



**AGENDA**  
**Town Council Meeting-Community Centre**  
**Monday March 15<sup>th</sup>, 2021**  
**7:00 p.m.**

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- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Special Town Council meeting held on March 8<sup>th</sup>, 2021.**
- 4) **Proclamations:**
  - a) March 21<sup>st</sup>- International Day for Elimination of Racial Discrimination
  - b) March 26<sup>th</sup>-Purple Day-Epilepsy Awareness
  - c) Volunteer of the Month-March 2021-Suzanne Mahaney
- 5) **Delegations: None**
- 6) **Correspondence:**

**Action Required: None**

**For Information:**

  - a) Letter from Municipal Affairs and Housing- 20 April 2020 (misplaced by NSFMM)
  - b) 211 Shelburne County Stats-Shelburne County Senior Safety
- 7) **Council Items:**
  - a) Draft *Water Utility Budget* 1 April 2021-31 March 2022
  - b) SHYC-Stairwell Enclosure Proposal
- 8) **Committee Reports: None**
- 9) **Staff Reports:**
  - a) Building Report-Andrew Goreham
  - b) SVFD Monthly Report
  - c) Staff Report-Preliminary Review of By-Laws/Policies
  - d) Staff Report-General/Port Write-Off's
- 10) **New Business:**
- 11) **In Camera**

**MGA Section 22: (a) acquisition, sale, lease and security of municipal property;**
- 12) **Upcoming Meetings:**
  - a) Accessibility Advisory Committee Meeting- Wednesday March 17<sup>th</sup> 2021 at 6pm-Lockeport
  - b) Town Council-Monday April 5<sup>th</sup> 2021 at 7pm-Shelburne Community Centre
  - c) CP&V Committee- Thursday March 8<sup>th</sup> 2021 at 6pm-Shelburne Community Centre
- 13) **Adjournment**



**Town of Shelburne**  
**Minutes of the Special Town Council Meeting**  
Monday March 8<sup>th</sup>, 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  
Jane Crowell, Finance Manager  
Jennifer Perry, Finance Officer  
Ken Smith, Interim CAO

**Call to Order**

Mayor Harold Locke called the Council meeting to order at 6pm.

**Approval of the Agenda**

THAT Council approves the Agenda for Monday March 8th, 2021-Special Town Council Meeting.

**Davis-Acker**  
**CARRIED**

**Approval of the Minutes**

THAT Council approves the Council minutes as presented from Monday March 1st, 2021.

**Davis-Nickerson**  
**CARRIED**

**Council Items**

a) Introduction (CAO)

CAO Sherry Doane welcomed Council and Staff to the FY22 (1 April 2021-31 March 2022) Budget Meeting. Sherry thanked Council for their efforts at the budget workshops on setting strategic priorities for the upcoming year that supported the preparation of the draft preliminary General Operating Budget as well as allowing presentation of the drafts version of the 5 Year Capital Budget and the Marine Terminal Budget tonight. It is expected that staff will present the Water Utility Budget at the next Council Meeting.

The CAO explained the desired outcome for tonight is to gain Council approval of said preliminary General Operating Budget with any changes/updates Council determines tonight and have it released to the public by March 15<sup>th</sup> for any community input/feedback to Council before being approved for finalization in April. Staff is also looing for approval of the Capital 5 Year and Marine Terminal budgets tonight.

**b) Review of Preliminary Draft Budgets: 1 April 2021-31 March 2022 (Finance Manager)**

***i. General Operating***

Finance Manager Jane Crowell introduced the preliminary general operating budget and stated the budget was prepared assuming that all tax rates and charges remain the same except for the Solid Waste fee increasing to \$262.75 from \$257.49, an increase of \$5.26 per unit.

The following tax rates would apply for this budget:

- Residential & Resource \$2.06/\$100
- Commercial \$3.88/\$100
- Wastewater charge \$260.00
- Solid Waste fee \$262.75

A few highlights as the Finance Manager went through the preliminary general operating budget under Revenue:

- Fire Protection Services with MDS \$80,690
- Capacity Grant is expected to remain unchanged at \$359,645
- Covid Safe Restart Grant- a portion of the \$83,100 that was allocated to the Town is being used on IT and security upgrades for the Town Office and Public Works
- Anticipating \$15,939 for Job Grants applied for with the Federal Gov't
- Have applied for \$13,410 with MDS for Grants towards the Grahams Park Splashpad, Visitor Information Centre (VIC) and Founders Days
- Transferring \$45,000 from the General Operating Reserve- \$25,000 for replacement of the oil tank at Community Centre and \$20,000 for King St. Upgrades
- A total budget of \$3.841 million

A few highlights under Expenses:

- Mayor/Council Stipends-no increases from last year to this year
- CSR (Customer Service Rep) Increase of hours from 3 hours per day to 5, allowing the office to be open to the public 9am-2pm daily
- Grants to Organizations \$36,677, see report below:

**c) Review of Grants to Organizations (Executive Coordinator)**

Executive Coordinator informed Council that the CP&V Committee met on March 4<sup>th</sup>, 2021 to review the applications for Grants to Organizations for the upcoming fiscal year. The applications were reviewed based on the criteria outlined in the Town's Grants to Organizations Policy and \$15,900 is being recommended by the CP&V Committee for approval to Council pending the final approval of the draft preliminary fiscal year General Operating Budget.

The following organizations and amounts are being recommended to Council for Approval:

Shelburne Historical Society	\$750	-operation of the museum
Shelburne Long Boat Society	\$500	-operating row/ride & insurance
Shelburne Lobster Festival	\$200	-event activities; in person or virtual
Osprey Arts Centre	\$500	-performance fees Lawn Chair Festival
Camp Jordan	\$200	-insurance costs
Guild Hall Summer Series	\$500	-performance fees
Shelburne Exhibition	\$750	-improvements/operating
Sou'West Nova Transit (rides)	\$1000	-subsidy-ride program
Sou'West Nova Transit	\$2000	-operating
Barrington Area Soccer Assoc.	\$1000	-refs/port a potties/Soccer NS
Barrington Ground Search & Rescue	\$1700	-maintain vehicles/training

Pet Projects	\$1000	-spay/neuter/vet costs
Shelb. Co Rescue Feral Cats/Kittens	\$250	-rescue efforts/vet costs
Shelb. Co Chronic Illness Fund	\$750	-travel/medical costs
Shelburne County Seniors Safety	\$3000	-wages/travel/bus/insurance
Shelburne County Mental Health	\$500	-Zoom/promotion/honorariums
Shelburne County Pumpkin Festival	\$300	-event activities
Reserves	\$1000	
<b>TOTAL</b>	<b>\$15,900</b>	

There are a few contractual Grants that are listed below:

SRHS	\$250	-Bursary
Red Cross	\$50	-Annual/General
Shelb. Co Health Care Recruitment	\$889	-Final Year
Shelb. Co Lions Club	\$2500	-Final Year
Shelb. Co. Arena	\$12,000	-Operating
Shelb. Co. Arena	\$5000	-Capital
<b>TOTAL</b>	<b>\$20,689</b>	

**GRAND TOTAL** **\$36,589**

There was discussion regarding a few organizations amounts and it was decided to change the Barrington & Area Ground Search and Rescue amount to what they asked for at \$1788. With that change it would be \$36,677 in the Budget for Grants to Organizations.

THAT Council approves the Fiscal 2021-22 Grants to Organizations as recommended by the CP&V Committee, with the change of \$1788 going to Barrington and Area Ground Search and Rescue as opposed to \$1700 as recommended.

**Acker-Davis**  
**CARRIED**

Finance Manager Jane Crowell continued with some highlights under Expenses of the Preliminary General Operating Budget:

- IT Software at \$19,300 - this is an initial set up of computers/licenses/software/security with funding for this coming from the Covid-19 Safe Restart Funding
- Asset Management Initiatives- there is no budget for this as per Council's priorities, the Committee will be revived and plans we have will be reviewed
- Under RCMP Detachment Assistant position- the amount budgeted reflects the position only being filled for a portion of the fiscal year due to hiring timelines
- SVFD Bunker Gear- you will see an increase, the dept is trying to save to purchase a full set of Bunker Gear soon
- Animal & Pest Control and Shared Services By-Law budgeted at \$10,000; we are hoping to gain a shared service with MDS for these services as our previous By-Law Officer retired last year
- Under Buildings-P/W Building & Yard, it is budgeted at \$13,550 this is due to repairs needed as well as an oil tank replacement
- Tree Maintenance has an extra \$5,000 as there are many trees that are beyond their lifespan in the Town. Increasing as a more pro-active approach for the upcoming year.
- Recreation Complex- \$3,500, the washroom and roof need repairs
- George/Parr St. Park-\$1,000, some repairs are needed for unsafe equipment
- Grahams Park Splash Pad-\$22,350, this amount includes a part that is needed to be replaced to open the season.

- MDS-MPAL Program- \$10,000 towards the program
- Under Planning & Inspection \$10,000 is being budgeted for engineering/planning services
- Tourism/Marketing- there has been \$5000.00 budgeted
- Founders Days \$10,000. The Town has put in a Grant Application with MDS for \$5,000. In hopes that something on a smaller scale can happen pending Public Health guidelines
- The Visitor Information Centre (VIC) has an amount budgeted of \$22,755.00 this amount includes the pending \$15,939 for Job Grants applied for with the Federal Gov't for youths and \$3410 applied for with MDS
- The total payments budgeted to the Provincial Government are listed below
  - Regional Education Centre                   \$287,860
  - Regional Library                               \$13,400
  - Dept of Justice                                 \$5000
  - Protection Services (Corrections)       \$21,500
  - Deficit Regional Housing                   \$70,000
  - Total    **\$397,760**
- The Low-Income Tax Exemption will remain at \$15,000.
- Debenture principal payment going from \$175,014 to \$167,811 this year
- Capital Reserve Transfer of \$90,487

In closing, the anticipated final surplus is \$49,974 and as per Council Priorities the Finance Manager would ask for a motion for that amount to be transferred to the Operating Reserve. The Finance Manager also brought to Council's attention the projected 2021 Surplus that is showing at \$264,151 which will also go to the Operating Reserve after the Audit is complete. It had been previously stated that the Operating Reserve Account should have an optimum balance of 20% of the total operating budget which we should have of approx. \$720,000. With the anticipated surplus of this current year of \$264,151, the anticipated surplus to go to operating reserve plus the anticipated withdrawals, will bring the operating balance to \$551,000 which is approximately 76.5% of the optimal operating reserve balance. At the beginning of this year, we were at 33% (\$238,000).

The Finance Manager also explained that due to Covid-19 there were many factors that contributed to the significant surplus; some programming that did not happen, operating expenses being lower, some Public Works projects that did not happen.

THAT Council approves the Fiscal 2021-22 preliminary General Operating Budget (with required changes tonight), as presented, to be released to the public on March 15<sup>th</sup>, 2021 to review and provide Council their feedback.

**Davis-Nickerson**

**CARRIED**

THAT Council approves the 2020-21 anticipated Surplus to be transferred to General Operating Reserve.

**Ringer-Davis**

**CARRIED**

THAT Council approves a transfer from the General Capital Reserve to General Operating Reserve in the amount of \$83,100 for the Covid Safe Restart Fund, which was transferred to the former in error.

**Acker-Nickerson**

**CARRIED**

**ii. Capital (5 Year)**

Finance Manger Jane Crowell reviewed the Capital (5 Year) Budgets which is projected for 2021-2026. Some highlights include:

- Road Rehabilitation
- Sidewalk Improvement
- King St Centre Facility Upgrades
- SCADA Installation at Wastewater Facility
- Electrical Upgrade for SCADA (1 Lift Station)

THAT Council approves the Fiscal 2021-22 Capital 5-Year Budget as presented.

**Davis-Acker**

**CARRIED**

**iii. Marine Terminal**

Finance Manger Jane Crowell reviewed the 2021-22 Marine Terminal Budget which was done with the Port Manager for the next 3 years. Some highlights include:

- Increased revenue from Wharf Leases
- Covid Safe Restart Transfer of \$10,616
- Anticipated surplus of \$8968 for 2021/22
- Anticipated expenses of \$339,832 for 2021/22
- \$90,806 Transfer to reserves for 2021/22

CAO Sherry Doane spoke of the Transfer to Reserves for the Port going from \$59,606 to \$90,806 and the Marine Terminal Committee was pleased to make this recommendation to Town Council. The Port Manager has done a fantastic job and was commended by all of Council.

THAT Council approves the Fiscal 2021-22 Marine Terminal Budget as recommended by the Port Committee (with required changes tonight), as presented.

**Acker-Davis**

**CARRIED**

**d) Closing Remarks (Mayor Locke)**

Mayor Locke noted as many are aware the previous Council made deep cuts in the last year's budget as the Town's Finances were headed in the wrong direction a year ago which was a tough decision. The directive and the financial responsibility the staff undertook the past year has benefited the bottom-line results allowing the Town to increase Reserves that are starting us down the path to recovery. As our Finance Manger cited, we are now at 76.5% of the reserve goal standard for municipal entities. We are moving in the right direction which is very pleasing and rewarding.

What Council is cognizant of is not to eliminate all services and programs but instead to balance the spending and reserve allocations in a fiscally responsible manner. This of course needs to be done without increasing property tax. To highlight, we have directed staff to prioritize the

following 4 strategic initiatives, which all of Council independently chose the #1 item on this list of Financial Capacity.

The following are our top 4 priorities:

- 1- Financial Capacity
- 2- Daycare Facilities-improving the environment for our children & grandchildren
- 3- Marine Terminal-ensure it continues to be self sufficient and not rely on taxpayers
- 4- Fire Services-ensure our citizens safety remains our priority

This does not mean other priorities are not important, there are many others, but these are our 4 top priorities currently.

Mayor Locke took time to thank the Municipality of the District of Shelburne Warden and Councillors for their support in programs and services within the Town of Shelburne that benefit their citizens as well. Thank you also to the Federal Gov't for the Covid Safe Restart Fund that support the safety and health of our citizens. Mayor Locke also noted how pleased he is with the Provincial Government by piloting the vaccination of the most vulnerable citizens of 80+ years of age starting tomorrow, here in Shelburne. Also, tomorrow our SVFD will be getting their PPE Training which will allow them to assist in medical callouts again.

In conclusion Mayor Locke expressed thanks to all of Council for their cooperation on the decisions made tonight and during our Budget Workshops. Mayor Locke also commended the staff for the great job done on the Budget this year as well as all the hard work over the past year. Finally, Mayor Locke gave a big thank you Interim CAO Ken Smith for all he has done for the Town of Shelburne over the past 6-8 months.

#### **Upcoming Meetings**

- a) Town Council-Monday March 15th ,2021 at 7pm-Shelburne Community Centre

#### **Adjournment**

**THAT the Regular Town Council Meeting of Monday March 8th ,2021 be adjourned at 7:30pm  
Davis  
CARRIED**

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**Mayor**

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**Executive Coordinator**



## Municipal Affairs and Housing Office of the Minister

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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April 2, 2020

Mayor Pam Mood  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8

VIA email: [info@nsfm.ca](mailto:info@nsfm.ca)

Dear Mayor Mood:

Under the provisions of the Municipal Government Act, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

At this time, I understand municipalities are focused on efforts, in collaboration with provincial and federal governments, to protect the health and safety of their residents to reduce the spread of coronavirus (COVID-19). Although we are amid a rapidly evolving situation, we still want to ensure we meet our legislative obligations under Section 519 of the Municipal Government Act. The changes will not come into effect until 2021-2022. This letter is intended to provide notice of such changes for fiscal year 2021-2022 and beyond.

Prior to the outbreak of COVID-19, the Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

### DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING

#### Code of Conduct

Consultations will be taking place in fiscal 2020-21 on strengthening codes of conduct for elected municipal officials. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSFM. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model that is advanced as a result of consultations. Potential costs could include costs related to investigations for alleged breaches, training, etc.

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

Procurement

Every two years Global Affairs Canada updates its thresholds for covered procurements under the free trade agreements. Municipal procurements are covered under these obligations. The thresholds were most recently updated on January 1, 2020 and may have an impact on municipalities through minor changes to their procurement processes (the value where procurements must follow the public solicitation process).

	Comprehensive Economic and Trade Agreement (CETA) New Thresholds	Canadian Free Trade Agreement (CFTA) New Thresholds
Goods	\$366,200	\$105,700
Services	\$366,200	\$105,700
Construction	\$9.1M	\$264,200

In addition, with the signing of the Atlantic Trade and Procurement Partnership MOU the Atlantic Procurement Agreement thresholds will be removed.

The following is a link to a document summarizing current thresholds:

<https://procurement.novascotia.ca/media/54954/procurement%20in%20nova%20scotia%20and%20trade%20agreements%20-%20jan%202020%20with%20timeframes.pdf>

DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL

The Department of Transportation and Infrastructure Renewal is advising of the following changes to our policies in 2021-2022. TIR will be revising its policy on working within rights-of-way, so any municipality doing work within TIR right-of-way will require a deposit as part of the permit before work can begin. These deposits could range in value, between \$300 to \$100,000 as an estimate, depending on the size of the project a municipality is proposing.

This has been standard practice across the province, however, there have been some inconsistencies across the province and the new policy will provide better direction and clarity. We anticipate this to be applied as of April 1, 2021 and will forward the NSFM a copy of the policy once it has been finalized.

DEPARTMENT OF JUSTICE

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's Municipalities with DNA analysis arising from criminal investigations. DNA is an important service that helps solve crime. The financial cost of this program is expected to remain at approximately \$1.8M for Nova Scotia.

The proration of the cost to municipalities will be reassessed annually upon the Department of Municipal Affairs and Housing's release of the 'Total Uniform Assessment' for the current fiscal year.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the department for clarification.

Mayor Mood, please know that we are all navigating uncharted waters and the next few weeks and months will reveal the extent to which our operations will be impacted. If we do not return to regular operations within that period, we will continue to work together regarding the notice contained herein, and on ensuring that Nova Scotians are safe and healthy.

Sincerely,

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

Chuck Porter  
Minister

Hello,

I recently requested information/statistical information from 211- a free, confidential information and referral service for thousands of community and social services in Nova Scotia. They have pulled together this info to help me identify how many people use this service and identify the needs within our county. I thought, I would share as it might interest you, your council or organization.

Please see the attached excel file. There are several tabs with stats from Shelburne County

1. Contacts by county is a look at the total contacts from all of Shelburne County in relation to the rest of the province.
2. Shelburne County 2019 are basic needs and unmet needs stats as well as demographics from all contacts from Shelburne county
3. Shelburne County 2020 are basic needs and unmet needs stats as well as demographics from all contacts from Shelburne county
4. -6. Are the breakdowns of top needs, total needs, unmet needs and demographics for each, from the full date range Jan 1, 2019-Nov 30, 2020.

Thanks

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Shawna Symonds  
Senior Safety & Services Coordinator

Shelburne County Senior Safety and Services Society  
2447 Highway 3  
Barrington, NS  
B0W 1E0

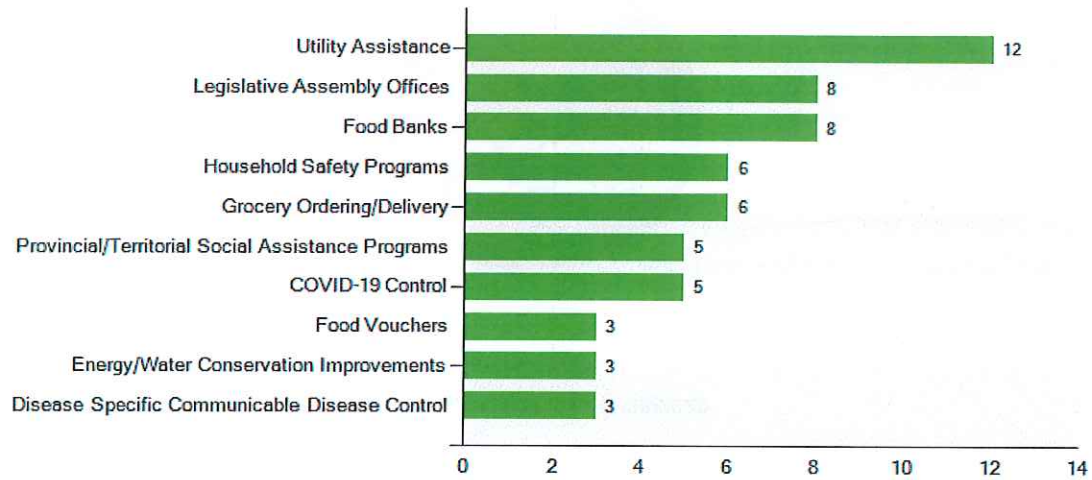
Phone: 1-800-565-0397  
Shelburne: (902) 875-2490  
Cell: (902) 903-0491  
Fax: (902) 637-2075

107 Contacts were made to 211 from within the Town of Shelburne from Jan 1, 2019-Nov 30, 2020

Top Needs

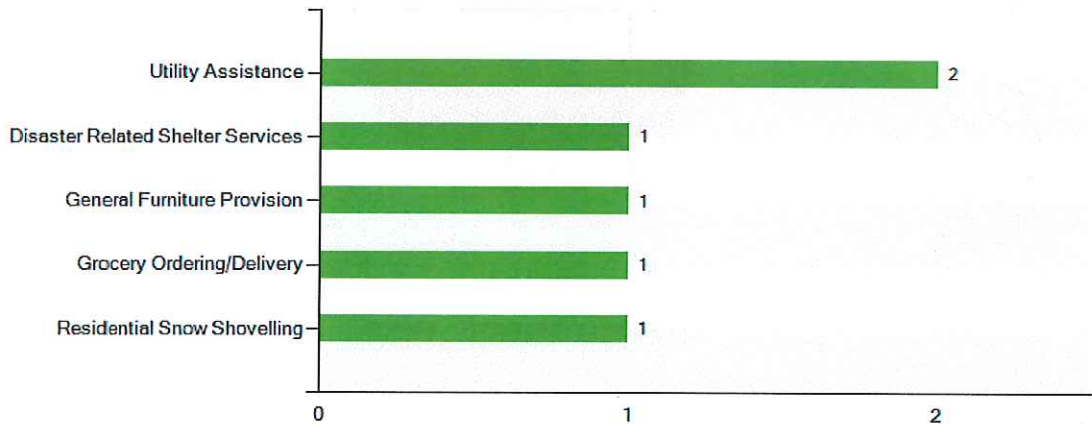
**Needs by taxonomy - 1/1/2019 to 11/30/2020**

*As of 12/13/2020*

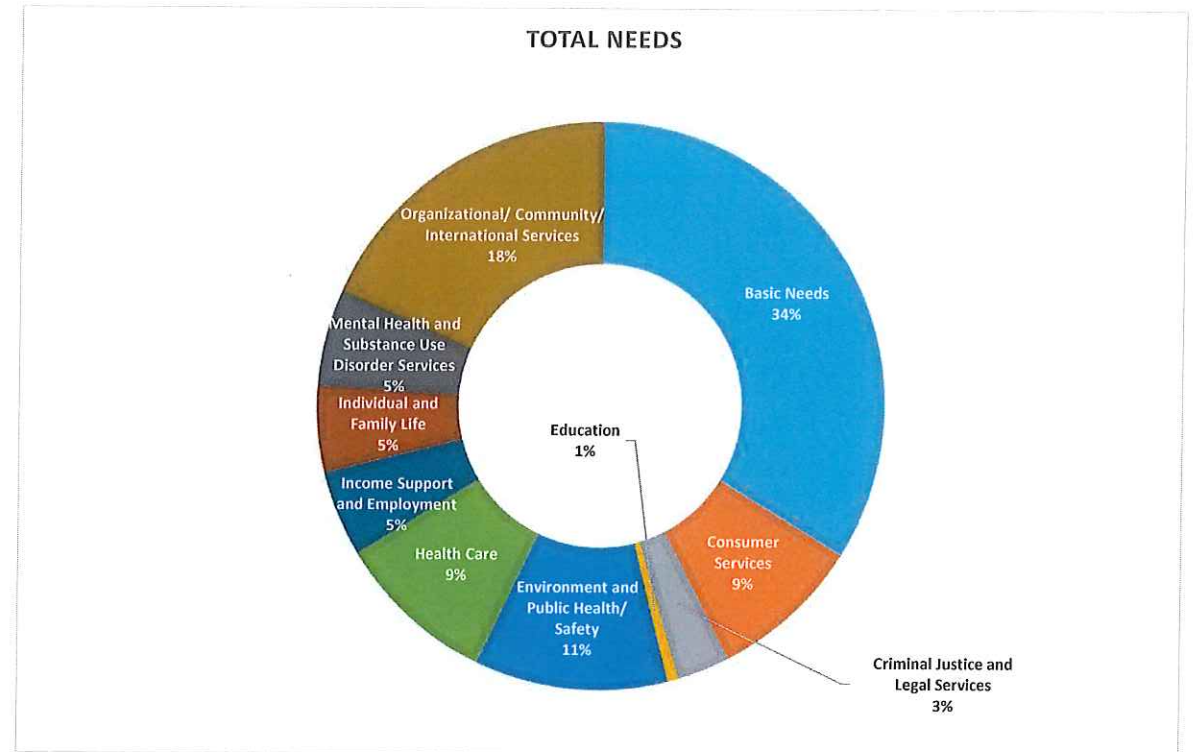


**Unmet needs by taxonomy with reasons - 1/1/2019 to 11/30/2020**

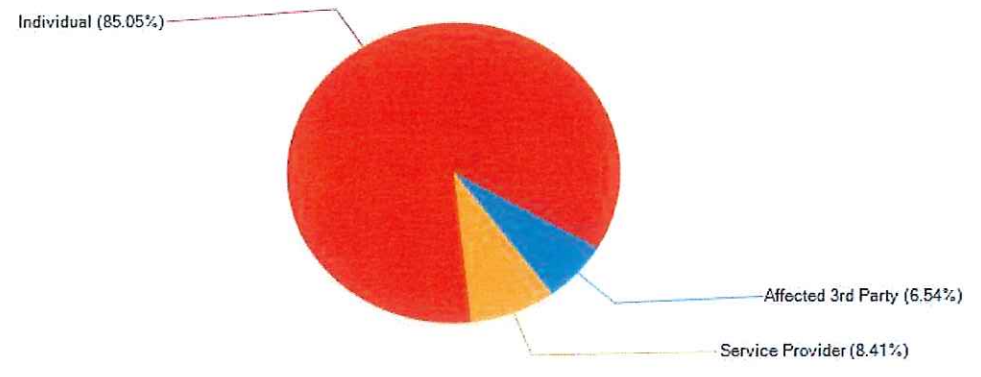
*As of 12/13/2020*



Total Needs	
Basic Needs	55
Consumer Services	14
Criminal Justice and Legal Services	5
Education	1
Environment and Public Health/ Safety	18
Health Care	15
Income Support and Employment	8
Individual and Family Life	8
Mental Health and Substance Use Disorder	9
Organizational/ Community/ International	30



As of 12/13/2020



## Robin Smith

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**From:** Sherry Doane <Sherry.Doane@shelburnens.ca>  
**Sent:** March 10, 2021 11:34 AM  
**To:** execcordinator@town.shelburne.ns.ca  
**Subject:** FW: SHYC Stairwell Enclosure Proposal

**CAUTION: This email originated from an external sender.**

Robin

Please add the below note, requesting Council allow the SHYC to enclose the outdoor stairs.  
Thank you in advance, Sherry

Begin forwarded message:

**From:** Commodore SHYC <commodore.shyc.ns@gmail.com>  
**Date:** March 5, 2021 at 1:38:07 PM AST  
**To:** Dylan Heide <cao@town.shelburne.ns.ca>, wbutler@town.shelburne.ns.ca  
**Cc:** Mayor Harold Locke <mayorlocke@town.shelburne.ns.ca>, Sherri Taylor <vicecom.shyc.ns@gmail.com>, Bradd Wilson <rearcom.shyc.ns@gmail.com>, Alan Pulfrey <Treasurer.shyc.ns@gmail.com>  
**Subject:** SHYC Stairwell Enclosure Proposal

Hello, Sherry and Willie -

Following the rehabilitation of the clubhouse after the fire, the current executive determined it was in the club's interest to phase out use of the narrow interior staircase (except for staff and those who require the stairlift) in favour of the larger exterior stairs as an entrance/exit.

With the repainting of the building imminent, we would like to move ahead and enclose the exterior staircase in furtherance of our idea to make it the primary entrance/exit to the Upper Deck lounge. We have begun fundraising to underwrite this valuable leasehold improvement to the building.

This note is to make you aware of our desire and intent and to ensure there is no objection from the point of view of the town.

**SCOPE OF PROJECT:**

The now open staircase will be enclosed (but not insulated) using clapboard boards affixed in a style consistent with the rest of the building, employing corner boards and other techniques to wed new surfaces to the old, prior to the building's being stained. Should this introduction of more raw wood surface result in more stain being required over and above the 40 gallons allotted, we are prepared to cover this additional cost.

See below pic for area of work proposed. **Please note:** the lower area, including ramp, and open deck behind the hanging sign are to remain open. Only the stairs themselves and the areas where balusters now enclose them will become fully enclosed.



**SHYC Stairwell  
Enclosure Project**



**Areas of Enclosure**



Please let us know if you have any concerns. Thank you in advance.

--  
Rob Stork  
Commodore  
SHYC, Marina & Sailing Academy





Naturally Yours

**Inspection Department**

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

March 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 February 2021.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	18	17
Construction Value	\$ 211,000.00	\$ 24,000.00
Total Construction to Date	\$ 446,450.000	\$ 717,245.00

Yours very truly,

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

/aad

**Andrew Goreham, Manager of Inspection Services**  
[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)

Town of Shelburne

20210018	NS Housing and M	232 Mowatt Street	Repairs	\$211,000	2-26-2021
	232 Mowatt Street, Shelburne, NS BOT 1W0	Shelburne, NS			
		Town of Shelburne			



**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 February 2021.

Total number of calls for service: 7

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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	1	1
MEDICAL		
MOTOR VEHICLE ACCIDENT		3
STRUCTURE	1	
CHIMNEY/FLUE		1
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

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**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**



## Town of Shelburne Staff Report Preliminary Review of By-Laws/Policies March 2021

**To:** Town Council  
**From:** Ken Smith  
**Re:** Preliminary Review of By-Laws/Policies  
**Date:** March 2<sup>nd</sup>, 2021

### **Origin:**

As part of the CAO Transition, an overview of the status of our by-laws and policies was undertaken as a significant amount of work had been undertaken by our former Town Council prior to 2020.

### **Background:**

Interest has been expressed over the past 6 months by both Council members and staff in “looking at” our Policies and By-Laws, particularly those which are either “outdated” and or need updating as a result of situations occurring over the past year.

Three by-laws were passed/amended by Town Council last summer/fall in order to address immediate needs.

1. **CAO By-Law**- clarified the roles of the CAO and the Council in advance of hiring a new CAO.
2. **Alternative Voting By-Law**- updated the 2016 by-law in preparation for the 2020 Election and;
3. **Noise By-Law**- updated the by-law in order to adhere to the requirements by the province to complete the Summary Offense tickets process.

During my time as the Interim CAO, I referenced several policies in order to address operational matters within the parameters set by Town Council, and in working with staff, identified 5 policies and 1 by-law that should be considered for possible revision(s). The policies are Street Activity Policy, Disposal of Surplus Property Policy, Grants to Organizations Policy, Records Retention Policy and Public Use of Town Properties Policy and the By-Law is the Cemetery By-Law.

### **Analysis:**

The purpose of this report is to consolidate work which has been carried out by staff. Outlined below are comments regarding the 5 policies which had been encountered in addressing matters over the past year.

### Comparative Overview of By-Laws

By-Laws	Shelburne	Digby	Oxford	Mulgrave	Annapolis Royal	Port Hawkesbury
Alternative voting by-law	√ March 3/2016	Jan-16			Jul-20	Jul-20
Anti-Litter				Dec-82		date ?
Automatica Machine						date ?
Auxiliary Police					Feb-01	
Building code by-law	√ June 30/2009	Feb-15		Jul-89	Jan-07	
CAO By-law	Sep-20					date ?
Cemetery By-law	√ Dec 6/1995, Feb 27/2019					
Circus Animal Prohibition By-Law	√ May 25/98	Jan-97				
Civic numbering by-law	√ June 30/2009	Mar-11		Jun-01	Oct-09	
Commercial Development district improvement by-law	√ June 12/2017		Sep-18			
Cost of advertising & notice of zoning				Apr-71		
Dangerous & unsightly	just a policy			Dec-85		
Deed transfer by-law	√ Nov 6/2006			Dec-85	Aug-02	Oct-12
Destruction of Documents				Jul-86		
Development Control & Application fees	no					
Dog By-Law	√ July 8/98 July 9/99	Jun-06		Oct 3/2010	Sep-20	Apr-13
Election Deposit By-law	√ Sept 6/1985			Oct-08	Jul-20	
Emergency Response By-Law	√ July 7/1997	Mar-09	Nov-17	Feb-97	date ?	Apr-91
Encroachment by-law	√ Jan 20/2020					
Excavations By-law						Feb-87
Exotic Pet By-Law	√ Jan 21/16					
Feeding waterfowl & pigeon by-law	√ Jan 21/16		Animal Control July/2017			
Fire prevention and open burning by-law	√ Nov 18/1997, May 19/2010	Apr-18		Dec-85	date ?	
Fire protection rate				Jan-07		
Firearms	no	Apr-06				
Fireworks						Sep-13

By-Laws	Shelburne	Digby	Oxford	Mulgrave	Annapolis Royal	Port Hawkesbury
Heritage property by-law	√ Apr 14/1982	Feb-93			date ?	date ?
Land use by-law	√ Sept 2/2015	Apr-09	Jul-17	Dec-16	Dec-20	
Local improvement by-law	√ March 21/2018					
Min. Housing & Mtn. Standards by-law		Jan-79			Date ?	
Min. Rental Housing Units Standards		Jan-15				
Non-smoking by-law					Feb-03	
Parking by-law	√ July 9/2015					
Peace & good order by-law				Jul-84		
Public place by-law		Mar-18		Nov-05	Feb-91	
Public Sewer By-law	√ Nov 19/2018				Mar-92	
Regulation of Sewer Connections	no	Feb-94		Oct-90		
Repeal a consolidation by-law				Oct-85		
Respecting Intrusion, Robbery & Fire Alarm System	no	May-02			date ?	
Seasonal Sales by-law	√ May 1/2013					
Sewer charges by-law	√ March 21/2018	April 4/2001		Jan-07		
Sewer System	no	May-00		May 1/?	date ?	
Streets & Sidewalk by-law		Jun-09			Oct-04	
Subdivision by-law		Sep-88				
Tax exemption for non-profit by-law	√ May 4/2016	June/July 2000		Jan-12	Jan-12	
Taxi by-law		Feb-14			date ?	
Town Solicitation				May-83		
Town				Dec-85		
Urban chicken by-law		Feb-02	Livestock at large Nov/2017			
Vacant building by-law		Jan-13				
Vending by-law	√ Oct 14/2015	Feb-18			Dec-19	
Waste disposal by-law	√ Jan 27/2012	Jna/2020	Jun-20	May-10	Apr-20	
Zone by-law	√ April 7/1999, May 19/2010	Jan-14		see peace & order		





**Town of Shelburne**  
Staff Report to Council –  
General and SMT(Port) Write-Offs 2020/21  
March 15,2021

**General Overview:**

The purpose of this report is to provide Council with a list of write-offs recommended for the 2020/21 fiscal year.

**Background:**

In accordance with our standard practice – and the provisions of the Municipal Government Act – an annual review of Port, Taxes, Sewer, Solid Waste, Water and Miscellaneous Billings has been conducted and there have been several amounts identified that should be written off.

**Analysis:**

It is recommended that the following accounts be written off for 2020/21:

**GENERAL OPERATING FUND:**

Anderson Sinclair (Tax Certificate \$40.00) – This amount is from 2018/19 with ability to collect as low.

Lisa Buchanan (Demolition Costs \$1,145.00) – This amount is from 2017/18 for demolition of a Mobile which no longer exists. Original amount was \$1,725.00 with agreement to pay \$145.00 per month. Only 4 payments were received with the last payment on June 12, 2018. The account will be sent to collections with ability to collect as low.

Municipality of Shelburne (Fire Services \$9,146.55) – This amount is from 2016/17 and 2017/18 for Fire Services before a Fire Services agreement was formalized. Was invoiced \$46,087.00 and received a grant of \$44,939.00 which leaves a balance of \$1,148.00 from 2016/17. Was invoiced \$58,579.55 and received a grant of \$50,581.00 which leaves a balance of \$7,998.55 for 2017/18. Since a formal agreement was not in place and was on a grant basis, with a formal agreement now in place, recommending outstanding amounts be written off.

Shelburne Volunteer Fire Dept Ladies Auxiliary (Miscellaneous Billing \$56.00) – This amount is from 2019/20 for laundry services from SASI. Due to the confusion of who should pay, recommending outstanding amount to be written off.

Shelburne County Agricultural Society (Interest on Wastewater Charge for Arena \$90.38) This amount is from the 2020/21 fiscal year as there was some confusion on who should pay the tax bill and the Shelburne Co Arena Association is asking that the interest be written off due to paying past the due date, due to the fact they were not aware they were responsible for invoice, recommending outstanding interest be reversed.

**SMT (Port):**

Fundy Spray II Fisheries (Berthage \$14,562.80) – This amount is from 2017/18 and 2018/19 and company has declared bankruptcy, and ability to collect is low, recommending outstanding be written off.

Rhyno Fisheries Ltd (Berthage \$158.76) – This amount is from 2018/19, original amount was \$785.21 and was sent to collections. We received \$626.45 from Collection Agency after collection fee deducted with the remaining amount of \$158.76 outstanding. Ability to collect remainder low, recommending balance be written off.

**Financial Analysis:**

These write-offs will have the following financial implications:

**General Operating –**

<b>Total Amount</b>	<b>\$10,477.93</b>
Debit to Valuation Allowance	\$10,238.58
Debit to 2020/21 Interest Revenue	\$ 90.38
Debit to 2020/21 GST/HST collected	\$ 149.35

**SMT (Port)-**

<b>Total Amount</b>	<b>\$14,721.56</b>
Debit to Valuation Allowance	\$12,276.01
Debit to 2020/21 Interest Revenue	\$ 1,164.41
Debit to 2018/19 GST/HST collected	\$ 1,281.14

**Recommendation:**

**THAT** Council approve the write offs contained in the staff report titled “General and SMT(Port) Write-Offs 2020/21”.

Respectfully Submitted,  
Jane Crowell, Finance Manager