



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, April 6th, 2020
Virtual due to COVID – 19 Regulations
7pm

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 7:05 p.m.

Approval of the Agenda

Young - Davis

THAT the Agenda for the Regular Town Council Meeting be approved with the addition of items 3(d) labour relations and 3(h) public security to the in-camera section.

CARRIED

In-Camera Session

MGA Section 22:

- c) personnel matters**
- d) labour relations**
- h) public security**

Ringer – Locke

THAT Council go in-camera at 7:07 p.m.

CARRIED

Council came out of in-camera at 8:09 p.m.

Business Arising from in-camera

Davis – Locke

THAT Council send a thank you letter to Nicole Bishop for her years of service as the Customer Service Representative for the Town of Shelburne and wish her the best of luck in her future endeavours.

CARRIED

Approval of the Minutes

Locke - Davis

THAT the Minutes of the Regular Town Council Meeting held on March 16th, 2020 be approved.

CARRIED

Proclamations

- a) **Parkinson's Awareness Month – Month of April**
- b) **National Poetry Month – Month of April**
- c) **World Autism Awareness Day – April 2nd, 2020**
- d) **Volunteer Week – 2nd Week of April (likely postpone local event due to COVID-19)**
- e) **World Book and Copyright Day – April 23, 2020**
- f) **Journey to Freedom Day – April 30th, 2020**
- g) **National Organ and Tissue Donor Week – Last week of April**

Delegations

None

Correspondence

Action Required:

- a) **Minister Porter – Letter – Tax Study**

Davis – Young

THAT Council accept the letter from Minister Porter for information.

CARRIED

- b) **Ulrich Peter Huhmer – Letter – Taxes**

Locke – Davis

THAT Council accept the letter from Ulrich Peter Huhmer for information and that staff respond to his questions regarding property taxes.

CARRIED

- c) **Dept. of Municipal Affairs and Housing – Letter – Approval of Land Use Amendment – Accessory Dwellings**

The CAO noted that he has informed the resident who was interested in this amendment of the approval.

Young – Locke

THAT Council accept the letter of approval for the amendment of the Land-Use Bylaw regarding Accessory Dwellings.

CARRIED

For Information:

- d) **Minister Furey – Accessibility Act**

Council Items

- a) **COVID – 19 Update**

Meetings

The CAO notified residents that Town Council meetings would be taking place using the ZOOM platform until further notice. If issues arise that demand the attention of various council committees, they will be addressed at that time and alternative means of meeting will be discussed.

Provincial Mandate

The CAO reminded residents that the Town Parks are closed but the walking trail remains open. Please use safe social distancing practices when walking on the trail.

Town Hall & Service Delivery

The CAO updated the public that the Town Hall will remain closed at this time but staff are working in the office or from home offices. Residents can reach the Town Hall via telephone, email, or message with questions. Town Hall will put up an update soon regarding the payment of tax bills. All Town facilities are closed to the public at this time. Public Works will respond to essential calls only. The Water and Wastewater plants are continuing regular operations and testing procedures. The CAO recommended to Council that the tax bill deadlines should be extended until June 30th with interest for the month deferred until July 30th. In regards to water bills, the Town needs to contact the UARB for permission to defer interest payments. The Town will not be cutting off any water accounts at this time.

Davis – Locke

THAT the Town extend the tax bill payments deadline to June 30th and waive the monthly interest charges.

CARRIED

b) Mayor Mattatall – CBC Article – Wastewater Plant Funding

Davis – Ringer

THAT Council write to the province of Nova Scotia requesting similar support to that which Cape Breton Regional Municipality received to pay for their mandated wastewater plant infrastructure upgrades.

CARRIED

c) Councillor Davis – Staffing Levels

Councillor Davis asked to defer his motion regarding staffing levels to the Budget Meetings.

Staff Reports

None

Committee Reports

a) CP & V

Locke – Davis

THAT people who are nominated for volunteer of the month must be a resident of the Town of Shelburne or the Municipality of the District of Shelburne;
AND THAT they must volunteer for events, organizations, or functions within the Town of Shelburne or the Municipality of the District of Shelburne.

CARRIED

Davis – Young

THAT Council accept the CP & V report.

CARRIED

b) Shelburne Port Authority Committee

Councillor Locke reported that the work on the terminal is moving forward with an estimated completion for the end of May if all goes smoothly.

Locke – Davis

THAT Council accept the Shelburne Port Authority Committee report.

CARRIED

c) Audit Committee – did not meet

New Business

a) Mayor Mattatall – COVID -19

Mayor Mattatall reminded residents to listen to the Premier and Dr. Strang as they give updates regarding the COVID-19 virus and that residents adhere to safety precautions that are in place across the province in order to help flatten the curve.

Upcoming Meetings

Monday April 20th Town Council Virtual

Adjournment

Locke

THAT the Regular Town Council Meeting of Monday April 6th, 2020 be adjourned at 8:50 p.m.

CARRIED

Mayor

Clerk



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

April 3, 2020

Town of Shelburne
ATTN: Darren Shupe
PO Box 670
Shelburne, NS
BOT 1W0

Dear Mr. Shupe:

Re: Monthly Building Report

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

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued this Month	2	2
Number of Permits Issued to Date	19	20
Construction Value	\$ 24,000.00	\$160,000.00
Total Construction to Date	\$ 741,245.00	\$ 826,278.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

Town of Shelburne

20200012	Mr. Fish		104 King Street	Addition	\$20,000	3-4-2020
	PO Box 371 Shelburne, NS B0T 1W0		Town of Shelburne			
			Town of Shelburne			
20200018	Tran	Luong	165 Water Street	replace 2nd story deck	\$4,000	3-13-2020
	PO Box 1225 Shelburne, NS B0T 1W0		Shelburne			
			Town of Shelburne			



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

Mayor, Councillors and CAO

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

Total number of calls for service: 10

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 6

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 1

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



DARRELL LOCKE, FIRE CHIEF


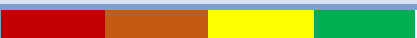


shelburnefire@gmail.com

MIKE SHAND, PRESIDENT

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Write letter to Government of Canada, CC MP Bernadette Jordan, requesting reimbursement of legal and unpaid berthage fees for the MV Farley Mowatt	Mar. 7, 2018	2019	75%
		Notes: CAO - First draft completed, awaiting sign off. Reference - Council Assignment Item 9.		
2	Create signage for 'US Naval Presence' and 'Baker Lake Sailors' as part of the Interpretative Signage Project. Write to Mr. Jackson in this regard.	June 4 2018	2019	50%
		Notes: CAO - Initial discussion held with Lewis Jackson with regards of doing initial concepts. Mr. Jackson will be supplying us with concept and we will create a design.		
3	Staff to develop a draft policy for future cruise visits specifying how passenger charges will be applied	July 3 2018	2019	25%
		Notes: CAO - Will review at upcoming port meeting with review of fee schedule.		
4	CAO staff report re: Hammond Street edges improvements	Oct 1 2018	2020	50%
		Operations reviewed area to be improved, estimated \$8,000 to widen shoulder. Work completed, east side shoulder contemplated for Spring 2020. OPS - Material has been acquired for east side of Hammond.		
5	Staff develop a feasibility study within the asset management program to prioritize water line extensions for at risk wells	Oct 15 2018	2019	25%
		CAO: Item discussed at Asset Management Committee meeting. Staff is in the process of obtaining data to support decision-making.		
6	Staff Report review of local improvement by-law	Mar 18 2019		Not Yet Begun
7	Staff Report re: Sewer Charges By-law to list the effects of adjusting commercial sewer rates and about how the number of sewer charges as calculated for commercial properties	June 17 2019		50%
		FINANCE - Discussion with Management and Clerk regarding Staff Report. Some research completed. Report is being worked on by Finance when time allows.		

8 Find suitable location and install Andrew Newstead Community Art Mural	Oct 7 2019			25%	CAO: Operations briefed, will schedule installation with Andrew.
9 Staff to write to Federal Government re: recovery of financial losses resulting from MV Farley Mowatt court case	Nov 18 2019	2019		75%	Reference - Council Assignment 1 FINANCE / CAO: Costs being compiled to include in letter. First draft completed, awaiting sign off.
10 Staff to negotiate listings with realtors for sale of surplus properties	Dec 2 2019	2019		50%	CLERK - Realtors contacted. 1/2 of contracts received.
11 Letter to CWWF re: funding for project overruns	Dec 2 2019	2019		75%	CLERK - drafted and emailed to CAO for completion CAO - First draft completed, awaiting sign off.
12 Collect 3 sculptures from Melissa Strachan-Boutin by Dec. 31st or proceed to collection of \$1,085 deposit	Dec 2 2019	2019		50%	CLERK / FINANCE: Melissa has been informed of her options for delivery of sculptures or payment of deposit returned. Staff have not heard from Melissa and assume that she will be repaying the deposit. A letter was sent eith the March 31st payment due date.
13 Letter to Fed. Gov't re: recovery of funds from Farley Mowatt, cc Bernadett Jordan	Dec 16 2019	2020		75%	FINANCE: Information forwarded for letter. CAO - First draft completed, awaiting sign off.
14 TBR approved and ready to sign off on	Jan 20 2020			75%	TBR sent to DMA for approval.
15 Amend Tree Policy and place ad for memorial trees	Jan 20 2020			50%	CLERK - have spoken to Grant to get locations of lost trees and Andrew is creating locations map
	Jan 20 2020		Remove		

<p>16 Staff to develop cost estimate and timeline for Hammond Street public water access station</p>	<p>New proposal received regarding well donation. Hammond Street location not being considered at this time.</p>			
<p>17 Schedule a meeting with Dept. of Mun. affairs and housing to discuss water security</p>	<p>Jan 20 2020</p>		<p>Not Yet Completed</p>	
<p>18 CAO meet with Mr. Hartigan to discuss bait shed project and options for moving it forward</p>	<p>Feb 3 2020</p>	<p>2019</p>	<p>Not Yet Completed</p>	<p>CAO</p>
<p>19 CAO prepare staff report re: current waste management contract and if we should look at other options</p>	<p>Feb 3 2020</p>	<p>2019</p>	<p>Not Yet Completed</p>	<p>CAO</p>
<p>20 CAO reply to Mr. Brown re: request for information</p>	<p>March 2 2020</p>			<p>100%</p>
<p>21 Approval of Encroachment 89 King Street</p>	<p>March 2 2020</p>	<p>2020</p>		<p>75%</p>
<p>22 Staff report - 5 year wage freeze on staff and council (+travel / expenses)</p>	<p>4-Mar</p>			<p>100%</p>
<p>23 Staff Report - PACE program for residents to buy surplus property</p>	<p>4-Mar</p>		<p>Not Yet Completed</p>	
<p>24 Staff Report - PPSA contract</p>	<p>4-Mar</p>			<p>25%</p>
<p>25 Staff to investigate how additional cuts up to \$100,000 in staffing would effect Town services for 2 years</p>	<p>4-Mar</p>			<p>25%</p>
	<p>CAO - RCMP regional rep contacted to obtain more information.</p>			
	<p>CAO - Initial review of positions completed. Staff report in progress to be presented at next budget meeting.</p>			

26 Staff send a letter of support for Barrington's Bid for 2021 World Championship of Axe Throwing	16-Mar CLERK - Letter drafted and sent		100%
27 Letter to Canadian Border Services requesting a border office located in Shelburne	16-Mar CLERK - Letter drafted and sent		100%
28 Letter for Nicole Bishop re: resignation	6-Apr CLERK - Letter drafted and sent		100%
29 Responde to letter from Ulrich Peter Huhmer re: taxes	6-Apr Finance	Not Yet Begun	
30 Extend tax bills until June 30th and waive monthly interest charges	6-Apr Finance	Not Yet Begun	
31 Write to province re: wastewater plant funding similar to CBRM	6-Apr CLERK - Letter drafted and sent		100%