



AGENDA
Town Council Meeting-Community Centre
Tuesday February 16th, 2021
7:00 p.m.

- 1) **Call to Order**
- 2) **Presentation for Karen Mattatall and Nolan Young**
- 3) **Approval of Agenda**
- 4) **Approval of Minutes from the Council meeting held on February 1st, 2021.**
- 5) **Proclamations: None**
- 6) **Delegations: None**
- 7) **Correspondence:**
Action Required:
 - a) Shelburne Historical Society-Water adjustment request
 - b) Shelburne Historical Society-Lease approval request
For Information:
 - c) Safe Restart Agreement Letter
 - d) Fisheries Letter-Bernadette Jordan
- 8) **Council Items:**
 - a) Region 6 Budget approval
 - b) Plebiscite
- 9) **Committee Reports:**
 - a) CP&V Committee
- 10) **Staff Reports:**
 - a) Staff Report-Review of Outstanding Council Motions
 - b) Waste Diversion Coordinator Report
 - c) Shelburne Volunteer Fire Department Monthly Report
 - d) Monthly Building Report
- 11) **New Business:**
- 12) **In-Camera**
MGA Section 22: (e) Contract Negotiations
- 13) **Upcoming Meetings:**
 - a) Shelburne County Mayors/Wardens & CAO's/Clerks-Wednesday February 17th at 10am-Shelburne Community Centre
 - b) Port Committee Meeting- Thursday February 18th, 2021 at 7pm-Shelburne Community Centre
 - c) Special Town Council Meeting-Budget Process-Monday February 22nd, 2021 at 7pm at Community Centre.
 - d) Town Council-Monday March 1st, 2021 at 7pm-Shelburne Community Centre
- 14) **Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting
Monday February 1st, 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:

Darrell Locke, SVFD
Mike Knickle, SVFD
Mike Shand, SVFD

Before the Town Council meeting started, we held a closed award ceremony for two of our Shelburne Volunteer Firefighters. The CVFSA (Canadian Volunteer Fire Services Association Municipal Long Service Award) was founded in 1999. Its mission is to provide education and training, administration and organizational standards for the 45,000 volunteer firefighters in Canada.

In 2013 the CVFSA, in collaboration with municipalities in seven provinces, created the municipal long-service medal. It is intended to provide municipal units the opportunity of recognizing their volunteer. The CVFSA administers the program to ensure that a national standard is maintained and maintains an on-line record of the recipients.

Tonight, we are proud to present two of these awards. Darrell Locke received a 45-year medal and Mike Knickle a 35-year medal. The Town of Shelburne Council, staff and residents thank you both for your dedication and years of service.

Call to Order

Mayor Harold Locke called the Council meeting to order at 7:05pm.

Approval of the Agenda

THAT the Agenda for the Regular Town Council Meeting be approved with the correction of the upcoming Mayors/Wardens & CAO/Clerks meeting beginning at 10am.

Davis-Acker
CARRIED

Approval of the Minutes

THAT the Minutes of the Regular Town Council Meeting held on January 18th, 2021 be approved as presented.

Nickerson-Davis
CARRIED

In Camera

MGA Section 22 (a)-Acquisition, Sale, Lease and Security of Municipal Property

THAT Council go in-camera at 7:06pm

Acker-Ringer

CARRIED

Council came out of in-camera at 7:15pm

Business Arising from in-Camera

THAT Council deems the present Town of Shelburne property, measuring the width of the unbuilt Carleton Street, to the depth of two hundred and eight (288') more or less, north from George Street as surplus to the needs of the Town AND that Staff will dispose of the property using the most appropriate method.

Davis-Nickerson

CARRIED

Proclamations

Mayor Locke proclaimed Monday February 15th, 2021 as National Flag Day.

Delegations

None

Correspondence

For Information:

- a) Accessibility NS Email:
Council accepts the information from Nova Scotia Accessibility Directorate regarding a one-year extension for all municipalities for their accessibility plan.
- b) Visit Shelburne & Lockeport Website- Analytics
Council accepts the report for information.
- c) Order of Nova Scotia
Mayor Locke encouraged residents to nominate Nova Scotians they feel should be recognized. He mentioned that all information was available online at the novascotia.ca website.

Council Items

- a) NSFM Virtual Conference Topics
Mayor Locke asked Council for their thoughts on some topics to send in for the NSFM Virtual Conference this year. Councillor Acker brought up the topic of the PVSC Provincial Cap Program. Councillor Ringer would like to see Towns have better representation at the conferences and support for at least one topic coming from a Town caucus. Mayor Locke would like to ask if there will be any provincial government Covid-19 relief.
These 2-3 topics will be sent in by staff on behalf of the Town of Shelburne council for the upcoming NSFM Virtual Conference.
- b) Upcoming Budget Schedule
CAO Sherry Doane reviewed the Budget Process and Timing for the upcoming fiscal year. The Finance Manager is presently working on the capital and operating budgets with feedback received from Town Committees and staff. At the upcoming Feb 16th meeting, Council will review Strategic Priorities in reference to the 2017-2021 Strategic Plan. The first of a series of budget meetings will begin on February 22nd and the goal is to have draft budgets out to the public by March 15th, 2021.

- c) Appointment of Heritage Advisory Committee Members.
Executive Coordinator Robin Smith informed Council that after posting on social media looking for some public members to join the Heritage Advisory Committee there has been some interest. There also is one resident wanting to join after a one-year term is up for the new members. Mayor Locke thanked the public for stepping up for many of our committees.

THAT Council appoints Chris Sharpe and Cady Berardi to the Heritage Advisory Committee as members from the Shelburne Historical Society as well as Sandra Walsh and Nolan Young as members of the public/residents of the Town.

Acker-Ringer

CARRIED

Committee Reports

- a) Waste Diversion Coordinator Report- deferred to February 16th meeting as it was forgotten in the Council pack.
- b) Audit Committee Minutes
THAT Council approves the Audit Committee meeting minutes from October 5th, 2020 and December 7th, 2020 as presented.

Davis-Nickerson

CARRIED

Staff Reports

None

New Business

- a) Councillor Acker inquired about the meetings with Mayors/Wardens/CAO's with other units and if Councils meet at all when negotiating shared services etc. CAO Sherry Doane indicated that the CAO takes direction from Council. Mayor Locke also mentioned how shared services between the units have greatly improved and that its positive to see.
- b) Councillor Davis wanted to inform residents and the public that there have been some coyote sightings on the trail in Town recently. Please use caution if you are using the trail.

Upcoming Meetings

- a) CP&V- Thursday February 4th, 2021 at 6pm-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 10am-Shelburne Community Centre
- d) Port Committee Meeting- Thursday February 18th, 2021 at 7pm-Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of Monday February 1st ,2021 be adjourned at 7:33pm

Davis

CARRIED

Mayor

Executive Coordinator

Sherry Doane

From: Suzanne Mahaney <shelburnemuseums.mgr@gmail.com>
Sent: Wednesday, February 10, 2021 1:07 PM
To: Sherry Doane
Cc: Chris Sharpe
Subject: WATER BILL - SHELBURNE HISTORICAL SOCIETY

To Shelburne Town Council and CAO Sherry Doane -

In late January, we received a call from Jennifer at the Town Office who was collating the water bills for the period 1 Oct - 31 Dec 2020. She advised that the Shelburne Historical Society's water meter readings showed an extremely high consumption of water during that period and suggested we verify if we had a leak. A quick inspection of the various water pipes throughout the complex did not reveal any visible seepage. Ralph Swansburg was called in and eventually discovered that the water pipes between the Coyle House and the Shelburne County Museum had in fact decoupled at some point and water had been flowing freely underground ever since. The area around the pipes was immediately dug up and new coupling installed on the pipes.

On 4 Feb 2021, we received a water bill from the Town in the amount of \$3,593.39, covering the period 1 Oct - 31 Dec 2020.

Our water bill for the same period in 2019 was \$335.89 and our water bills for that same time period in preceding years have always been below \$350 as Shelburne's Museums by the Sea shuts down for the season on 15 Oct and does not reopen until 1 Jun the next year. The water meter, located next to the washrooms in the shed in the Ross-Thomson House yard, is seldom checked through the winter months as the water is shut off at that museum. The Shelburne County Museum, the only site that remains open and has only one washroom, is staffed with a skeleton crew for a few hours every day, using very little water.

On behalf of the Society, I am writing to ascertain what our options are regarding this water bill. It is a hefty amount and one the Society, as a small, rural non-profit organization, can ill afford. An unexpected expenditure of \$3,593.39 will be cause for concern, particularly since we have not yet received confirmation of funding from the province for the new fiscal year.

We realize the unfairness of the Society asking to pay only our usual fee and the Town being asked to absorb the balance, especially in light of the Town's current financial situation. And so, we respectfully request that Town Council at least consider reducing the water bill to make it equitable for both parties. But in the end, we will accept whatever decision Town Council makes.

Thank you for your consideration.

Suzanne Mahaney
Manager
Shelburne's Museums by the Sea
902-875-2968
shelburnemuseums.mgr@gmail.com

Shelburne Historical Society



10 February 2021

The Mayor and Councillors of the Town of Shelburne

On 6 May 1986 the Town of Shelburne conveyed to the Shelburne Historical Society through a Quit Claim Deed the lands of J. and J. Cox. In Clause 3 of Schedule “B” of the Deed it stipulates that “The Society further agrees that it shall not lease, sell or agree to sell the land without the express consent of the Town”.

The Deed doesn’t refer to the buildings on the land, although they may be subsumed in the word “land”. If that is the case, the Society is in violation of the terms of the Deed.

On 9 August 2013 the Society granted a lease to Shelburne Rehabilitation Services Limited for approximately 4,000 square feet of derelict space on the ground floor of the Cox Warehouse. There is nothing in the Society’s files to indicate that the necessary consent from the Town was either requested or granted.

The leased space was converted to the current premises housing Shelburne Physiotherapy. The original lease was for a 5-year term, renewable for three additional terms. The owners of Shelburne Physiotherapy are in need of additional space and the Board of the Society has agreed to offer them the remaining space on the ground floor. The tenant has obtained estimates of the cost of expanding their footprint in the building. The contractor is available to start work almost immediately. The Board is looking forward to the increased revenue, provided by the only successful tenant the Cox Building has had in the 35 years it has owned the building.

The Society was negligent in not obtaining permission to sign the lease in 2013 and on behalf of the Society I apologize for this egregious error. However the current Board only became aware of the situation very recently. I am now writing to ask the Town to retroactively grant permission for the leasing of the space now occupied by Shelburne Physiotherapy, and to permit an extension to the terms of the existing lease to cover the remaining space at the south end of the ground floor.

Yours very sincerely

A handwritten signature in black ink that reads 'Christopher Leape'. The signature is written in a cursive style.

President

P. O. Box 39, Shelburne, Nova Scotia BOT 1 WO
(902) 875-3219

shelburne.museum@ns.sympatico.ca

www.shelburnemuseums.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 22 2021

Ms. Sherry Doane
Chief Administrative Officer
Town of Shelburne
P.O. Box 670
Shelburne, NS B0T 1W0

Dear Ms. Doane:

To protect the health of Canadians, all governments need to continue to work together effectively to manage the impacts of the global COVID-19 pandemic. I know municipalities are on the frontlines, and to safely restart the economy, municipalities need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, such as public transit.

In partnership with the Government of Canada, the Province, through the Safe Restart Agreement (SRA), has provided \$67.5 million to support municipalities with COVID-19 operating costs. The SRA funding will provide much-needed support for the Town of Shelburne's pressures, estimated to reach approximately \$81,100 based on a survey conducted by the Nova Scotia Federation of Municipalities.

The Town has received \$83,100 under the SRA.

The SRA funding is to help the Town:

- address increased operating costs resulting from a reduction in revenue due to COVID-19;
- continue to implement social distancing and infection prevention and control protocols required to operate facilities, public spaces and effectively deliver services to citizens;
- support safe transit operations and innovative solutions required to adjust to modified capacity; and
- acquire additional PPE.

Should you have any questions, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-4961.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Porter".

Chuck Porter
Minister

c: Mayor and Council
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH



February 9, 2021

His Worship Harold Locke
Mayor of the Town of Shelburne
168 Water Street
PO Box 670
Shelburne NS B0T 1W0

Dear Mr. Mayor:

I am responding to the letter that your predecessor, Ms. Karen Mattatall, sent me concerning the events in Nova Scotia. I regret the delay in responding.

I appreciate the concerns expressed, and my first priority continues to be the safety of everyone involved in this issue. Fisheries and Oceans Canada's (DFO) fishery officers, the Canadian Coast Guard, and the Royal Canadian Mounted Police have been coordinating their efforts on the sea, on land, and in the air, and have been working with officials from the Province of Nova Scotia. They continue to monitor the situation. The violence, destruction of property, threats, and intimidation that were witnessed do not advance our goal of reconciliation, nor do they support the further implementation of First Nation treaty rights, or a productive and orderly fishery.

We must remember that two common objectives unite everyone involved in the fisheries: first, the long-term sustainability of the resource and ensuring that it is available for generations to come; second, safe and orderly fisheries that are accessible to all harvesters. These two principles guide this department, and I hope that it is through this lens that we can find common ground, and reduce tensions.

I have been hearing from many stakeholders with clear concerns about conservation and sustainability. I can assure you that lobster stocks are healthy and that DFO will never move forward with a plan that threatens the sustainability of the resource.

Respectful, constructive dialogue between everyone involved in the fisheries is essential to a peaceful resolution. That is why, on October 23, 2020, the Honourable Carolyn Bennett, Minister of Crown-Indigenous Relations, and I announced the appointment of Mr. Allister Surette as Federal Special Representative. In this role, he is working with both First Nations and industry to ensure all voices are heard. Separate from the nation-to-nation negotiations between government and First Nations, Mr. Surette is focusing on building long-term communication, cooperation, and understanding across our fisheries. Mr. Surette's experience in successfully settling fisheries disputes will contribute to reducing tensions in the region.

.../2

DFO is committed to renewing its relationship with Indigenous peoples, and recognizes the treaty right to fish in pursuit of a moderate livelihood as affirmed by the Supreme Court of Canada. We will continue to work on a nation-to-nation basis with First Nations leaders on the path forward to further implement their treaty right.

DFO officials and I continue to meet regularly with First Nations and industry representatives. While these meetings are out of the public eye, they remain constructive.

I hope that the information provided clarifies Fisheries and Oceans Canada's position on this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Bernadette Jordan', with a long horizontal line extending to the right.

The Honourable Bernadette Jordan, P.C., M.P.
Minister of Fisheries, Oceans and the Canadian Coast Guard

c.c.: Mr. Chris d'Entremont, M.P.
West Nova



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 style with a large initial 'V'.

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





Meeting Minutes
Community Participation & Volunteerism Committee
Thursday, February 4th, 2021
6 p.m.
DRAFT

Committee Members Present:

Bonnie Mahaney, Chair / Public Member
Mary Ayer / Public Member
Holly Renaud / Public Member
Cheryl Bower / Public Member
Deby Varner MacAlpine / Public Member
Elizabeth Acker / Council Member
Ben Nickerson / Council Member
Robin Smith / Town Staff Member

Regrets:

Deby Varner MacAlpine / Public Member

1. Call to Order

Chair Mahaney called the meeting to order at 6p.m.

An introduction of all members was held, and Bonnie gave an overview to the new Council members and staff of what the Committee is involved in and what they have done over the years. The Committee has been active since 2013 and helps in any way with the Town during festivals/events, recognizes Volunteers in the community, art & beautification projects and more.

2. Approval of Agenda

Renaud -Nickerson

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday February 4th, 2021 be approved.

CARRIED

3. Approval of Minutes

Acker-Ayer

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday March 12th, 2020 be approved as presented.

CARRIED

4. Delegations

None

5. Correspondence

None

6. CP&V Items

a) Committee Membership

The Committee still has one vacant position. Robin will advertise on the Town's social media and website, as well as the electronic sign. Mary offered to put up some posters around Town as well.

b) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

c) Provincial Volunteer Awards Ceremony

This year the Awards Ceremony will be a virtual event. Robin has received emails for the Provincial Volunteer of the Month nominations which need to be in by March 1st. Robin has put a post out on social media for the community to nominate someone for us to consider for the Provincial Volunteer Award Ceremony. Discussion was held and we will decide via email with each other by Feb. 23rd who we are going to nominate from the Town.

d) Memorial Trees and Benches

This item was in early discussions last year before meetings had to stop due to COVID-19. The thought is having options for residents of the area to purchase memorial trees and benches to place in areas designated by the Town. Robin is going to reach out to other units and inquire regarding benches as well as talk to Council and the CAO. She will report back at next meeting.

e) Grants to Organizations

The committee reviewed the applications that were received by January 31st, 2021. The Finance Dept and Council are in the beginning stages of the Budget process and amounts have not been set yet for Grants to Organizations. The committee went through and discussed all applications and have some recommendations to go back to Council.

7. New Business

a) Holly-Committees and Events

Holly inquired where we were with any festivals or events for the Town. Robin indicated that with the Events Coordinator position being cut last year that unfortunately there was nothing being planned at the time. Bonnie indicated that the committee was willing to help with any plans of events the Town does have.

b) Holly– Multi – Cultural Event

It had been suggested last year that CP & V consider holding a multi-cultural event in the future featuring food and entertainment from various cultures considering the culturally diverse community we live in. Holly wanted to ensure that this stayed on the Agenda for the future. The committee all agreed it was a great idea. Robin is going to reach out to other units and see if there is any experience in planning an event of this type and report back.

c) Mary-Guild Hall

Mary wanted to check on the weather wrapping/curtains being installed at the Guild Hall as well as the chairs that are in storage to make sure they have not gotten damaged over the year etc. Robin will check in with Public Works on both those items and report back.

8. Adjournment

Ayer

THAT the CP & V Meeting for Thursday February 4th, 2021 be adjourned at 7:30 p.m.

CARRIED



Town of Shelburne Staff Report Review of Council Motions February 2021

To: Town Council
From: Ken Smith & Robin Smith
Re: Review of Council Motions since October 2016
Date: February 4th, 2021

Origin:

As part of the CAO transition work, a review of the minutes since October 2016 was undertaken.

Background:

The Town has experienced a significant turnover of staff and Council members since 2016. Positions impacted included:

- (a) There have been 4 different individuals have acted as the CAO (Dylan Heide, Darren Shupe, Ken Smith, Sherry Doane) since 2018.
- (b) Wastewater Treatment and By-Law Enforcement officer- the operator retired after 10 years in the position.
- (c) Water Treatment- the current operator has been in the position for one year.
- (d) Turnover of Council members including a new Mayor.
- (e) Town Clerk-left position and replaced with Executive Coordinator.
- (f) Other positions remain vacant as a result of budget cuts over the past few years. (i.e.: GIS, Operations Manager, Events Coordinator etc.)

The preceding has resulted in a significant corporate memory loss and thus promoted this review. This review and subsequent classification of a number of motions clearly documents the status of Council decisions thereby giving Council and staff confidence that all motions have or are being followed up on. Also, with an upgrade in meeting our IT requirements, Laserfiche was discontinued as its benefit to the organization was marginal and was outweighed by the cost of renewing the license and drain on staff time. To ensure motions are closed (rescinded or actioned) in future, staff will include open/unfinished motions in a list as part of future council meeting packages.

Analysis:

Approximately 140 sets of Council minutes during this period were reviewed and the following types of motions were extracted for follow-up work and/or documentation:

- (a) Motions directing staff to prepare a report or undertake a study. The specific report or study is searched for and then indexed.
- (b) Motions giving direction to staff to undertake an action. Guided by the Laserfiche software, most motions still outstanding were still listed and the outstanding motions had periodically been reported to Council. Any motions which were questionable as to status were reviewed with those staff who could have been involved or have knowledge of it.
- (c) Motions which were dated and possibly not relevant now are being brought back to Council to possibly be rescinded.
- (d) Motions which were related to a by-law or a policy were tracked to the current by-law or policy on the website to ensure that the intent of the motion had been dealt with in the by-law or policy and reconciled with the date of the by-law or policy.
- (e) Motions which do not solely reflect an action and/or are longer term information in nature are being indexed. For example, a motion to hold a plebiscite 3 years later.

Other motions such as appointments, receipt of information/committee reports, letters, budget related direction, meeting dates etc. were ignored as the content does not have relevance in this review.

Recommendations:

Council rescinds those motions which are no longer relevant as per Appendix A. Council requires those motions which staff believe as still relevant, as per Appendix B.

Attachment:

Appendix A- Outstanding motions staff recommends to be rescinded.

Appendix B- Outstanding motions still to be actioned as of February 1st, 2021

Respectfully Submitted,

Ken Smith & Robin Smith
Interim CAO

Motion Records

APPENDIX A Outstanding Motions recommended to be Rescinded

Original Date	Original Motion	Direction from Council (action or rescind):	Details
April 24th, 2020	That the maximum amount of money that the Town would contribute to the compressor project would be \$4000.		
January 20th, 2020	1- 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. 2- That Council direct staff to schedule a meeting with representatives of the Department of Municipal Affairs and Housing to discuss water security.		
November 4th, 2019	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.		
June 17th, 2019	Council approve the proposed amendments to the Parking Bylaw to be added for when the bylaw is brought up for Summary of Offence amendments.	Options: 1. Rescind, 2. Go through By-Law update process or 3. create a Policy	
March 18th, 2019	That staff review the Local Improvement Bylaw and create a report to streamline investment.		
January 21st, 2019	That the CAO work with the Finance Department to create a staff report regarding the Deed Transfer Tax request to provide Council with a recommendation.		
October 15th, 2018	That Council direct staff to develop a feasibility study, within the asset management program, to prioritize waterline extensions for "at risk" wells.		
September 17th, 2018	That staff present a staff report to set up a guideline for a municipal reserve for climate change to be discussed during the yearly budget meetings.		
July 3rd, 2018	That Council direct staff to develop a draft policy for future cruise visits specifying how passenger charges will be applied.		

Original Date	Original Motion	Direction from Council (action or rescind):	Details
June 18th, 2018	That Council commit the Town to proceed with the waterline extension as proposed.		
May 16th, 2018	That Council approve the purchase and installation of an Ornamental Fence for Pinegrove Cemetery, to coincide with the gate installation.		DONE but is supposed to be painted black-it's galvanized and Public Works said won't stick/possible.
May 2nd, 2018	That staff provide a report on the Petition for Town water request including maps, a draft budget, and financial recommendations.		
March 21st, 2018	That staff create a combined staff report on the three proposals submitted by Mr. Jackson including the Armistice Day Proposal, the Islands Park Proposal, and the Arctic Expedition Proposal.		
June 5th, 2017	That Staff investigate options for a suitable space for compost and yard organics program during the summer months.		
May 3rd,2017	That the Town send a letter to the Nova Scotia Minister of Transportation regarding permitting consideration of OHVs on Town roads/road right-of-ways in upcoming OHV routes studies.		
November 16th, 2016	THAT Council direct staff to investigate potential public uses for the former dump property including conducting consultations with the public for Council's consideration.		

APPENDIX B Outstanding Motions recommended to still be Actioned			
Original Date	Original Motion	Direction from Council (action or rescind):	Details
September 7th, 2020	The CAO to follow up with discussions with MDS staff regarding the Fire Services Agreement and their request and prepare a staff report.		In Process for budgeting purposes
September 7th, 2020	Anti-Discrimination Report-defer the matter to the new Council as it will take effort and resources to undertake the important initiative and that Town Council contact the other Municipal units to facilitate a shared approach.		
February 10th, 2020	SEED Well proposal with Elliott Page		In legal process
Feb 3rd, 2020	That the CAO set up a meeting with Mr. Hartigan to discuss the bait shed project and options for moving forward with it. Was given permission to finish it by motion on November 4/2019 but that motion was then rescinded. Staff asked Council for more clarity regarding regarding the motions in order to help Mr. Hartigan with moving his project forward in terms of asset management & Town ownership.		
January 20th, 2020	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.		Staff responded verbally and met with local representatives.
June 17th, 2019	Staff submit a report to Council regarding potential changes to the Sewer By-Law and their financial implications in terms of separate rates for Commercial and Residential sewer charges and amount of sewer charges attributed to a single business.		
January 20th, 2020	That Council approve the amendments to the Tree Policy and direct staff to advertise the opportunity for residents to purchase memorial trees.		Amendments done
October 7th, 2019	Council give permission for Andrew Newstead's community art pottery mural to be installed at the Muir Cox Building or at another suitable location as determined by staff.		

Waste Diversion Officer Report:

October 1st, 2020 – January 1, 2021



Waste Diversion Officer Update

October 1 – Jan. 1, 2021

HHW

Household Hazardous Waste (HHW) has been busy leading into the New Year. We completed our roaming HHW in the Town of Lockeport on October 3rd, 2020. There was a slight decrease in the amounts received this year, versus last year, however many of the residents who brought items for disposal mentioned that they had accessed the service the previous year. We had a full trailer/truck load by the end of the day, it was secured in our Public Works building the same day and this writer itemized and lab-packed for 2-3 days following.

We had Terrapure and Recollect shipments go out on October 1st, to prepare for the Lockeport HHW and since October 1st we have filled 21 barrels of chemicals, 5 fluorescent light boxes (300 lights) and 2 pallets full of 5-gallon pails that will be sent out in early January. This is a significant increase we have received in comparison to the same reporting period last year. It was noted on the last WDO report that we had an increase, however given it was Spring and Summer, paired with Covid-19, this fall/winter increase is really more so indicative of an overall increase of use by our residents.

I have had an appetite for Saturday HHW, with many of the users who attended on Saturday's during the summer asking if this will be ongoing, or if it were possible to do on a regular basis. As mentioned in previous reports, the list of items as to what must go to HHW, versus curbside will continue to grow as items find new recycling streams. One big increase we have received is with regards to waste oil, oil filters, oil rags and empty oil containers, we have almost doubled our accepted rate of used oil since UOMA came into effect this time last year.

In this reporting period I have been able to send out 10 battery boxes that were packed during the last reporting period. This was delayed due to Covid-19 and has since resumed. We have a considerable backlog of batteries that need to be packed and sent out. We had 6 scheduled HHW days in this reporting period, I spent an additional 4 working days to assure lab-packing was done within the timelines indicated in our permit with the Department of Environment.

Next reporting period I will have completed the Department of Environment Annual report and will share the metrics on what we accepted annually with a brief comparison of last years totals.

RMRF

Regional Materials Recovery Facility has had a host of challenges this last reporting period. In mid-late September Nicole Townsend was hired for a casual position vacancy to assist us with backfilling shifts, but in turn covered for the RMRF manager for this entire reporting period due to a medical leave of absence. Nicole has fit into the role seamlessly as she is familiar with

most of the customers and has gained a proficient understanding of item placement, paired with establishing boundaries to assure that customers are accountable to the policies in a positive educational way. With the temporary departure of our RMRF manager this writer has been providing coverage when necessary and worked 3 shifts during this reporting period.

One of the examples of boundary setting we have had within this reporting period would be with regards to scavenging. Since Covid-19 restrictions loosened and allowed for Scavenging to resume on Thursday's we have had a notable increase in customers utilizing the service. We typically had 5-7 attend the site, we now have a line up at the gate most Thursday mornings and our numbers have doubled to 10-15 regular users every Thursday. We provided printed copies of the RMRF Disposal policy which includes scavenging rules, for those who wanted to see the policy and assured that Nicole was communicating to the scavengers the policy as they frequented the site.

The culture of scavenging had changed from where a scavenger was coming into the site to find a missing piece to a barbeque to a customer spending upwards of 2-3 hours picking through piles and sometimes wanting to take away over a 1000lbs. of metal (our only source of revenue). Staff are responsible to ensure this does not happen and are supported by the details of the policy. Nicole has reported that in November when our metal was being processed by Ross and Sons, there were times when scavengers would prevent the crew from working because they wanted something in the pile that was to be processed. The crew manager spoke with this writer regarding this concern as a safety issue. We will not permit scavenging during metal processing going forward for this reason.

We have continued to have concerns with our scale during this reporting period. Weigh-Tronix has been communicative and responsive to our site needs to date. We have had them attend the site 4 times from October to January for various concerns. We were getting fluctuations in our weights that were not allowing us to zero the scale. The scale allows for a certain amount of "zero-ing" discrepancy, but once it has reached its threshold it will no longer allow the operator to zero, meaning the scale will only read in the minus, or plus, but without any accuracy. The first time we had an operator in, our cell box was completely full of water. The cell box was made with a PVC type plastic and was original with the purchase of the scale. It was cracking and leaking at the seam so the cell boxes were replaced with stainless steel boxes that will be compatible with a new scale in the future.

The next issue was a load cell issue. We had to replace a front-end load cell on November 26th, the realization was made that the load cells were tied together. This was a common fix that was used in the past; however, it does not meet current regulation. We were able to keep 1 existing load cell of the 2. The additional costing really comes in with the need to do a calibration after the replacement of a load cell as the costing is similar with our annual calibration. This writer attended the site on the 26th to supervise the work, as well as to assure a proper assessment was completed to determine the life expectancy of the scale. When the deck port was removed it revealed the degradation of the steel deck and there were visible

holes in the steel that was ¼ inch when the scale would have been purchased second hand approximately 15 years ago.

In the first week of December, we had experienced the weight fluctuations again and it was determined that our indicator was not working correctly. The indicator relays the weight from the scale cells to the screen to assure accurate weight to determine billing. We were doing estimate weights for 2 days until Weigh-Tronix was able to bring us a “loaner” indicator while they diagnosed the issues with the site indicator. After they contacted the manufacturer it was determined that the indicator was no longer supported by their team as it was outdated. We are in the process of purchasing a new indicator for the site that will be compatible with a new scale to assure we do not take on any additional costs with the purchase of a new scale in the future.

With the additional costing to keep us operational, paired with our RMRF manager on leave we decided that it would be best to wait for the technological upgrades until Post-April to assure that all staff will be trained properly as well as ease budgetary concern until the new fiscal. Then starting April, we can start tracking our operations digitally for easy and organized access.

Education, Solid Waste Removal & Enforcement

In this reporting period I have fielded 347 calls and responded to 47 Facebook queries in this reporting period. The calls range from complaints of rejected waste, neighbor concerns with relation to curbside waste, green cart deliveries, or item placement. Each phone call/query is an opportunity for education with relation to solid waste.

I attended 14 residences within this reporting period, all of which were related to materials placed for curbside pickup that was not permitted. I provide the collection guide, my business card, as well as an information sheet that identifies items as well as where the items are accepted with addresses and contact information.

Another opportunity for education is green cart deliveries and red bag deliveries. I completed 23 green cart deliveries; Andrew and Dan completed 2 green cart deliveries in this reporting period. Typically, the deliveries allow an opportunity for residents to ask any waste related questions that come to mind. One example from this reporting period for education was when delivering a green cart, the neighboring property was being “cleared out” as the owner had recently passed away. It provided a great opportunity to assist with item placement to assist with an already overwhelming task for the resident.

This writer and Angela Taylor with R-6 went to 7 businesses in the Town of Lockeport and the Town of Shelburne on October 22nd to remind business owners that on October 30th, 2020 as planned by the Provincial Government that the plastic bag ban will be in effect. We attended the schools in Lockeport as well as Shelburne to do waste audits in their external garbage bins.

They utilize private waste pickup as opposed to our curbside waste pickup; therefore, they do not receive rejections for non-compliance for the solid waste bylaws. With that, this year has posed challenges as we are not allowed entry to the school due to Covid-19 protocol. We have identified concerns with 1 school in-particular and will be reaching out to see if we can assist with Custodian education through the form of an educational video pertaining to sorting. In contrast we have another school that is sorting properly and utilizing all 3 stream of waste and continuing to do education with their students despite the isolation that has been required with Covid response.

There was also a presentation completed with the Continuing Care students at NSCC on December 11th, by Angela Tayler with R-6 to speak to bio-medical waste and the importance of assuring that it does not go into the regular curbside waste streams.

The Enforcement report that is forwarded to R-6 and Divert NS for our enforcement funding was completed and submitted on October 20, 2020 that covers the reporting period of April 1st-September 30th, 2020.

We had 147 curbside rejections from April-September 2020. This was up from 58 in the same reporting period from 2019. The increase can be attributed to closer inspection of black bags to assure the black bag does not continue to be a “catch all” bag to avoid sorting. This also contributed to the higher call-volume this writer received in the last reporting period.

The calls I received in the 2019 report relating to rejected bags was 32, which increased to 107 in the 2020 reporting period. The increase in contact is a positive statistic as it reflects that residents are reaching out to find out why a bag was rejected to assure they do it correctly the next time.

Changes in Services

Plastic bag ban on October 30th, 2020. *See education portion of this report for more information.*

UPCOMING:

1. Freon Removal “hands on” training to be able to provide freon removal for our residents.
2. Solid Waste bylaw review.
3. Budget review.
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Data entry and tracking systems for all relevant programs.
6. Xmas tree collection.



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

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of January 2021.

Total number of calls for service: 4

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 1

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

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

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

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Naturally Yours

Inspection Department

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

February 3, 2021

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
BOT 1W0

Dear Ms., Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of January 2021.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	2	0
Number of Permits Issued to Date	17	8
Construction Value	\$ 57,000.00	\$ 0.00
Total Construction to Date	\$ 235,450.000	\$ 693,245.00

Yours very truly,

**Andrew Goreham, CRBO, CFI
Director of Inspection Services**

/aad

Town of Shelburne

20210001	Nancy Sabo	129 Water Street	Renovations	\$45,000	1-7-2021
	PO Box 741 Shelburne, NS B0T 1W0	Town of Shelburne			
		Town of Shelburne			
20210009	Marquita & Debra Martinello &	76 Fanning Street	Addition	\$12,000	1-26-2021
	PO Box 1360 Shelburne, NS B0T1W0	Town of Shelburne			
		Town of Shelburne			