



AGENDA
Town Council Meeting-Community Centre
Monday February 1st, 2021
7:00 p.m.

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on January 18th, 2021.**
- 4) **In-Camera- MGA Section 22 (a)-acquisition, sale, lease and security of municipal property.**
- 5) **Proclamations**
Flag Day- February 15th, 2021
- 6) **Delegations: None**
- 7) **Correspondence:**
Action Required: None

For Information:
 - a) Accessibility NS Email
 - b) Visit Shelburne & Lockeport Website- Analytics
 - c) Order of Nova Scotia
- 8) **Council Items:**
 - a) NSFM Virtual Conference Topics- Request for Topics
 - b) Upcoming Budget Schedule
 - c) Appointment of Heritage Advisory Committee members
- 9) **Committee Reports:**
 - a) Waste Diversion Coordinator Report
 - b) Audit Committee Minutes- October 5th, 2020 and December 7th, 2020
- 10) **Staff Reports: None**
- 11) **New Business:**
- 12) **Upcoming Meetings:**
 - a) CP&V Committee-Thursday February 4th, 2021 at 6pm-Shelburne Community Centre
 - b) Town Council-Tuesday February 16th, 2021 at 7pm-Shelburne Community Centre
 - c) Shelburne County Mayors/Wardens & CAO's/Clerks-Wednesday February 17th at 9am-Shelburne Community Centre
 - d) Port Committee Meeting- Thursday February 18th, 2021 at 7pm-Shelburne Community Centre
- 13) **Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting
Monday January 18th, 2021
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
Robin Smith, Executive Coordinator

Invited Guests:

Gwen Harding
Cyndi Harding

Mayor Locke called the Continuation of the Appeal Hearing of the Estate of Mr. Wendell Acker (trailer) and Ms. Gwen Harding (property owner) to order at 7pm. He gave the floor to Gwen Harding to present to Council. Ms. Harding indicated she found out last Thursday from the Tenancy Board that she must hang on to the property for 30 days (Feb. 13/2021) until she can dispose or do anything with it as its abandoned. If no one steps forward from the Late Mr. Wendell Acker's family in that time, then she plans on posting it for free and after that intends to get a demolition permit. Ms. Harding requested that the demolition permit be 60 days if possible. The CAO Sherry Doane said she will find out if a demolition permit is allowable for 60 days. Mayor Locke indicated a decision on the Appeal had to be made tonight and if the demolition permit allows for an extension more than 30 days that Council will look at that in the future.

Councillor Davis made a motion.

THAT Council amends the order to change the conditions to Feb 13th, then decide at next council meeting if they can have 60 days. There was no seconder.

Councillor Acker made a motion.

THAT Council keeps the order as is and the appeal is dismissed.

Acker-Ringer

CARRIED

Role-Call Vote:

Councillor Acker voted Yes.
Councillor Ringer voted Yes.
Councillor Nickerson voted Yes.
Councillor Davis voted No
Mayor Locke voted Yes.

Mayor Locke indicated to Gwen and Cyndi Harding that the CAO will contact her with the information regarding demolition permit as soon as she finds out.

Call to Order

Mayor Harold Locke called the Council meeting to order at 7:11pm

Approval of the Agenda

THAT the Agenda for the Regular Town Council Meeting be approved with the following addition under Council Items

- a) Town Council Meetings Policy Updates

Davis-Ringer

CARRIED

Approval of the Minutes

THAT the Minutes of the Regular Town Council Meeting held on January 4th, 2021 be approved as presented.

Acker-Ringer

CARRIED

Proclamations

Mayor Locke proclaimed the month of February as African Heritage Month. Mayor Locke also indicated he participated in a virtual proclamation in which Govt. of NS representatives will be recognizing and proclaim February as African Heritage Month. We will share on our social media when it becomes available.

Delegations

None

Correspondence

None

Council Items

- a) Town Council Meetings Policy Update

THAT Council amends the Town Council meetings Policy to include online access to Council Packages on the Friday before regularly scheduled Council meetings.

Davis-Acker

CARRIED

Committee Reports

- a) Port Committee

THAT Council accepts the draft Port Committee minutes for information.

Davis-Nickerson

CARRIED

Staff Reports

- a) Building Report-Andrew Goreham

THAT Council accept the Building Report from Andrew Goreham as presented.

Acker-Nickerson

CARRIED

b) Monthly and Annual Report-SVFD
THAT Council accepts the Monthly and Annual reports from SVFD as presented.
Acker-Ringer
CARRIED

c) Financial Report
THAT Council accept the Financial Report from Finance Manager Jane Crowell as presented.
CAO Sherry Doane committed to include summary note for future financial reports.
Davis-Nickerson
CARRIED

New Business

a) Mayor Locke mentioned many other municipal units have opened their meetings to the public again and staff has determined with the arrangements at the Community Centre meeting room that we can accommodate up to 5 people. We will post on social media and our website and those wishing to attend can call or email to book a spot with Executive Coordinator Robin Smith.

Upcoming Meetings

Town Council- Monday February 1st, 2021 at 7pm-Community Centre
CP&V- Thursday February 4th, 2021 at 6pm-Community Centre

Adjournment

THAT the Regular Town Council Meeting of Monday January 18th,2021 be adjourned at 7:20pm
Ringer
CARRIED

Mayor

Executive Coordinator

From: Accessibility Directorate <Accessibility@novascotia.ca>

Sent: Thursday, January 14, 2021 3:34 PM

To: Undisclosed recipients:

Subject: Update: Timeline change for Prescribed Public Sector Bodies

Dear prescribed public sector body:

Since the onset of the Covid-19 pandemic, several prescribed public sector bodies have expressed concerns about meeting their obligations under the Accessibility Act within the previously announced timelines.

Official correspondence from Minister Furey will soon follow, but today we wanted to share with you that a one-year extension to the timelines has been approved, as follows:

Cohort 1 – prescribed effective April 1, 2021

- o All municipalities and villages; universities; Nova Scotia Community College; Regional Libraries

Cohort 2 – prescribed effective April 1, 2022

- o Housing Nova Scotia; Develop Nova Scotia; Events East; Conseil Scolaire Acadian Provincial; Regional Centres for Education; Nova Scotia Health Authority; IWK Health Centre; Atlantic Provinces Special Education Authority; Nova Scotia Business Inc.; Nova Scotia Innovation Corporation; Tourism Nova Scotia; Art Gallery of Nova Scotia; Nova Scotia Gaming Corporation; Nova Scotia Liquor Corporation; Nova Scotia Museum

This means that Cohort 1 will now have until April 1, 2022 to develop an accessibility plan and establish an accessibility committee, while Cohort 2 will have until April 1, 2023.

Thank you for your ongoing commitment to building an accessible Nova Scotia by 2030. Please expect official correspondence from Minister Furey soon, with further details on this timeline change.

Nova Scotia Accessibility Directorate
Department of Justice
Phone: 902-424-8280
Website: <https://novascotia.ca/accessibility/>
Email: accessibility@novascotia.ca

POPULAR PAGES

| Page | Pageviews |
|--------------------------------------|-----------|
| / | 4,148 |
| /things-to-do/shelburne/attractio... | 1,695 |
| /accommodations/shelburne/cot... | 1,137 |
| /upcoming-festivals-events | 906 |
| /eat-drink/shelburne/restaurants | 689 |
| /things-to-do/shelburne/outdoors | 575 |

1 - 100 / 276 < >

DATE PICKER

Jan 1, 2020 - Dec 31, 2020

| | | |
|---------------|-------------------|-----------------------|
| Sessions | Pages per Session | Bounce Rate |
| 10,158 | 2.27 | 63.10% |
| ↓ -22.9% | ↓ -4.9% | ↓ -1.0% |
| Users | New Users | Avg. Session Duration |
| 8,816 | 8,780 | 00:01:27 |
| ↓ -17.8% | ↓ -18.3% | ↓ -11.3% |

DEVICES USED TO VIEW YOUR SITE

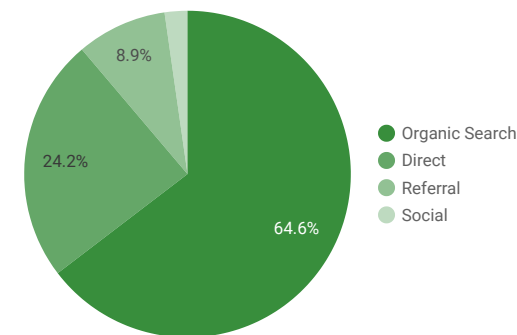
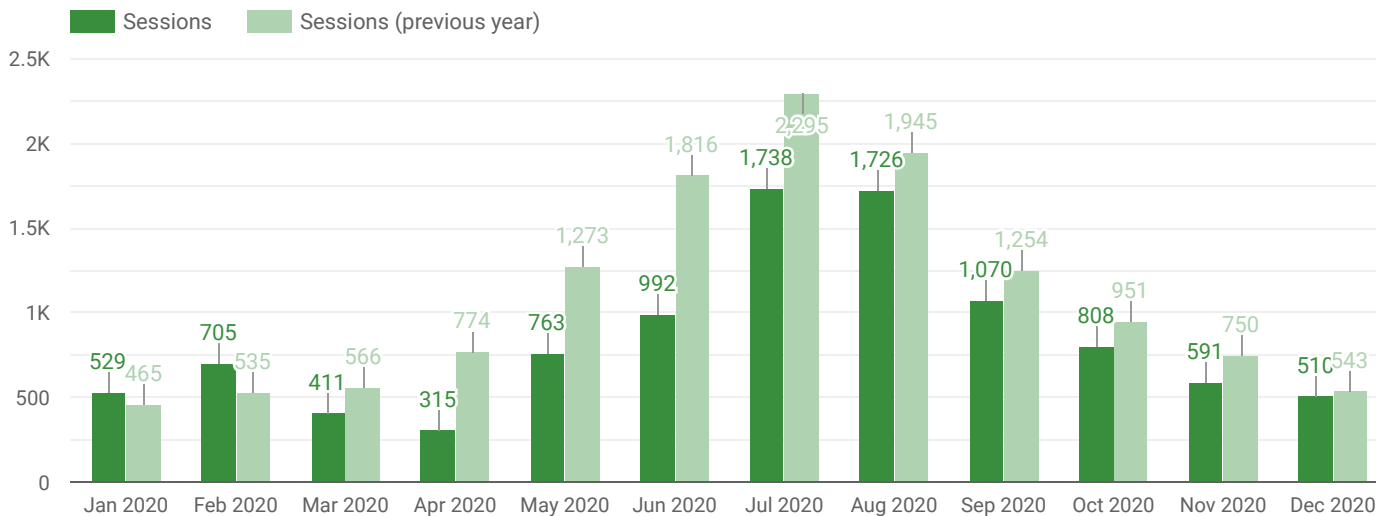
| Device Category | Users |
|-----------------|-------|
| mobile | 4,290 |
| desktop | 3,806 |
| tablet | 708 |

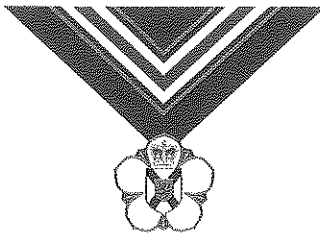
SOURCES OF TRAFFIC
Compared to Previous Year

| Traffic Source | Sessions | % Δ |
|----------------|----------|----------|
| Organic Search | 6,564 | -24.5% ↓ |
| Direct | 2,457 | -22.0% ↓ |
| Referral | 908 | 47.4% ↑ |
| Social | 229 | -67.6% ↓ |

FLOW OF SESSIONS

Compared to Previous Year





Order of Nova Scotia

TO: Mayor Karen Harris-Mattatall
Town of Shelburne

FROM: Ms. Glennie Langille
Chief of Protocol
Secretary of the Order of Nova Scotia

DATE: January 19, 2021

SUBJECT: ORDER OF NOVA SCOTIA

2021 MARKS 20 YEARS OF CELEBRATING INSPIRING NOVA SCOTIANS

The Order of Nova Scotia is the highest honour that the province can bestow on an individual. It recognizes people who have made an exceptional contribution to their community and the province. Some individuals who have been invested into the Order of Nova Scotia are household names. Others have enriched the life of our province through acts and deeds that are known to only a few. But they all share one very important thing: they have been nominated by their fellow Nova Scotians for the honour.

More than 100 Nova Scotians have been awarded this prestigious award because their fellow Nova Scotians recognized their achievements and nominated them for consideration. I would like to take this opportunity to encourage you to offer the enclosed nomination forms to individuals in your community or direct them to the Protocol Office website at novascotia.ca/iga/order.asp where the nomination form can be downloaded.

As well, I have enclosed an Order of Nova Scotia poster for display in a public area. Should you require additional material, please contact Ms. Angela Dennison, Coordinator of the Order of Nova Scotia Program at (902) 424-2467, or angela.dennison@novascotia.ca. You can also contact me directly at 902-424-4194 or glennie.langille@novascotia.ca.

Ms. Dennison will be pleased to assist you by forwarding material or answering any questions you may have regarding the Order of Nova Scotia. The closing date for nominations is **Friday, March 19, 2021.**

Thank you for your consideration and co-operation. I look forward to receiving the nominations of deserving Nova Scotians from communities across the province to this prestigious Order.





Meeting Minutes
Audit Committee
Monday October 5th, 2020
5:00 PM

Committee Members Present

Mayor Karen Mattatall, Council Member / Committee Chair
Councillor Sheldon Ringer, Council Member
Councillor Rick Davis, Council Member
Councillor Harold Locke, Council Member
Councillor Nolan Young, Council Member
Ken Smith, Interim CAO / Committee Secretary
Jane Crowell, Manager of Finance

Others Present

Brian Nickerson, Interim Town Clerk
Ron Chute CPA CA
Luke Richardson

1) Call to Order

The Chair called the meeting to order at 5:00 PM.

2) Approval of Agenda

Locke – Davis

THAT the Agenda of the Town of Shelburne Audit Committee for October 5th, 2020 be approved as presented.

CARRIED

3) Presentation of the 2019-20 Financial Statements by Belliveau Veinotte Inc.

Ron Chute from Belliveau Veinotte Inc. reviewed the 2019-20 Financial Statements with the Audit Committee.

Recommendations to Council:

1. THAT Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31, 2020.
2. THAT Council approves a transfer of \$99,206.02 from General Operating to General Operating Reserve.

4) Adjournment

Locke - Young

The meeting was adjourned on motion by Councillor Young at 5:50 PM.



Meeting Minutes
Audit Committee
Monday December 7th, 2020
6PM-DRAFT

Committee Members Present

Mayor Harold Locke, Council Member
Councillor Sheldon Ringer, Council Member
Councillor Rick Davis, Council Member
Councillor Elizabeth Acker, Council Member
Councillor Ben Nickerson, Council Member
Sherry Doane, CAO, Committee Chair

Others Present

Ken Smith, Interim CAO
Jane Crowell, Manager of Finance
Robin Smith, Executive Coordinator
Jennifer Perry, Finance Officer
Ron Chute CPA CA

1) Call to Order

The Chair called the meeting to order at 6:00 PM.

2) Approval of Agenda

THAT the Agenda of the Town of Shelburne Audit Committee for December 7th, 2020 be approved with the addition of:

- 4- Other Items
- 5-Adjournment moved to item 5

Locke-Davis
CARRIED

3) Committee Items

- a) Presentation of the Auditors Management Letter from Belliveau Veinotte Inc.
Ron Chute from Belliveau Veinotte Inc. reviewed the Auditors Management Letter with the Audit Committee.
- b) 6 Month Review-General Operating Budget
Jane Crowell, Manager of Finance did a 6 month General Operating Budget Review
- c) Capital Budget Review
Jane Crowell, Manager of Finance did a review of the Capital Budget

4) Other Items

The next Audit Committee meeting will be held Wednesday January 13th 2021 at 6pm in Meeting Room A at the Community Centre.

5) Adjournment

Acker-Locke

The meeting was adjourned on motion by Councillor Acker at 6:45 PM.

