards as may from time to time be imposed by statute or regulation within the Province of Nova Scotia.

Approved by:

Darren Shupe, CAO

Date of Approval

This license will expire within 3 months of application. Any changes to the project Timeline **MUST** be expressed to the CAO. cao@town.shelburne.ns.ca

Appendix C

Application for a Grant of Exemption by Council

*Town Council may grant an exemption to the Noise bylaw with respect to any emission of noise from which that person might be prosecuted for a period of no more than six (6) months.

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Reason for Request: _____

Location of Event: _____

Time of Event: _____

Requirements:

- Abide by any Terms and Conditions set forth by Town Council
- Background material for Council review

Rights of Council:

In deciding whether or not to grant an exemption under section 11 or in determining terms or conditions of the exemption, Council shall give consideration to:

- (a) the social or economic benefit of the proposed activity to the Town, the views of any residents of the Town;
- (b) volume, nature and consistency of noise emission associated with the proposed activity;
- (c) the proximity and nature of abutting or adjacent land uses;
- (d) the hours of operation of the proposed activity;
- (e) any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.

Any contravention of the terms or conditions of an exemption shall constitute a contravention of this By-Law. In addition to any other available remedies for such contravention, the By-law Enforcement may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption or issue a summary of offence ticket.

Any exemption pursuant shall be reviewable by Council at any time upon 10 days notice to the person exempted, and Council is free to revoke, suspend or restrict the exemption with or without cause having regard to the criteria set forth in this application form.

Public Input:

Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this application or notice by the Town, but all other exemptions, renewals of exemptions, or amendments expanding the scope of an exemption shall only be granted after a public hearing at which Council shall give the applicant and any person interested in the application an opportunity to be heard. It is advisable that applicants speak to adjacent property owners prior to application.

For applications that are longer than 14 days, ten (10) days notice of time, date and purpose of a public hearing shall be mailed by the applicant to the assessed owner or owners, as shown in the records of the Town Office, of each property which contains a building located within 150 meters (492 feet) of the property which will be the subject of the hearing, except that where the exemption is sought for an outdoor event not conducted at a fixed location.

Date of Council Meeting for Application Review: _____

Date of Public Hearing (if applicable): _____

Approved

Denied

Conditions:

Darren Shupe, CAO

Karen Mattatall, Mayor

Advertisement MGA

Origin

Recently, the Town's advertising has been limited to the Chronicle – Herald to meet the requirements of the Municipal Elections Act as local circulation of the Vanguard was discontinued.

Background

While trying to carry out the advertising requirements of the Municipal Elections Act, staff was informed that the Chronicle – Herald was the only publication that met the definition of a newspaper. As such, we were forced to place several ads in the Chronicle – Herald at a relatively high cost.

Recently, the Town has passed several by – laws which must be advertised prior to being sent to the Minister of Municipal Affairs. In reviewing the Municipal Government Act, there appears to be more flexibility in meeting the advertising requirements than in the Municipal Elections Act: -

- Regarding Section 16 P - Part VII – By – laws –
“(5) The Council may provide that advertising by radio and television replaces advertising in a newspaper, except in the case of advertising required pursuant to Parts VII and IX.”

Recommendation

Council authorizes the CAO to use radio and /or television instead of newspaper in circumstances which is beneficial to the town and compliant with the MGA.

Attachment

Relevant section from the Municipal Government Act (Sec.168 (5))

Formula for rate of interest

167 Where the council is authorized or required, pursuant to this Act, to set a rate of interest, the council may instead adopt a formula by which the rate of interest may be determined and automatically adjusted. 1998, c. 18, s. 167.

PART VII

BY-LAWS

Adoption procedure

168 (1) A by-law shall be read twice.

(2) At least fourteen days before a by-law is read for a second time, notice of the council's intent to consider the by-law shall be published in a newspaper circulating in the municipality.

(3) The notice shall state the object of the by-law, the date and time of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected.

(4) The council may require further advertising, including advertising by radio or television.

(5) The council may provide that advertising by radio and television replaces advertising in a newspaper, except in the case of advertising required pursuant to Parts VIII and IX.

(6) The council may, by policy, further determine the procedure to be followed and the notice to be given with respect to the introduction and passing of by-laws. 1998, c. 18, s. 168.

Publication

169 (1) A by-law has the force of law upon publication.

(2) A by-law is published when

(a) it is passed by the council in the manner provided in this Act;

(b) it is approved by a minister of the Crown whose approval is required; and

(c) a notice is published in a newspaper circulating in the municipality, stating the object of the by-law and the place where it may be read.

(3) When a by-law is published, the clerk shall file a certified copy of the by-law with the Minister.

APRIL 1, 2020

* Parts VIII & IX refer to "Planning & Development" and "Subdivisions" as per MGA