



AGENDA
Town Council Meeting
Monday, December 7th, 2020
7:00 p.m.

- 1) **7PM-Appeal Hearing- Estate of Late Mr. Wendell Acker (trailer) & Ms. Gwen Harding (Property Owner)**
 - a) Chair calls meeting to Order
 - b) Chair reviews order of proceedings
 - c) Proceedings undertaken
 - d) Decision is made by Council
 - e) Appeal adjourned

Council Meeting to Follow

- 2) **Call to Order**
- 3) **Approval of Agenda**
- 4) **Approval of Minutes from the Council meeting held on November 16th, 2020.**
- 5) **Proclamations**
-Human Rights Day-Thursdays December 10th
- 6) **Delegations:**
 - a) Susan Elliott-Little Peoples Place
- 7) **Correspondence:**

Action Required:

 - a) Shelburne County Arena- Capital Upgrades
 - b) Shelburne County Mental Health & Wellness Association (SCMHWA)
 - c) Guild Hall Summer Art Series

For Information: None

- 8) **Council Items:**
 - a) EMO Committee Appointment & Alternate
- 9) **Staff Reports:**
 - a) Staff Report- Tax Sale
 - b) Staff Report- Feeding Deer in the Town of Shelburne
 - c) Staff Report- FCI's 2019
 - d) Andrew Goreham- Monthly Building Report

10) **Committee Reports:** None

11) **New Business:**

12) **Upcoming Meetings**

13) **Adjournment**

Appeal Contents:

Estate of the Late Mr. Wendell Acker & Ms. Gwen Harding:

1. Order of Proceedings for Appeals to Town Council
2. Suggestions for the Council Meeting for Derelict Trailer-from Peggy
3. Dangerous & Unsightly Policy
4. By-Law Enforcement Officer Report

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Dangerous & Unsightly POLICY



Order of Proceedings for Appeals to Town Council

The Chair will open each of the hearings and address the following:

- The Chair will ask the Appellant to identify themselves or the representative will identify themselves and provide a signed letter from the Appellant
- The Chair will briefly explain how the hearing will proceed
- The Town of Shelburne Administrator will explain the basis for the order under review and provide documentation of the case
- Town Council may ask questions to the Administrator for clarification
- The Appellant may ask questions to the Administrator for clarification
- Witnesses may be permitted to provide factual evidence relevant to the appeal
- Appellant's Presentation – The Appellant is given up to ten (10) minutes to support the appeal
- Town Council may ask questions to the Appellant or witnesses
- Town Council may ask questions to the Administrator
- The Administrator may ask questions to the Appellant
- Town Council then debates their decision and renders a decision with the Appellant (or their representative) present
- Upon motion, Town Council may move In-Camera (In Private) to obtain confidential legal advice at any time during the process
- Town Council has four (4) alternatives:
 - Cancel the Order (allow the appeal)
 - Amend the Order (change the conditions)
 - Keep the Order as is (appeal dismissed)
 - Continue the hearing at a later date (defer)

If the Appellant is not present, the Town Clerk will notify them of Town Council's decision.

All decisions made during an Appeals Hearing will be documented in the case files by the Administrator and a copy will be sent to the Appellant.

Hearings to Town Council are open to the public and any information, including personal information, which is provided or obtained in relation to your appeal, will be matter of public record.



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Suggestions for the Council Meeting for the Derelict Trailer

These are some suggestions that need to be taken into consideration when making a decision with regards to the derelict trailer on Bulkley Street.

Amend to the order.

Council must be precise about what they want to be done with trailer if they choose to make the owner of the property repair said trailer.

1. Trailer must be completely gutted and the walls and floors restored to standards acceptable to the building code.
2. Contents from the trailer must be disposed of properly and taken to the proper landfill with a copy of the receipt given to the town.
3. Trailer must have skirting put around the trailer.
4. Doors and windows secured so as not to lure intruders.
5. Trailer and property maintained.
6. Trailer must pass the building code.
7. Need to be precise with time frame for this to be done.

Demolition

1. Trailer must be properly demolished.
2. All material must be disposed of properly and taken to the proper landfill with a copy of the receipt given to the town.
3. Sewer to be properly capped , if it isn't already done.
4. Property cleared of any remains from the trailer.
5. Need to be precise with time frame for this to be done.

Please accept this information as a guideline for the procedure with regards to the Late Wendell Acker Trailer located on Ms. Gwen Harding's property on Bulkley Street.

Respectfully Submitted

Margaret Cox
By-Law Enforcement Officer

POLICY



TOWN OF SHELBURNE
DANGEROUS OR UNSIGHTLY PREMISES POLICY

PURPOSE

The purpose of the **Enforcement – Dangerous or Unsightly Premises Policy** is to outline what is required to initiate an investigation of a property and the steps that will be followed through an investigation, order, clean-up and/or demolition of a property.

Dangerous or unsightly premises and/or properties subject to this policy will be as defined in Section 3(r) of the *Municipal Government Act* of Nova Scotia.

(r) “dangerous or unsightly” means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing:

- i. Ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item or equipment or machinery, or bodies of these or parts thereof,
- ii. An accumulation of wood shavings, paper, sawdust, dry and inflammable grass or weeds or other combustible material, or,
- iii. Any other thing that is dangerous, unsightly, unhealthy or offensive to a person, and includes property, a building or structure,
- iv. That is in a ruinous or dilapidated condition,
- v. The condition of which seriously depreciates the value of land or buildings in the vicinity,
- vi. That is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,
- vii. That is an allurements to children who may play there to their danger,
- viii. Constituting a hazard to the health or safety of the public,
- ix. That is unsightly in relation to neighbouring properties because of exterior finish of the building or structure or the landscaping is not maintained,
- x. That is a fire hazard to itself or to surrounding lands or buildings, or
- xi. That has been excavated or had fill placed on it in a manner that results in a hazard.

POLICY

It is the policy of the Town of Shelburne to ensure a consistent method of investigation of dangerous or unsightly properties and steps that will be followed through an investigation, order, appeal, clean-up and the process for demolition of a property.

DEFINITIONS

Administrator – Staff assigned to carry out duties under Dangerous and Unsightly Policy, CAO or By-Law Enforcement Officer.

MGA – *Municipal Government Act* SNS 1998, c. 18, part XV

POLICY

DELEGATION

The Council delegates the authority to act where property is dangerous or unsightly to the Administrator, except the authority to order demolition.

REPORT OF DANGEROUS OF UNSIGHTLY PROPERTY

The Town of Shelburne shall only conduct an investigation of a dangerous property once a complaint has been received. A complaint of a dangerous or unsightly property can be made by a resident or ratepayer of the Town of Shelburne (the "complainant"). The complaint shall be made in writing using the Dangerous or Unsightly Premises Complaint Form (Appendix A) and submitted to the Town of Shelburne either in person at the Town Office or via email. Each complaint will be recorded on a form for this purpose and, within fourteen (14) days, will be followed by a site inspection and an initial site inspection report, conducted and prepared by the Administrator. Complaints shall be considered confidential but are subject to Part XX of the MGA & *Freedom of Information and Protection of Privacy Act*.

Notwithstanding the above, the Administrator may act in the absence of a complaint or where it is deemed a property poses an immediate safety concern subject to the MGA, Part XV, section 350.

INVESTIGATION

Once an initial site inspection is conducted, the Administrator will determine whether the property is dangerous or unsightly. The Administrator may take photographs and video recordings of the property as necessary to document its condition.

If the Administrator determines that the property is not dangerous or unsightly, no action will be taken and the complainant shall be advised accordingly.

If the Administrator determines that the property is unsafe, the Administrator may make an order to vacate the premises.

If the Administrator determines that a dangerous or unsightly condition requires immediate action in order to protect public safety, the Administrator may immediately take action to prevent damage or remove the dangerous structure or condition.

If the Administrator determines that the property is dangerous or unsightly, and where immediate action is deemed unnecessary, the Administrator shall so advise the property owner by regular mail, posting in a conspicuous place on the property or personal service, of what is required to remedy the unsightly or dangerous condition within thirty (30) days, or other reasonable time frame dependent on the extent of work to be done, inclement weather or other restrictions (Appendix B).

CLEAN-UP ORDER

In the event that the dangerous or unsightly condition has not been remedied in accordance with a notice given, the Administrator may order an owner to remedy the condition. The Order shall be posted on the property in a conspicuous place and a copy shall be sent to the owner by regular mail or personal

POLICY

service. The Order shall give the owner thirty (30) days to remedy the condition, or other reasonable time frame dependent on the extent of the work to be done, inclement weather or other restrictions (Appendix C). An Order made by the Administrator may be appealed to the Council within seven (7) days after the Order is made.

APPEAL PROCESS

Appeals can be made at any time up to seven (7) days after receiving or having an Order posted to a property. Consideration may be given to property owners who ask for extensions to remedy orders based on special circumstances. Appeals can be submitted in writing to Town Council for consideration or the property owner may appear at an appeal hearing prior to a Town Council meeting to discuss the Order with Town Council in person. In order to appeal an order, the property owner must complete the proper form and submit it to the Town Clerk. (Appendix D)

DEMOLITION

In the event that the Administrator determines that the property is dangerous or unsightly and is of the opinion that to remedy the condition demolition is necessary, a recommendation will be sent to Town Council for consideration. The owner shall be given notice of the Council session where the matter is to be discussed in accordance with the MGA. The owner may write to Town Council or appear as a delegation at the meeting by contacting the Town Clerk.

If Council considers demolition necessary to remedy the property, an Order will be issued to the owner of the property with directions to demolish. The Order shall be posted in a conspicuous place on the property and a copy shall be sent to the owner by regular mail or personal service. The Order shall give the owner thirty (30) days to remedy the condition, or other reasonable time frame dependent on the extent of the work to be done, inclement weather or other restrictions.

COURT ORDER

Notwithstanding the above, the Town of Shelburne may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order specifying the work required to be done to remedy the condition.

ENFORCEMENT

Where an owner fails to comply with an Order made pursuant to the Policy herein within the time specified, the Administrator may enter upon the property without warrant or other legal process in order to carry out the work specified in the Order without further notice to the owner. Where the Administrator intends to carry out the work specified in an Order, the Administrator shall obtain an estimate of cost involved and obtain approval of the CAO before carrying out the work.

CHARGES

Where the owner fails to comply with an Order made herein within the specified time, the owner may be charged pursuant to the powers granted under Part XV and Section 507 of the MGA. The MGA provides for the recovery of any money expended by the municipality under a dangerous or unsightly premises order. Where a municipality lawfully causes work to be done under the MGA, the cost of the

POLICY

work, along with interest owing, is considered the first lien on the property. Under the MGA, section 507; 133.3 (bz), a lien is defined as a tax and therefore is recoverable by the municipality as taxes.

The municipality may prosecute for failure to obey the order by issuing a summary offence ticket. Each day during which the condition is not remedied is a separate offense of not less than one hundred (\$100) dollars and not more than (\$5,000) under the MGA, section. 348.

Approved by Council: March 5th, 2019



To: Town Council
From: Margaret Cox, Administration of Dangerous and Unsightly

Estate of the Late Mr. Wendell Acker (Trailer) & Ms. Gwen Harding
(Property Owner) located at 87 Bulkley Street

OVERVIEW

The trailer was removed from King Street and placed at 87 Bulkley Street. It was during this time that the Town of Shelburne became aware of the condition of the trailer and that it needed to be repaired and brought up to the standards acceptable by the Dangerous and Unsightly Premises (D&U) By-Law for the Town. This trailer is now to the point where it needs to be demolished as it is not highly probable that the owner can repair it to a state acceptable by the Town.

BACKGROUND

In June 2011 the town had Andrew Goreham, the building inspector, inspected the trailer and he stated that ``the mobile home located on Bulkley Street **does not** meet the requirements of the National Building Code of Canada for occupancy at this time``.

A letter was sent to Mr. Acker on August 24, 2011 to have the trailer repaired to a state acceptable by the town.

He was granted an extension until October 31, 2011 by CAO Rhonda Henneberry.

Another letter was sent to Mr. Acker on Oct 27, 2011 reminding him that the extension was expiring.

Another letter was sent to Mr. Acker on Dec 21, 2011.

To address Dangerous and Unsightly issues, Council passed a policy on March 5, 2019

Mr. Acker passed away in early January of 2020.

A complaint came in about the trailer on Feb 5, 2020 and the new policy for the Dangerous and Unsightly Premises By-Law was used to address the ongoing issue of the trailer.

D&U package was sent to the Estate of the Late Mr. Wendell Acker, owner of the trailer, and Ms. Gwen Harding, the owner of the property on Feb 5, 2020.

Another package was sent to both on July 6, 2020

Within the required time frame Ms. Harding brought in the notice to appeal to council. The matter was deferred until the fall due to Covid restrictions.

On July 21, 2020 acknowledgment of receipt of notice of appeal was sent to Ms. Harding.

On July 21, 2020 letter of recommendation was sent to Council with regards to the trailer on the property of Ms. Gwen Harding.

RECOMMENDATION

That Council turn down the Landlord's appeal and support a recommendation to demolish the trailer with the Landlord and the tenant's estate be liable for the costs incurred. Subject to legal advice.

ATTACHMENT

D&U Package of July 6, 2020 and Ms. Harding's Notice of Appeal.
Relevant Sections from the Municipal Government Act (MGA)
Dangerous and Unsightly Premises Policy

Respectfully Submitted,

**Margaret Cox
By-Law Enforcement Office**



Brian Nickerson
Town Clerk
Town of Shelburne

Phone (902) 875 2991
P.O Box 670
Shelburne, Nova Scotia
B0T 1W0

July 21, 2020

**Gwen Harding
1393 Sandy Point
Shelburne, NS
B0T 1W0**

Dear. Ms. Harding;

This letter is to acknowledge receipt of your Notice of Appeal received by the Town Clerk on July 20, 2020.

Due to the fact that the Province of Nova Scotia is still under the State of Emergency it is presently not permitted to have in person meetings.

We are currently waiting for direction from the Municipal Affairs on how we will be able to proceed with this Notice of Appeal.

Once we have received the direction from the Municipal Affairs we will be in contact with you and what options are available to you to address your concerns with regards to your Notice of Appeal to appealing to Council.

Sorry for any inconvenience this may cause you. Thank you for your time and consideration in this matter.

Yours truly,

**Brian Nickerson
Interim Town Clerk**

Dangerous & Unsightly POLICY



Appendix D Notice of Appeal

Name: Gwen Harding (Property Owner)

Property Address: 87 Bulkley Street, Shelburne, NS

Mailing Address: P.O Box 428, Shelburne, NS B0T1W0

Email Address / Phone Number:

Date of Order: July 06, 2020

Appeals can be made at any time up to seven (7) days after receiving or having an Order posted to a property. Consideration may be given to property owners who ask for extensions to remedy orders based on special circumstances. Please select one of the following reasons for your appeal:

Weather conditions

Illness

Estate - Wendle Ackers

Monetary

Other Does not belong to me

Do not agree with the complaint against the property

Please explain the reason for appeal: Trailer does not belong to me. Wendle's next of kin placed a paddle lock on it. ~~Wendle's next of kin~~ This implies that he has taken possession of Wendle's belongings, including trailer.

I wish to attend the Appeal Hearing as a delegation

If you choose to attend as a delegation, the Town Clerk will inform you of the next available Town Council Meeting. Appeals are held prior to the Regular Town Council meeting. Your appeal will be reviewed and you will be contacted by either the Town Clerk or the Administrator in regards to your request.

Town Clerk

clerk@town.shelburne.ns.ca

168 Water Street, PO Box 670, Shelburne, NS, B0T 1W0

Received by the Town Clerk:

Dangerous & Unsightly POLICY



Appendix B Investigation and Case Form

Administrator: Margaret Cox

Case #: 24

Property Address & PID: 87 Bulkeley Street PID#82504812

Date of Complaint: July 6, 2020

Reason for Complaint:

The owner passed away in January 2020 and this trailer has had no sewer or electricity for several years. It was reported to the Department of Environment in the past there was nothing that could be done through the Department.

The trailer is derelict and starting to smell extremely bad throughout the neighbourhood. This trailer could present a health issue during this time of covid 19 if someone was to enter the trailer. There are cats that are coming and going throughout the trailer at all times.

Property Background:

(previous orders against property / other complaints against property)

The trailer was owned by the Late Wendell Acker and the trailer is on the property of Gwen Harding. A letter was written in February 2020 to the estate and property owner informing them that the trailer must be repaired to a state acceptable to the Town or demolished and removed from the property. There was no correspondence from either party.

Chronology of Case Activities

Date	Action	Notes
June 10, 2020	Initial Complaint Filed	
June 10, 2020	Property Inspection	
July 06, 2020	Order to Remedy	
	Conversations with Owner	deceased
	Appeal	

Dangerous & Unsightly POLICY



Appendix B Investigation and Case Form

Administrator: Margaret Cox

Case #: 24

Property Address & PID: 87 Bulkley Street PID#82504812

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Chronology of Case Activities

Date	Action	Notes
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July 06, 2020	Order to Remedy	
	Conversations with Owner	deceased
	Appeal	

Dangerous & Unsightly POLICY



Appendix C Order to Remedy

Date: July 06, 2020

Order Served Upon: Gwen Harding

Address / PID: 87 Bulkley Street PID#82504812

This is to advise you that you are in violation of the Municipal Government Act Part XV, Dangerous and Unsightly Premises. A copy of the Dangerous and Unsightly Premises Policy for the Town of Shelburne is attached to this notice.

Details of Violation:

The owner passed away in January 2020 and this trailer has had no sewer or electricity for several years. It was reported to the Department of Environment in the past there was nothing that could be done through the Department.

The trailer is derelict and starting to smell extremely bad throughout the neighbourhood. This trailer could present a health issue during this time of covid 19 if someone was to enter the trailer. There are cats that are coming and going throughout the trailer at all times.

Violation to be remedied as per the following:

The trailer is to be repaired or demolished.

You will have 30 days in which to rectify the violation. If you wish to appeal this order, you may do so by contacting the Town Clerk within seven (7) days of the date of this notice. Your appeal will be brought to Town Council in writing and/or in-person as a delegation for consideration. (See Form - Schedule D)

Notice of Re-inspection:

A re-inspection will be performed after August 06, 2020 to confirm the above noted violation(s) has been rectified. If you have any questions regarding this matter, please contact the issuing officer prior to the re-inspection date.

Enforcement Officer Peggy Cox
pruiz@town.shelburne.ns.ca
902-874-0544

Dangerous & Unsightly POLICY

Failure to obey this order may result in Summary of Offense tickets, where each day during which the condition is not remedied is a separate offence, to a penalty of not less than one hundred (\$100) dollars and not more than five thousand (\$5,000) dollars per day. MGA Part XV, s.348 (4)

Failure to obey this order allows the administrator to enter upon the property without warrant or other legal process and carry out the work specified in the order. Where a municipality lawfully causes work to be done under the MGA, the cost of the work, along with interest owing, is considered a first lien on the property. MGA Part XV, s.348 (3)

Town of Shelburne

Order to Remedy

Dangerous or Unsightly Premises

In the Matter of : Part XV of the Municipal Government Act SNS 1998, c. 18, Part XV

Hereinafter referred to as the "MGA"

-and-

In the Matter of: Property located at 87 Bulkley Street, Shelburne, NS B0T1W0

PID # 82504812

Tax # 08435502

Case# 24

Hereinafter referred to as the "Property"

TO: Gwen Harding, P.O Box 428, Shelburne, NS B0T1W0

WHEREAS you are the owner(s) of the Property: 87 Bulkley Street

AND WHEREAS located on the Property is an unsightly or dangerous condition due to the trailer is derelict and starting to smell extremely bad throughout the neighbourhood. This trailer could present a health issue during this time of covid 19 if someone was to enter the trailer. There are cats that are coming and going throughout the trailer at all times.

TAKE NOTICE that you are hereby Ordered to remedy the condition of the Property by having it repaired to a state acceptable to the town or have it demolished and removed from the property.

TAKE FURTHER NOTICE that you have the right to appeal this Order to the Town Council of the Town of Shelburne by filing a Notice of Appeal with the Town Clerk by mail at Shelburne Town Hall, PO Box 670, Shelburne, NS, B0T 1W0, in person, or by email to clerk@town.shelburne.ns.ca, within seven (7) days after the Order is posted in a conspicuous place upon the Property or served upon you;

AND FURTHER TAKE NOTICE that your failure to comply with the requirements of this Order within thirty (30) days after service, the Administrator, or any person authorized by the Administrator, may enter upon the Property without warrant or other legal process and carry out the work specified in this Order according to the MGA;

AND FURTHER TAKE NOTICE that the costs of complying with this Order, including the cost of completing the work specified herein, incurred by the Town of Shelburne or its agents, is a debt payable by you to the Town of Shelburne and that the Town of Shelburne has a first lien on the Property in the amount of the debt which may be collected in the same manner and with the same rights and remedies as rates and taxes pursuant to the MGA;

AND FURTHER TAKE NOTICE that upon service of this Order, any person who fails to comply with the terms of this Order is liable on summary conviction to a penalty of not less than One Hundred Dollars

(\$100.00) and not more than (\$5,000) and every day during which the condition is not remedied is a separate offense.

DATED at Shelburne, Nova Scotia this 06th day of July , 2020

Administrator: Margaret Cox



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, November 16th, 2020
Shelburne Community Centre, 63 King St., Shelburne, NS
DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Elizabeth Acker
Councillor Rick Davis
Councillor Benjamin Nickerson
Councillor Sheldon Ringer

Staff Present

Ken Smith, Interim CAO
Robin Smith, Executive Coordinator

Invited Guests

Sherry Doane, Upcoming
Town of Shelburne CAO

Call to Order

Mayor Harold Locke called the meeting to order at 6:40pm

Approval of the Agenda

THAT the Agenda for the Regular Town Council Meeting be approved with the following additions under Council Items.

- 7 (b) Purchase and sale of Heritage Hall**
- 7 (c) Council Orientation time on November 30th, 2020**

Acker-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Regular Town Council Meeting held on November 2nd 2020 with the correction of Elizabeth Acker on the Library board instead of Ben Nickerson be approved.

Davis-Ringer
CARRIED

Updates from the Nov 2/2020 minutes from CAO Ken Smith

- 1- We have \$500 budgeted to contribute to the New Years Levee, Robin Smith has contacted Val Kean at MDS and will work with her for planning.
- 2- Outstanding bill to ACAA (Atlantic Canada Cruise Association) was paid. They were pleased the cheque was sent and acknowledged the leave of absence for 2020-2021 and look forward to rejoining in the future.
- 3- Letter from ANSDPAD- more information will be coming back to Council at the December 7th 2020 meeting

Proclamations

Municipal Awareness Week- November 16th-23rd

Correspondence

Action Required:

a) SVFD-Letter to Council- Re: Funds

THAT the \$18, 665.81 that is being held in the Town's Special Reserve Fund for Bunker Gear, Breathing Apparatus and PPE from 2019/2020 be paid to the SVFD along with the \$20, 400 in the 2020/21 budget.

Acker-Davis

CARRIED

For Information:

a) SSFRA Letter- The South Shore Family Resource Association gives notice that they will be leaving the King Street Centre effective December 31, 2020.

Council Items

a) Councillor Davis-Deer Concerns

Councillor Davis informed Council that he has received a number of calls recently regarding resident's concerns over the growing deer population in the Town and the number of people feeding the deer. He believes DNR has been contacted before and will not do anything and also developing a by-law would be costly. He suggested that a first step might be to send out a letter to residents to encourage them not to feed the deer. His thoughts, along with other councillors, was to get staff to do some research in other areas and report back.

THAT Council direct Staff to reach out to other units/communities and report back on what they have done in similar situations with deer population.

Davis-Ringer

CARRIED

b) Purchase & Sale of Heritage Hall

Interim CAO Ken Smith informed Council he had just received a purchase and sale agreement from Compass NS Coperative Homes Ltd. It needs to be executed and returned by December 2/2020. He is currently reviewing and has forwarded to our lawyer for a review. He noted that the agreement appeared to adhere to previous discussions with Compass. He noted that the agreement should reflect that if the project fell through, the property would be returned back to the Town.

THAT Council authorize the Mayor and CAO to execute the agreement with Compass subject to satisfactory feedback from our lawyer

Davis-Nickerson

CARRIED

c) Council Orientation-Monday November 30th 2020 at 6pm- location TBD.

Interim CAO Ken Smith also reminded Council of the upcoming DMA Training online happening over the next couple of days and highlighted that the guest speaker would be beneficial for Council and staff to listen to.

Staff Reports

a) RFP Lift Station Upgrades

THAT L&B Electrical is awarded the contract for the lift station upgrade for a price of \$57, 525 (net HST)

Ringer-Davis

CARRIED

b) 2020 Election Report

THAT the 2024 Municipal Election be conducted by e-voting only and that a sub-committee be formed by Fall of 2023 for the planning of the next election .

Davis-Acker

CARRIED

c) Software and IT Upgrades

THAT Council approves the proposed software and IT upgrades with staff consideration of another option besides Microsoft Licenses if the cost savings outweighed the benefits of the Microsoft licenses.

Acker-Davis

CARRIED

d) Power Requirements-Marine Terminal

THAT Council approves the quote from Graves Electrical for a base cost of \$13, 167 plus HST

Nickerson-Davis

CARRIED

e) SVFD Monthly Report

THAT Council accept the SVFD Monthly Report.

Davis-Acker

CARRIED

f) Building Inspector-Andrew Goreham

THAT Council accept the Building Inspection Report

Acker-Ringer

CARRIED

New Business

a) Mayor Locke- Expressed appreciation and thanks for all that Mayor Mattatall and Councillor Young have done over their terms with the Town and would like a thank you letter sent to both

THAT Council direct staff to send a letter on behalf of Council and staff to thank Mayor Mattatall and Councillor Young

Acker-Ringer

CARRIED

In Camera

MGA Section 22 (e) Personnel

MGA Section 22 (f) Litigation or Possible Litigation

THAT Council go in-camera at 7:36pm

Acker-Ringer

CARRIED

Council came out of in-camera at 8:07pm

There was no business arising from in-camera

Upcoming Meetings

Council Orientation- Monday November 30th at 6pm at Shelburne Community Centre
Joint Services/EMO Orientation- Wednesday December 2nd at 6pm at Shelburne Community Centre
Audit Committee Meeting- Monday December 7th at 6pm at Shelburne Community Centre
Town Council- Monday December 7th 2020 at 7pm at Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of Monday November 16th be adjourned at 8:07pm

Davis

CARRIED

Mayor

Executive Coordinator



King Street Center 10 years Upgrade Plan

- Mechanical:** includes Heating and Plumbing, Boilers, Chimney, Pipes, Oil & Fuel Barrels and etc. This is an ongoing part of the upgrades.
Estimated at \$75,000.00
- Roof:** includes metal roofing and fascia.
Estimated at \$65,000.00
- Accessibility:** includes Ramps and Gates to the front of the building
Estimated at \$12000.00 this does not include accessible doors.
- Structure:** includes windows, siding and insulation. Note that the cost for metal sheets at time of quote was \$16 per sheet and today it is \$40 per sheet
Estimated at \$120,000.00
- Wall:** Retaining wall. This does not include any landscaping of the property.
Estimated at \$2,000.00
- Please note these are only estimates based on Nov 17, 2020 pricing for the materials. Each day is a new cost for the same materials
 - Total cost as of Nov 17, 2020 is \$274,000.00

Respectfully Submitted

William Butler, Public Works Manager

2019/20 BUDGET 24,550

BREAKDOWN	April 2019 to March 2020	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Public Health Services-South West DHA		\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ -	\$ 195.00	\$ 195.00	\$ 195.00	\$ 2,145.00
South Shore Family Resource Assc		\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 60.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 3,910.00
Shelburne Co. Early Childhood Dev		\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ -	\$ -	\$ -	\$ 2,610.00
Little Peoples Place		\$ 665.00	\$ 665.00	\$ 665.00	\$ 665.00	\$ 665.00	\$ 665.00	\$ 665.00	\$ 665.00	\$ -	\$ 665.00	\$ 665.00	\$ 665.00	\$ 7,315.00
		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 350.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00	\$ 15,980.00

LEFT DEC'19

DID NOT CHARGE FOR DECEMBER RENT - SCECD didn't want their Dec rent back

2020/21

BREAKDOWN	April 2020 to March 2021	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Public Health Services-South West DHA		\$ -	\$ -	\$ -	\$ 195.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195.00
South Shore Family Resource Assc		\$ -	\$ -	\$ -	\$ 290.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	\$ 2,040.00
Little Peoples Place		\$ -	\$ -	\$ -	\$ 665.00	\$ 665.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 8,680.00
		\$ -	\$ -	\$ -	\$ 1,150.00	\$ 1,015.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 10,915.00

NO RENT CHARGED FOR APRIL TO JUNE DUE TO SECOND FLOOD???

Centre not opened until July, 2020

	ACTUAL	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED	ANTICIPATED
REVENUE	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Tri County Womens Ctr(\$0.00	\$0.00									
Little Peoples Place	\$7,315.00	\$8,680.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00
SWN Dist Health Auth	\$2,145.00	\$195.00									
SS Family Resource	\$3,910.00	\$2,040.00									
NS Early Childhood Inv Assc	\$2,610.00	\$0.00									
TOTAL REVENUE	\$15,980.00	\$10,915.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00

EXPENSE	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Heating (Furnace Oil)	\$12,260.88	\$9,900.00	\$12,200.00	\$12,444.00	\$12,692.88	\$12,946.74	\$13,205.67	\$13,469.79	\$13,739.18	\$14,013.97	\$14,294.24	2% inc each yr after 20/21
Lighting/NSP	\$3,539.95	\$2,500.00	\$3,550.00	\$3,621.00	\$3,693.42	\$3,767.29	\$3,842.63	\$3,919.49	\$3,997.88	\$4,077.83	\$4,159.39	2% inc each yr after 20/21
Water	\$2,098.56	\$1,550.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	did not budget for a rate increase
Insurance	\$955.00	\$3,238.00	\$3,302.76	\$3,368.82	\$3,436.19	\$3,504.92	\$3,575.01	\$3,646.51	\$3,719.44	\$3,793.83	\$3,869.71	2% inc each yr
Fire Protection(sprinklers)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	
Solid Waste		\$128.74	\$262.64	\$267.89	\$273.25	\$278.72	\$284.29	\$289.98	\$295.78	\$301.69	\$307.72	2% inc each yr after20/21
Maintenance:												
Woodworkers	\$14.80											
Terry Sprinkler Testing	\$338.93	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	\$339.00	no increase for four years
Annual Boiler Service	\$264.88	\$425.00	\$433.50	\$442.17	\$451.01	\$460.03	\$469.23	\$478.62	\$488.19	\$497.96	\$507.91	2% inc each yr after 20/21
Ted O Connor Furnace	\$93.86											
Misc Mtc		\$750.00	\$765.00	\$780.30	\$795.91	\$811.82	\$828.06	\$844.62	\$861.51	\$878.74	\$896.32	2% inc each yr after 20/21
TOTAL EXPENSES	\$19,766.86	\$19,030.74	\$23,152.90	\$23,563.18	\$23,981.66	\$24,408.51	\$24,843.90	\$25,288.00	\$25,740.98	\$26,203.02	\$26,674.30	
NET OPERATING COSTS surplus/(deficit)	\$ (3,786.86)	\$ (8,115.74)	\$ (10,552.90)	\$ (10,963.18)	\$ (11,381.66)	\$ (11,808.51)	\$ (12,243.90)	\$ (12,688.00)	\$ (13,140.98)	\$ (13,603.02)	\$ (14,074.30)	



THE LITTLE PEOPLE'S PLACE STRATEGIC ACTION PLAN



2018-2023

PERSONNEL

- INCREASED PREP AND PLANNING TIME.
- HIRE A JANITOR/FLOATER.
- INCREASE IN CASUAL STAFF.

PERSONNEL: NEW EMPLOYEE (JANITOR/FLOATER)

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Hire a floater person (could be same person as janitor) - part-time 7:30-1pm.	Dec-Jan look at budget Spring 2018 hire	Board	\$ for new position	Floater/janitor is hired Staff are surveyed and planning/prep time is increased	Potential schedule: Cleaning most days, available call in for sick days. ASP 15 hours cleaning T,W,TH,F PRE 9 hours W,F LPP 9 hours T,TH 33 hours total
Hire a janitor - see above			\$ for new position		
Job description	Winter 2018	Susan/staff			
Training and orientation	Spring 2018	Susan/staff			

PERSONNEL: CASUAL STAFF

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
List of casual staff	By end of year	Susan		Casual staff list is complete. Staff are surveyed and planning/prep time is increased.	Must have CAR, VSC, First Aid.
Interview and hire casual staff		Board needs to approve \$ for extra staff. Susan to hire.	\$ for new position	Casual staff are hired.	Must maintain ratio of 9 trained/untrained
Orientation of casual staff		All staff			

PLANNING

- INCREASE IN PLANNING DOCUMENTS AND PREPAREDNESS.
- INCREASE IN SERVICES.

PLANNING: CRISIS PLAN

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Closure policy	Spring	Board	Board time	Closure policy has been written and adopted	
List of what crisis scenarios to plan for	Spring	Susan	Time		Crisis' could include: Child abuse Natural disaster Power loss Aggressive person
Write and approve statements for crisis scenarios	Summer 2018- Winter 2018	Susan, board	Time	Crisis scenarios and plans have been written	

PLANNING: TO HAVE A COMPREHENSIVE PLAN AND MATERIALS IN PLACE FOR THE CHANGING OF STAFF.

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Succession plan and timeline for Susan's retirement	Spring-Summer 2018	Jody/board	Board time	Succession plan is written	Board needs to know: Susan's approximate department date Allow 3-6 months on job training with Susan

					Application for position
Succession plan for changes to other staff: 1. Template for staff to fill out 2. Key positions fill out template of what they do	Ongoing	Susan Staff	Time	Lists of what each staff does has been completed.	

PLANNING: TO HAVE INFANT CARE SERVICES

ACTIONS	WHEN	WHO		\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Visit other infant care programs to get ideas and see how they are run	2018-2020	Susan and any interested staff (Shawna, Tasha, Breanna)		\$15,000-\$25,000	LPP staff have visited 2-3 infant care programs.	
Survey/find interest in the community				Time	Survey has been completed by families.	
Write program and space plan (materials needed, rules and regulations, etc.)				Time	Program plans are completed and approved.	
Create infant care space				\$	Physical space is complete	
Find or train staff in infant care				Staff \$	Staff are trained in infant care.	

STAFF-LED INITIATIVES

- INCREASE IN HEALTHY PREPARED FOOD, EATEN AND ENJOYED BY CHILDREN.

DISCOVER WHAT CHILDREN LIKE WITHIN THE GUIDELINES BY INCREASING THEIR PARTICIPATION IN FOOD PREPARATION.

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Taste testing new food ideas	Monthly	Holly	Day care grocery budget	1 new food is tasted each month	
Allowing children to help prepare and serve lunch	Rainy days and/or in-service days	Holly	Donations/day care grocery budget	Children help prepare and serve food 4 times a year.	
Kid Food handlers course provided by us for after schoolers	Winter 2018	Holly	Time	# of children trained in food handlers	

PHYSICAL CHANGES

- INCREASE IN USE OF TECHNOLOGY.
- TO HAVE A SAFE, TIDY, NATURAL PLAYGROUND.
- TO BUILD A NEW BUILDING THAT WOULD HOUSE ALL OF LPP SERVICES AND PROGRAMS IN ONE CENTRAL LOCATION.

PHYSICAL CHANGES: TECHNOLOGY

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
WIFI is available	Nov	Susan	\$100	WIFI is available and accessible	
5 IPADS are available	Nov	Lori Anne/Holly Board needs to approve	\$3000	IPADS are available to staff	

PHYSICAL CHANGES: PLAYGROUND

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
LPP playground changes: Cut down climber Gather more natural materials Storage/shelving bins Toddler sound wall Water wall Dirt mound/hill	Winter2017-Spring 2018	LPP: Debbie, Shawna, Tasha, Lori Anne, Breanna	Funds, in-kind support, and donations needed.	Staff, parents and children are surveyed and see playground tidy, loose parts and natural materials have a place.	
PRE playground changes: Barn and bike path			\$3000	A barn has been built. A bike path has been completed.	

PHYSICAL CHANGES: A NEW BUILDING

1-3-year next steps and actions include:

1. A new building committee (with “professionals” i.e.: architectural/design, marketing, fundraising, lawyer, financial, community engagement)
2. A community collaborative vision for the building
3. Collaboration for application for new federal infrastructure money
4. A Capital Campaign for funding
5. Grant writing
6. Collaboration with all levels of government
7. Collaboration and partnership with all organizations and agencies that will be part of the new building

COMMUNITY ENGAGEMENT AND PARTNERSHIPS

- INCREASE NUMBER OF COMMUNITY PARTNERSHIPS
- INCREASE DECISION MAKERS AWARENESS OF LPP

COMMUNITY ENGAGEMENT & PARTNERSHIPS: INCREASE OF PARTNERSHIPS

ACTIONS	WHEN	WHO		\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Coast Guard article: Amy write about how non-profit daycare works to increase things the community could do to support	Winter	Susan contact Amy		Free	Article is written. Increase of community awareness so increase of donations to the centre.	Increase community support through donations: sawdust, food donations, wood.
Letter to parents about free loose parts and donations	Nov	Lori Anne do letter Holly attach to newsletter		Free	More donations	Donations needed: blocks wood, yarn, mittens, hats, old jackets, socks, underwear, shirts
Facebook post on Buy & Sell and LPP page for leaves	Now	Shawna		Free	Leaves	

COMMUNITY ENGAGEMENT AND PARTNERSHIPS: INCREASE OF DECISION MAKERS AWARENESS

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Presentations to councils	Winter-Spring 2018	Elizabeth to present Sheila prepare presentation	Time	Council presentations are complete and members are more aware of LPP.	
Professional promotional materials are developed	Winter-Spring 2018		\$	Promotional materials are completed.	
ECE for a day	Jan/Feb 2018 (following a meeting with TCRSB)	TCRSB staff	Time	TCRSB staff have spent the day at the centre	

FUNDING

- INCREASE FUNDING THROUGH FUNDRAISING

FUNDING: FUNDRAISING INITIATIVES

ACTIONS	WHEN	WHO	\$/RESOURCES	MEASURE/EVALUATE	NOTES/OTHER
Presentation/ask to 100 Women Who Care	Nov 30th	Susan and board		\$ is secured from 100 Women Who Care	Need to develop the ASK
MAD DASH	Fall	Debbie		# of people participated Amount of \$ donated/raised	
Valentine Basket: <ol style="list-style-type: none"> 1. Items for basket (Debi) 2. Tickets/lottery #s (Elizabeth) 3. Distribute letters (Jennifer) 4. Advertise to parents (Jennifer) 5. Collection of tickets (Doris) 6. Drawing of ticket FB live - Feb 14th at noon (Debbie) 	Winter	See actions	Donations/time	# of tickets sold on basket \$ raised	
Pie/Bake Sale	Spring	Elizabeth to research nutrition policy Elizabeth to find a company that sells pies			
Major grant writing: <ol style="list-style-type: none"> 1. Find grants to apply for 2. Find a grant writer 3. Apply for grants 	Ongoing	Elizabeth will do initial research	Time	# of grants applied for # of grants secured/\$ secured.	

Ken Smith, Interim CAO
Town of Shelburne
168 Water Street
Shelburne, NS B0T 1W0

November 17, 2020

Dear Mr. Smith:

Re: Shelburne County Arena Capital Upgrades Phase 4 – Compressor Replacement

On behalf of the Board of Directors for the Shelburne County Arena Association I would like to thank the Town of Shelburne for their ongoing support for the operation and capital improvements at the Shelburne County Arena, and particularly for your further commitment this year to support our Phase 4 Capital Upgrade project to replace the compressors. I am pleased to report that the project has been completed and the new compressors have been commissioned.

The original budget for this project was \$162,800. The Arena was not able to secure federal funding for this project, so we requested additional municipal funding from the Gas Tax Funds, and at the same time we made every attempt to reduce the project costs. The revised project budget after adjustments were made with a new equipment supplier was \$126,516. I am very pleased to report that the project was completed \$10,207.55 under this revised budget, for a total cost of \$116,308.44. The project was the beneficiary of donated materials and labour in the amount of \$4942, which helped significantly in keeping it under budget.

We thank you for your original contribution of \$45,000 to the Phase 4 upgrades, which included the Zamboni replacement in 2019. After the Zamboni project was completed, the remaining \$25,050 from your contribution was put toward the compressor project. We also received \$25,050 from the Municipality of the District of Shelburne and \$50,100 from Nova Scotia Communities, Culture and Heritage. The Arena Association was able to fundraise \$5349.20, leaving \$10,759.24 of the project costs unfunded. As proposed last spring, we request that the Town of Shelburne consider funding 50% of this shortfall, \$5379.62. We will be requesting the remainder of the shortfall be funded by the Municipality of the District of Shelburne.

If you have any questions or require further information please don't hesitate to contact me.

Yours sincerely,



Emily Tipton, President
Shelburne County Arena Board

Robin Smith

From: Marilyn Johnston [marilynjohnston@bellaliant.net]
Sent: Monday, November 23, 2020 10:23 AM
To: 'Trudy Payne'; Penny Smith; Chris Frotten; enickerson@barringtonmunicipality.com; clerk@clarksharbour.com; Joyce Young ; csr@town.shelburne.ns.ca; cao@town.shelburne.ns.ca
Cc: 'Cindy Hagen'; 'Kevin Grant'
Subject: Letter to Councils - 2 Requests
Attachments: Wide Format_SCMHWA_Logo.jpg; Warm Line and MORE - Newsletter.docx

Good Morning;

The Shelburne County Mental Health and Wellness Association would like to **invite your Council to appoint a representative**

to attend and participate in the meetings of the Association. We meet on the third Tuesday of each month at 10am. Our next meeting is Tuesday December 15, 2020. We prefer in person meetings but may be going to zoom meetings for the next while because of Covid-19.

I have attached an article with the latest information about what the Association has been up to. I would appreciate it greatly if

you would share it with your Council add it into your **next Newsletter** to your residents. If possible please include our logo that I have also attached.

If the Newsletter goes out to your residents after Dec. 18, please delete that paragraph as it will no longer be relevant. We are trying to reach as many of the County residents as possible.

Your newsletters go directly to resident's homes and are read by many people.

I thank-you for giving consideration to these two requests and look forward to your reply.

Marilyn Johnston, Secretary
Shelburne County Mental Health and Wellness Association

Warm Line and MORE... Shelburne County Mental Health and Wellness Association

The Shelburne County Mental Health and Wellness Association is a community based not-for-profit group of people that care deeply about the mental wellbeing of our County. People from a wide variety of professional and community based groups, politicians, volunteers and concerned family and community members sit around our table.

In July of 2019 we launched the Warm Line offering an opportunity for folks in Shelburne County to call us at specific times to speak with a trained volunteer 1-833-927-6546. If you are experiencing challenges in life, feeling lonely, anxious or depressed or just need to talk to someone our warm line workers are here to take your calls. Our service provides short term emotional support and is confidential and non-judgmental. The Warm Line service has since expanded and is now available province wide. Our lines are open to take callers Mondays 1pm-5pm; Tuesday 1pm – 8pm; Wednesdays 4pm – 8pm; and Thursdays 1pm-5pm.

We are in the process of upgrading our system for you to soon be able to call, text or live chat with our trained volunteers from our website at www.shelburnecountymentalhealth.com. We want to make it easy for you to contact us. Our website has lots of current information regarding mental health services and resources available to folks right here in Shelburne County.

On Friday, December 18 at 2pm at the Shelburne Community Center you are invited to attend a presentation regarding mental health services and resources in Shelburne County. The presenters are Dana Pulsifer, Director of Mental Health and Addictions, Western Zone, N.S Health and Dr. Gerald Gray, Chief of Psychiatry, Western Zone, NS Health. They will discuss the latest developments: the new intake number and process, the new website; and Direction 2025. Public Health guidelines will be followed – please wear a mask and socially distance.

We offer a number of volunteer opportunities for you to serve and make a difference. We are presently seeking folks to become volunteer workers on the warm line. We provide the training free of charge. You would be scheduled in to work at times convenient for you. If this is of interest to you contact Cindy our Warm Line coordinator at scwarmlinecoordinator@gmail.com

Another great way to volunteer is to become a member of our Board that meets monthly on the third Tuesday at 10am. In person meetings are preferred but because of Covid-19 for the next while meetings will be held using zoom. If you see yourself joining our team please send us a message from our facebook page or email us at shelburnecountymentalhealth@outlook.com

MENTAL HEALTH MATTERS and affects us all in one way or another.

December 1, 2020

Town Council,
Town of Shelburne,
168 Water St.,
Shelburne, Nova Scotia
B0T-1W0

Re: Guild Hall Summer Arts Series

Dear Town Council,

I am writing to ask that the Town of Shelburne continue to support our small committee's Guild Hall Summer Arts Series by receiving grant monies and issue performer cheques on our behalf.

Since 2017, the Guild Hall Summer Arts Series has presented weekly Thursday evening performances at the Guild Hall during the summer months. 2020 was a year that presented many challenges for both the Town and for the work of our committee. The previous head of the committee, Julie Ferguson, stepped down and has since relocated to Ontario. The Town had to downsize its staffing and as a result asked that our committee establish itself as a stand alone non-profit. The Town graciously supported us by reserving the Guild Hall and writing 4 cheques for our 4 musical acts. My thanks to Ken Smith, Jane Crowell, and Sara Whiteway-Mattatall for all their support.

After the 2020 season was completed, I initiated dialogue with our 4 committee members towards establishing our group as a non-profit. Only one member agreed to serve as a Director. None offered to serve as a second signing authority on the necessary bank account. Under Nova Scotia Non-Profit regulations, we would need a minimum of 5 directors, and we would require at least 2-3 members to have signing authority on the related bank account. We are well short of those requirements and attempts to recruit new committee members who would also serve as directors/account signatories did not result in any new volunteers.

Moving forward, I would like to propose a continued partnership with the Town for the 2021 season. I would like to present a maximum of 8 Thursday evening performances at the Guild Hall from July to August. The committee and I will manage everything to do with grant applications/fund raising, choosing, booking, organizing, promoting, managing each performance, and the Town would continue to receive grant moneys and issue a maximum of 8 cheques for our performers. I do understand this request does impose additional work load for Town staff, and I will work closely with your Manager of Finance to ensure that any request for cheques would have the least impact to her work load as possible. I thank you all for past support and for your consideration of this request.

Sincerely,



Richard Snow,
Head of the Guild Hall Summer Arts Series Committee
846 Sandy Point Rd., Shelburne, Nova Scotia,
B0T-1W0
902-875-6141
richardsnowca@yahoo.ca
<https://guildhallsummerarts.weebly.com/>



Town of Shelburne
Staff Report to Council 2020/21 Tax Sale Proceedings
December 7, 2020

General Overview:

This report is to update Council on the Tax Sale proceedings for the fiscal year 2020/21 to be held Tuesday March 16, 2021.

Background:

Preliminary letters were prepared and mailed out August 27, 2019 to all property owners in arrears of taxes for the two preceding taxation years (2018/19 and 2019/20) and prior as per the Town of Shelburne Tax Sale Policy adopted December 3, 2015. They were advised they had 21 days to pay the 2018/19 taxes outstanding in order to halt the Tax Sale process or make payment arrangements. Preliminary letters were mailed to forty-two (42) properties. There are eleven (11) properties remaining on the Tax Sale List.

Financial Analysis:

The following properties are proceeding to Tax Sale:

Anjor Farms Inc.	264 Hammond St	\$20,865.43
Amassa Holdings Limited	166 Water St	\$13,575.54
Bell, Belinda & Wendell	Wrights Rd, Land	\$ 761.90
Bell, Wendell & Belinda	Wrights Rd, Land	\$ 714.73
Doane, Jesse Kevin St Clair TIC	73 Annapolis Rd	\$ 4,647.59
Farmer, Carol Diane TIC	178 Elliot St	\$ 3,042.21
Faye, Catherine & MacKenzie Derek	64 Ohio Rd	\$ 1,394.63
Hill, Alan C & Ross, Ola S	45 Ann St	\$ 1,903.27
Hipson, Samantha	73 Annapolis Road, mobile	\$ 2,559.67
Stewart, Adam Richard Cory	81 Thomas St	\$ 1,660.62
Stewart, William G & Sandra Jean	72 John St	\$ 1,690.55

There is an expectation that some of the above properties will be removed from the above list as Tax Sale proceedings progress. Properties can still be brought up to date and removed from Tax Sale as long as any legal fees and/or expenses incurred are also paid prior to Tax Sale.

Recommendation:

THAT Council approve the above properties marked for tax sale.

Respectfully submitted,
Jane Crowell, Finance Manager

2020-21 Tax Sale Listing to Council (December 7,2020)

#	Account #	Name	Assessment #	PID #	Civic Address	Description	2020/21	2019/20	2018/19	Prior	Interest	Total
1	ANJOR001	Anjor Farms Inc.	00630284		264 Hammond St	Land Dwelling Garage	\$ 6,190.73	\$ 6,007.05	\$ 5,854.84		\$ 2,812.81	\$ 20,865.43
2	AMASS001	Amassa Holdings Limited	01519948		166 Water Street	Land, Retail Office	\$ 3,763.64	\$ 3,918.84	\$ 4,047.80	\$ -	\$ 1,845.26	\$ 13,575.54
3	BELLB003	Bell, Belinda & Wendell WL	03357244		Wrights Road	Land	\$ 212.18	\$ 210.12	\$ 204.00		\$ 135.60	\$ 761.90
4	BELLW002	Bell, Wendell W & Belinda L	02179717		Wrights Road	Land	\$ 197.76	\$ 197.76	\$ 191.76	\$ -	\$ 127.45	\$ 714.73
5	DOANJ002	Doane, Jesse Kevin St Clair TIC	02639823		73 Annapolis Road	Lot 2 Land	\$ 424.80	\$ 818.06	\$ 1,364.43	\$ 1,334.77	\$ 705.53	\$ 4,647.59
6	FARMC001	Farmer, Carol Diane TIC	01460439		178 Elliot Street	Land Dwelling	\$ 1,156.09	\$ 1,149.57	\$ 497.61	\$ 8.66	\$ 285.89	\$ 3,097.82
7	FAYEC001	Faye, Catherine & Mackenzie, Derek	03607615		64 Ohio Road	Land Dwelling Buildings	\$ 260.00	\$ 260.00	\$ 20.75		\$ 33.72	\$ 574.47
8	HILLA002	Hill, Alan C & Ross, Ola S	01820729		45 Ann Street	Land Dwelling Garage	\$ 260.00	\$ 260.00	\$ 240.00		\$ 144.79	\$ 904.79
9	HIPSS001	Hipson, Samantha	10746485	N/A	73 Annapolis Road	Dwelling - Mobile	\$ 414.05	\$ 1,078.37	\$ 406.72	\$ 365.22	\$ 328.34	\$ 2,592.70
10	STEWA006	Stewart, Adam Richard Cory	02175975		81 Thomas Street	Land Dwelling Building	\$ 260.00	\$ 260.00	\$ 217.89		\$ 78.66	\$ 816.55
11	STEWV002	Stewart, William G & Sandra Jean	04739566		72 John Street	Land Dwelling	\$ 260.00	\$ 260.00	\$ 240.00		\$ 96.87	\$ 856.87
TOTAL											\$ 49,408.39	



Town of Shelburne Staff Report Feeding of Deer in the Town of Shelburne

To: Town Council
From: Robin Smith, Executive Coordinator
Re: Feeding of Deer in the Town of Shelburne
Date: November 26th, 2020

Origin:

This staff report is to provide Council input regarding the deer population in the Town. Staff was directed to reach out to other units/communities and report back on what they have done in similar situations with deer population.

Background:

Councillor Davis informed Council at the November 16th meeting that he has received a number of calls recently regarding resident's concerns over the growing deer population in the Town and the number of people feeding the deer. He believes DNR has been contacted in the past. He also noted that passing and developing a by-law could be costly.

Analysis:

I contacted a few different units and received some feedback.

- 1- The Municipality of Pictou County had carried out some research last year and provided feedback from other units in a staff report. They had polled on the AMA list-serve and received little feedback until being referred to the Town of Truro.
- 2- The Town of Truro has been working with Dept of Lands & Forest to decrease deer population within the Town boundaries and is in a 3 year process of date collection to determine where deer the population is trending. Last year they implemented a Deer Bow Hunt; a cull of this sort provides an immediate solution for the deer population. After 3 years, Lands & Forest will make a determination on whether further action is required. It was noted that public opinion varies with this approach.
- 3- The Town of New Glasgow implemented a banning of the feeding of wildlife in 2015 and has not yet laid a charge for breach of the by-law. Before implementing this by-

law, the Town offered a survey online and in paper form with the majority agreeing that there is a problem. The main concerns were increased transmission of Lyme Disease, vehicle collisions with deer and damage to gardens.

- 4- The Town of Yarmouth recently passed a by-law similar to the Town of Truro's by-law. They indicated they know it won't completely fix the problem of deer in Town but it was a step in the right direction.

Alternatives:

- 1- Any jurisdiction over wildlife in Nova Scotia is Provincial. Anything regulatory that attempts to control the deer population needs to be done by the Province through a consultative process.
- 2- The Town has tools at its disposal with help from Dept. of Lands & Forest to provide information to the public to educate them on steps they can take to discourage damage to personal property (i.e.: feeding the deer, gardening tips etc.)
- 3- Public meetings or surveys on social media could be undertaken to determine whether or not the public views the deer as a nuisance and whether they want the Town to take any measures to address the issues.
- 4- Implement a by-law like other units have done banning the feeding of wildlife. This could present enforcement challenges.

Recommendations:

Provide information to the public encourage them to take steps to discourage deer from feeding within the Town limits.

Respectfully Submitted,

Robin Smith
Executive Coordinator



Town of Shelburne
Staff Report to Council – 2018/19 FCI Report
December 7, 2020

General Overview:

This report is to introduce to Council the 2019 Financial Condition Indicators report for the Town of Shelburne which were released by the Department of Municipal Affairs and Housing in 2020 for the 2018/19 fiscal year.

Background:

The Department of Municipal Affairs and Housing annually compiles municipal indicators that focus on financial, administration and demographic statistics to give an overall snapshot for each Municipality in Nova Scotia. This report can be used to;

- better understand the administrative and operational performance of a municipality;
- better understand key characteristics about the municipality;
- information to assist in the decision-making process; and
- help community members better understand the municipality in which they live.

For your reference, the Municipal Report for all municipalities can be found on the Department of Municipal Affairs and Housing website.

Analysis:

The Municipal Report (FCI's) for the Town of Shelburne for 2019 is attached as well as the Town of Shelburne Action Plan that was required to be completed for the Department of Municipal Affairs and Housing upon the release of the 2017/18 Financial Condition Indicators. I have also included a chart showing the FCI's since 2014 and how they have changed over the years and have anticipated what the next indicators will show for 2020. The Town will not have the actual FCI's for 2020 until late spring of 2021 from the Province.

Financial Analysis:

Majority of Towns in Nova Scotia are at moderate risk. There are seven Towns at Low-risk, eleven Towns at Moderate-risk and eight Towns at High-risk. On average Towns' challenges are Deficits, maintaining adequate reserves (combined and operating), Budget accuracy and Three-year change in tax base is below the three-year change in the cost of living.

There are thirteen indicators in total, the Town of Shelburne has seven indicators showing Low-risk (green), four indicators showing Moderate-risk (yellow) and two indicators showing High-risk

(red). The Town of Shelburne's overall Financial Conditions Index for 2019 is High Risk, which means the Town is considered high risk for fiscal instability.

Low Risk Indicators – 7

Reliance of Government Transfers – The Town is showing no vulnerability in this area. The tax base is not dependent on one single business or institution.

Deficits in the Last 5 years – The Town is able to meet its needs in a balanced manner and maintain a balanced budget, but as you can see in the report the surplus for the last 5 years has decreased significantly and since any surplus is transferred to the Operating reserve this has also attributed to the low operating reserve.

Uncollected Taxes – The Town is managing tax revenue collection.

Debt Service – 4.1% of own source revenue is spent on principal and interest payments. Although our Debt Service is low risk, the Town's ability to borrow is restricted due to the lack of ability to pay additional debt payments from General Operating.

Outstanding Operating Debt – The Town was carrying operating debt in 2018/19 due in large part to the Wastewater Treatment Facility project spanning fiscal years.

Undepreciated Assets – This indicator estimates that the Town's capital assets have 50.9% of useful life remaining. All Municipalities across Canada are facing sufficient infrastructure challenges. The Town has gone from Moderate risk to Low risk due to capital projects over the last several years with the major project being the Wastewater Treatment Facility project.

Reliance on a Single Business/Institution – The Town is not dependent on another level of government to meet its service obligations.

Moderate Risk Indicators – 4

Liquidity – The result indicates that the Town may have a cash flow problem as the Town's liabilities are nearing the point where they are greater than the Town's assets.

5 Year Budget Accuracy – The Town does not maintain expenditure spending within the budget limits, this factor can be less or more than budgeted. The Town needs to stay within 5% of the budgeted amounts each year. This is caused by budgeting for work that does not get completed during the year due to staffing shortages for example or unexpected expenses that come up and the Town has no control over such as equipment breakdowns.

Three-Year Change in Tax Base – The Town's tax base is not keeping up with the cost of municipal services and programs. Growth is below the CPI% change of 5.2%.

Residential Tax Effort – The Town has limited flexibility to increase taxes if required. This indicator helps council assess the affordability of municipal taxes in relation to the current services levels. 4.4% of median household income is required to pay the average tax bill.

High Risk Indicators – 2

Combined Reserves – This indicates that the Town does not have sufficient reserves needed to address unexpected events or provide flexibility to address future projects. The Town previously transferred a certain amount to special reserves each year in the budget, but has been unable to in the last several years due to the lack of ability in the Operating budget. The Town will have to find room in the budget going forward each year to transfer a set amount to Capital Reserves in order to maintain a reasonable level. Due to the limitation in the Town’s ability to borrow any capital projects must come from Capital Reserves or the Operating budget.

Operating Reserves – The Town has not set aside sufficient funds to help mitigate any unforeseen risks or future needs. As stated in the Plan, the Town has transferred from operating reserves each year to balance the budget and in doing so has decreased the Operating reserve to a critical level. The Town will have to find room in the budget each year to transfer a set amount to Operating Reserve in order to build the reserve to an adequate level.

In order to improve some of the above indicators, Council and Staff will have to work together in cutting costs, increasing revenue and deciding what programs and services are provided and at what levels.

Recommendation:

That Council accept the 2019 Financial Condition Indicators report for the Town of Shelburne for information.

Respectfully submitted,
Jane Crowell, Finance Manager



Naturally Yours

Inspection Department

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

December 3, 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 November 2020.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	0	0
Number of Permits Issued to Date	14	15
Construction Value	\$ 0.00	\$ 0.00
Total Construction to Date	\$ 148,450.000	\$ 688,245.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca