



AGENDA
Town Council Meeting
Monday, February 3rd, 2020
7:00 p.m.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on January 20th, 2020.
Approval of Minutes from the Special Council meeting held on January 27th, 2020.
- 4) Proclamations
 - a) African Heritage Month – February
 - i. Proclamation – February 4th @ 10 am
 - b) National Flag Day – February 15th
- 5) Delegations: none
- 6) Correspondence:
Action Required:
 - a) Curing Club Funding Request
For Information:
 - b) Minister Porter – Letter – Bill 58
- 7) Council Items:
 - a) Councillor Locke – Bait Shed Scope of Project
 - b) Councillor Locke – Waste Collection Inquiry
 - c) Councillor Young – Joint Council Meeting re: provincial funding
 - d) Councillor Davis – Plebiscite re: Dissolution
- 8) Staff Reports:
 - a) Staff Report – Council Meetings Policy Updates (Council Packages)
 - b) Staff Report – MPAL
 - c) Staff Report – Records Management
- 9) Committee Reports
 - a) CP & V
 - b) Port Authority
 - c) Asset Management

10) New Business:

11) Upcoming Meetings

| | | | |
|--|-------------------------|------------|-------------------------|
| Thursday February 6th, 2020 | Asset Management | 7pm | Council Chambers |
| Thursday February 13th, 2020 | CP & V | 7pm | Council Chambers |
| Monday February 17th, 2020 | Town Council | 7pm | Council Chambers |
| Thursday February 20th, 2020 | Port Authority | 7pm | Council Chambers |

12) Adjournment



Town of Shelburne
Minutes of the **Regular Council Meeting**
Monday, January 20th, 2020
Council Chambers, 168 Water Street, Shelburne, NS

6:30 – Public Hearing Encroachment Bylaw
No members of the public were in attendance

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 7p.m.

Approval of the Agenda

Locke - Young

THAT the Agenda for the Regular Town Council Meeting of January 20th, 2020 be approved with the addition of Council Item 6 (b) Councillor Locke – 2nd Reading – Encroachment Bylaw.

CARRIED

Approval of the Minutes

Young - Davis

THAT the Minutes of the Regular Town Council Meeting held on January 6th, 2020 be approved.

CARRIED

Delegations

None

Correspondence

Action Required:

None

For Information:

- a) Roseway Hospital Charitable Foundation – Letter – Dr. Recruitment and Retention Program
- b) PVSC – 2020 Assessment Package
- c) BP Canada Update

Council Items

a) Mayor Mattatall – Temporary Borrowing Resolution

Locke – Ringer

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Shelburne, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 65A (1) (a) of the Municipal Government Act authorizes the Town of Shelburne to expend funds for a municipal purpose if the expenditure is included in the capital budget or is otherwise approved by the municipality;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

AND WHEREAS the Town of Shelburne has included the above expenditure in the approved 2012/2020 capital budget;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Twenty-Four Thousand and Five Hundred Dollars (\$124,500) in total for the purposes set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Municipality borrow from time to time a sum or sums not exceeding One Hundred Twenty-Four Thousand and Five Hundred dollars (\$124,500) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding twelve (12) months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Schedule "A"

\$124,500

File No. 2020-1
Various

| | |
|---|----------|
| Guild Hall Signage & Improvements | \$15,000 |
| Sailing School Facility Improvements | \$50,000 |
| Mill Building Accessibility Upgrades | \$ 7,500 |
| Beautification Project | \$17,000 |
| Community Centre Roof/Facility Upgrades | \$35,000 |

TOTAL \$124,500

CARRIED

b) Councillor Locke – 2nd Reading – Encroachment Bylaw

Locke – Davis

THAT Council give second reading to the Encroachment Bylaw.

CARRIED

Staff Reports

a) Monthly Report

Davis – Ringer

THAT Council accept the monthly report for information.

CARRIED

b) Year to Date Financial Report

Locke – Davis

THAT Council accept the Year to Date Financial Report.

CARRIED

c) 2019 Shelburne Volunteer Fire Department Annual Report

Young – Davis

THAT Council accept the 2019 Shelburne Volunteer Fire Department Annual Report for information.

CARRIED

d) Dangerous and Unsightly Monthly Report

Young – Ringer

THAT Council accept the Dangerous and Unsightly Monthly Report.

CARRIED

e) End of Month Tickets Report

Davis – Locke

THAT Council accept the End of Month Tickets Report.

CARRIED

f) Fire Department Monthly Report

Locke – Young

THAT Council accept the Fire Department Monthly Report.

CARRIED

g) Staff Report – Tree Policy Updates

Young – Ringer

THAT Council approve the amendments to the Tree Policy and direct staff to advertise the opportunity for residents to purchase memorial trees.

CARRIED

h) Staff Report – Community Well Proposal Review

Young – Locke

THAT Council direct staff to develop an information package for residents on existing Provincial programs through the Department of Municipal Affairs and Housing.

THAT Council direct staff to develop a cost estimate and timeline for the conversion of the Hammond Street facility to be made available as an emergency public water access station.

THAT Council direct staff to schedule a meeting with representatives of the Department of Municipal Affairs and Housing to discuss water security.

THAT Council direct staff to respond in writing to the letter from Vanessa Fells of the African Nova Scotian Decade for People of African Descent Coalition of the Town's interest in attending a future meeting.

CARRIED

New Business

a) Councillor Davis – Thank You to Public Works

Councillor Davis thanked Public Works for their snow clearing efforts through the past few storms.

b) Councillor Locke – Waste Collection Contract Questions

Councillor Locke asked about different types of waste collection agreements and made a notice of motion for the next council meeting that he will ask for a staff report in this regard.

c) Councillor Young – Staff Reports and Agendas

Councillor Young asked about the process of making Council Packages available to the public online or during the council videos. The Town Clerk recommended that there be a review of the Town Council Meetings Policy as several units post Council Packages on their websites following a council meeting.

d) Mayor Mattatall – Upcoming Budget Discussions .

Mayor Mattatall noted that there will be budget discussions happening in the upcoming weeks.

Adjournment

Locke

THAT the Regular Town Council Meeting of Monday January 20th, 2020 be adjourned at 7:38 p.m.

CARRIED

Mayor

Clerk



Minutes
Special Town Council Meeting
January 27th, 2020
Community Centre, Meeting Room A
5:00 p.m.

Over 60 members of the public were present

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

1) Approval of the Agenda

Young – Ringer

THAT the Agenda for the Special Town Council Meeting of January 27th, 2020 be approved.

CARRIED

2) Council Item:

a) Press Release

The CAO gave a presentation regarding the Press Release that was released on January 24th, 2020. The presentation gave an overview of the Town's current financial situation, trends and events leading up to the present day and options for the future. In the 2019 press release, it was noted that the Town was facing a \$400,000 budget shortfall which resulted in cuts and focusing on core services while looking at regional service delivery options. One of the key trends that the CAO mentioned is that the revenues do not keep up with expenses and forecasts show that this will not change in the upcoming years. In 2019, an FCI snapshot showed 5 yellow indicators and 1 red which resulted in the Town putting together an Action Plan and creating a reserves policy.

This year, the Town is facing a \$150,000 gap in the operating budget and in order to close that gap, there would need to be further cuts or a raise in taxes. Residents are already taxed at their threshold within the Town but with no new revenue coming in, there is no ability to close the gaps or build reserves.

Reasons that were listed as to how the Town got into their current financial situation included:

- i) Population Decline – Although Shelburne is one of the only communities to see a small growth in population, there is still a large difference in population from previous decades.
- ii) Climate Change & Environmental Risks – Additional repairs to Town infrastructure and upgrades to infrastructure add unexpected costs.
- iii) Changing Demographics
- iv) Aging Infrastructure vs. New Regulations – The Town is mandated to put in new system upgrades under new regulations at unaffordable costs. The infrastructure is old and under the asset management study, will require millions of dollars in upgrades.
- v) Limited Revenue Generation Potential, Cost of Services – The Town is limited in how it can generate revenue. Most of the revenue comes from residential and commercial property taxes.
- vi) Impact of Federal / Provincial Downloading of Services and Properties – The Town has no say in what is downloaded or offloaded to them as the lowest tier of government. Some examples include the Marine Terminal and the King Street Centre.

vii) Disproportionate Level of Responsibilities / Liabilities of Towns – Towns across the Country are facing similar issues as hubs for surrounding communities. This can be seen in urban sprawl or rural areas and many units have amalgamated in order to share responsibility for services that are used by the region. The Town has many costs that rural areas don't have such as streets, water lines, sewer lines, events/festivals, and town-owned buildings such as the King Street Centre / Little People's Place, the Yacht Club / Osprey Building, Community Centre, etc.

The Town has looked at several unification options in past years including amalgamation, consolidation and dissolution. Initial talks took place regarding consolidation between Lockeport, the Town of Shelburne, and the Municipality of the District of Shelburne however, the District would not meet further unless there was financial support from the province in regards to the Town's assets. With consolidation off of the table at this time, the Town is looking at the option of dissolution. With dissolution, the Town would apply to dissolve and the UARB (Utility Review Board) would examine the area and decide on level of service and terms of government within the best interest of inhabitants.

Mayor Mattatall noted that there will be a session scheduled for next week where the public can ask questions.

Councillor Young spoke about the union of Windsor / West Hants working together regionally.

Councillor Locke told residents that these financial concerns had been building for decades without asset management in place. He also noted the unplanned challenges that this council has had to face with repairs and mandated sewer plant upgrades.

Councillor Ringer stressed that we are all one community and need to focus on working together for the health of the region.

Councillor Davis made a notice of motion that he will be asking for a plebiscite on the topic for the next election.

Mayor Mattatall encouraged residents of the Town and the Municipality of the District of Shelburne to attend the upcoming meetings and ask questions to learn about the situation.

The CAO announced that the slides from the presentation will be available online tomorrow and that he is available for questions via email or telephone.

3) Adjournment

Locke

THAT the Special Town Council Meeting of January 27th, 2020 be adjourned at 5:31 p.m.

Karen Mattatall, Mayor

Julie Ferguson, Town Clerk

AUTHORIZATION
from
Shelburne Curling Centre

Application prepared by Carol Bower for Town of Shelburne

Signature: Ms Carolyn Bower

Date: Jan 24, 2020

Contact: 902-875-3863 / cj_bower@yahoo.com / P.O. Box 952
Shelburne

Executive Committee Authorization: Name: Steve Walsh

Position: President

Signature: Steve Walsh

Date: Jan 23/20

Contact: 902 875 6717
sajwalsh@gmail.com

Members of the Executive of Shelburne Curling Centre:

| | | |
|---------------------------|-----------------------------------|--------------|
| President Steve Walsh | 188 Harriet St, Shelburne | 902-875-2755 |
| Vice-President Matt King | 17 Williams St, Shelburne | 902-875-6064 |
| Secretary Sandra Walsh | 188 Harriet St, Shelburne | 902-875-2755 |
| Treasurer Germaine Osborn | 1658 East Sable Road, Sable River | 902-512-0025 |

To: Mayor Karen Mattatall and Council of Town of Shelburne

Date: January 24, 2020

Dear Madam Mayor and Sirs;

Enclosed please find an application for assistance from the Shelburne Curling Centre. Here is a history of the development of the project, and an explanation of the final grant request.

The technician who starts up the equipment every fall had warned the centre (after a break-down in 2018 delayed our season by two weeks) that he could not guarantee its continued operation. We formed a Grants Committee (led by Carol and Jerry Bower, technical assistance Steve Walsh and Matt King, advisor Henry Pedro). From the start our biggest challenge has been to find refrigeration companies to make an assessment of the health of our ice making equipment ("the ice plant").

In mid-November a representative of George P. King company inspected our plant but has not yet produced a written estimate. While this was happening I approached Mayor Mattatall and was invited to make a presentation to the Council, which occurred on Nov. 18. Our conclusion at that time was that we were facing the prospect of a necessary total replacement of the plant at a possible cost of \$250,000. We were hopeful we could finance this work mainly with grants from the federal and provincial governments, and help from the Town and MODS.

On Jan 10 a representative of Cimco (a refrigeration company which had done major work on the ice plant of the Yarmouth Curling Club) inspected our equipment. His conclusions, included in this application, were that immediate replacement of the condenser and isolation of the refrigerant was required but that other work could be staged in succeeding years. The cost this year would be \$27,003 and our committee has opted to commission this first stage of work. We are adding a 10% contingency for possible overruns making the total project budget \$27,900.

However, we are going to continue to solicit bids now that we have a defined project. For example, George P. King company has agreed to make another inspection and provide a written quote.

Meanwhile, the deadlines for applying for assistance from the Town, MODS, and the province all fall on or before February 4. (The federal government is not offering capital grants for recreation this year.) Therefore we are asking all three entities to make a "provisional budget allocation" based on the \$27,900 estimate, with the understanding that our request would be adjusted downward if we received a lower quote.

Further information and supporting documents are included in the enclosed formal application.

Thank you in advance for considering our request at your next meeting.



Carol Bower, Grants Committee
Shelburne Curling Centre



Steve Walsh, President
Shelburne Curling Centre

Shelburne Curling Centre

Funding request to

Town of Shelburne

January 24, 2020

\$3,750

Partners for Funding of \$27,900 Project:

Municipality of the District of Shelburne

Warden Ms. Penny Smith

902-875-6454

Recreational facility Development Fund

Nova Scotia South Shore

Regional Manager Ms. Debby Smith

902-634-7505

Funding Proposal to Town of Shelburne

From Shelburne Curling Centre

January 24, 2020

Amount Requested \$3,750

Table of Contents

Page

Introduction 2

Proposed Partnership for Repairs 2

Supporting Information:

- The community and how we serve it 3
- Economic Impact of the Curling Centre 3
- Impact of the Centre on our Members 4
- Shared Strategy for the Advancement of Recreation in Nova Scotia 5
- Role of Volunteers 5
- Municipal assistance through the years..... 7
- Finances 8

Conclusion 8

Appendices

- Quotation for repairs from Cimco 9
- Impact Statements from Members 11
- Letters of Support from Town Businesses 13
- Copy of Joint Stock Companies registration 19
- Copy of Latest Financial Statement Shelburne Curling Club 20
- Authorization 21

Introduction

We lost the first two weeks of our 2018-19 season when the plant needed repair. We arranged for professional assessment of the problem. Getting quotes has been difficult because the companies are so busy this time of year. One company, George P. King, came in November and is returning shortly to provide an opinion and written quote. Cimco, another refrigeration company, inspected the plant last week (see attached quote).

The conclusion of the Paul Taljaard of Cimco was that our ice plant is in quite good condition, and (though there can never be guarantees with equipment that is two decades old), it is likely to last for a few years yet, though we need to plan for transitioning from using R22 Freon. However, there are some necessary immediate changes: the condenser must be replaced and valves should be installed to isolate the refrigerant during the off season to prevent leaking. The Centre has decided to make these changes in 2020 and the cost for this first stage of work will be \$27,003 (see quote on page 9). We are including a 10% contingency in case of overruns. In future years the plant needs to undergo more changes not just because of its age but because it uses R22, a toxic refrigerant which has been banned from production or importation to Canada as of Jan 1, 2020. A plan of action for the next 5 years is in progress.

Proposed Partnership for 2020 Repairs

For this year we are requesting the following partnership (there is no federal money available through grants for recreation this year):

| | |
|---|-----------------|
| <u>Provincial RFD Fund:</u> (33.3%) | \$9,900 |
| <u>MODS:</u> (~30%) | \$10,000 |
| <u>Town of Shelburne</u> (~13%) | \$3,750 |
| <u>Shelburne Curling Centre</u> (~20%) | \$6,050 |
| ***** | |
| <u>Total Cost</u> | \$29,700 |

Supporting Information

The community and how we serve it

Our centre provides a place to curl for anyone in the area regardless of age, income, or lifestyle. Other activities in the area encourage adults to get out of the house and be active and exercise during the winter season: for example, hockey and basketball leagues for men, bowling leagues for men, women and seniors, and a mixed pickle ball league plus all the trails for walking. However, our centre is the only activity that combines sport for all ages with a social center.

Our adult membership varies annually but is usually 80 people plus or minus 5, and many of our members regularly curl three or four times a week. Half our members live in town and half in the surrounding area. In addition we have a varying number of junior members according to the programs offered, and also some social members. More than half our members are seniors. Non-member drop-in curlers are welcomed to the two-per-week senior mornings and may also substitute in the evening leagues by paying \$15 per visit. Non-member community dwellers of all ages can often be found watching league matches, especially on weekends of special bonspiels.

We run practice days for members of the community to come out with their families to try our sport. School recreation programs include a free introduction to curling which of course takes place at our centre. Depending on the year, we run Junior leagues for elementary school or for high school. This year we have two sessions weekly, one for grades 7, 8, and 9 and the other for upper grades. We also rent to private groups for recreation. Last year a Special Olympics Curling team were invited to practise at our centre once a week, and played for practice against a junior team.

Economic impact of the curling centre.

Our centre often hosts visiting teams from other curling organizations in Nova Scotia, and other events scheduled by the Nova Scotia Curling Association. At these times up to 60 curlers and their families come to stay in rented accommodations for 2 to 6 days, purchasing from retail stores and gas/service stations, and eating at restaurants (**refer to Letters of Support, attached**).

We hire town caterers to serve at our bonspiels and banquets, and a contractor to plow our parking lot. We are otherwise responsible for maintenance and cleaning of the facility (all done by volunteer members). Our economic impact is not as great as the Yacht Club or the Golf Club, but that is countered by the fact that our visitors come in the otherwise quiet winter season.

Impact of the centre on our members (refer to impact statements, attached)

Curling is a physically demanding activity, low impact and a great cardiovascular workout. All our members benefit from this aspect, some seniors regularly curling four times a week. We are not a “private club”; anyone may join and for this reason we now refer to ourselves as the Shelburne Curling Centre, though our official name on documents has not yet been changed from Shelburne Curling Club.

Our leagues provide exercise for all ages. Seniors curl in a friendly atmosphere twice a week in the morning. Juniors, Ladies League, Mens League and a Mixed league curl in the evenings. We collected birthdates last season when our adult membership was composed of 30% below the age of 50 (quite strong compared to other organizations in the area), and another 25% from 50 to 60 years old. Over 60s made up 45% of the membership. Distribution remains close to that this year though we did not collect birthdates. The Mens league in particular is very competitive, with younger adult members competing strongly (see impact statements).

Many members volunteer to teach beginners of any age and include them in our curling family. Inter-generational social interactions abound: fathers and sons play on teams together, youngsters, including toddlers, come in to watch a parent or grandparent play, and league teams are often made up of players of differing age groups including this year two junior female players. Members work voluntarily on behalf of the centre, as will be outlined below, from laying in and prepping the ice, cleaning the centre, teaching juniors, and fund raising. There are many opportunities to help, to support and to lead: such efforts mean community residents are provided with an opportunity to serve, which leads to strong community bonds.

Shared Strategy for the Advancement of Recreation in Nova Scotia (SSAR)

One of the goals of this strategy is to foster active living through recreation, which is well described above.

Another goal is inclusion and access. Our centre welcomes diversity. Here are several examples. We have one senior member who is legally blind. A number of our members have difficulty kneeling to throw a rock, and they have learned to launch it walking upright with a special curling stick which we provide.

Last year our centre provided ice time for a curling team of disabled players coached by one of our members. They practised weekly, preparing for the biannual Nova Scotia Special Winter Olympics. We have ramps inside the lounge and have easily created a ramp to access the ice surface. Opportunities for women abound. In the mixed and seniors leagues, men and women benefit from experiencing at first hand that skill is not dependent on gender. One high school student, who is the daughter of new Muslim residents in Shelburne, began in the junior program, played last year on one of our three junior representative teams at the (Nova Scotia School Athletic Federation (NSSAF) Western Junior Regionals in Liverpool, and is now one of two students playing in our ladies league.

In summary, we provide an active sport to players of all ages, abilities, incomes, ethnicities, gender, and place of residence in a clean, friendly and safe environment.

Role of Volunteers

First and foremost is the role of our ice makers. They lay in the ice at the beginning of the season, which takes about two weeks of daily flooding with at least two and often three people there to help, and some days there are two floodings. The day the lines and hacks are put in requires a team of at least six for several hours. During the season the ice is scraped at least twice a week, requiring a team of two for at least an hour each time, often 90 minutes when doing a more aggressive scrape (using several different patterns, usually six or eight passes per sheet with the ice king machine, but sometimes 10 passes per sheet). In addition, and prior to every draw, it takes about 30 minutes (a little less) to pebble and nip the ice; that happens eight times a week with the four leagues and two high school groups. When we host bonspiel or rent the facility, that adds to the work. Finally, one or more ice makers work to maintain stones and/or equipment at least once a week.

Ice making is a huge job requiring about 300 hours of work during the season. (For this extraordinary burden, each of the 4 ice makers receives a \$300 stipend, less than they pay for dues).

Our meagre income means we cannot afford to employ cleaning staff. The centre, including floors and washrooms, is cleaned weekly, the responsibility being rotated among the four leagues (approximately 125 hours per season is spent cleaning). Our kitchen is kept clean by volunteers, and undergoes health inspections annually. The kitchen is staffed by volunteers during bonspiels, and for special in-house celebrations. Our garbage is separated according to town regulations.

Some members rotate bar and canteen duty during league games (about 125 hours per season); another takes care of re-stocking. One member volunteers to be registrar for the year and handles all payments of dues, collection of liability waivers, and registration during special bonspiels. Another organizes the bonspiels, also a huge job. Fund-raising efforts are shared by members. Miscellaneous volunteer work happens all the time. Examples include: picking up highway trash for the municipality, holding yard sales with donated items, bake sales, and contributing items to the annual silent auction. Volunteers canvass for donations or sell tickets for fund raisers.

Volunteers teach the juniors: this year we have two groups. Grades 7, 8, and 9 are practising Monday nights for the Nova Scotia School Athletic Federation Western Junior regionals which are being held at our centre in mid-February. Upper grades practise in a fun league Thursday nights. The centre is donating ice time for these two groups as well as providing coaching. The members of our executive, along with the league representatives and registrar, work to keep organization's business healthy, and are true leaders as they also volunteer for many other jobs that need doing.

Our members include the following professions: electrician, teacher, carpenter, floor layer, mechanic, nurse, doctor, veteran, fisherman, accountant, business owner, engineer, construction worker, technology expert, chef, lawyer, care-giver, artist, farmer, salesperson, pharmacist, postal worker, food specialist, RCMP, or

business owner. Therefore there is always someone who can contribute their skills to make repair or whatever else is needed.

There are many opportunities to help, to support and to lead: such efforts are necessary and very much appreciated because without them our centre could not exist. *Somewhat paradoxically, this is one of the attractions of our centre: members feel very much a part of a larger community because there are so many opportunities to contribute.* Perusing our membership list gives an approximate number of 25 to 30 out of 80 members who offer volunteer support, and many more than that contribute donations through 50-50s, ticket lotteries, silent auctions, etc.

Municipal assistance through the years

We are self-supporting and no formal financial assistance has been requested from MODS in our 20 years of operation. We received a small grant from the Town of Shelburne years ago, though since we are self-supporting no other help has been requested. Both entities have expressed their support in other ways. For example, the recreation department of MODS held their 2019 Christmas gathering at the centre. Both municipalities have rented an advertisement board every year.

It should be mentioned with gratitude that the town provided the building we use. Curling in the area began in 1973 on the Canadian Forces Station Shelburne (CFSS), and when it closed in 1995 a group of dedicated citizens began planning to continue the sport. CFSS donated its ice making plant, the town built a structure against the arena, volunteer curlers finished its interior, and in 2000 the new facility was opened.

For the ensuing 20 years our group has rented the facility from its owners, the Shelburne County Agricultural and Exhibition Association (SCAEA), for one dollar per year. As well, we are responsible for cleaning, maintaining and repairing the facility and providing access in the off season for the fair, during which the shed is used for holding Bingo games and the kitchen is used by a local caterer to prepare and serve home-cooked meals. Unfortunately, when the roof started leaking two years ago, we were responsible for its repair, at a cost of about \$29,000. This reduced our savings to practically zero, though we received a grant from the province for \$5000 towards the repair.

Finances (Annual Statement of Finances attached)

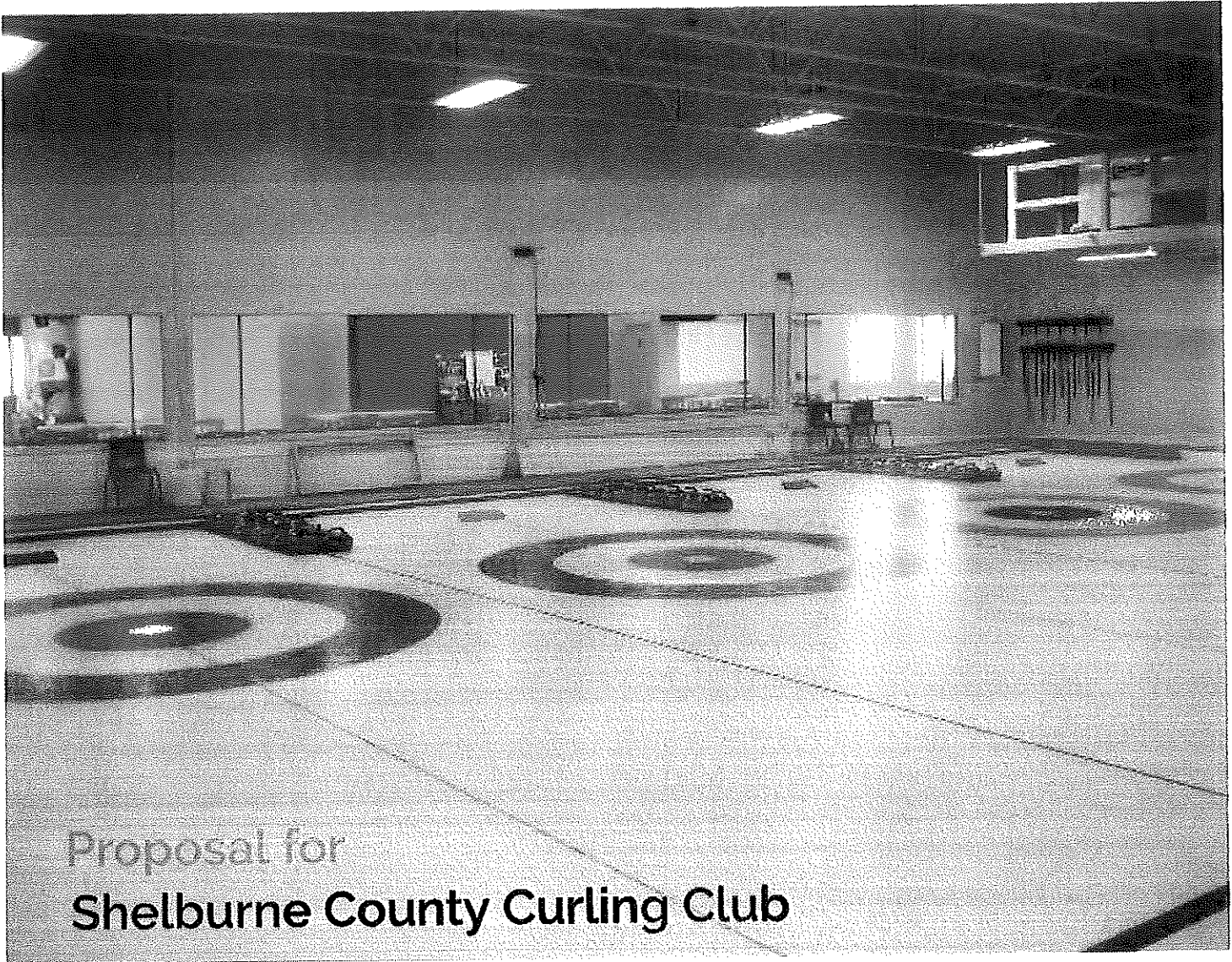
The Shelburne Curling Centre is not funded by any outside agency. At times we have solicited from the province small grants for specific reasons (purchase of junior equipment, sticks for seniors, roof repair). One large bequest from a member (\$20,000 held in reserve for emergencies) was used to repair the roof. But our annual budget is almost entirely funded by our own volunteer efforts. Over the years we have managed to support the costs of running the centre by ourselves. Last year our income was about \$50,000. About 75% of it came directly from members (mainly in the form of dues, contingency surcharge, locker rentals, bar receipts, 50-50s, and a silent auction). The remaining 25% was a direct result of members' efforts: canvassing for advertisers and donations, working to organize and provide hospitality for bonspiels and other events, and cleaning the club afterwards. About 50% of our expenditures goes to electricity, 20% to ice making, 20% to building expenses, and the remainder to running the office, curling association dues, plowing, and permits.

Conclusion

Our ice plant (donated by the CFS) has been in use for at least 23 years: it started to give trouble in October 2018 when we lost two weeks of our season to repair work. A Halifax company assessed the ice plant and advised that some essential work should be done this year, followed by further upgrades in the following years. Based on the assessment and a quote from this company, the decision was made to replace the condenser and isolate the refrigerant in the summer to prevent leaking.

There is no federal money available to support capital projects for recreation this year, as was expected when we presented to you on November 28. We are therefore requesting help from the Town, MODS, and the province. We are asking the Town of Shelburne for ~13% of the cost of the essential work. Our request is for \$3,750 of the total project budget of \$29,700.

Quote from Cimco (page 1 of 2)



Proposal for
Shelburne County Curling Club

Prepared By:

Paul Taljaard
ptaljaard@toromont.com

Prepared For:

Matthew King, Facility Manager
144 John Street
Shelburne, NS B0T 1W0
matthewking87@gmail.com

Jan 21, 2020


CIMCO is pleased to provide pricing for a PT200003 Supply Only One Air cooled R22 Condenser at the Shelburne County Curling Club.

Supply and install new replacement Air cooled condenser on curling club refrigeration package.

Scope of Work

- CIMCO will supply and install One New Air cooled condenser to replace the existing Blanchard Ness unit which is suspected of leaking due to its age. The likely leak is costing \$1000's of dollars each year on refrigerant losses.
- CIMCO will disconnect, remove the old unit and dispose of it
- CIMCO will place the new air cooled condenser on the existing stand (will add additional carrier beams if required)
- CIMCO will install two new shut off valves in the engine room on the discharge and liquid return lines to allow the package to be isolated from the air cooled condenser for testing.
- CIMCO will complete the install and do a pressure test to establish the integrity of the system.
- CIMCO will review the operation of the system and check control valves, solenoid valves etc
- Our price includes labour and expenses, engineering, freight to site.
- NOTE: if additional power or field wiring is required this is extra as we do not know what the current state of power or if there is a disconnect in place or if one is required by department of labour.

Pricing

 **CIMCO Price: \$27003.00 (All Taxes Extra)**

Price is valid for 30 day

Standard Terms & Conditions Apply

Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.

- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client Shelburne County Curling Club.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Purchase Order :

Impact Statement for Grant Committee

Your name: Lorin Hesse

Some things to think about:

How long you have been curling. How you started. How you learned.

Things about this club that are most attractive to you.

How you would be affected if the club had to shut down.

Do you have a story to share that shows how our club is more than just a way to get exercise.

Your statement: What curling means to me. Just a sentence or two is enough:

I am completely new to Curling. This is my first year. The warm welcome and encouragement to try it, and to keep going with it by Clark, Elizabeth, and now the whole Seniors Group, has made it much more than a way to get some extra exercise. The curling community here in Shelburne embraces newcomers and that is a vital component in growing a community. That spirit

→
cont.

Circle one: If you use my quote you may sign my name

I prefer to remain anonymous

cj_bower@yahoo.com

(Return to Carol or Jerry Bower or email comments to cj_bower@yahoo.com)

please turn over →

of welcome inclusiveness will help Shelburne (and Nova Scotia) grow its population by giving CFA's/newcomers positive feelings about belonging. That will help CFA's grow roots and want to stay. It's not enough to be a beautiful place with affordable housing. That may get people here, but it will not keep them here. The welcome^{ing} community of Seniors Curling is exactly the kind of "infrastructure" a place like Shelburne needs to get new residents to stay.

Impact Statement from Anonymous

The Shelburne Curling Centre brings many Nova Scotians from around the province to our community. These visitors enjoy curling, socializing with locals, spending money at hotels, stores, gas stations and after visiting in the winter they plan to visit the area when temperatures are warmer.

The Shelburne Curling Centre is a hub of activity during late fall and winter with a wide range of people of all ages that create a community buzz which makes Shelburne what it is today, a warm and friendly place to live.

Impact statement from Nathaniel Feidel

Started curling four years ago. Decided to try because it is a small community with little extracurricular activities to take part in. The club is a cornerstone facility in the community and deserves support.

Impact statement from anonymous

Senior curling program gets me up and out of the house early in the mornings. The exercise is great and I enjoy the social aspect. League play is also enjoyable! Inspiring to watch the youth!

Impact statement from Nick Brand

I have been curling for five years, and to me curling has been a fun, competitive outlet. I look forward to curling each week, and have had the opportunity to represent the club provincially. I look forward to being more competitive and improving and hopefully one day winning a provincial event. If the club shuts down, none of this could be possible.

January 2, 2020


To Whom it May Concern:

The Shelburne Curling centre has a very positive economic benefit to Shelburne and the surrounding area and is definitely an asset to our entire community.

My business has often been asked to provide catering for Provincial and Men's bonspiels. This is a direct benefit to my business and employees; this catering is very much appreciated, and it is often done during the slower business winter months. The curling centre provides many economic benefits for our town and community, during these bonspiels the teams and family members that are here support local business (motels, cottages, restaurants, gas stations and shopping). These bonspiels create "a buzz" in the community and are great events to have in Shelburne.

I also use the Shelburne Curling Centre facilities and kitchen to provide homecooked meals during the Shelburne County Exhibition, which is another benefit to the entire community as this exhibition brings young and old together, and the committee members are working diligently to rebuild this 125 year old celebration of agriculture in Shelburne County, without the facilities of the curling centre the homecooked meals that are now provided would not be possible.

Sincerely,



Helen Atkinson
Sophia's Café
Shelburne Mall,
King St. Shelburne, NS

December 14 , 2019

To Whom it May Concern,

As the owners of The Ship's Galley Pub & Eatery, located on Water Street in Shelburne, we are writing this letter in support of The Shelburne Curling Center.

The Shelburne Curling Center is a vital part of Shelburne and the small businesses like ours. We count on the bonspiels to help get our business through the winter months, as they bring lots of people into the restaurant.

We have even had some celebrities in for dinner that were in town to curl.

We have had catering events at the club as well. It is an asset to our business and to the county.

Thank you

Laura Torak

Laura Torak

Tom Torak

T. Torak



#1 Dock St. Box 1461
Shelburne N.S.
BOT 1W0
902-875-1131



Dec 12/19

To Whom It May Concern,

My name is Allan Reid and I own and operate the Sea Dog Restaurant and the Inner Harbor Inn, located on the Historic Waterfront of Shelburne.

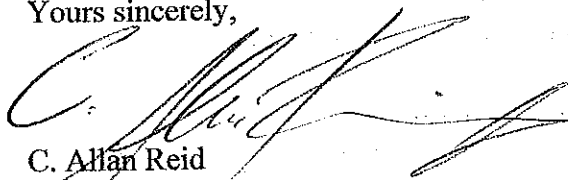
I have recently been informed that our local Curling Centre is hoping to make improvements to their facilities, to better promote curling, exercise, winter sports and encourage off season tourism by continuing to host province wide bonspiels.

As a restaurant and Inn, we have already benefitted from these events in the past and we certainly hope they continue.

I strongly support Shelburne Curling Center in their efforts and community spirit in Shelburne. I feel that the continued presence of such a facility in Shelburne can only be a positive benefit to our community.

I wish them all the best in their endeavor.

Yours sincerely,



C. Allan Reid
Owner/Manger
The Sea Dog Saloon

December 20, 2019

To Whom It May Concern

Re: Letter of Support from A-1 Pizza (Proprietor Mr. Nabil Chidiac)

When approached on Dec 17 on behalf of the Shelburne Curling Centre requesting a Letter of Support, Mr. Chidiac was very positive that he would like to give his unequivocal support. Since he is not comfortable writing in English, he asked the Centre to prepare a statement that he could sign. I (Carol Bower) of course agreed, and prepared the following statement:

Statement of Support:

The Shelburne Curling Centre holds invitational bonspiels every year, and provincial ones as well. Quite often families come along with the team members and take advantage of Shelburne's hospitality and beauty to have a holiday. The fact that our events take place in the winter months (usually January, February, or March) is a boost for the hospitality industry. During these events we provide a list of restaurants at our centre and A-1 Pizza is featured because of its proximity and great affordable food. We also order pizza delivery to our lounge during special events and gatherings.

Now we are facing a major infrastructure project. We need to replace our aging ice plant. (As you can imagine, if the ice plant fails we cannot continue to curl). We hope to obtain grants to help us cover the high cost. We would very much appreciate it if you could sign your agreement below, expressing your support.

Carol Bower, Grants Committee, Shelburne Curling Centre

I fully support the Shelburne Curling Centre and the business it has brought to A-1 Pizza. I wish them success in their efforts to remain open to provide a place to exercise and socialize during the winter months.

Signed: _____

Mr. Nabil Chidiac
Proprietor, A-1 Pizza

875-6575

January 8, 2020

To Whom this May Concern,

I am writing to express our support for our local Shelburne Curling Centre and the benefits to gives our community and my Shelburne County business, Boulder Cove Cottages.

As a tourism business it is important to have activities and attractions to our area which motivates travel to our vacation destination. Curling, which is a sport that is accessible to all ages, is a great option for activities in Shelburne County, especially in our shoulder season; the winter months.

Boulder Cove Cottages has benefited from this facility with tournaments the club offers during a time that we would not normally be busy for our accommodation. One tournament can full my facility for up to a week, again, at a time I would not normally have a high occupancy. I have personally had positive feedback about my property from visiting curlers for these tournaments which has created repeat business for me. Our business always looks forward to these events.

Boulder Cove feels it is very important to Shelburne County's tourism product to have a local curling rink. It is a vital part of physical activity options in the winter months for our community. It is a gathering place and a way to bring people together from all different age groups thus benefiting both locals and visitors.

Thank you for your consideration. Shelburne County's Tourism product and its' quality are very important to us, Boulder Cove Cottages. Shelburne Curling Centre is an important part of that.

Sincerely,

Shannon Brannen

Manager at Boulder Cove Cottages

902-875-1542

Bouldercove.com

bouldercove@gmail.com

over →

Letter of Support for Curling Club

From: Shannon Brannen (bouldercove@gmail.com)

To: cj_bower@yahoo.com

Date: Thursday, January 9, 2020, 06:09 p.m. AST

Please find the letter of support attached. Hope this helps.

—
Sincerely,

Shannon Brannen
manager of Boulder Cove Cottages
119 Boulder Cove Rd, Churchover, RR#3 Shelburne, NS
B0T1W0
902-875-1542
toll free 1-866-732-7867
www.bouldercove.com
"We Never Let You Forget You're on Vacation"



CurlingSupportLetter.docx
12.8kB

→ over



I HEREBY CERTIFY that this is a true copy
of a document filed in the office of the
Registrar of Joint Stock Companies on the
30th day of October, 1995

Kimi Perrier
for Registrar of Joint Stock Companies

PROVINCE OF NOVA SCOTIA

CERTIFICATE OF INCORPORATION

Societies Act
Chapter 435, R.S.N.S. 1989

2504588

Number

SHELBURNE CURLING CLUB

Name of Society

I hereby certify that the above-mentioned Society
was this date incorporated under the Societies Act.

ORIGINAL SIGNED BY A/DEPUTY REGISTRAR

October 30, 1995

A/DEPUTY REGISTRAR OF JOINT STOCK COMPANIES

DATE OF INCORPORATION

Shelburne Curling Centre

Statement of Income

| | June 1/19 to Dec 31, 2019 | Budget June 1/19 -May 31,2020 |
|------------------------------------|---------------------------|-------------------------------|
| Income | | |
| Memberships | 21,420.19 | 21,486.00 |
| Sign Advertisers | 6,380.00 | 7,000.00 |
| Bonspiels | | 4,500.00 |
| Facility Rental | 139.13 | 600.00 |
| From Members | | |
| Locker Rental | 330.41 | 400.00 |
| 50/50 Draw | 18.00 | 200.00 |
| Seniors' League | 100.00 | 500.00 |
| Club cleaning donations | 160.00 | 700.00 |
| Donations | 21.00 | 1,000.00 |
| Pro Shop | 641.66 | 2,000.00 |
| Other Income | 863.95 | 700.00 |
| Banquet Tickets | | 1,200.00 |
| Bar Transfer/Bottle Returns | 7.65 | 5,000.00 |
| Trivia Nights | | 300.00 |
| Silent Auction | | 2,000.00 |
| HST.net | (-)1045.25 | ----- |
| Grants | ----- | ----- |
| | 29,036.74 | 47,586.00 |
| Expenses | | |
| <u>Ice</u> | | |
| Ice Maintenance | 1,503.97 | 1,500.00 |
| Ice Makers Honorarium | 600.00 | 1,200.00 |
| Jet ice | 3,335.00 | 1,600.00 |
| | 5,438.97 | 4,300.00 |
| <u>Building</u> | | |
| Arena Association | | 300.00 |
| Cleaning Supplies/Sundries | 292.24 | 500.00 |
| Electricity | 5,972.10 | 25,000.00 |
| Insurance | 3,112.27 | 5,060.00 |
| Maintenance | 931.96 | 1,500.00 |
| Security Alarm | 200.00 | 200.00 |
| Fire Protection (sprinkler system) | 406.00 | 550.00 |
| Water and sewer | 983.64 | 1,700.00 |
| | 11,898.21 | 34,810.00 |

Karen Mattatall, Mayor
Town of Shelburne

January 28, 2020

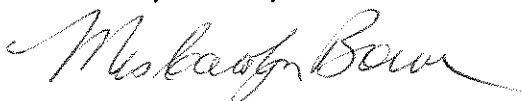
Dear Ms. Mattatall,

I am once again contacting you on behalf of Shelburne Curling Centre with a request. We are applying for a Recreation Facility Development Grant from the province, and the application requires a "Municipal Awareness/Acknowledgement of Project Letter". This letter acknowledges awareness of the applicant's planned project and any details of any municipal (i.e. Town) involvement related to funding and/or contribution assistance. If you would please prepare such a letter (perhaps referring to our presentation to your council outlining the project and our formal request for funding as evidence of awareness), that would be terrific.

It should be addressed to Debby Smith, CCH Regional Manager, Recreation Facility Development Grant. She told me today they are especially looking for the Town to express support for the project, regardless of financial contribution. I know you have expressed support on many occasions and thank you in advance for doing so in a letter.

It is to be included in our application which is due Feb 4. I would be happy to come and pick it up on or before Feb 3 if possible.

Thank you for your consideration,



Carol Bower
Shelburne Curling Centre, Grants Committee

You can call me at 902-875-3863, or email (cj_bower@yahoo.com).



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

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

JAN 24 2020

Dear Mayors & Wardens, CAOs & Clerks:

I am pleased to inform you that Bill 58 regarding minimum planning requirements was proclaimed on Tuesday, December 2, 2019. As such, the changes to the *Municipal Government Act* and the *Halifax Regional Municipality Charter*, along with the supporting regulations, are now enacted.

The legislative and regulatory changes establish a framework for mandatory planning, minimum planning requirements, and engagement with abutting municipalities. The Bill can be found at https://nslegislature.ca/legc/bills/63rd_2nd/1st_read/b058.htm, and the regulations published in the Royal Gazette can be found at <https://www.novascotia.ca/just/regulations/rq2/2019/RG2-2019-10-11.pdf>.

As noted in earlier correspondence from Gordon Smith, Provincial Director of Planning, sent to you on April 26, 2019, it is expected that your municipality will come into compliance with the new requirements by the end of 2022.

The Department will assist you and your staff as your municipality considers options to develop or update your planning documents as necessary. Guidance materials to assist municipalities with this new planning environment are under development and should be released shortly. We have attached *A Guide to Land Use Planning for Economic Development* as a sample of what will be provided.

In the meantime, we suggest that you review your Integrated Community Sustainability Plans and Municipal Climate Change Action Plans, both of which contain relevant information to the planning process and are based on community consultation. We also encourage your municipality to work with your local Regional Enterprise Network and Economic Development Officers to begin to identify economic development opportunities and ways in which your municipality can use its planning documents and regulations to support these opportunities. In addition, we encourage your municipality to work with your regional Emergency Measures Organization to consider how land use planning can support efforts to protect human health and safety.

Notice of this change and its potential to affect municipal budgets was provided in April 2018. Given the timeframe, we recommend that you include a line in your municipality's budgets over the next few years, beginning with your 2020-2021 budget, to cover the costs of creating these planning documents.

.../2

Thank you for your cooperation and involvement as the Department engages with you in the development of this new legislation. We look forward to continuing to work with you and your municipality as, together, we advance planning and other initiatives for the betterment of our residents and municipal governance in Nova Scotia.

Should you have any questions, please feel free to contact Gordon Smith, Provincial Director of Planning, at either Gordon.Smith@novascotia.ca or 902-424-7918.

Sincerely,



Chuck Porter
Minister

c: Janice Wentzell, Executive Director, AMANS
Juanita Spencer, CEO, NSFM
Mark Peck, Executive Director of Municipal Sustainability

A Guide to Land Use Planning for Economic Development 2019





The power of planning

You want to do everything it takes to see your community succeed. That includes creating opportunities that lead to local employment and much needed tax revenue.

Land-use planning is an integral part of a community's economic development. In fact, there are many ways in which proper land-use planning can help your local economy develop.

The benefits of good land-use planning:

- Protects important community assets that are needed for economic development.
- Offers a way forward that is clear, predictable and coordinated for everyone involved.
- Improves the physical characteristics of a community as a place to live, work and do business.

Simply put, good planning can optimize the use of a community's land and natural resources, which leads to orderly growth, efficient provision of infrastructure and services - and economic development.

A way forward

This guide is designed to help you build a land-use plan for your community that incorporates economic development objectives. We've organized the guide as a series of zones that transition from a remote or rural area to the business district of a downtown core.

Within each zone we've included a series of specific questions. These are the questions that lead to responsible and successful results. If these resources are not available to you—or you're not getting the answers you need—reach out to us at the Department of Municipal Affairs and Housing. **We can help.**



Rural Resource Zones

Resource-based industries remain the backbone of many rural communities. When planning, it is important that these resources are not compromised, and effort is taken to ensure compatibility with other land uses.

More Resources:

Nova Scotia Department of Lands and Forestry
<https://novascotia.ca/natr/>
Phone: (902) 424-5935

Nova Scotia Department of Energy and Mines
<https://energy.novascotia.ca/>
Phone: (902) 424-4575

Nova Scotia Department of Fisheries and Aquaculture
<https://novascotia.ca/fish/>
Phone: (902) 424-4560

Questions to ask:

- Are there planning provisions that would protect natural resources and limit potential land use conflicts with existing or potential resource-based development?
- Are there planning provisions that would advance and not hinder the establishment and ongoing operations of value-added resource-based manufacturing.
- Does planning address concerns like access, land use compatibility, setbacks, servicing and accessory uses in relation to resource-based development?
- Is Crown Land identified and highlighted in planning documents and are the compatibility of uses on adjacent lands taken into account?
- Has effort been taken to ensure your planning does not duplicate or conflict with other regulatory requirements related to resource uses?



Agricultural Zones

Our province has a limited amount of farmland, despite farming being one of the economic drivers of many rural communities. Encroachment by residential and other types of development affects land prices, making it more difficult to expand farms or sell land to new farmers. Lack of available land can also impact the competitiveness and financial viability of local producers.

More Resources:

Statement of Provincial Interest on Agricultural Land
<https://novascotia.ca/just/regulations/regs/mgstmt.htm>

Related provincial legislation:
<https://novascotia.ca/agri/laws-and-regulations/>

Contacts:

Nova Scotia Department of Agriculture
<http://novascotia.ca/thinkfarm/>
Phone: (902) 424-4560 or 1-800-279-0825

Questions to ask:

- Does your planning identify and protect agricultural land?
- Do planning provisions limit the conversion of prime agricultural areas for other types of development?
- Have you discouraged the fragmentation of arable agricultural land—or limited the number of new lots (or lot size) where agriculture is given priority?
- Have you considered providing areas for non-agricultural uses—such as forestry or parks—which will allow the land to be used for agriculture in the future?
- Have you provided minimum setback distances between agriculture and non-agricultural development?
- Have you enacted measures to reduce topsoil removal on agricultural land with the highest value?
- Can you direct non-agricultural development to areas with low agricultural potential?
- Have you allowed for a wide range of agricultural uses, ancillary uses and value-added agribusinesses?



Natural Areas and Tourism Destinations

Natural areas, including parks and protected areas, perform many functions, from conserving biodiversity to delivering vital ecosystem services, such as protecting watersheds and soils—and improving air quality. Sometimes overlooked is the broad range of commercial activities that occur in association with nature parks and protected areas. Planning can conserve and develop attractive and inviting areas where visitors are enticed to spend money. Also keep in mind, visitors want authentic experiences—and what makes an area great for local residents will also attract visitors.

More Resources:

Community Tourism Planning Guide

<https://tourismns.ca/development/destination-development>

Tourism Destination Plans

<https://tourismns.ca/development/destination-development/library-plans>

Tourism Business Development Guides

<https://tourismns.ca/development/business-development/business-resources>

Questions to ask:

- Does your planning include measures to support tourism through the protection and preservation of natural landscapes, trails, waterfront land, heritage sites, and scenic vistas?
- Does your planning envision a mix of businesses in tourism destinations to achieve a critical mass of activities, shops, restaurants, and accommodations along with sufficient parking and amenities?
- In areas near natural attractions and tourism destinations, does your planning include provisions to maximize tourism revenues through private sector business and experience development opportunities? (Over 80% of all non-lodging visitor spending consists of shopping, dining and entertainment in a pedestrian-friendly area).
- Does your planning address current and future infrastructure and service requirements associated with accommodating tourism in designated areas?



Suburban

In today's economy, people are a community's most important asset. The characteristics of a place as well as the availability, quality and affordability of housing can influence the availability of labour for businesses. To encourage entrepreneurship, it should be relatively easy to start a home-based business.

Industrial areas that are typically located on the outskirts of a community have traditionally served as a major source of tax revenues for many municipalities. Only a small area of land in a planning area may be suitable for industrial development as most operations must locate in areas that allow for an easy flow of goods, employees, and customers.

More Resources:

Contacts:

BizPaL:

Access Nova Scotia

<https://novascotia.ca/sns/access/business.asp>

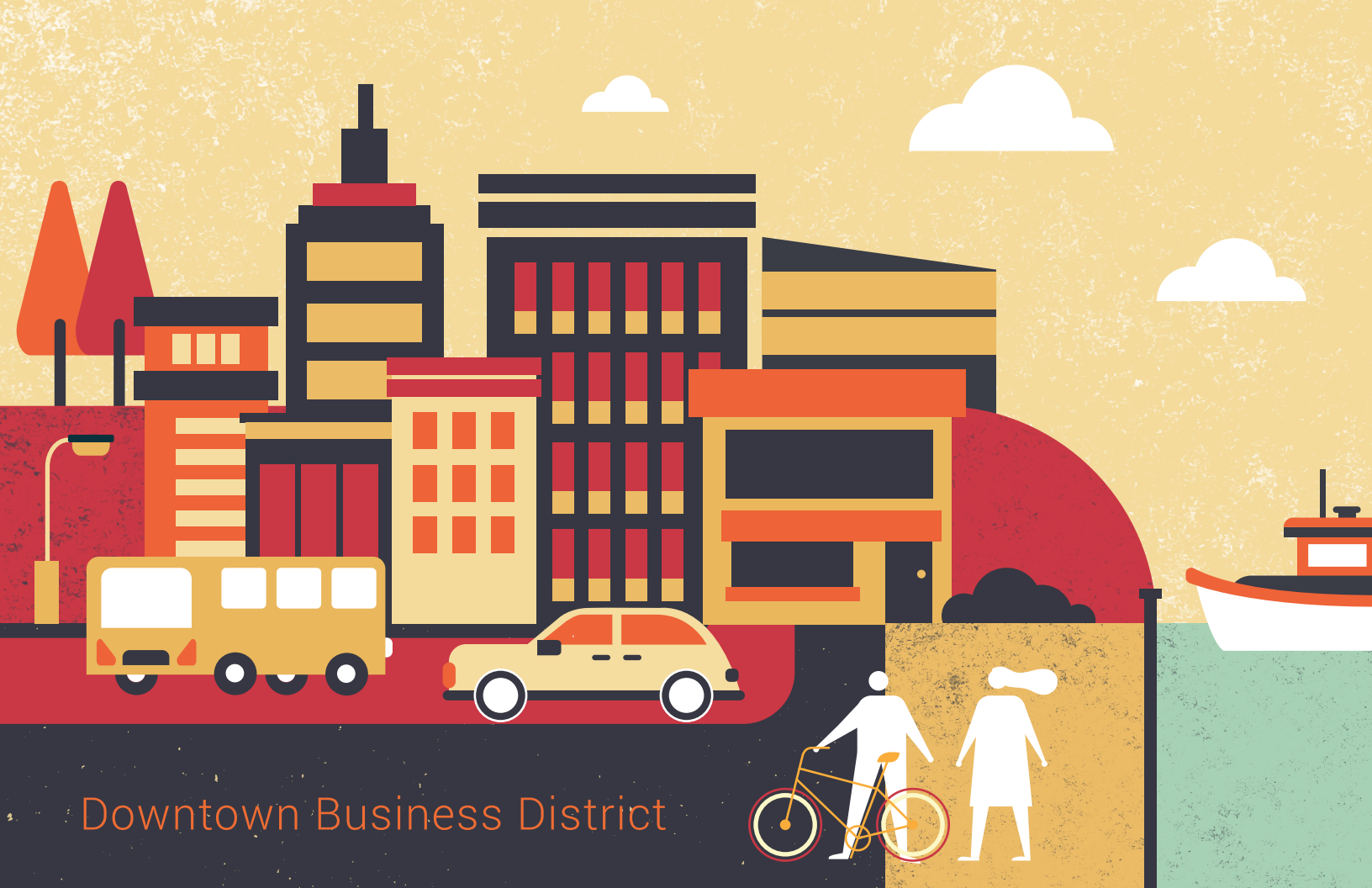
Industrial Real Estate:

Nova Scotia Business Inc.

<https://www.novascotiabusiness.com/industrialands>

Questions to ask:

- Does your planning identify and reserve a supply of land to accommodate industrial development and future expansion?
- Have you considered current and future supporting requirements for transportation systems and other infrastructure?
- Is land near major transportation hubs reserved for industrial and other uses that are both complementary and compatible?
- Is the type, location and amount of industrial land based on a detailed analysis of the competitive assets in regional economy as well as emerging economic trends? And does it align with a Regional Economic Development Strategy?
- Do policies in the planning documents enhance the community as a desirable place to live?
- Do planning documents allow for a wide variety of home occupations and home-based businesses—along with reasonable standards of operation?
- Do you have any materials (such as flow charts) for internal or external use that quickly and easily illustrate how development permits and land use planning works—and how long the approval process can take?



Downtown Business District

Successful business districts and town centers typically offer a variety of businesses, activities, and amenities, with a wide range of opportunities for professional pursuits and personal interests. Retailers, restaurants, and other businesses serving local customers can benefit from being in mixed-use commercial districts that are centrally located and pedestrian friendly.

Waterfronts are part of many of Nova Scotia's downtown areas and play a key role in the development of municipalities. Downtown areas can also be home to Innovation Districts, where leading-edge anchor institutions and start-up companies cluster together. This type of district offers unique planning challenges, requiring a physical platform necessary for connectivity, proximity, and density.

More Resources:

The 20 Ingredients of an Outstanding Downtown

https://www.rogerbrooksinternational.com/20_Ingredients_Handout.pdf

The Role of Mayors in the Rise of Innovation Districts

<https://www.brookings.edu/research/advancing-a-new-wave-of-urban-competitiveness/>

Contacts:

Develop Nova Scotia

<https://developns.ca/>
Phone: 902.422.6591

Questions to ask:

- Has your municipality identified a sufficient supply of land to accommodate commercial development and a mix of uses in the downtown core or business district?
- Are you generally able to approve commercial developments in a business district without having to amend the municipal plan and development regulations?
- Do your municipal planning staff coordinate their work with economic development staff?
- Does your municipality have a designated individual to guide the proponent through the approval process?
- For innovation districts, does planning allow for a mix of institutional, corporate offices and affordable spaces for start-ups to locate next to each other?
- Does planning allow for a pedestrian friendly environment that provides the backbone of the innovation district - strengthening connections between people and firms?
- Are public spaces designed to spur interaction, learning and networking? (For instance, planning could ensure ground floors of buildings are reserved for commercial and gathering spaces such as retail, cafes, bars or restaurants, galleries or performing arts spaces.)



Supporting Economic Development in our regions - Municipalities, First Nations, the Province of Nova Scotia, and the business community are all working together through the Regional Enterprise Networks (RENs) model, to lead a collaborative approach to economic development and strengthen regional economies.

<https://nsrens.ca/>

The Locus app is an interactive online map viewer that makes provincial spatial data available to municipalities and RENs for analysis through an online Geographic Information System (GIS). Its purpose is to support the development of Municipal Planning Strategies and more generally, informed and evidence-based decision-making related to economic development and land use planning.

<https://nsgi.novascotia.ca/locus/>

For more information contact the Department of Municipal Affairs and Housing

Julie Ferguson

From: Jane Crowell [jcrowell@town.shelburne.ns.ca]
Sent: Friday, January 10, 2020 2:41 PM
To: 'Julie Ferguson'
Cc: Darren Shupe
Subject: RE: mike hartigan bait shed letter

Hi,

I am not aware of this either, my only thoughts are we can only give donation receipts if the building is ours, and if it is ours has Council considered the financial aspects – liability, insurance, maintenance, operations, etc. So, Council must decide if the Town is going to own this building. If we own it, we can issue donation receipts for Income Tax, if we don't own it, we cant.

Thanks,
Jane

From: Julie Ferguson
Sent: Friday, January 10, 2020 11:37 AM
To: 'Darren Shupe' <cao@town.shelburne.ns.ca>; 'Jane Crowell' <jcrowell@town.shelburne.ns.ca>
Subject: mike hartigan bait shed letter

Good Morning,

Mike Hartigan is looking for a letter from the Town in regards to applying for funding from RBC (Lockeport) for the Bait Shed Project. Darren has met with Mike about the project and may know more than me about it, but Mike said there are external funders lined up, they are becoming a non-profit in future, etc. but they need to have their donations go through the Town for the time being. We would need an agreement done up in that regard but for now, he wants to apply for this RBC grant with a looming deadline. Before I wrote a letter, I wanted to be sure that it was ok for the Mill Building to have an account/GL where funding could be deposited. Harold also mentioned to me that the Mill Group would be taking advantage of the Support for Non-Profit Organizations Policy in having us help them register as a non-profit. I'm a bit out of the loop on this project but have no issue helping with the letter or the registration. Please advise.

Thanks,

Julie Ferguson

Town Clerk
Town of Shelburne
(902) 875-2991 ext. 8



Town of Shelburne
Minutes of the **Regular Council Meeting**
Monday, November 4th, 2019, 7:00 p.m.
Council Chambers, 168 Water Street, Shelburne, NS

Council Members Present

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

Staff Present

Darren Shupe, CAO
Julie Ferguson, Clerk

Call to Order

Mayor Mattatall called the meeting to order at 7:00 p.m.

Approval of the Agenda

Locke - Davis

THAT the Agenda for the Regular Town Council Meeting of November 4th, 2019 be approved with the removal of item 8 (g) Councillor Davis – Shelburne Industrial Park, and the addition of item 8 (g) Councillor Ringer – Cost Overrun on Vehicle.

CARRIED

Approval of the Minutes

Young - Ringer

THAT the Minutes of the Regular Town Council Meeting held on October 21st, 2019 be approved.

CARRIED

Davis – Locke

THAT the Minutes of the Emergency Town Council Meeting held on October 28th, 2019 be approved.

CARRIED

In – Camera Session

Young – Ringer

THAT Council go In-Camera at 7:03 p.m., under the MGA Section 22, to discuss (e) Contract Negotiations.

CARRIED

Council came out of In-Camera at 7:15 p.m.

Business Arising From In-Camera Session

Locke – Davis

THAT Council accept the G.W Doucette bid for repairs to the marine terminal for \$748,060.63 with a completion date of February 28th, 2020.

CARRIED

Proclamations

- a) **November 11th – Remembrance Day**
- b) **November 15th – National Philanthropy Day**
- c) **3rd Week of November – Municipal Awareness Week**

Delegations

None

Correspondence

Action Required:

- a) **Kim Arcon – Letter – Land Use Bylaw
Ringer – Young**

THAT the CAO meet with Kim Arcon and develop a staff report regarding secondary suites / detached accessory buildings for habitation, to bring back to Council by the first meeting in December.

CARRIED

For Information:

- b) **Delegation Request - Rejected**

Council Items

- a) **Mayor Mattatall – Appointment of Deputy Mayor – Deputy Mayor Young
Locke – Davis**

THAT Councillor Young be appointed Deputy Mayor for the remainder of 2019 – 2020 term.

CARRIED

- b) **Mayor Mattatall – Noise Bylaw Exemption Request
Ringer – Locke**

THAT Council grant an exemption of up to 6 months specific to the request that was presented to Council by a resident.

CARRIED

- c) **Councillor Young – Borrowing Policy
Young – Davis**

THAT Council ask staff to do a report regarding a policy for borrowing solely for infrastructure projects.

CARRIED

- d) **Councillor Young – Mill Stone
Young – Davis**

THAT Council consider creating a piece of public art from the mill stones from where the former mill used to be at Fall's Lane / Ohio Rd.

CARRIED

Young – Locke

THAT the Mill Stone request be added to the CP & V agenda for November 2019.

CARRIED

- e) **Councillor Young – Gloucester Tree Tourism Materials
Young – Locke**

THAT Council ask staff to include brochures and tourism materials with the Gloucester tree.

CARRIED

f) Councillor Locke – Sale of Surplus Properties (deferred)

Locke – Young

THAT the sale of surplus properties recommended be done with the 3 real estate agents who gave pre-appraisals and that they be asked to pick a number which corresponds to a number designated to each property in a lottery;

AND THAT the commission for the sale of these properties be 10%;

AND THAT the properties be listed with the addition of this 10% commission as the pre-appraisal values were often lower than the PVSC assessments.

CARRIED

g) Councillor Ringer – Cost Overrun Vehicle

Ringer – Young

THAT Council approve the overture of expense on the 1 ton public works truck from gas tax or the operating reserve.

CARRIED

Committee Reports

a) RCMP Advisory Board

Council would like to remind residents that they need to slow down and move over when coming across RCMP or EMS on the road.

Ringer – Davis

THAT Council accept the report from the RCMP Advisory Board.

CARRIED

b) CP & V

Locke – Young

THAT Council approve the concept for Mr. Hartigan's Rudolph's Wharf development project.

CARRIED

Young – Locke

THAT Mr. Hartigan be given permission to complete the bait shed portion of the project.

CARRIED

c) Shelburne Port Authority

Shelburne Port Authority did not meet.

d) Asset Management

The Asset Management Meeting was moved to November 20th, 2019.

Staff Reports

a) Staff Report – Street Activity Policy Amendments

Locke – Young

THAT Council approve the amendments to the Street Activity Policy with an edit to section 7.8 (f) "recommends" rather than "must".

CARRIED

b) Staff Report – Low Income Property Tax Exemption

Davis - Locke

THAT Council agree that the 2019/20 Low Income Property Tax Exemption is now closed due to the budget being met and will consider modifications to the policy during 2020/21 budget process to accommodate the increased need by qualified applicants.

CARRIED

c) Staff Report – VIC Stats October 2019

Council reviewed the October report from the Visitor Information Centre.

New Business

a) Councillor Locke – Access to Dories

Councillor Locke mentioned that part of Mr. Hartigan’s Rudolph’s Wharf plans would eventually include a potential floating dock with better access to the dories.

b) Councillor Young – Cruise Ship Visit

Councillor Young thanked all of the people who helped with the Cruise Ship visit on October 30th. Mayor Mattatall also thanked all of the volunteers and businesses that helped make the Cruise Ship Visit a success and mentioned that the Mill Building Tours were a popular attraction.

c) Mayor Mattatall – Congratulations to the SRHS Sr. Soccer Team

Mayor Mattatall congratulated the SRHS Sr. Soccer Team who played well in the championships.

Upcoming Meetings

| | | | |
|-------------------------|-------------------------|----------------|-------------------------|
| Thursday Nov. 20 | Asset Management | 7pm | Council Chambers |
| Thursday Nov. 14 | CP & V | 7pm | Council Chambers |
| Monday Nov. 18 | Town Council | 6:30 pm | Council Chambers |
| Thursday Nov. 21 | Port Authority | 7pm | Council Chambers |

Adjournment

Davis - Locke

THAT the Regular Town Council Meeting of be adjourned at 8:05 p.m.

CARRIED

Mayor

Clerk

Councillor Young – Motion re: Joint Meeting

WHEREAS the Municipality of the District of Shelburne's council will no longer take part in consolidation discussions without confirmation of provincial funds for Town assets;

AND WHEREAS the province stated that no funding would be received without the units coming together to meet and discuss specific assets;

BE IT RESOLVED THAT the Town invite the Municipality of the District of Shelburne and the Town of Lockeport to a joint council meeting with an invitation to a provincial representative to also attend.



Town of Shelburne

Staff Report to Council

Town Council Meetings Policy Update

General Overview:

This staff report is intended to inform Council of the review, deletion, modification or creation of Town Policies by staff; the ultimate goal being a standard set of current uniform and relevant policies for the Town of Shelburne.

Background:

At the January 20th, 2020 Regular Town Council Meeting, Councillor Young asked about the possibility of making the Council Packages available to the public so that they could follow along with the relevant documents while watching a council meeting. The Town Clerk suggested that council may want to consider having the Council Packages posted on the Town website, when the video is posted, following a meeting.

Analysis:

If the Council Packages are to be posted on the website, it should be listed in the Town Council Meetings Policy as part of the procedure for a council meeting. Several other Nova Scotia municipal units post Council Packages online. They are formatted in PDF and put in folders similar to our current folders for Minutes and Agendas. Some of these units include Lunenburg, Cumberland, West Hants, and Antigonish. Attached is a photo of one of these units' web page for Council Packages. The Town of Shelburne's would be similar. Council packages become part of the public information after a Council Meeting and the office often gets requests for parts of these packages.

Rationale:

The need for relevant and community-based policies in the day to day running of the Town is important to staff and members of the public as a point of reference for procedures. Posting the Council Packaged online would add to the transparency of the Town and help answer public questions by making relevant background information more readily available. The objective of this policy update is to establish a working policy that is relevant to all parties.

Proposed Amendments:

Under “Terms and Procedures”

Proposed addition in green text.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing all relevant documents for each regular or special meeting; including: an agenda, minutes, documents corresponding to delegations or Council items, staff reports or other materials as per the agenda necessary to the meeting. The Council package will be distributed a minimum of three days prior to the meeting. **Council packages will be posted to the Town’s website for public access after the meeting.**

Financial Analysis:

No major financial implications but allowing public access will save staff time in dealing with requests to send or print items for individuals.

Strategic Plan Links:

Objective 4.2

Enhancing Organizational Effectiveness

- Internal process improvement (development and implementation of procedures/protocols/policies/standards)

Recommendation:

1) THAT Council approve the amendments to the Town Council Meetings Policy to include online access to Council Packages.

Attached for Council Review:

Photo of West Hants’ website
Town Council Meetings Policy

Respectfully Submitted,

Julie Ferguson
Town Clerk / Special Projects Coordinator

2019 Council Packages

Documents

- [01-08-2019_Council.Package.Updated.\(pdf,27.03.MB.\)](#)
- [02-12-2019_Council.Package.\(pdf,2.89.MB.\)](#)
- [03-12-2019_Council.Package.Updated.\(pdf,19.27.MB.\)](#)
- [03-26-2019.SpecialCouncil.Package.\(pdf,6.37.MB.\)](#)
- [04-09-2019_Council.Package.Updated.\(pdf,6.47.MB.\)](#)
- [04-16-2019.SpecialCouncil.Package.\(pdf,2.50.MB.\)](#)
- [04-23-2019.SpecialCouncil.Package.\(pdf,2.91.MB.\)](#)
- [05-14-2019_Council.Package.Updated.\(pdf,2.24.MB.\)](#)
- [06-11-2019_Council.Package.Updated.\(pdf,5.91.MB.\)](#)
- [07-09-2019_Council.Package.Updated.\(pdf,12.23.MB.\)](#)
- [09-10-2019_Council.Package.Updated.\(pdf,17.96.MB.\)](#)
- [09-24-2019.SpecialCouncil.Agenda.\(pdf,454.KB.\)](#)
- [10-08-2019_Council.Package.Updated.\(pdf,27.28.MB.\)](#)
- [11-05-2019.SpecialCouncil.Package.\(pdf,6.45.MB.\)](#)
- [11-12-2019_Council.Package.\(pdf,10.55.MB.\)](#)
- [11-19-2019.Joint.Public.Hearing.Package.\(pdf,4.04.MB.\)](#)
- [11-19-2019.SpecialCouncil.Agenda.\(pdf,455.KB.\)](#)
- [12-10-2019_Council.Package.Updated.\(pdf,1.38.MB.\)](#)

- Warden's Message
- Audit Committee
- Municipal Departments
- Council
- Committees
- Joint Council
- Council Minutes
- Council Packages
- Committee of the Whole Minutes
- Sports Complex Fundraising Committee
- By-laws and Policies
- Public Hearings
- Employment Opportunities
- District Map
- Elections
- Police Advisory Committee
- Contact Info
- Tenders
- By-law Enforcement
- Useful Links
- Integrated Community Sustainability Plan
- Site Map



TOWN OF SHELBURNE

Town Council Meetings Policy

Intent

This policy applies to all meetings of Town Council as described below. The Town Council Meetings Policy will repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing Town Council meetings.

The intent of this policy is to provide a standard set of guidelines concerning meetings of Council. This policy will provide Council, staff and community members with a reference for Council meeting procedures, schedules and roles and responsibilities of Council members and members of the public wishing to participate in meetings of Council.

Scope

All meetings of Council must be held in accordance with the Municipal Government Act; other sets of rules are outside of the scope of this policy.

The Town Council Meeting Policy applies to all members of Town Council, staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees.

Terms and Procedures

Town Council: Council shall consist of five (5) elected members; three (3) Councillors, a Deputy Mayor and a Mayor.

Organization of Council: Within four weeks after an election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor. The position of Deputy Mayor shall rotate between the remaining Council members annually at the first meeting in November.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing all relevant documents for each regular or special meeting; including: an agenda, minutes, documents corresponding to delegations or Council items, staff reports or other materials as per the agenda necessary to the meeting. The Council package will be distributed a minimum of three days prior to the meeting. **Council packages will be posted to the Town's website for public access after the meeting.**

In-Camera Sessions: In-camera sessions will occur as per Section 22 1) and 2) of the Municipal Government Act:

- (1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by council are open to the public.
- (2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:
 - (a) acquisition, sale, lease and security of municipal property;
 - (b) setting a minimum price to be accepted by the municipality at a tax sale;
 - (c) personnel matters;
 - (d) labour relations;
 - (e) contract negotiations;
 - (f) litigation or potential litigation;
 - (g) legal advice eligible for solicitor-client privilege;
 - (h) public security.
- (3) No decision shall be made at a private council meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the municipality.

Regular Council Meetings: Regular Council Meetings will be held on the first and third Wednesday of the month, beginning at 7:00 p.m., except when designated otherwise by motion of Council. Council shall not sit later than 10:00 p.m. unless a motion is made to sit beyond, to a maximum meeting time of 10:30 p.m. Council meetings will be held in Council Chambers except when designated by motion of Council to be held in an alternate location or at an alternate time. Should a regular Council meeting fall on a statutory holiday the meeting will be moved to a date designated by motion of Council. Times and dates of regular Council meetings will be made available to the public through public posting of schedules and on the Town website.

Special Council Meetings: The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business if each Council member is notified at least three days in advance and the Clerk gives at least two days public notice of the meeting. Meetings may be called by motion of Council to discuss items or topics demanding particular attention or to discuss items requiring time outside the scope of regular Council meetings. Special Council meetings will follow the same procedures as regular Council meetings, however, special Council meetings shall generally be limited to 90 minutes.

Other: Council may meet from time to time with travelling government officials, politicians or leaders of organizations outside of the Regular Council Meeting schedule.

POLICY

Staff: The Chief Administrative Officer and the Town Clerk will be in attendance at meetings of Council. The CAO will assist and inform Council, the Clerk will keep a record of the meeting.

Breaks: Council will break at 8:30 p.m. for fifteen (15) minutes.

Order of Business:

The order of business at a regular or special Council meeting shall generally adhere to the following organizational structure:

- a) The Chair will call the meeting to order;
- b) Approval of the meeting Agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since such meeting;
- d) Reading and announcement of Proclamations
- e) Consideration of delegations;
- f) Consideration of correspondence;
- g) Motions or items brought forward by Council;
- h) Town committee reports;
- i) Consideration of reports of staff;
- j) New business;
- k) Adjournment.

Quorum: As per the Municipal Government Act (Section 20), quorum will be achieved by a majority of the maximum number of persons that may be elected to the council. In the case of quorum not being met within 30 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned to the following Wednesday.

Chairperson: Once quorum is met, the Mayor, if in attendance, shall chair the meeting. If the Mayor is not present within fifteen minutes of the time appointed for the meeting, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is in attendance within fifteen minutes of the time appointed for the meeting, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members Chairperson and he/she shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

Minutes: A record of Town Council meetings will be kept by the Town Clerk. The minutes will be held in a book/binder specifically for that purpose and that book/binder shall be properly indexed and available to the public. The minutes shall contain a record of the date, location, time, Council members and staff present and the outcomes and actions taken on all agenda item and shall be posted to the Town's website for public access.

Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Shelburne's Vimeo Channel for public viewing and information. In-Camera sessions will not be recorded. The approved written Minutes for meetings, presented to

POLICY

Council by the Town Clerk, remain the official record of legislative meetings. Delegations will be advised that the meetings are recorded should they wish to stand off of camera during their presentation.

Delegation: Organizations or individuals presenting to, or making a request of, Council in person at a Town Council meeting. Delegations must submit a completed Delegation Application to the Clerk for approval a minimum of one week prior to the Council meeting; applications are available at the Town Office or online. Approved delegations are allotted 15 minutes to present to Council; this includes discussion.

Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a name and contact information included; anonymous correspondence will not be accepted. In order for a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received no later than 12pm the Wednesday before the meeting.

Council Items: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items at this time.

Town Council Committee Reports: The Town Council Committee Reports will be presented by one of the Council members who sit on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council in the Council package for their review. The Council member will present only the highlights of the meetings and motions or items requiring Council action or direction.

Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. The CAO will answer questions regarding the reports.

Motions of Council: Any member of Council can make a motion. The Chairperson can make a motion only after he/she has relinquished the chair to another Council member; the Chairperson will re-take the chair upon completion of the motion. A roll call vote can be requested by any Council member; the Town Clerk will record the names and vote of each Council member in the minutes.

A motion which has been introduced and voted on at a Council meeting cannot be introduced for reconsideration by the same member who originally introduced it, but only by a member who voted on the prevailing side and only at the same meeting or the next regular meeting of Council thereafter; nor can a motion that is substantively the same as one which has previously been voted on be introduced at a subsequent meeting of council.

Conflict of Interest: Any Council member with a conflict of interest related to motions or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act,

POLICY

must declare and record this conflict. The Council member will enter their name, the date and the topic of conflict in a book provided by the Clerk for such records. The Council member in conflict will be excused from participation in the meeting during the time which the topic is under consideration.

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Town Clerk for submission to Council in the next Town Council meeting package. Under New Business Council members may bring forward items of interest to the Council and the public and/or ask questions of the CAO.

Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language, bullying or improper behaviour shall result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence or destruction of property can result in intervention by the RCMP.

Approved By Council at the Council Meeting of: June 17th, 2019

Julie Ferguson, Clerk



Town of Shelburne
Special Staff Report to Council
MPAL – Vacant Position

General Overview:

This staff report is intended to inform Council that as of January 31st, 2020 the Physical Activity Community School Coordinator position for the Municipal Physical Activity Leadership (MPAL) Program is vacant.

Background:

The MPAL program is a cost-shared partnership between municipalities and the Nova Scotia Department of Communities, Culture and Heritage (CCH). In 2006, the Municipality of the District of Shelburne and the Town of Shelburne joined the MPAL program (Department of CCH) partnership for a 5-year commitment. In April 2013, the Town of Lockeport joined the MPAL partnership for a 5-year renewal of the program and the development of a 5-year Physical Activity Strategy. The Physical Activity & Community School Coordinator is hired as part of the MPAL program and is responsible for the implementation of the physical activity strategy and managing the community use program through the Shelburne Regional High School (SRHS).

Analysis:

Joel d'Entremont was hired as the Physical Activity Community School Coordinator and has just recently accepted a new position, therefore leaving the MPAL position vacant.

The partners; Town of Shelburne, Municipality of the District of Shelburne, Town of Lockeport and the Province, renewed the MPAL Memorandum of Understanding (MOU) this past spring. Since then the 5-year (2020-2022) Physical Activity Strategy was developed and adopted by all three units and the province. In order to proceed with the Physical Activity Strategy and the management of the community use program, the position will need to be refilled. To refill the position, the Town of Shelburne, as well as the other units, will need to continue their partnership sustaining the MPAL program.

We have notified the other partners that Council will be deciding on whether or not to remain in the program based on budget considerations. Until March 31st, our Customer Services Representative will be handling bookings for community use. Should Council decide not to stay in the MPAL program, we would lose the community use program at SRHS and the part-time positions associated. Community Use Coordinator wages are funded based on fees and are cost neutral.

Financial:

The Town's financial commitment to maintaining the MPAL position is \$10,000/year. We also manage and administer the position and resources are dedicated from the Administration and Finance Departments.

Recommendation:

THAT Council continues their partnership with the Municipal Physical Activity Leadership (MPAL) program.

A handwritten signature in cursive script, appearing to read "S. W. Mattatall", is written over a horizontal line.

Sarah W. Mattatall, Manager of HR & Admin



Town of Shelburne
Staff Report to Council
Records Management Term
February 3rd, 2020

General Overview:

This staff report is intended to inform and update Council with the progress, accomplishments and status of the past year's term position of Records & Data Management Coordinator.

Background:

In September of 2018 staff researched the costs to out-source the scanning of documents of records and obtained quotes for those services. It was discovered and decided that hiring a staff member to implement and assist with the development of a records management system. Council approved adopting the AMANS Records Management Manual on September 4th, 2018 as this allows for a consistent municipal government system of filing. The term started late January of 2019 and ended January 31st 2020. By using this system of filing it will make retrieval, maintenance and destruction less time consuming and increasingly functional.

Analysis:

The first few months of the position were spent researching and reaching out to other units on training, as well as their practices and help on how to get started. The first month also consisted of a very large FOIPOP request for the Town which consumed a lot of time as our records were everywhere and everything needed to be found and presented as the previous records retention policy was not being used. A data base was also created in March/April for all of the Town Facilities which included all information from 2015-2019. Over the spring, boxes in the bay got brought down and there was a full pallet of them. Robin and Julie went to Dartmouth in May for a one day training session with AMANS on Records Management. The summer months were spent on the boxes in the bay and started on the area out back in the Town Office. Through the fall the area out back became totally cleaned out/empty and records that were being kept were moved over to the post office. The safe was done in November/December and January was spent finishing up and training some of the other staff for going forward. Over the term, approximately 200 boxes were gone through, classified and/or destroyed. Record classification codes, retention periods and destruction dates are listed on all of the approximately 100 boxes remaining at the post office. There were 100's of bags of shredding over the term.

Going forward every employee has an important role to play in protecting the future of the Town by keeping and disposing of records in accordance with the AMANS Manual. Records are information assets and hold value for the Town. Also, holding onto records longer than their retention period also allows them to be a liability for an organization. Starting in February, the Town Clerk will be responsible for the Records Management Program.

Recommendation:

THAT Council accepts the Records Management report for information.

Respectfully submitted,

Robin Smith, Records & Data Management Coordinator



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday, January 9th, 2020
7 p.m.

Committee Members Present:

Julie Ferguson, Secretary / Town Staff Member
Harold Locke / Council Member
Mary Ayer / Public Member
Cheryl Bower / Public Member
Deby Varner MacAlpine / Public Member
Mayor Karen Mattatall / Council Member
Holly Renaud / Public Member
Laura O'Byrne / Public Member

Regrets:

Bonnie Mahaney, Chair / Public Member

1. Call to Order

Guest Chair Karen Mattatall called the meeting to order at 7:02 p.m.

2. Approval of Agenda

Renaud - Locke

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday, January 9th, 2020 be approved.

CARRIED

3. Approval of Minutes

Locke - MacAlpine

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday, December 12th, 2019 be approved.

CARRIED

4. Delegations

None

5. Correspondence

None

6. CP & V Items

a) Committee Membership

The CP & V Committee is still down 1 members. Laura O'Byrne has been approved for membership to the committee by Town Council. Members were encouraged to invite potentially interested people to attend a meeting in the future as we still have 1 spot to fill.

b) Volunteer of the Month

Discussion was held regarding nominations for January and February volunteers of the month nominations.

c) Representative Volunteer for the Province – Selection from VOM's 2019

The CP & V Committee reviewed the choices for Volunteer of the Month in 2019 in order to choose a representative volunteer for the Town of Shelburne. Due to the amount of resident engagement with Bill and Sarah Chidiac's nomination, they were suggested as our representative volunteers. Julie will reach out to Bill and Sarah for information for the paperwork involved.

d) Events Recap –Santa at the Guild Hall Dec. 13th, House Decoration Contest, New Year's Levee

Members of the committee noted that attendance at the Santa @ The Guild Hall was down this year and was down last year as well. They wondered if it was due to the location change. It was suggested to look at alternate locations or day of the week as well as additional activities for kids while they wait.

Deby, Cheryl, Julie and Laura reported on the Lights Decoration Contest Judging. Unfortunately, many of the houses that were nominated did not have their lights on that night and could not be judged. A list was made of honourable mentions out of the nominated houses. It was suggested to ask businesses if they would donate prizes and advertise the prizes in advance next year.

The New Year's Levee was held from 2-4pm at the Sandy Point Lighthouse and was very well attended this year. As it is the Town's turn to host next year, the idea of alternating locations throughout Town was suggested and would need to be considered under budget restrictions. There was also a note that some people do not know what the Levy is and maybe more information to the public would be useful.

e) Upcoming Events

The African Heritage Month Proclamation will be held at the Black Loyalist Heritage Centre on Jan 4th, 2020 from 10am-12noon. No help is needed from the committee at this time.

f) Memorial Trees and Benches

Discussion was held regarding the Memorial Trees and Benches ideas.

Julie recommended that if the Town were to consider memorial trees, a map of lost trees would have to be drawn up and orders taken soon as the deadline to order trees is approaching. Money would have to be paid before a location is booked and a tree is ordered. Depending on the demand, there may be a cap for the number of trees planted each year.

Karen and Holly expressed interest in the Memorial Benches Project. It would be a good idea to get a map of areas that could use new or additional benches. The benches with the concrete ends are cheaper and can be constructed by volunteers. Julie suggested that they defer this item until the February meeting so that members could ask for volunteers to do the building and find out the costs. The only part that the Town would help with would be the map and processing payments.

g) Grants to Organizations Update

Julie reported that she hadn't met with Jane yet to discuss the Grants to Organizations Process this year yet and due to the lack of applications, there may not need to be a meeting this year. Harold mentioned that Council was working on the budget and there may be a limited amount of funding at this time. Harold also wanted CP & V to continue with the Grant Application Evaluations and make a recommendation to Council. Julie will email the committee with an update in February.

h) Support for Community Organizations

CP & V discussed how they could further support community organizations. The last meeting held discussion around fundraising and the guild hall opportunity. It was suggested that an ad be created for the Town's Facebook page that we would share information from non-profit / community groups.

7. New Business

a) Flat Jenny

Karen mentioned that she had received a "Flat Jenny" from a grade 3 class in Vancouver to be taken around Shelburne as the students would be learning about Shelburne through this project. Deby volunteered to take Flat Jenny to Peggy's Cove.

8. Next Meeting: Thursday, February 13th, 2020

9. Adjournment

Locke-Ayer

THAT the Regular Meeting of the Community Participation & Volunteerism Committee of Thursday, January 9th, 2020 be adjourned at 8:17 p.m.

CARRIED



Meeting Minutes
Shelburne Port Committee
Thursday, January 16, 2020
7:00 PM

Committee Members Present

Councillor Harold Locke, Council Member / Committee Chair
Councillor Rick Davis, Council Member
Wayne Langthorne, Interim Port Manager
Darren Shupe, CAO / Committee Secretary
John Garland, Public Member
Herb Locke, Public Member
Percy Cox, Public Member
Trudy Payne, CAO District of Shelburne

Regrets:

Deputy Warden David Levy, MDS Council Member
Karl White, Public Member
Charlie Arcon, 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 January 16th, 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 November 27th, 2019.

Davis – Garland

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for November 27th, 2019 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. Financial Report

Discussion was held regarding the aged receivables section of the financial report. CAO to review Fundy Spray with Finance Manager.

Herb Locke – Davis

THAT the Financial Report for the Shelburne Port Committee for November 27th, 2019 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 - Garland

THAT the Port Manager's Report for the Shelburne Port Committee for January 16th, 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.

8) New Business

a) Update on Marine Terminal Upgrades Program

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

9) Adjournment

The meeting was adjourned on motion at 7:30 PM.

Next Meeting: February 20, 2020



Town of Shelburne Asset Management Committee
Meeting Minutes
January 23, 2020

Present: Karen Mattatall, Darren Shupe, Jay Pilzer, Elizabeth Acker, Grant Balsdon, Chris Sharpe, Andrew Jones, Joshua Brown (Public)

Regrets: Matt MacInnis, Jane Crowell, Nolan Young

- 1. Meeting called to order:** 5:09 pm
- 2. Approval of Agenda:** *Motion to approve agenda made by Acker, seconded by Pilzer. Motion carried.*
- 3. Minutes of Previous Meeting:** *Motion to approve meeting minutes from December 5, 2019 made by Sharpe, seconded by Acker. Motion carried.*
- 4. Old Business:**

a. Communications – Press Release.

Discussion was held on the press release issued earlier in the day by the Town as well as by the District of Shelburne and the next steps for Council in addressing our financial and service delivery challenges.

5. New Business:

a. Fire Services Review

A discussion was held on the Shelburne Volunteer Fire Department's proposed 2020-21 budget. Next meeting will include a review of the Fire Department's 20-year capital budget.

b. Water Security Review

An update was provided on water security which included a review of a Town commissioned study from 1992 on the viability of adding distributed well services to supplement the Town's water utility. The Operations Manager shared his communication with Annapolis County on the expense of adding distributed wells.

c. Committee Membership Update

Communication from Duane Rankin indicating he was not able to participate with the Committee was shared. Joshua Brown has indicated his interest in joining the Committee and was in attendance for the meeting.

6. **Next Meeting:** February 6, 2020, 7:00pm in Council Chambers. Marine Terminal to be reviewed.
7. **Adjournment:** Sharpe moved for adjournment at 6:35pm.