



**AGENDA**  
**Town Council Meeting**  
**Monday, May 4<sup>th</sup>, 2020**  
**7:00 p.m.**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council Meeting held on April 20<sup>th</sup>, 2020.  
Approval of Minutes from the Budget Meeting held on April 24<sup>th</sup>, 2020.  
Approval of Minutes from the Budget Meeting held on April 30<sup>th</sup>, 2020.
- 4) Proclamations  
Asian Heritage Month – Month of May  
Lyme Disease Awareness Month – Month of May  
Gaelic Nova Scotia Month – Month of May  
International Museum Day – May 18<sup>th</sup>  
National Fiddling Day – May 16th
- 5) Delegations: none
- 6) Correspondence:  
Action Required:
  - a) Compass NS – Letter – 28 John Street  
For Information:  
none
- 7) Council Items:
  - a) COVID -19 Update
- 8) Staff Reports:
  - a) Waste Diversion Officer Update
- 9) Committee Reports  
Committees did not meet due to COVID - 19
- 10) New Business:

**11) Upcoming Meetings**

<b>Monday May 18, 2020</b>	<b>Town Council</b>	<b>Zoom</b>	<b>5pm</b>
<b>Budget Meetings</b>	<b>TBD</b>		

**12) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Monday, April 20<sup>th</sup>, 2020  
Virtual Meeting Via ZOOM, 5 p.m.

**Council Members Present**

Mayor Karen Mattatall  
Deputy Mayor Nolan Young  
Councillor Rick Davis  
Councillor Harold Locke  
Councillor Sheldon Ringer

**Staff Present**

Darren Shupe, CAO  
Julie Ferguson, Clerk

**Call to Order**

Mayor Mattatall called the meeting to order at 5:07 p.m.

**Approval of the Agenda**

**Young - Ringer**

THAT the Agenda for the Regular Town Council Meeting of April 20<sup>th</sup>, 2020 be approved with the addition of item 6(d) Tracy Jackson – Tree Removal Request.

**CARRIED**

**Approval of the Minutes**

**Davis - Locke**

THAT the Minutes of the Regular Town Council Meeting held on April 6<sup>th</sup>, 2020 be approved.

**CARRIED**

**In-Camera Session**

**MGA Section 22:**

- c) Personnel matters;**
- h) Public security;**

**Ringer – Young**

THAT Council go in-camera at 5:10 p.m.

**CARRIED**

**Council came out of in-camera at 6:32 p.m.**

**Business Arising from In-Camera**

**Locke – Young**

THAT Council accept the resignation of CAO, Darren Shupe, with regrets and thank him for the work he has done for the Town for the past 5 years.

**CARRIED**

## Correspondence

### Action Required:

**a) NSADA – Letter – Car Dealership Commercial Tax Deferrals**

Council reviewed this letter and noted that the topic would be part of further discussions as Council finds out more about political tax deferral programs.

### For Information

**b) Municipality of the District of Shelburne – Letter – Joint Council Meeting Request**

Council read the letter for the public and asked that it be posted on the website's newsfeed.

**c) Town of Lockport – Letter – Joint Council Meeting Request**

Council read the letter for the public and asked that it be posted on the website's newsfeed.

**d) Tracy Jackson – Tree Removal Request**

**Locke – Davis**

THAT the tree be approved for removal providing they hire a professional insured company to remove it.

**CARRIED**

## Council Items

None

## Staff Reports

**a) Monthly Report**

**Young – Locke**

THAT Council accept the Monthly Report for information.

**CARRIED**

**b) Year to Date Financials**

No Year to Date Financials were presented as billing isn't complete and will be presented at the budget meeting.

**c) Monthly Building Report**

**Davis – Locke**

THAT Council accept the Monthly Building Report for information.

**CARRIED**

**d) Monthly Fire Dept Report**

**Locke – Ringer**

THAT Council accept the Monthly Fire Department Report for information.

**CARRIED**

## New Business

**a) Councillor Locke – Arena Funding Request**

Councillor Locke made a notice of motion for the Arena Funding Request to come to the next Town Council meeting as it is time sensitive. The Town Clerk recommended adding it to the Agenda for the proposed upcoming Operating Budget meeting. Councillor Locke agreed.

**b) CAO – COVID Update**

The CAO gave an update on the COVID protocols for Town Hall. The Town of Shelburne is following provincial protocols which are extended to May 4<sup>th</sup>, 2020 at this time. All three Eastern Shelburne County units are doing a unified approach.

**c) Mayor Mattatall – Thank You to Residents for Social Distancing**

Mayor Mattatall thanked residents to doing their part in helping to flatten the curve by social distancing and washing hands. Residents need to continue to be vigilant and follow Dr. Strang’s advice as he predicts there will still be a peak in illnesses.

**d) Mayor Mattatall – Operating Budget Meeting Date**

The mayor asked councillors when they would like to have a budget meeting. Councillors agreed upon Friday at 5pm via Zoom. The meeting will be recorded for the public as per usual.

**Adjournment**

**Locke**

THAT the Regular Town Council Meeting of Monday April 20<sup>th</sup>, 2020 be adjourned at 6:53 p.m.

**CARRIED**

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**Mayor**

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**Clerk**



**Town of Shelburne**  
Minutes of the **Budget Meeting**  
Friday, April 24<sup>th</sup>, 2020  
5 p.m.

Virtual Meeting VIA Zoom due to COVID – 19 Regulations

**Council Members Present**

Mayor Karen Mattatall  
Deputy Mayor Nolan Young  
Councillor Rick Davis  
Councillor Harold Locke  
Councillor Sheldon Ringer

**Staff Present**

Darren Shupe, CAO  
Julie Ferguson, Clerk  
Jane Crowell, Finance Manager

**Call to Order**

Mayor Mattatall called the meeting to order at 5:00 p.m.

**Approval of the Agenda**

**Young - Ringer**

THAT the Agenda for the Budget Council Meeting of Friday, April 24<sup>th</sup>, 2020 be approved.

**CARRIED**

**Council Items**

**a) CAO Introduction**

The CAO introduced the meeting. He noted that there are \$276,000 worth of capital projects on the capital budget for next year and this is with a focus solely on core services. The CAO also noted that the Town's Temporary Borrowing Resolution in the amount of \$124,000 has not yet been approved by the province due to the Town's ability to pay back debt at this time. This money is meant to cover 5 projects which had already taken place within the past few years.

**b) Capital Budget Review – Finance Manager**

Finance Manager, Jane Crowell, reviewed the Capital Budget Draft line by line. This budget is a projected 2020 – 2024 Potential Capital Projects Budget. (see copy in Council Package)  
Councillor Young stressed the need to look at the financial situation for the Town in light of the COVID crisis and future costs to residents for necessary assets, such as the fire truck purchase noted in 2023-2024, which the residents would be billed for above their taxes.

**Young – Ringer**

THAT Council formally write to the Department of Municipal Affairs asking for information regarding the dissolution process and Frequently Asked Questions.

**CARRIED**

**Role Call Vote Requested**

**Davis – No**

**Locke – No**

**Mattatall – Yes**

**Ringer – Yes**

**Young - Yes**

**c) Update on Marine Terminal Investigations (Pending Engineer's Report)**

The CAO discussed Pinto Engineering's email from April 23, 2020 with Town Council. This report recommended hiring a diver to survey the area and further investigate the failure of sheet piling and concrete on the south berthing face of the east ell. Howard Allen, Engineer, suggests replacing the sheet piling and concrete copewall system with a Berlin Wall wave break as was done in other areas. This work would cost approximately \$300,000 including the removal of the existing debris from the seabed. Councillor Locke was opposed to spending this amount of money on the wharf and suggested alternate ways of preventing wave action. The CAO responded that he is concerned about the "T" structure and liability. He requested the diver be hired to investigate further and an engineer study on the remaining concrete. Mayor Mattatall requested feedback from the insurance company to which the CAO responded that they have already been contacted.

**d) King Street Centre Staff Report**

The CAO reviewed the Staff Report that was presented to Town Council regarding the King Street Centre, provided by the Operations Manager. The report showed that the building fire protection system needed to be upgraded to comply with the Provincial Fire Code and flooring tile from the two remaining storage rooms identified with asbestos floor tile need to be properly mitigated and replaced. The costs already paid to date on the King Street Centre since December 2019 are \$38,918.51 with an additional \$88,174.81 projected to complete these upgrades to meet code. Councillor Davis requested that Andrew Goreham be contacted to review fire code requirements for the building.

**e) Other Assumptions to be examined for Operating Budget**

Councillor Young asked that the RCMP be contacted to review different policing plans asking if the PPSA could save the Town money.

**f) \$100,000 Staff Reductions – Staff Report**

A staff report was prepared by the Finance Manager and CAO regarding a previous motion to investigate a \$100,000 savings through reducing staff. The report focused on the responsibilities of the positions under consideration, ongoing efficiency, and the workload of these positions if the staff were removed. Council discussed the necessity of the Operations Manager position and reducing the Front Desk hours from 10-2 to make it more manageable to cover by other staff.

**Davis – Locke**

THAT Council direct the CAO to terminate the position of Operations Manager according to the labour laws and legal advice.

**CARRIED**

**Locke – Davis**

THAT the position of Customer Service Representative (CSR) not be filled at this time and that those duties be carried by existing staff.

**CARRIED**

Council requested that the CAO contact Ken Smith to inquire about whether he would be interested in helping the Town as an Interim CAO during the hiring process.

**g) Arena Funding Request**

Council reviewed letters sent by the Arena Board regarding the purchase of a new compressor to be cost shared by municipal units and the arena. As this is a time sensitive request, Council agreed to review this item in advance of the Operating Budget.

**Locke – Davis**

THAT the Town contribute 20% of the funding request for compressors for the Arena, based on population calculations, if the arena comes up with the additional \$10,000.

**CARRIED**

**Locke – Young**

THAT the maximum amount of money that the Town would contribute to the compressor project would be \$4,000.

**CARRIED**

**Next Budget Meeting Date**

It was decided to hold the next budget meeting on Thursday April 30<sup>th</sup>, 2020 at 5 p.m. via Zoom.

**Adjournment**

**Locke**

THAT the Budget Council Meeting of Friday, April 24<sup>th</sup>, 2020 be adjourned at 7:08 p.m.

**CARRIED**

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**Mayor**

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**Clerk**



**COMPASS NS**

**207-59 Inglis Place  
Truro, NS B2N4B5**

April 21, 2020

Town of Shelburne

Attention: Darren Shupe, CAO

Dear Mr. Shupe,

RE: 28 John Street, Shelburne (Heritage Hall) Conversion

Compass Nova Scotia Co-operative Homes Ltd. (Compass NS) would like to thank the Town for their commitment in partnering on this project. Although construction work has not commenced, we feel an update to council is warranted at this time. We are also looking to council with a request for an exemption on permit fees and property taxes, and an opinion/ agreement that rents being proposed are affordable for the Town of Shelburne.

Please find below information regarding pre-development work on the conversion project:

- Preliminary drawings completed
- An energy assessment has been completed in conjunction with Efficiency Nova Scotia
- Legal and topographical survey quotes have been obtained, contract awarded, and work being carried out
- Environmental site assessment quotes obtained, contract awarded, and work being carried out. Report is forthcoming
- Appraisal quotes obtained, award to follow upon review/ approval by New Commons Development (funding/ operational partner)
- Financial pro-formas being completed in conjunction with New Commons Development
- Application for CMHC SEED funding complete and funding received
- Request for funding sent to Housing Nova Scotia with no concrete response to date. Critical for moving ahead with project

Developing affordable housing is extremely challenging given the expense of the pre-development and construction costs. In an attempt to create a viable project



## COMPASS NS

*207-59 Inglis Place  
Truro, NS B2N 4B5*

Compass NS is hereby making a request to the Town for an exemption on permit fees and property taxes.

Also, as part of our funding application to Housing NS, we require an acknowledgement from the Town that the housing charges (rents) we are proposing are deemed to be affordable. This is being requested as there is little information available through the CMHC rental market analysis reports.

Currently we are proposing to develop (3) one bedroom apartments, and (2) two bedroom apartments. The maximum housing charges being proposed for a one bedroom apartment is \$652 (not including heat/ utilities), two bedroom \$720 (not including heat and utilities). The units are to be energy efficient with the expectation of low operating costs. In addition, we are requesting rent supplement subsidies from Western Regional Housing Authority for two of the units, for those on lower incomes.

Again , we would like to thank the Town for their ongoing co-operation and commitment towards this challenging, yet exciting project. I am available for a call, ZOOM meeting, or email if there are any questions or concerns. Compass NS is currently not meeting in person given the Covid-19 restrictions. We hope that you and your Town is staying safe, and wish you all the best during these challenging times.

Co-operatively ,

Earl J. Mielke  
Managing Director  
Compass NS Co-operative Homes Ltd  
(902)324-3404

**Waste Diversion Officer Report:**

**January 1, 2020 – March 31, 2020**



## Waste Diversion Officer Update

January – March 31, 2020

### *HHW*

Our Household Hazardous Waste site is really close to the way I prefer it to be organized. I have continued spending additional time at this site, approximately 3 days (outside of normal operating hours). I have completed the backlog of chemicals that needed to be lab-packed so now as customers bring in their chemical, I typically have the product lab packed by the end of the working day. I still have 5-7 items I need to PH test before packing, this is a requirement of the Department of Environment as well as I must report out on any unidentifiable items to assure permit compliance.

I have had 4 businesses attempt to bring us chemical that I have had to turn down and I referred them to Terrapure as we are not permitted to accept business waste. They have voiced displeasure regarding not being able to access the site, but the volume of what they are bringing as well as the fact that they have made capital on the use of these items reinforces that much more how it would not be fair for tax payers to bare this cost.

We had 12 full paint boxes that I shipped out on February 25<sup>th</sup>. It had to be re-scheduled multiple times due to weather, however we should be good for the next 4 months before another shipment will have to be arranged. There has been an increase in this item since we have not been picking them up curbside, the only complaint I have received from residents is that they wish the site was more accessible.

I have been working on our backlog of batteries when time has allowed, we have 4-5 full time days of work catching up on the batteries which I will be working on in the coming months when I have time to do so. It is a lengthy process as for instance the small circular batteries must be separated on a piece of tape before packed in the boxes, d volt's must have their ends taped as well. It could take an hour or more just to lab-pack 1 small box of batteries depending on the type. They were being stockpiled in green carts, unfortunately when they were put in it was with random broken glass (from containers placed in) as well as one green cart that a carton of paint was included and poured out when I went to move it, therefore having to clean the batteries as well as pack them. I have approximately 2-3 Large green carts worth of batteries to pack.

Another change to HHW in this reporting period is regarding the Mercury Program. It was a stewardship program that was through Nova Scotia Power and has been abruptly discontinued. This service was completely funded through this program and now will become an additional cost for the HHW site. I have approximated that it would cost \$1578.00 based on this last year's number that we had shipped out. The only other option at this time would be to send it to landfill through our curbside pickup. This has been added in the budget proposal.

## **RMRF**

Typically, I would go every Tuesday as a point of contact and to assess the RMRF site to see what we can do to increase service, as well as to assure we are following best practices. Due to illness I provided 7 days of coverage within this reporting period, although this hampers what I can do in the form of public education/research projects, it is a great opportunity to continue to understand the C&D site challenges as well as work on ideas for improvement.

Staff continue to explore and research options to best manage our brush pile. Contact has been made with other municipal units and businesses to come up with recommendations to better handle the increased volume of brush we are receiving.

We continue to make progress on our goal of being self-sufficient for Freon removal, I was in the process of arranging hands on training as well as researching the tools needed to provide this service, however this plan is on pause until after the Pandemic passes and we resume to normal service.

When completing our budget review, we implemented tracking for the loads we send to Queens by continuing to weigh in and out the trucks transporting our waste and doing a comparison with our tipping costs and receivables through Queens invoicing. I developed a spreadsheet to assure accuracy in the weights going out versus weights going to Queens for auditing purposes. This project spanned over 4 days but was helpful in providing me context on why we do Datacall, and the importance of responsible reporting. In the process I was able to retain that data for my upcoming August 2020 Datacall and will now have time at my home office to prepare it in advance.

I also went back and looked at 45 days of our Summer hours at the C&D Site from last year to ascertain if our extended summer hours are being used by the public. I plan to track them more accurately this upcoming Summer to assure that we are meeting our goals of accessibility by providing this service.

Within the next year I am hopeful we can do a technological upgrade for our scale system at the C&D site, I have received a quote for the Ontrak system (installation, with 2 days training for employees) at \$3453. There would be an additional cost of a computer that would have to be on site as well. So, a combined rough estimate of \$5200.00-6000.00 This would allow for us to know exactly how much has been brought in of each product and the ability to know how much inventory we have. This will make it easier to budget for projects such as the brush pile and for our reporting structures moving forward. This was included in the proposed budget.

I also did some research with All-Weigh into the costs of a scale replacement for long term planning purposes. There are 2 options:

- a) Replacing the concrete structure and building from the ground up. This is the costly option of \$75,000 (all in).

- b) They build the scale on our existing concrete (that is in great shape) and it would be more in the estimate of \$25-35,000 range.

We have had concerns with our scale aging as our cells need realignment once per year, our ticketing/print out system is very outdated.

One other mentionable is our tipping fee, with tipping fees rising at other sites eventually we will have to look into what our break-even costs will be in the future, as well as what is a fair and accessible way to continue to provide this service for our residents and local businesses.

### ***Education, Solid Waste Removal & Enforcement***

I went with Lewis Smith on the Recyclables truck on March 4<sup>th</sup>, and my focus was doing black bag inspections within the Town of Lockeport. I feel proud to share that there were only 3 black bags on the whole inspection day that had misappropriated items. 2 were food waste, that was obvious as animals had been tearing through the bags to try and get a quick meal. The 3<sup>rd</sup> was yard waste. Although my projections for the April Enforcement report will show an increase in overall rejections throughout the Municipality and shared services area, it is explained by an increase in reporting with GE Environmental.

In this reporting period I have fielded 184 calls and responded to 34 Facebook queries varying from “where does an item go” to “why was my garbage rejected”. I have stopped into 16 homes to inform residents in person that what they have placed curbside would not be picked up as it did not fit the criteria for curbside pickup. Of this 16, only 11 residences had a point of contact when approached, the other 5 were left education material pertaining to the reason for the visit. I am currently developing a template for door hangers that will have a summary of the solid waste bylaw as well as contact information for the Waste Diversion Officer and it will provide a more official document for residents to respond to when they are not home at the time of the visit. I am finding that the curbside items are typically metal and wood items that are left curbside such as washers/dryers, we sticker the item to let them know the proper stream and of course attend the residence as well, however with Covid-19 that is not possible since March 17<sup>th</sup>. It is also worth noting that I have had upwards of 50 new residents add the Waste Diversion Officer Facebook page, more than the whole 10 months combined of being in this department.

I have delivered 13 organics bins within the reporting period and 2 backyard composters. Approximately half of those were not just replacement bins, but to new residents in our area. This has been a great opportunity to welcome them to our community, as well as provide them ample education on the black bags/clear bags/blue bags. I have been providing them brochures on the other services such as HHW and RMRF. With many folks inheriting properties and purchasing through tax sale I have done education visits to assist them with sorting as it can be overwhelming for some. I have still been delivering bins since the State of Emergency was

announced, however I just drop the bin off and skip the residence visit to assure social distancing, also I am only doing so with disposable gloves with each delivery.

Kirk Symonds with Region 6 and I attended all the schools throughout the shared services area. This was Kirks farewell tour as he has now moved on to a new position with Halifax Regional Municipality. Kirk will be greatly missed in Region 6; he is a familiar face that most business owners and School faculty recognize the minute he steps through the door. I consider myself fortunate that I was able to spend time with Kirk and see his master skill in engaging people with his passionate plea of preserving our environment. We attended the lunch line at Hillcrest school, observing and assisting kids while they separated their waste and focusing on the higher grades as per the request of one of the lunch staff. It was a great experience to see how responsible the kids were with regards to separating their waste they all did great with no exceptions.

We also attended 5 businesses in the Shelburne area to inspect their garbage as well as answer any questions they may have, there was no notations of illegal dumping to these businesses, however they were not fast food establishments, nor gas stations which seem to get the highest frequency in illegal dumping. I contacted Sobeys regarding the lack of options for clear bags and an overwhelming number of black bags that were available despite our clear bag policy. They said I would have to contact their Head Office as they determine what stock is put in their store. I plan to do so in the next reporting period.

I also attended 2 business to assist with the UOMA oil reclamation project to inform them of how to register and provided them points of contact for doing so. I have had contact with a few members of the Port Authority as the collection of the used oil containers had to be set up with a different service provider called RPM.

## ***Changes in Services***

*Discontinued Mercury program (See HHW Portion of this report)*

Covid-19 has provided its share of challenges to not only how we live day to day, but also with how we conduct our business. I have converted my family room into a satellite office since March 17<sup>th</sup> and have been working from home. Since March 18<sup>th</sup> I have received 160 calls through to mid-April. I have been spending a lot of time monitoring what is happening Internationally, Nationally, Provincially and Regionally to try and stay ahead of what could impact the waste department as well as for ideas on messaging with residents who are worried about disruptions in service.

With regards to the C&D closure for public access, I have received multiple calls, however providing transparency as per the decision has assisted for those who are patient and understanding of the current situation. I received 9 calls from people as far as from Halifax who were preparing to bring their waste to us, not understanding that we were not a landfill. 2-3 who threatened to dump their materials in our Municipality before returning to theirs. I have

only had 2 residents call who were completely upset with the decision but stated they would be compliant with regards to the C&D site.

I have set up 7 accounts for Contractors in our area since the limited service began all very pleased with your decision to allow access for those deemed essential service. This unfortunately I am sure will lead to a higher average of illegal dumping in our area and I will assist Darrell with his tireless efforts of cleaning these sites up during the current situation.

GE Environmental has been great, I have been in contact with John Armstrong with regards to services such as Spring Metal collection to assure such things would continue. We have been in contact with Queens landfill to assure our blue bag recyclables pickup would not be affected as it has been in other Municipalities who are asking their residents to hold onto that waste until the Recycling plants re-open. All of which happened in Ontario and as far away as the U.K. weeks before Nova Scotia.

Community Litter cleanup is postponed indefinitely, however I have been doing "red bag" deliveries to community members who want to pick up litter in their communities, issuing 5 bags and a Captain Planet sticker to affix to the bags to let the truck drivers know that it was approved unsorted garbage versus someone trying to abuse the red bag litter collection by putting their own unsorted waste in the bag. I have done 7 deliveries for this to date. It is not something that we are highly publicizing due to the length of time it takes for deliveries, as well as the people who are serious about doing this are reaching out either through Facebook or telephone. Where the trucks track the addresses typically for where the bags have been given out, we would not want to slow down their routes by having to check addresses frequently.

***UPCOMING:***

1. Freon Removal "hands on" training to be able to provide for our residents.
2. Continuing our black bag inspections as it is still a concern within our Shared Services area.
3. Attend the Halifax C&D site for research on diversion streams.
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Data entry and tracking systems for all relevant programs.
6. Develop/Update Standard Operating Procedures for our sites.