



**AGENDA**  
**Town Council Meeting**  
**Monday, April 6<sup>th</sup>, 2020**  
**7:00 p.m.**

**Virtual Meeting via ZOOM due to COVID - 19**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) In-Camera  
MGA Section 22 :  
  
(c) Personnel matters;
- 4) Approval of Minutes from the Council meeting held on March 16<sup>th</sup>, 2020.
- 5) Proclamations
  - a) Parkinson's Awareness Month – Month of April
  - b) National Poetry Month – Month of April
  - c) World Autism Awareness Day – April 2<sup>nd</sup>, 2020
  - d) Volunteer Week – 2<sup>nd</sup> 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 30<sup>th</sup>, 2020
  - g) National Organ and Tissue Donor Week – Last week of April
- 6) Delegations: none
- 7) Correspondence:  
Action Required:
  - a) Minister Porter – Letter – Tax Study
  - b) Ulrich Peter Huhmer – Letter – Taxes
  - c) Dept. of Municipal Affairs and Housing – Letter – Approval of Land Use Amendment – Accessory Dwellings  
For Information:
  - d) Minister Furey – Accessibility Act
- 8) Council Items:
  - a) COVID – 19 Update
    - i. Meetings
    - ii. Provincial Mandates
    - iii. Town Hall & Service Delivery
  - b) Mayor Mattatall – CBC Article – Wastewater Plant Funding
  - c) Councillor Davis – Staffing Levels
- 9) Staff Reports:  
None

**10) Committee Reports**

- a) CP & V Committee
- b) Port Authority Committee
- c) Audit Committee

**11) New Business:**

**12) Upcoming Meetings**

**Monday, April 20<sup>th</sup>, 2020**

**Town Council**

**7pm**

**Virtual (pending)**

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Monday, March 16<sup>th</sup>, 2020  
Council Chambers, 168 Water Street, Shelburne, NS

**Council Members Present**

Mayor Karen Mattatall  
Councillor Rick Davis  
Councillor Harold Locke  
Councillor Sheldon Ringer

**Staff Present**

Darren Shupe, CAO  
Julie Ferguson, Clerk

**Regrets**

Deputy Mayor Nolan Young

**Call to Order**

Mayor Mattatall called the meeting to order at 7:07 p.m.

**Approval of the Agenda**

**Locke - Davis**

THAT the Agenda for the Regular Town Council Meeting of Monday, March 16<sup>th</sup>, 2020 be approved with the addition of item 6 (b) Town Hall – COVID – 19 Protocols.

**CARRIED**

**Approval of the Minutes**

**Davis - Locke**

THAT the Minutes of the Regular Town Council Meeting held on March 2<sup>nd</sup>, 2020 be approved.

**CARRIED**

**Locke – Ringer**

THAT the Minutes of the Special Town Council Meeting held on March 4<sup>th</sup>, 2020 be approved.

**CARRIED**

**Proclamations**

**None**

**Delegations**

**None**

**Correspondence**

**Action Required:**

**a) Minister Chuck Porter – Letter – Consolidation Funding**

Council has already sent another invitation to the Municipality of the District of Shelburne and the Town of Lockeport in hopes of continuing the discussion surrounding consolidation.

**b) Barrington – Letter – Support Request for 2021 World Championship Axe Throwing**

**Davis – Locke**

THAT Council send a letter to the Municipality of Barrington in support of their proposal to host the 2021 World Championship Axe Throwing competition.

**CARRIED**

**c) Josh Brown – Letter – Questions for Council**

Some of the questions in Mr. Brown’s letter were addressed by staff. Any further questions will be responded to, along with his previous letter, after the budget process.

**For Information:**

**d) Commissionaires – Letter – Annual Magazine**

**e) Jay Pilzer – Letter – Consolidation**

**f) Joint Municipal Fire Services Committee Bulletin**

**g) George Harding – Letter – Roseway Manor Letter to Minister Porter**

**Council Items**

**a) Councillor Locke – Customs Agent**

**Locke – Davis**

THAT Council write a letter to Canadian Border Services requesting that the office re-evaluate having a border office located in the Town of Shelburne due to the regular use of Shelburne Harbour by international vessels.

**CARRIED**

**b) Mayor Mattatall – Town Hall COVID – 19 Protocols**

The CAO updated Town Council regarding discussions held with units in Shelburne County and SCEEMO surrounding the COVID – 19 pandemic and suggested protocols for municipal governments. It was suggested that Town Hall be closed to the public starting on Wednesday with limited staff (max. 2 at a time) being allowed in the office to complete necessary work. Information will be posted to the public in regards to public works emergencies and contacting Town Hall. The rest of the staff will be asked to work from home. Discussion was also held regarding Council Meetings, in particular the upcoming Budget Meeting scheduled for March 23<sup>rd</sup>, and public safety.

**Locke – Ringer**

THAT Council postpone all Regular Council Meetings, Special Council Meetings, and Town Council Committee Meetings until further notice.

**CARRIED**

**Staff Reports**

**a) Monthly Report**

**Davis – Ringer**

THAT Council accept the Monthly Report for information.

**CARRIED**

**b) Year to Date Financials**

**Davis – Locke**

THAT Council accept the Year to Date Financial Report for information.

**CARRIED**

**c) Monthly Building Report**

**Ringer – Locke**

THAT Council accept the Monthly Building Report for information.

**CARRIED**

**d) Monthly Fire Department Report**

**Locke – Ringer**

THAT Council accept the Monthly Fire Department Report for information.

**CARRIED**

**e) Dangerous and Unsightly Report**

**Locke – Ringer**

THAT Council accept the Dangerous and Unsightly Report for information.

**CARRIED**

**f) Monthly Tickets Report**

**Davis – Ringer**

THAT Council accept the Monthly Tickets Report for information.

**CARRIED**

**g) Waste Diversion Officer Update**

Council noted that there were changes to the waste collection items as of March 1<sup>st</sup>, 2020 and advised residents to check the Municipality of the District of Shelburne's Waste Coordinator website for details.

**Locke – Ringer**

THAT Council accept the Waste Diversion Officer Update for information.

**CARRIED**

**h) Staff Report – Mayor and Council Wages Comparison**

**Davis – Ringer**

THAT Council accept the report for information.

**CARRIED**

**New Business**

**a) Mayor Mattatall – Flowers on Dock Street – Business Sponsorships**

Mayor Mattatall thanked local businesses and the Chamber of Commerce for their efforts to sponsor flower baskets along Dock Street due to the Town's budget constraints this year.

**b) Mayor Mattatall – Happy St. Patrick's Day**

Mayor Mattatall wished everyone a Happy St. Patrick's Day and hopes that residents can celebrate in their own homes through this period of self-isolation.

**Adjournment**

**Locke**

THAT the Regular Town Council Meeting of Monday March 16<sup>th</sup>, 2020 be adjourned at 7:56 p.m.

**CARRIED**

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**Mayor**

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**Clerk**



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

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

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**MAR 19 2020**

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

Dear Mayor Mattatall:

Thank you for your letter of February 19, 2020, requesting that the Department of Municipal Affairs and Housing conduct a tax study for the Town of Shelburne.

While we understand your desire to provide additional information to your residents with respect to the financial state of the Town, the information gathered from such a study will not change the realities that the Town of Shelburne is experiencing.

In the recent consolidation of the Town of Windsor and the Municipality of the District of West Hants, the subject of taxation was considered as part of the guiding principles that were drafted by the respective Councils. This helped to guide decision-making in the development of a tax structure for the new regional Municipality. For your reference, on the Windsor/West Hants website ([www.strongerregion.ca](http://www.strongerregion.ca)), Guiding Principle #2 states: "When developing a taxation model for the consolidated community, the existing tax system should serve as a base. Business as usual, services as usual. The electoral boundaries should not impact taxation."

With respect to dissolution, once an application is made, it is up to the Nova Scotia Utility and Review Board to determine whether the new municipal structure would be in the best interests of the residents of the region. As you are aware, the authority to determine tax rates is vested in Council, so it would be up to Council for the newly formed unit to determine the appropriate taxation model and rates. For informational purpose, I would note that Bridgetown, Springhill, Hantsport and Parrsboro saw no municipal tax increases as a result of dissolution.

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Ms. Karen Mattatall  
Mayor  
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As mentioned in my letter dated February 27, 2020, I would encourage you to continue your conversations with the Municipality of the District of Shelburne and the Town of Lockeport since the future of the region of Shelburne rests with those councils.

Should you have any additional questions pertaining to items referenced in this letter, please contact your Municipal Advisor, Marilyn Hay, at 902-223-5390.

Sincerely,

A handwritten signature in black ink that reads "Chuck Porter". The signature is written in a cursive, flowing style with a large initial "C".

Chuck Porter  
Minister

**Ulrich Peter Hühmer**

Ravensburger Platz 11  
01640 Coswig

+49-172-5333987  
post@huehmer.de

*Ulrich Peter Hühmer, Ravensburger Platz 11, 01640 Coswig*

To the Major of the Town of Shelburne  
Karen Mattatal  
P.O. Box 670  
Shelburne, N.S.  
BOT 1 WO

**Property Taxes 156 Mowatt Street, Shelburne NS  
Incorrect Property Assessment in 2015/16 and subsequently incorrect billing**

Coswig, den 24. Februar 2020

Dear Karen Mattatal,

I have written to you one year ago, to get a solution for the above mentioned problem. I never received an answer or a suggestion for solving this problem.

Yesterday I received again an overview for my tax account with lot of interest and the request, to pay the open taxes immediately. It is to ascertain that I have paid always my taxes, but I didn't pay the wrong imposed taxes. Because nobody in the town of Shelburne seems to be able to correct wrong doings, not to mention to find a solution or a compromise I will pay under protest the wrong calculated taxes.

The only thing you reached with your obstinately not acting is, I stopped the planning for the retirement home at my second property at the Mowatt St. and in the nearer future I will sell all my properties in Shelburne and Ingomar to search for a new area in Canada, where an investor is treated correct.

Sincerely,



Ulrich Hühmer



**Department of Municipal Affairs and Housing**

Floor 8 North, Maritime Centre  
1505 Barrington Street  
PO Box 216  
Halifax, NS B3J 2M4

Telephone: 902.424.7918  
Fax: 902.424.0821  
E-mail: Gordon.Smith@novascotia.ca

*File No.: 09-1988-0505  
Log #20-015*

March 24, 2020

Ms. Julie Ferguson  
Town Clerk  
Town of Shelburne  
PO Box 670  
168 Water Street  
Shelburne, NS B0T 1W0

Dear Ms. Ferguson:

**Re: Amendments to Planning documents with regards to accessory dwellings**

**Approved by Council: January 6, 2020**

This will acknowledge receipt of the above-noted Planning documents submitted for review by the Provincial Director of Planning.

You will receive further correspondence once the review has been completed.

If, in the meantime, you have any questions or concerns relating to this file, please feel free to contact either Graham Fisher (Graham.Fisher@novascotia.ca) or me.

Yours truly,

Gordon Smith  
Provincial Director of Planning

/kz



**Attorney General  
Justice  
Office of the Minister**

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**MAR 09 2020**

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

Mayor Mattatall,

A handwritten signature in black ink, appearing to read "Karen", written over the printed name "Mayor Mattatall".

The Accessibility Act was proclaimed in 2017, demonstrating the Nova Scotia government's commitment to a more equitable and barrier free province. The Act recognizes accessibility as a human right, and sets a goal of an accessible Nova Scotia by 2030.

Since the Act was proclaimed, the Accessibility Directorate has been working closely with the municipal sector to keep you informed of your obligations under the Act and to provide you with the support you need.

On December 3, 2019, the Government of Nova Scotia announced that the Town of Shelburne will be prescribed as a public sector body under the Act as of April 1, 2020. This means that the Town of Shelburne must form an accessibility advisory committee and have an accessibility plan in place by April 1, 2021.

Note that prescribed bodies are permitted to form a joint accessibility advisory committee and develop a joint accessibility plan with other prescribed public sector bodies that share similar interests.

We are pleased to share with you the Accessibility Planning Toolkit for Municipalities. This resource offers a recommended approach to forming an accessibility advisory committee and developing an accessibility plan. We have also enclosed Wolfville: Access By Design. The Accessibility Directorate worked closely with the Town of Wolfville to pilot the development of Nova Scotia's first municipal accessibility plan under the Accessibility Act. Both these resources are also available on our website at [novascotia.ca/accessibility](http://novascotia.ca/accessibility).

We look forward to working together to achieve our ambitious goal of an accessible province by 2030. For assistance or further information, please contact Gerry Post, Executive Director, Accessibility Directorate at 902-424-6975, or [gerry.post@novascotia.ca](mailto:gerry.post@novascotia.ca).

Thank you for your commitment to accessibility and creating an inclusive province for all Nova Scotians.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mark Furey', written in a cursive style.

Mark Furey  
Minister of Justice

A handwritten signature in black ink, appearing to read 'Chuck Porter', written in a cursive style.

Chuck Porter  
Minister of Municipal Affairs

# N.S. government picks up tab for CBRM wastewater infrastructure

## Province and feds split sewage treatment upgrade costs 60/40 under new deal



[Tom Ayers](#) · CBC News · Posted: Apr 01, 2020 6:00 AM AT | Last Updated: 8 hours ago



The Nova Scotia government is picking up Cape Breton Regional Municipality's share of about \$106 million in wastewater infrastructure construction and upgrades over the next seven years. (Tom Ayers/CBC)

The Nova Scotia government will now pay Cape Breton Regional Municipality's share of the cost of new wastewater infrastructure required to meet strict federal pollution guidelines.

Under a deal announced [last September](#), the federal government agreed to pay \$39.1 million, the province would kick in \$32.6 million and the CBRM would cover the remaining \$26.2 million to build new sewage treatment plants in Glace Bay and Port Morien.

The money was to also cover ultraviolet treatment at the Battery Point plant in Sydney and at lagoons in four other communities. CBRM was also planning an additional \$8 million in associated water and sewer line work that included road reconstruction.

All together the projects are estimated to cost \$106 million. Last week, the provincial government offered to cover the municipality's entire portion, bringing CBRM's share of the costs to zero.

"It's good news," CBRM Mayor Cecil Clarke said. "It keeps us a community whole. It allows us to meet the regulatory requirements and still at the same time be able to afford our already planned local underground infrastructure."



Mayor Cecil Clarke says the provincial government agreed to cover CBRM's share of the remaining high-priority projects in order to get work going once the state of emergency is lifted. (Tom Ayers/CBC)

Those high-priority regulatory wastewater obligations are unique to the CBRM, he said.

"No other municipality in Nova Scotia has that pressure," Clarke said.

Under federal pollution regulations from 2012, municipal wastewater systems were deemed high, medium and low priority. The high-priority works must be completed by Dec. 31, 2020.

On Friday, CBRM director of engineering and public works Wayne MacDonald told an emergency meeting of council that the [deadline would not be met](#), and it will take seven years to complete the projects.

MacDonald has previously said the Glace Bay and Port Morien treatment plants are the last of the high-priority projects to be done. Medium-risk wastewater infrastructure has to be upgraded by 2031 and the rest have to be done by 2041.

Clarke said the provincial government agreed to cover CBRM's share of the remaining high-priority projects in order to get work going once the state of emergency is lifted.

"It allows us to speed up and make project activity happen on all projects — at least initiated this year and some projects underway this year — to get people working," he said.

The new agreement means the province will pay 60 per cent of the costs and the federal government will cover 40 per cent and the work will be carried out over the next seven years.

## **Improve environment, lives**

Deborah Bayer, who speaks for the provincial Transportation and Infrastructure Renewal Department, said in an email the new funding agreement is not related to the COVID-19 state of emergency.

"Upgrades to CBRM's water and wastewater systems will help improve the environment and the lives of local residents," she said.

"These projects will help CBRM in addressing the federal wastewater systems effluent regulations and provide the municipality with the capacity to address other priority infrastructure needs. With appropriate infrastructure, CBRM is able to grow their capacity to attract additional interest and investment."

CBRM is also considering an additional \$39.5 million in future underground sewer and water line upgrades, which will include road reconstruction, but Clarke said no funding agreements have yet been made on those.



**Meeting Minutes**  
**Community Participation & Volunteerism Committee**  
**Thursday, March 12<sup>th</sup>, 2020**  
**5 p.m.**

**Committee Members Present:**

Bonnie Mahaney, Chair / Public Member  
Mary Ayer / Public Member  
Holly Renaud / Public Member  
Cheryl Bower / Public Member  
Deby Varner Macalpine / Public Member  
Harold Locke / Council Member  
Mayor Karen Mattatall / Council Member

**Regrets:**

Julie Ferguson, Secretary / Town Staff Member  
Laura O'Byrne

**1. Call to Order**

Chair Mahaney called the meeting to order at 5:10 p.m.

**2. Approval of Agenda**

**Renaud - Bower**

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday March 12<sup>th</sup>, 2020 be approved

**CARRIED**

**3. Approval of Minutes**

**Locke - Renaud**

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday January 9<sup>th</sup>, 2020 be approved as presented.

**CARRIED**

**4. Delegations**

None

**5. Correspondence**

None

**6. New Business**

**a) Committee Membership**

The Committee still has one vacant position. Members will invite potentially interested parties to come to a meeting. It is still advertised on the Town sign.

**b) Volunteer of the Month**

**Renaud – MacAlpine**

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 Town of MDS events, functions or organizations.

**CARRIED**

**c) Provincial Volunteer Awards Ceremony**

It was noted that this year the Town will receive 2 additional tickets for this event as winner of the early bird registration contest, saving the Town from purchasing the usual 2 tickets for Town representatives. Bonnie and Holly will attend on behalf of Shelburne along with the Chidiacs.

**d) Black Loyalist Proclamation Recap**

The event was well attended with Julie Ferguson, Town Clerk, and Darren Shupe, CAO, representing the Town due to Council scheduling conflicts.

**e) Trees and Benches**

This item will be tabled until the April Agenda.

**f) Grants to Organizations**

This item will be tabled until the Town has completed its budget process.

**g) Volunteers who wish to Organize Town Events**

Discussion was held regarding volunteers wishing to organize events previously run by the Town. It was suggested that those individuals come to CP & V for discussion and possible recommendation to the Town.

This can be advertised on the Town's website and Facebook page if events funding / positions are cut following the budget process.

**h) Meeting Times**

**MacAlpine – Bower**

THAT CP & V move their meeting time to 5pm for regular meetings rather than 7pm.

**CARRIED**

**7. Next Meeting: Thursday, April 9<sup>th</sup>, 5pm**

**8. New Business**

**a) Deby MacAlpine – Multi – Cultural Event**

Deby suggested that CP & V consider holding a multi-cultural event in the future featuring food and entertainment from various cultures considering the culturally diverse community we live in.

**9. Adjournment**

**Locke**

THAT the CP & V Meeting for Thursday March 12<sup>th</sup>, 2020 be adjourned at 6:20 p.m.

**CARRIED**



**Meeting Minutes**  
**Shelburne Port Committee**  
**Thursday, February 19, 2020**  
**7:00 PM**

**Committee Members Present**

Councillor Harold Locke, ToS Council Member / Committee Chair  
Councillor Rick Davis, ToS Council Member  
Councillor Terry McIntyre, MDS Council Member  
Wayne Langthorne, Interim Port Manager  
Darren Shupe, CAO / Committee Secretary  
Charlie Arcon, Public Member  
Herb Locke, Public Member  
Trudy Payne, CAO District of Shelburne

**Regrets:**

Karl White, Public Member; John Garland, Public Member; Percy Cox, Public Member

**1) Call to Order**

Chair Harold Locke called the meeting to order at 7:00 PM.

**2) Approval of Agenda**

**Davis – Herb Locke**

THAT the Agenda of the Regular Meeting of the Shelburne Port Committee for February 27<sup>th</sup>, 2020 be approved as presented.

**CARRIED**

**3) Approval of Minutes**

**a. Approval of the Minutes of the Regular Meeting of the Shelburne Port Committee held January 16<sup>th</sup>, 2020.**

**Davis – Herb Locke**

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for January 16<sup>th</sup>, 2020 be approved as presented.

**CARRIED**

**4) Delegations: None**

**5) Correspondence: None**

**6) Reports**

**a. Financial Report**

The ToS CAO reviewed the monthly financial report. Discussion was held on writing off the amount owing from Sterling Fuels as they were not operating at the Marine Terminal during the period indicated.

**Herb Locke - Davis**

THAT the amount owing from Sterling Fuels, in the amount of \$725.86 (principal and interest), be written off the aged receivables list.

**CARRIED**

**Davis - Herb Locke**

THAT the Financial Report for the Shelburne Port Committee for February 27<sup>th</sup>, 2020 be accepted as presented.

**CARRIED**

**b. Port Manager's Report**

The Port Manager delivered his monthly report, Committee members discussed highlights including the marine terminal upgrades, collaboration opportunities with Develop Nova Scotia, potential for new lease development, and revision of port fees structure.

**Herb Locke - McIntyre**

THAT the Port Manager's Report for the Shelburne Port Committee for February 19<sup>th</sup>, 2020 be accepted as presented.

**CARRIED**

**7) Old Business**

**a. Update on Port Operational Planning**

The CAO and Interim Port Manager updated the Committee on the long-term planning and business efforts.

**b) Update on Marine Terminal Upgrades Program**

The CAO provided an update on the progress of the Marine Terminal Upgrades project.

**8) New Business**

**a. MDS Questions**

The MDS CAO informed the Committee that Councillor McIntyre would be sitting on the Port Committee on an interim basis for Councillor Wallet. Councillor McIntyre discussed the possibility of writing to the Canada Border Services Agency (Customs) to request an officer be located in Shelburne as has once been the case.

**McIntyre – Davis**

**THAT** staff be directed to write a letter to the Canada Border Services Agency requesting an officer be located in Shelburne.

**9) Adjournment**

The meeting was adjourned on motion at 7:43 PM.

**Next Meeting: March 19, 2020**