



AGENDA
Town Council Meeting-Community Centre
Monday January 4th, 2021
7:00 p.m.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on December 7th, 2020
- 4) Proclamations
Sir John A MacDonalD Day – January 11th, 2021
Pay It Forward Day – January 12th, 2021
- 5) Delegations: none
- 6) Correspondence:

Action required: none

For Information:
 - a) Canada Post Letter-Commemorative Stamp Program
 - b) Email- Communities Culture & Heritage
 - c) Region 6 Solid Waste Resource Management
- 7) Council Items:
 - a) Appointment of Audit Committee Citizen Member- Bruce Bennett
 - b) Appointment of 2 Councillors-Heritage Advisory Committee
- 8) Committee Reports: none
- 9) Staff Reports:
 - a) Town Council Meeting Policy Update
 - b) RCMP Contract Amendment
- 10) New Business:
- 11) Upcoming Meetings:
 - a) Port Committee –Thursday January 7th, 2021- Town Office
 - b) Audit Committee- Wednesday January 13th, 2021 at 6pm
 - c) Council Meeting- Monday January 18th, 2021 at 7pm- Community Centre-including Appeal
- 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, December 7th, 2020
Shelburne Community Centre, 63 King St., Shelburne, NS

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Ken Smith, Interim CAO
Robin Smith, Executive Coordinator
Jane Crowell, Manager of Finance
Peggy Cox, Administrator of Dangerous & Unsightly

Invited Guests

Gwen Harding- Appellant
Cyndi Harding- Appellant's Sister
Susan Elliott-Little Peoples Place

Mayor Locke called the Appeal Hearing to order at 7pm. The order of proceedings was reviewed with Council and the Appellants. The Chair asked the Appellants to identify themselves and then briefly explained how the hearing will proceed. The Town of Shelburne Administrator of Dangerous & Unsightly (Peggy) explained the basis for the order under review and provided documentation of the case. The following is the Order of Proceedings for the Appeal:

- Town Council ask questions to the Administrator of Dangerous & Unsightly for clarification
- The Appellant ask questions to the Administrator of Dangerous & Unsightly for clarification
- Witnesses were permitted to provide factual evidence relevant to the appeal
- Appellant's Presentation – The Appellant was given up to ten (10) minutes to support the appeal
- Town Council ask questions to the Appellant or witnesses
- Town Council ask questions to the Administrator
- The Administrator ask questions to the Appellant
- Town Council then debated and discuss their decision and render a decision with the Appellant
- Town Council has the opportunity to move In-Camera (In Private) to obtain confidential legal advice
- Town Council had four (4) alternatives:
 - Cancel the Order (allow the appeal)
 - Amend the Order (change the conditions)
 - Keep the Order as is (appeal dismissed)
 - Continue the hearing at a later date (defer)

There was discussion amongst Council and with the defendant. There were many questions raised from both Council and the defendant.

Council would like to get legal advice on 3 items:

- 1- The question came from the appellant of why nothing has been done by the Town between 2011 and now,
- 2- The question of who has paid the taxes on the trailer and if that was protected by the privacy act.
- 3- Council would like to know if the Town can enter into a % based cost sharing for the demolition/repair of the trailer.

A motion was made THAT Council defer a decision for 30 days and also suggested for the Appellant to get legal advice for the issues between themselves and the tenant or Estate of the tenant.

Davis-Ringer

CARRIED

Call to Order

Mayor Harold Locke called the Council meeting to order at 7:30

Approval of the Agenda

THAT the Agenda for the Regular Town Council Meeting be approved with the following additions under Reports- SVFD Monthly Report

Acker-Davis

CARRIED

Approval of the Minutes

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

Ringer-Nickerson

CARRIED

Proclamations

Mayor Locke proclaimed Human Rights Day-Thursdays December 10th 2020

Delegations

- a) Susan Elliott of Little Peoples Place presented Council with background information on the facilities that Little Peoples Place operates. They have been in Shelburne since 1978 with 2 locations, one at St. Andrews Lane and the other location being the King St. Centre. Between the two facilities, they presently provide care for 75 children, which is approximately 55 families. The King St. Centre had 5 organizations paying rent and using the facility as well but due to various reasons over the past year some have left. The building is in need of many upgrades over the coming years. The Town has had meetings with Susan Elliott, the board of LPP and MDS over the past few months and Interim Ken Smith invited Susan to bring Council up to date on discussions that have been happening. Council agreed the importance of Little Peoples Place and King St. Centre in our community and working towards an improved facility.

Correspondence

Action Required:

- a) Shelburne County Arena- Capital Upgrades

THAT Council approves the request as presented by the Shelburne County Arena for \$5379.62.

Acker-Ringer

CARRIED

b) Shelburne County Mental Health & Wellness Association (SCMHWA)
THAT Council appoints CAO Sherry Doane as a representative of the Town of Shelburne as well as share information for the SCMHA as required.

Acker-Ringer

CARRIED

c) Guild Hall Summer Art Series
THAT Council approves the request as presented by Richard Snow, Head of the Guild Hall Summer Art Series Committee.

Acker-Nickerson

CARRIED

Council Items

a) EMO Committee Appointment & Alternate
THAT Council appoint Mayor Harold Locke to the EMO Liason Committee and Councillor Rick Davis as the alternate.

Davis-Ringer

CARRIED

Staff Reports

a) Tax Sale
THAT Council approves the properties marked for tax sale in the staff report.

Davis-Nickerson

CARRIED

b) Feeding Deer in the Town of Shelburne
THAT Council direct staff to provide information to the public to encourage them to take steps to discourage deer from feeding within the Town limits.

Davis-Ringer

CARRIED

c) FCI's 2019
THAT Council accepts the 2019 Financial Condition Indicators report for the Town of Shelburne for information.

Nickerson-Davis

CARRIED

d) Andrew Goreham-Monthly Building Report
THAT Council accept the Monthly Building Inspection Report.

Davis-Ringer

CARRIED

e) SVFD Monthly Report
THAT Council accept the SVFD Monthly Report.

Acker-Nickerson

CARRIED

New Business

- a) Mayor Locke- discussion was held on whether we would be having a December 21st Council Meeting Interim CAO pointed out a motion from the September 21st meeting and it was decided that we would be only meet once in December.
Mayor Locke wished all staff, council and residents a Merry Christmas and all the best in 2021!

Upcoming Meetings

Council Virtual Meeting with Marilyn Hay-Wednesday December 9th 6pm

Town Council- Monday January 4th 2021 at 7pm at Shelburne Community Centre

Audit Committee Meeting- Wednesday January 13th 2021 at 6pm at Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of Monday December 7th be adjourned at 8:12pm

Davis

CARRIED

Mayor

Executive Coordinator



CANADA POST
2701 RIVERSIDE DRIVE SUITE N0870
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU N0870
OTTAWA ON K1A 0B1
POSTESCANADA.CA

November 24, 2020

Her Worship Mayor Karen Mattatall
Town of Shelburne
168 Water Street
PO Box 670
Shelburne NS B0T 1W0

Dear Mayor Mattatall:

Thank you for your letter to the Chairman of the Stamp Advisory Committee on behalf of the Town of Shelburne, in support of the suggestion by the Nova Scotia Museum that we issue a stamp in 2023 to mark the 40th anniversary of the Dory Shop Museum at Shelburne's Museums by the Sea. I received your letter in the midst of our COVID-19 challenges affecting our national network and workforce. Please excuse the delay in replying as we have been focused on ensuring the health and safety of our people and valued customers during the COVID-19 pandemic.

I will be pleased to ensure that this suggestion is brought to the attention of the Committee, whose mandate is to examine all stamp suggestions and to recommend the annual stamp program. The stamp program for 2023 will be announced in 2022.

For your reference, you can find our Stamp Subject Selection Policy on our website at canadapost.ca/personal. Simply click on the heading "Collectible stamps and coins" and select "Suggest a stamp" from the drop-down menu. If you would like to read more about our commemorative stamps, including historical facts and details on the artistry involved, I invite you to visit canadapost.ca/magazine.

Again, thank you for writing, and I very much appreciate your interest in our commemorative stamp program. Please keep safe and well.

Yours sincerely,

Jim Phillips
Director
Stamp Services

From: Minister of Communities, Culture & Heritage [MIN_CCH@novascotia.ca]
Sent: Tuesday, December 08, 2020 9:17 AM
To: clerk@town.shelburne.ns.ca
Subject: RE: Harold Locke CRM:0404103

Harold Locke, Mayor
Town of Shelburne

Dear Harold Locke:

As Minister responsible for the Department of Communities, Culture, and Heritage, the Premier has asked me to respond to your letter dated November 6, 2020 regarding your Town Council's resolution requesting funding support for community rinks.

We appreciate the important role that community sport and recreation facilities play in supporting Nova Scotians to be more physically active and we understand that community rinks have been particularly impacted by the pandemic. We are interested in learning more about the specific situation your arena is facing.

Anna Haanstra, South Shore Regional Manager, would be happy to discuss this with you further. She can be reached at anna.haanstra@novascotia.ca to set up a meeting.

Sincerely,

Suzanne Lohnes-Croft
Minister

cc: Justin Huston, Deputy Minister, Communities, Culture and Heritage
Melissa MacKinnon, Associate Deputy Minister, Communities, Culture and Heritage

----- Original Message -----

From: Tanisha Wilson;
Received: Mon Nov 16 2020 10:41:32 GMT-0400 (Atlantic Standard Time)
To: Premier; ECO/OP Premier;
Subject: Harold Locke



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Ken Smith
Town of Shelburne
PO Box 670
168 Water St
Shelburne, NS B0T 1W0

December 10, 2020

RE: Budget Approval 2021-22

Dear Mr. Smith,

On Friday, December 4, 2020, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2021 – March 31, 2022.

The following motion was passed:

MOTION: to recommend approval of the 2021-22 Region 6 Inter-Municipal Committee Budget in the amount of \$913,830 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2021 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

I would be happy to attend the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in blue ink that reads "Valda Walsh". The signature is written in a cursive, flowing style.

Valda Walsh BSc TME EP
Regional Coordinator

encl.

Region 6 Solid Waste Management

INCOME	2020-21 Projection	2020-21 Budget	2021-22 ESTIMATE
Contracts/Service Agreements			
Education Contract ¹	80,392	70,163	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	3,000	3,000	0
Sub-total	\$ 216,103	\$ 205,874	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	99,256	87,000	87,000
Diversion ²	432,219	365,200	440,000
Municipal Approved Programs	80,500	80,500	80,500
Interest		0	
Sub-total	\$ 611,975	\$ 532,700	\$ 607,500
Municipal Contribution			
Municipal Billing ³	94,699	94,699	93,227
Sub-total	\$94,699	\$94,699	\$93,227
TOTAL	\$ 922,777	\$ 833,273	\$ 913,830

INTER-MUNICIPAL RESERVES Schedule			
	F2021 Forecast	Approved Expense	Program amount remaining
Public Bins Program 2021	\$ 5,400	\$ 30,000	\$ 24,600

On June 12, 2020 Region 6 Inter-Municipal Committee approved a cap of \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal



Region 6 Solid Waste Management

EXPENSES	2020-21 Projection		2020-21 Budget		2021-22 ESTIMATE	
OPERATING EXPENSE						
Coordinator Salary ⁴		74,664		67,448		65,000
Coordinator Benefits ⁴		12,643		10,334		10,327
Travel (Coordinator)		1,000		5,500		5,500
Training and conference		1,600		2,040		2,040
Office Rental		9,198		8,760		9,198
Cleaning		300		780		780
Cell phones		1,027		1,100		1,100
Phone/internet		1,254		1,500		1,300
Office supplies and services		3,500		3,500		3,500
Advertising ⁵		700				500
Computer/materials ⁴		3,631		1,500		3,000
Insurance		3,364		3,100		3,400
Administration		9,390		9,390		9,390
Legal		1,000		1,000		1,000
Auditor		8,239		8,240		8,866
Sub-total	\$	131,509	\$	124,192	\$	124,901
EDUCATION						
Education salary		52,284		52,284		53,330
Educator Benefits		9,397		7,971		9,474
Travel (education)		10,500		10,500		10,500
Advertising ⁵		1,800		-		2,500
R6RECYCLES		10,800		12,000		12,000
Program materials		1,200		4,200		4,200
Sub-total	\$	85,981	\$	86,955	\$	92,004
PAYMENTS TO UNITS						
Enforcement Contract		89,425		89,425		89,425
Dairy Stewardship		99,256		87,000		87,000
Diversion ²		432,219		365,200		440,000
Municipal Approved Programs		80,500		80,500		80,500
Sub-total	\$	701,400	\$	622,125	\$	696,925
TOTAL	\$	918,890	\$	833,273	\$	913,830
Revenue/Expenditure	\$	3,886	-\$	0	-\$	0



Region 6 Solid Waste Management

Notes to BUDGET:

1. Education Contract - The schedule for this year's contract included an extra \$10,000 to support strategic direction by our partners at Divert NS. These included generating nominations for the annual Mobius Awards, promotion of the Divert Scholarship, Organizing a WRW contest, and collaborative social media content.

2. Diversion Credits - Due to anticipated constraints as a result of COVID-19, Divert NS added \$1M to the provincial Diversion account (borrowed from future reserves). Region 6 typically receives 8 - 8.5% of this based on waste diverted from landfill.

3. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$93,227 estimate will be offset by \$20,935 surplus made up from the \$32,287 as reported in the 2019-20 audited financial statements less the cost of the R6RECYCLES from 2018-19 that was not transferred from our future projects fund for 11,352.

Actual to be billed to municipal members will be **\$ 72,292**

4. Coord. Salary and benefits plus computer – Forecast for March 31 is higher than expected due to anticipated overlap with Valda leaving and a new coordinator starting. New laptop and programs will need to be purchased as well as paying extra salary during the transition time.

5. Advertising - Due to our experiences with COVID-19 and our new obligations under the Education contract, Region 6 will incur new costs for advertising. A website was developed as well as paid stories and some social channel promotions to aid in outreach to areas we cannot reach in person (ex. in schools and general public since we cannot be present at community events). Some advertising expenses were also incurred to post jobs - this is carried under our operations.

<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2021-22</i>
Shelburne Shared Services	6,562	7.25%	\$ 5,244.14
Town of Bridgewater	8,532	9.43%	\$ 6,818.51
Town of Mahone Bay	1,036	1.15%	\$ 827.94
Municipality of Lunenburg	24,863	27.49%	\$ 19,869.73
Municipality of Barrington	6,646	7.35%	\$ 5,311.28
Town of Clark's Harbour	758	0.84%	\$ 605.77
Municipality of Chester	10,432	11.53%	\$ 8,336.93
Town of Lunenburg	2,263	2.50%	\$ 1,808.52
West Hants Regional Municipality	19,016	21.02%	\$ 15,196.99
Region of Queens Municipality	10,351	11.44%	\$ 8,272.20
Total	90,459	100.00%	\$ 72,292.00





Town of Shelburne

Staff Report to Council

Town Council Meetings Policy Update December 2020

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:

In early 2020, Council approved amendments to the Town Council Meetings Policy to include online access to Council Packages. It had been suggested at the time to consider making the Council packs available to the public *after* a meeting so they could follow along to relevant documents while watching a council meeting online.

Analysis:

If the Council Packages are to be posted on the website for the public, having them posted *prior* to the meeting would be more relevant for residents of the Town to be able to speak to their Councillors prior to a meeting should they have any concerns. After asking on list-serve and getting quite a few responses it appears many other units post their Council Packs prior to meetings as well. A few units mentioned they started making documents available earlier to be more transparent. It should be changed in the Town Council Meetings Policy as part of the procedure for a council meeting.

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 on the Friday before 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 intends to consider amending the Town Council Meetings Policy to include online access to Council Packages on the Friday before regularly scheduled Council meetings at the January 18th 2021 Council Meeting.

Respectfully Submitted,

Robin Smith
Executive Coordinator



Town of Shelburne
 Staff Report to Council

RCMP Contract Terms: Federal vs. Provincial
4 January 2021

General Overview:

This staff report is intended to solicit a decision from Council as to whether we continue with the Federal version of our contract with RCMP (MPSA) or give the RCMP notice of our request to change our contractual terms to the Provincial version (PPSA).

Background:

On 16 July 2018, a previous staff report detailing the policing services options (local versus RCMP) was before Council that resulted in a Council decision to accept continuing coverage with the RCMP under the MPSA, with a reduction in billing to correspond to 3.375 members (shown as option 1 of the 13 March 2018 proposal). This agreement was signed with an expiry date of 31 March 2032.

Subsequently, on 20 July 2020, Council (moved by Councillor Davis, seconded by Councillor Ringer) asked staff to prepare a report outlining the pros and cons of changing from MSPA to PPSA to ensure they had a full picture of the differences between the agreements. At time of writing, 43 other Nova Scotia municipalities are on the PPSA whilst Shelburne is amongst 4 municipalities on the MPSA (Towns of Antigonish, Pictou and Yarmouth) program. The Interim CAO and present CAO have reached out to the RCMP administration (MPSA and PPSA management), local RCMP leadership as well as the past Mayor to familiarize themselves with the differences in the agreements and present their findings back to Council through this staff report.

Analysis:

Advantage MPSA (federal)

Actual costs charged so “quiet” years result in credit back (average for past 8 years was \$2.5k/year credit) - includes sick leave, overtime, guards/matrons

Each line item is defined and justified annually

Shelburne is grandfathered in MPSA (note, if

Advantage PPSA (provincial)

Additional costs shared amongst all 44 municipalities (assuming Shelburne switches) on PPSA means less risking for substantial cost surges

All costs included in price except Town employee at RCMP attachment

Cost savings to move to PPSA is

switched to PPSA, cannot go back to MPSA until population >15k)

approximately \$93k/year (FY21 estimates) with no apparent change in quality of service (per Staff Sargent)

Aligns with neighbouring municipalities' agreements for RCMP services

Strategic Plan Links:

Objective 4.3 Grow Capacity: Achieving Fiscal Sustainability – Reduce Police Services Costs

Recommendation:

THAT Council approves the request to change from MPSA to PPSA with RCMP contract, knowing that contractually this may not come into effect for up to two (2) years.

Respectfully Submitted,

Sherry Doane
CAO, Town of Shelburne