



AGENDA
Town Council Meeting-Community Centre
Monday April 19th, 2021
7:00 p.m.

Doc Ref:

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on April 6th, 2021.**
- 4) **Proclamations:**
 - a) Volunteer of the Month-Matthew King
- 5) **Delegations: None**
- 6) **Correspondence: None**
Action Required:

For Information:
- 7) **Council Items:**
 - a) MGA Amendments-Bill 47-Accessibility Funding (Info) D22-A10
 - b) MGA Amendments-Bill 50-Codes of Conduct (Info) D22-A11
 - c) MGA Amendments- Bill 98-Virtual Council Meetings D22-A12
 - d) Land Use By-Law-First Reading D22-A13
Rezoning from Residential (General) and Commercial to fully Commercial of
PID#80143563
- 8) **Committee Reports:**
 - a) CP&V Committee-Minutes from March 4th, 2021 D22-A14
- 9) **Staff Reports:**
 - a) Shelburne Volunteer Fire Department Monthly Report D22-A15
 - b) Building Report-Andrew Goreham D22-A16
 - c) Staff Report-Hospitality Policy D22-A17
- 10) **New Business:**
- 11) **Upcoming Meetings:**
 - a) Accessibility Committee-Wednesday April 21st, 2021 at 6pm-Shelburne Community Centre
 - b) Town Council-Monday May 3rd, 2021 at 7pm-Shelburne Community Centre
- 12) **Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting
Tuesday April 6th, 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

Call to Order

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

Approval of the Agenda

THAT Council approves the Agenda with the amendment of removing section 11- In Camera
Acker-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on March 15th, 2021 be approved as presented.
Nickerson-Davis
CARRIED

Proclamations

Mayor Locke proclaimed April 18th-24th as Volunteer Week. Mayor Locke also recognized Darren Jacklin as the Provincial Volunteer of the Year for the Town of Shelburne. There will be a virtual ceremony on April 26th to recognize all Volunteers of the Year.

Delegations

None

Correspondence

Action:

a) Letter-SRHS Prom

M22-001 THAT Council allows the organizers of the Prom to use the Community Centre on June 5th, 2021 provided the Ladies Auxiliary caters and that they meet with our staff to review COVID restrictions.
Acker-Ringer
CARRIED

b) TIR Temporary Count Program

Discussion was held whether to have a count done at a location in Town. Councillor Davis noted we had done one a few years back on King and Water. It was decided to hold off until the future to do a count again if needed.

For Information:

a) Letter from Minister of Municipal Affairs
THAT Council accepts the letter for Information.

b) Letter-Sou'West Nova Transit
THAT Council accepts the letter for information.

Council Items

a) Finalize Budget Approval

CAO highlighted a few small changes that were made by the Finance Manager. The net change is an increase to the budgeted operating reserve transfer of \$3,288 (from 49,974 to 53,262). This is largely due to a decrease in budget of the Building Inspection expense from MDS. There is a slight increase in the Solid Waste Charge from the preliminary budget (from 262.75 to 263.70) as the Waste collection expense amount increased slightly. Mayor Locke and Council all agreed this was a positive budget and thanked CAO, staff and Interim CAO Ken Smith for the work on this year's budget.

Water Utility Budget 1 April 2021-31 March 2022

M22-002 THAT Council approves the Fiscal 2021-22 Water Utility Budget as presented on March 15th, 2021.

Davis-Nickerson
CARRIED

General Operating Budget 1 April 2021-31 March 2022

M22-003 THAT Council approves the General Operating Budget for 2021/2022 as presented in the amount of \$3,842,666. The 2021/2022 Tax rates are \$2.06 per \$100 of assessment for Residential/Resource and \$3.88 per \$100 of assessment for Commercial. Wastewater Charge remains at \$260 per unit, and Solid Waste Charge increasing to \$263.70 per unit. Low Income Property Tax Exemption remains the same. Interest on overdue accounts will be charged at 15% annual interest added daily.

Nickerson-Acker
CARRIED

b) Wind-Up Roseway Manor Incorporated

M22-004 IT IS MOVED by the Municipal Council of the Town that it approves the transfer by Roseway Manor Incorporated (the "Corporation") of all the Corporation's assets to an independent and newly incorporated not for profit organization, not to be owned or controlled by the Town or the Corporation, at such date and time as to be determined by (the Transfer).

Davis-Ringer
CARRIED

Committee Reports

a) WCRL-Minutes and Newsletter

THAT Council accepts the WCRL Minutes and Newsletter as presented.

Acker-Nickerson
CARRIED

Staff Reports

a) Staff Report-Accessibilty Advisory Committee

M22-005 THAT the Council of the Town of Shelburne approve the appointment of the following individuals as members of the Eastern Shelburne County Accessibility Advisory Committee based on the

recommendations of the Nominating Committee: Holly Perry, Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey.

Davis-Acker
CARRIED

b) Staff Report-Tax Sale

M22-006 THAT Council direct staff to immediately put the mobile home which is in the name of Samantha Hipson located at 73 Annapolis Road up for tender and sell it to the highest bidder.

Davis-Nickerson
CARRIED

New Business

Councillor Acker

- a) The CP&V Committee will be asking residents in Town to participate in a Community Clean Up around the week of Earth Day. Executive Coordinator informed Council she has registered the Town for the Great Nova Scotia Pick Me Up and will be inviting residents, staff and Council to participate on April 22nd. It will be promoted and shared on our social media.

- b) Councillor Acker brought up that she had been doing some research on the Provincial Parks in the Province. There are 20 provincial parks, 11 of which are serviced with full hook ups. There are no serviced lots at Islands Park. The only two between Chester and Yarmouth are the Thomas Radall

M22-007 THAT based on the information on the DNR website that confirms that both Queens and Shelburne County do not have serviced lots in their provincial parks, it is moved that a letter be sent to DNR requesting that Islands Park be upgraded to having some serviced lots for the 2022 season.

Acker-Davis
CARRIED

- c) Councillor Acker would also like to have dates set up for Heritage Advisory Committee to meet in April and Asset Management in May.

Councillor Nickerson

- a) It was brought to Councillor Nickerson's attention regarding the shopping carts that have been accumulating around Town. The CAO will contact Sobeys and report back to Council.

Upcoming Meetings

- a) CP&V Committee- Thursday April 8th, 2021 at 6pm-Town Hall

- b) Town Council-Monday April 19th, 2021 at 7pm-Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of Tuesday April 6th, 2021 be adjourned at 7:33pm

Davis
CARRIED

Mayor

Executive Coordinator



Town of Shelburne

April 2021

Volunteer of the Month

Matthew King

Community Participation & Volunteerism Committee

Volunteer of the Month

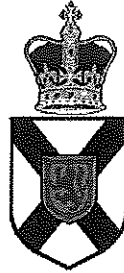


Matthew has been a tireless volunteer for the Shelburne Curling Club for the past several years. He coordinates the ice making team and is at the club 4-5 times a week working on the ice, maintaining equipment and overseeing the operation of all aspects of the facility.

Matthew also plays a leading role as Vice President of the Curling Centre faithfully attending Board and Executive Meetings. This year he assisted in organizing activities for Curling Day in Canada and also developed and ran a curling foundations program this past fall which brought close to 20 new members to the centre.



For all Matt has done and continues to do for us, the Town of Shelburne's CP & V Committee recognizes him as the Volunteer of the Month for April.

BILL NO. 47**(as introduced)**

*3rd Session, 63rd General Assembly
Nova Scotia
70 Elizabeth II, 2021*

Government Bill

**Municipal Government Act (amended)
and
Halifax Regional Municipality Charter (amended)**

The Honourable Brendan Maguire
Minister of Municipal Affairs

First Reading: March 24, 2021

(Explanatory Note)

Second Reading: *March 25, 2021*Third Reading: *April 8, 2021***Explanatory Note**

Document #	D22-A10
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This Bill amends the Municipal Government Act and the Halifax Regional Municipality Charter to allow municipalities to provide direct financial assistance to businesses for the purpose of improving accessibility for people with disabilities.

**An Act to Amend Chapter 18
of the Acts of 1998,
the Municipal Government Act,
and Chapter 39 of the Acts of 2008,
the Halifax Regional Municipality Charter,
Respecting Accessibility**

Be it enacted by the Governor and Assembly as follows:

1 Section 57 of Chapter 18 of the Acts of 1998, the Municipal Government Act, is amended by adding immediately after subsection (2) the following subsection:

(3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

2 Section 71 of Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, is amended by adding immediately after subsection (2) the following subsection:

(3) Notwithstanding subsection (2), the Municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

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More Information

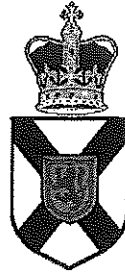
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BILL NO. 50**(as introduced)**

*3rd Session, 63rd General Assembly
Nova Scotia
70 Elizabeth II, 2021*

Government Bill

**Municipal Government Act (amended)
and
Halifax Regional Municipality Charter (amended)**

The Honourable Brendan Maguire
Minister of Municipal Affairs

First Reading: March 24, 2021

(Explanatory Notes)

Second Reading: *March 25, 2021*Third Reading: *April 8, 2021***Explanatory Notes**

Document # <i>D22-A11</i>	
Rec'd by <i>MJ</i>	
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Clause 1

(a) allows the council of a municipality or any committee appointed by the council to meet in closed session to discuss alleged breaches of the municipality's code of conduct; and

(b) requires reports of closed-session meetings to include, among other things, the recommendations of any reports respecting investigations of alleged breaches of the municipality's code of conduct.

Clause 2 requires that the code of conduct adopted by a municipality consist of the model code of conduct prescribed by the regulations, if one has been prescribed.

Clause 3

(a) provides that a municipality must appoint a person or entity, independent of the municipality, to conduct investigations of complaints regarding alleged breaches of the municipality's code of conduct;

(b) sets out reporting requirements respecting the person's or entity's investigation; and

(c) allows the council of a municipality to impose prescribed sanctions relating to a breach of the municipality's code of conduct.

Clause 4 requires that the code of conduct adopted by a village consist of the model code of conduct prescribed by the regulations, if one has been prescribed.

Clause 5

(a) provides that a village must appoint a person or entity, independent of the village, to conduct investigations of complaints regarding alleged breaches of the village's code of conduct;

(b) sets out reporting requirements respecting the person's or entity's investigation; and

(c) allows the village commission to impose prescribed sanctions relating to a breach of the village's code of conduct.

Clause 6

(a) allows a village commission and its committees to meet in closed session to discuss alleged breaches of the village's code of conduct; and

(b) requires reports of closed-session meetings to include, among other things, the recommendations of any reports respecting investigations of alleged breaches of the village's code of conduct.

Clause 7 adds to the Minister of Municipal Affairs's regulation-making powers with respect to codes of conduct for municipalities and villages.

Clause 8

(a) allows the Council of the Halifax Regional Municipality or any committee appointed by the Council to meet in closed session to discuss alleged breaches of the Municipality's code of conduct; and

(b) requires reports of closed-session meetings to include, among other things, the recommendations of any reports respecting investigations of alleged breaches of the Municipality's code of conduct.

Clause 9 requires that the code of conduct adopted by the Municipality consist of the model code of conduct prescribed by the regulations, if one has been prescribed.

Clause 10

(a) provides that the Municipality must appoint a person or entity, independent of the Municipality, to conduct investigations of complaints regarding alleged breaches of the Municipality's code of conduct;

(b) sets out reporting requirements respecting the person's or entity's investigation; and

(c) allows the Council of the Municipality to impose prescribed sanctions relating to a breach of the Municipality's code of conduct.

Clause 11 adds to the Minister's regulation-making powers with respect to codes of conduct for the Municipality.

Clause 12 provides that the Act comes into force on proclamation.

**An Act to Amend Chapter 18
of the Acts of 1998,
the Municipal Government Act,
and Chapter 39 of the Acts of 2008,
the Halifax Regional Municipality Charter,
Respecting Codes of Conduct**

Be it enacted by the Governor and Assembly as follows:

MUNICIPAL GOVERNMENT ACT

1 (1) Subsection 22(2) of Chapter 18 of the Acts of 1998, the Municipal Government Act, is amended by adding immediately after clause (d) the following clause:

(da) alleged breaches of the municipality's code of conduct;

(2) Subsection 22(4) of Chapter 18 is repealed and the following subsection substituted:

(4) Where the council meets in closed session, a record must be made that is open to the public setting out only

(a) the fact that council met in closed session;

(b) the type of matter that was discussed, as set out in subsection (2);

(c) where the matter discussed relates to alleged breaches of the municipality's code of conduct, the recommendations of any report made under subsection 23C(2); and

(d) the date of the meeting.

2 Subsection 23A(2) of Chapter 18, as enacted by Chapter 13 of the Acts of 2017, is amended by adding immediately after clause (a) the following clause:

(aa) consist of the model code of conduct prescribed by the regulations, if one has been prescribed;

3 Chapter 18 is further amended by adding immediately after Section 23B the following Sections:

23C (1) Each municipality shall appoint a person or entity other than a council member or an employee of the municipality to receive and investigate complaints regarding alleged breaches of the municipality's code of conduct.

(2) Subject to subsection (3), the person or entity appointed by the municipality shall present a report on the investigation of a complaint to council, which must include a recommendation regarding the validity of the complaint and, where applicable, a recommendation regarding an appropriate sanction.

(3) Where the person or entity appointed by the municipality determines that a complaint regarding an alleged breach of the municipality's code of conduct is frivolous or vexatious, the person or entity may dismiss the complaint.

23D Where the council determines that a person has breached the municipality's code of conduct, the council may impose a sanction prescribed by the regulations.

4 Subsection 408AB(2) of Chapter 18, as enacted by Chapter 13 of the Acts of 2017, is amended by adding immediately after clause (a) the following clause:

(aa) consist of the model code of conduct prescribed by the regulations, if one has been prescribed;

5 Chapter 18 is further amended by adding immediately after Section 408AC the following Sections:

408AD (1) Each village shall appoint a person or entity other than a village commissioner or an employee of the village to receive and investigate complaints regarding alleged breaches of the village's code of conduct.

(2) Subject to subsection (3), the person or entity appointed by the village shall present a report on the investigation of a complaint to the village commission, which must include a recommendation regarding the validity of the complaint and, where applicable, a recommendation regarding an appropriate sanction.

(3) Where the person or entity appointed by the village determines that a complaint regarding an alleged breach of the village's code of conduct is frivolous or vexatious, the person or entity may dismiss the complaint.

408AE Where the village commission determines that a person has breached the village's code of conduct, the village commission may impose a sanction prescribed by the regulations.

6 (1) Subsection 408B(2) of Chapter 18, as enacted by Chapter 21 of the Acts of 2014, is amended by adding immediately after clause (d) the following clause:

(da) alleged breaches of the village's code of conduct;

(2) Subsection 408B(4) of Chapter 18 is repealed and the following subsection substituted:

(4) Where the village commission meets in closed session, a record must be made that is open to the public setting out only

(a) the fact that the village commission met in closed session;

(b) the type of matter that was discussed, as set out in subsection (2);

(c) where the matter discussed relates to alleged breaches of the village's code of conduct, the recommendations of any report made under subsection 408AD(2); and

(d) the date of the meeting.

7 Subsection 520 of Chapter 18, as amended by Chapter 13 of the Acts of 2017, is further amended by

- (a) adding ", but not limited to," immediately after "including" in the second line of clause (cd);
- (b) striking out "and" at the end of subclause (cd)(vi);
- (c) striking out the semicolon immediately after subclause (cd)(vii) and substituting a comma;
- (d) adding immediately after subclause (cd)(vii) the following subclauses:

(viii) compliance investigation, and

(ix) enforcement;

and

- (e) adding immediately after clause (cd) the following clauses:

(ce) prescribing a model code of conduct for municipalities;

(cf) prescribing a model code of conduct for villages;

(cg) prescribing the sanctions that a council may impose for a breach of the code of conduct adopted by the municipality;

(ch) prescribing the sanctions that a village commission may impose for a breach of the code of conduct adopted by the village;

(ci) prescribing the period within which a code of conduct must be adopted by a municipality or village;

HALIFAX REGIONAL MUNICIPALITY CHARTER

8 (1) Subsection 19(2) of Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, as amended by Chapter 16 of the Acts of 2014, is further amended by adding immediately after clause (d) the following clause:

(da) alleged breaches of the Municipality's code of conduct;

(2) Subsection 19(4) of Chapter 39 is repealed and the following subsection substituted:

(4) Where the Council meets in closed session, a record must be made that is open to the public setting out only

(a) the fact that the Council met in closed session;

(b) the type of matter that was discussed, as set out in subsection (2);

(c) where the matter discussed relates to alleged breaches of the Municipality's code of conduct, the recommendations of any report made under subsection 20C(2); and

(d) the date of the meeting.

9 Subsection 20A(2) of Chapter 39, as enacted by Chapter 13 of the Acts of 2017, is amended by adding immediately after clause (a) the following clause:

(aa) consist of the model code of conduct prescribed by the regulations, if one has been prescribed;

10 Chapter 39 is further amended by adding immediately after Section 20B the following Sections:

20C (1) The Municipality shall appoint a person or entity other than a Council member or an employee of the Municipality to receive and investigate complaints regarding alleged breaches of the Municipality's code of conduct.

(2) Subject to subsection (3), the person or entity appointed by the Municipality shall present a report on the investigation of a complaint to the Council, which must include a recommendation regarding the validity of the complaint and, where applicable, a recommendation regarding an appropriate sanction.

(3) Where the person or entity appointed by the Municipality determines that a complaint regarding an alleged breach of the Municipality's code of conduct is frivolous or vexatious, the person or entity may dismiss the complaint.

20D Where the Council determines that a person has breached the Municipality's code of conduct, the Council may impose a sanction prescribed by the regulations.

11 Subsection 383(1) of Chapter 39, as amended by Chapter 13 of the Acts of 2017, is further amended by

(a) striking out clause (ca) and substituting the following clause:

(ca) prescribing positions in respect of which the holder is a reportable individual;

(b) adding ", but not limited to," immediately after "including" in the second line of clause (cd);

(c) striking out "and" at the end of subclause (cd)(vi);

(d) striking out the semicolon immediately after subclause (cd)(vii) and substituting a comma;

(e) adding immediately after subclause (cd)(vii) the following subclauses:

(viii) compliance investigation, and

(ix) enforcement;

and

(f) adding immediately after clause (cd) the following clauses:

(cc) prescribing a model code of conduct for the Municipality;

(cf) prescribing the sanctions that the Council may impose for a breach of the code of conduct adopted by the Municipality;

(cg) prescribing the period within which a code of conduct must be adopted by the Municipality;

EFFECTIVE DATE

12 This Act comes into force on such day as the Governor in Council orders and declares by proclamation.

BILL NO. 98**(as introduced)**

*3rd Session, 63rd General Assembly
Nova Scotia
70 Elizabeth II, 2021*

Government Bill

Document #	
D22-A12	
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MS	
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Municipal Government Act (amended)
and
Halifax Regional Municipality Charter (amended)

The Honourable Brendan Maguire
Minister of Municipal Affairs

First Reading: April 8, 2021

(Explanatory Notes)

Second Reading:

Third Reading:

Explanatory Notes

Clause 1 amends the Municipal Government Act to allow council meetings and council committee meetings to be conducted by electronic means.

Clause 2 allows meetings of a village commission or a committee of a village commission to be conducted by electronic means.

Clause 3 amends the Halifax Regional Municipality Charter to allow Council meetings, community council meetings and Council committee meetings to be conducted by electronic means.

**An Act to Amend Chapter 18
of the Acts of 1998,
the Municipal Government Act,
and Chapter 39 of the Acts of 2008,
the Halifax Regional Municipality Charter,
Respecting Virtual Meetings**

MUNICIPAL GOVERNMENT ACT

1 Chapter 18 of the Acts of 1998, the Municipal Government Act, is amended by adding immediately after Section 19 the following Section:

19A (1) Where a procedural policy of the council so provides, a council meeting or council committee meeting may be conducted by electronic means if

(a) at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;

(b) the electronic means enables the public to see and hear the meeting as it is occurring;

(c) the electronic means enables all the meeting participants to see and hear each other; and

(d) any additional requirements established by regulation have been met.

(2) Where a procedural policy of the council so provides, a council member or council committee member may participate in a council meeting or council committee meeting through electronic means if

(a) the electronic means enables the public to see and hear the member as the meeting is occurring;

(b) the electronic means enables all meeting participants to see and hear each other; and

(c) any additional requirements established by regulation have been met.

(3) A council member participating in a council meeting or council committee meeting by electronic means is deemed to be present at the meeting.

(4) The notice to the public referred to in clause (1)(a) must be given by

(a) publication in a newspaper circulating in the municipality;

(b) posting on the municipality's publicly accessible Internet site and in at least five conspicuous places in the municipality; or

(c) such other method permitted by regulation.

(5) Notwithstanding clause (1)(a), where the mayor or warden determines that there is an emergency, a meeting may be conducted by electronic means without notice or with such notice as is possible in the circumstances.

(6) The Minister may make regulations

(a) respecting council meetings and council committee meetings conducted by electronic means;

(b) respecting the participation of a council member or council committee member in a council meeting or council committee meeting by electronic means.

(7) The exercise by the Minister of the authority contained in subsection (6) is a regulation within the meaning of the Regulations Act.

2 Chapter 18 is further amended by adding immediately after Section 408B the following Section:

408C Where a procedural by-law of the village commission so provides, a meeting of the village commission or a committee of the village commission may be conducted by electronic means if

(a) at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;

(b) the electronic means enables the public to see and hear the meeting as it is occurring;

(c) the electronic means enables all the meeting participants to see and hear each other; and

(d) any additional requirements established by regulation have been met.

(2) Where a procedural by-law of the village commission so provides, a village commissioner may participate in a village commission meeting or village commission committee meeting through electronic means if

(a) the electronic means enables the public to see and hear the village commissioner as the meeting is occurring;

(b) the electronic means enables all meeting participants to see and hear each other; and

(c) any additional requirements established by regulation have been met.

(3) A village commissioner participating in a village commission meeting or village commission committee meeting by electronic means is deemed to be present at the meeting.

(4) The notice to the public referred to in clause (1)(a) must be given by

(a) publication in a newspaper circulating in the village;

(b) posting in at least five conspicuous places in the village; or

(c) such other method permitted by regulation.

(5) The Minister may make regulations

(a) respecting village commission meetings and village commission committee meetings conducted by electronic means;

(b) respecting the participation of a village commissioner in a village commission meeting or village commission committee meeting by electronic means.

(6) The exercise by the Minister of the authority contained in subsection (5) is a regulation within the meaning of the Regulations Act.

HALIFAX REGIONAL MUNICIPALITY CHARTER

3 Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, is amended by adding immediately after Section 16 the following Section:

16A (1) Where a procedural policy of the Council so provides, a Council meeting, community council meeting or Council committee meeting may be conducted by electronic means if

(a) at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;

(b) the electronic means enables the public to see and hear the meeting as it is occurring;

(c) the electronic means enables all the meeting participants to see and hear each other; and

(d) any additional requirements established by regulation have been met.

(2) Where a procedural policy of the Council so provides, a Council member or Council committee member may participate in a Council meeting, community council meeting or Council committee meeting through electronic means if

(a) the electronic means enables the public to see and hear the member as the meeting is occurring;

(b) the electronic means enables all meeting participants to see and hear each other; and

(c) any additional requirements established by regulation have been met.

(3) A Council member participating in a Council meeting, community council meeting or Council committee meeting by electronic means is deemed to be present at the meeting.

(4) The notice to the public referred to in clause (1)(a) must be given by

(a) publication in a newspaper circulating in the Municipality;

(b) posting on the Municipality's publicly accessible Internet site and in at least five conspicuous places in the Municipality; or

(c) such other method permitted by regulation.

(5) Notwithstanding clause (1)(a), where the Mayor determines that there is an emergency, a meeting may be conducted by electronic means without notice or with such notice as is possible in the circumstances.

(6) The Minister may make regulations

(a) respecting Council meetings, community council meetings and Council committee meetings conducted by electronic means;

(b) respecting the participation of a Council member or Council committee member in a Council meeting, community council meeting or Council committee meeting by electronic means.

(7) The exercise by the Minister of the authority contained in subsection (6) is a regulation within the meaning of the Regulations Act.

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[Full Glossary](#)

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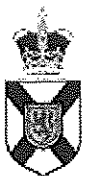
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Meeting Minutes
Community Participation & Volunteerism Committee
Thursday, March 4th, 2021
6 p.m.

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

Document # P22-A14	
Rec'd by MS	
Date April 9/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

1. **Call to Order**
 Chair Mahaney called the meeting to order at 6:03p.m.

2. **Approval of Agenda**
Acker-Bower
 THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday March 4th, 2021 be approved.
CARRIED

3. **Approval of Minutes**
MacAlpine-Ayer
 THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday February 4th, 2021 be approved with the following amendments:
 That Cheryl inquired about the weather wrapping at Guild Hall and Mary was inquiring about the chairs.
CARRIED

4. **Delegations**
None

5. **Correspondence**
None

6. **CP&V Items**
 - a) **Committee Membership**
 The Committee still has one vacant position. Robin has advertised on the Town's social media and website, as well as the electronic sign and Mary has put up some posters around

Town. We will continue to spread the word in hopes of someone being interested in the near future.

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 on April 26th. Robin has submitted the Town's nominee for the year which is Darren Jacklin. Darren has played an active role in the community volunteering and has made a lasting positive impact for many. We will recognize Darren on our Town social media site and website.

d) Memorial Trees and Benches

Robin updated the Committee on this item. There was not much feedback from other units on either of these items, but we do have resources/information for the benches that are already around town. Regarding the Memorial trees, that is something that is on Councils outstanding motion list and will be looked at in the near future. The Town of Shelburne Tree Policy was provided to all members.

e) Grants to Organizations

The Committee again reviewed the applications and now had an amount to work with from Council for this year's upcoming budget. The committee went through and discussed all applications and allocated monies to organizations. A report will go to Council at the Special Town Council Meeting on Monday March 8th 2021 with the recommendations from the CP&V Committee.

Renaud-Nickerson

THAT the Grants to Organizations for the 2021-22 fiscal year be sent to Council as a recommendation from the CP&V Committee.

CARRIED

f) Guild Hall

Robin updated the Committee that Public Works checked on the chairs at the Guild Hall and everything is fine with them. As well, the weather wrapping is on their list of tasks and will be done this Spring.

g) Multi-Cultural Event

Robin had sent out an email to all other units for some feedback/information for planning in the future. There was no response from any other units. It would be something the Committee has interest in being a part of/planning sometime in the future.

7. New Business

a) Community Participation-Neighbourhood Spring Clean Up

Cheryl brought it up to the Committee that every day when she walks there is so much litter in our little community. Discussion was held about ideas that could be done in the community for a community spring clean-up. It was discussed to recommend to Council to consider promoting/helping organize a "Get R Done" Spring Clean-up week in April during

the week of Earth Day. The committee would like to know if the town would be able to provide garbage bags/gloves and possibly assist with picking up garbage bags that people collect in their neighbourhood. Robin will bring forward at the next regular Council meeting.

b) **Snowflakes**

Deby has noticed that some of the Snowflakes on the poles had sections of them not working. Robin will investigate if there is an insurance on them as they have only been up for 3 winters to date.

c) **Adjournment**

MacAlpine

THAT the CP & V Meeting for Thursday March 4th, 2021 be adjourned at 7:07 p.m.

CARRIED



Meeting Minutes
Audit Committee
Wednesday January 13, 2021
6PM

Committee Members Present

Mayor Harold Locke, Committee Chair
Councillor Sheldon Ringer, Council Member
Councillor Rick Davis, Council Member
Councillor Elizabeth Acker, Council Member
Councillor Ben Nickerson, Council Member
Bruce Bennett, Public Member

Others Present

Jane Crowell, Manager of Finance
Sherry Doane, CAO

Document #	
D22-A14B	
Rec'd by	
MS	
Date	
April 15/2	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

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 January 13, 2021 be approved.

Davis-Nickerson

CARRIED

3) Approval of Minutes

THAT the Minutes of the Town of Shelburne Audit Committee for October 5, 2020 and December 7, 2020 be approved.

Acker-Ringer

CARRIED

4) Committee Items

- a) Introduction of Bruce Bennett, Public Member
- b) Items presented in the Auditor's Management Letter from Belliveau Veinotte Inc.
Manager of Finance gave an update regarding the items in the Auditor's Management Letter.
- c) Terms of Reference

Discussion was held on the Audit Committee Policy and Terms of Reference for the Audit Committee and the following motion was presented-

THAT Staff prepare a draft policy for consideration of compliance with the guidelines for Municipal Audit Committees outlined in the Financial & Reporting Manual (FRAM) for review by the Audit Committee prior to submission to Council for approval.

Davis-Nickerson

CARRIED

5) Other Items

Discussion was held regarding review of fees and the CAO informed the Committee that Staff was reviewing fees at this time and will send recommendations up through to Council.

6) Adjournment

The meeting was adjourned on motion by Councillor Ringer at 6:55 PM.



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

Document # D22-A15	
Rec'd by NS	
Date April 8/21	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

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

Total number of calls for service: 14

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 12

Calls for Mutual Aid to other Municipality of Shelburne Departments:

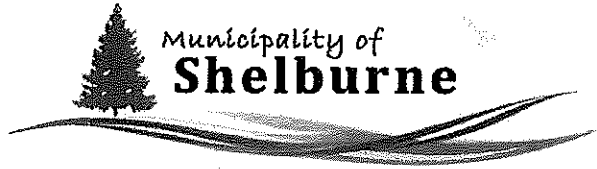
Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		5
MEDICAL		
MOTOR VEHICLE ACCIDENT	1	2
STRUCTURE	1	2
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		2
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

April 8, 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 March 2021.

Document #	D22-A16
Rec'd by	MS
Date	April 10/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	1	2
Number of Permits Issued to Date	19	19
Construction Value	\$ 30,000.00	\$ 24,000.00
Total Construction to Date	\$ 476,450.000	\$ 741,245.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Town of Shelburne

20210022	Jennifer	Cameron	88 Wrights Road	Addition	\$30,000	3-10-2021
	PO Box 636 Shelburne, NS B0T 1W0		Town of Shelburne			
			Town of Shelburne			



**Town of Shelburne
Staff Report
Hospitality Policy
April 2021**

To: Town Council
From: Robin Smith
Re: Creation of a Hospitality Policy
Date: April 14th, 2021

Origin:

A Hospitality Policy is needed as per the MGA for all Municipal Units.

Background:

The Town does not have a Hospitality Policy to date and pursuant to the Municipal Government Act of Nova Scotia, each Municipality shall adopt a Hospitality policy, including alcohol purchases, approval process and reporting.

Authority for the Hospitality Policy is derived from Section 23(3),(5), (6) and (7) along with Section 65D (3), (4), (5) and (6) of the Municipal Government Act. Section 23(3) directs the adoption of a hospitality policy; Section 23 (5) states the minimum requirements for such a policy; Section 23 (6) stipulates an expense may only be reimbursed if authorized by a hospitality policy; Section 23 (7) states that the Hospitality Policy must be reviewed and adopted following each regular election and Section 65D outlines requirements for hospitality expense reporting.

Analysis:

The Town will be following all guidelines of the MGA by adopting this Hospitality Policy.

Recommendations:

That Council intends to adopt the Hospitality Policy with any amendments needed at the May 18th 2021 Council Meeting.

Attachment:

Draft version- Hospitality Policy

Respectfully Submitted,

Robin Smith
Executive Coordinator

Document # D22-A17	
Rec'd by RS	
Date April 14/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	



TOWN OF SHELBURNE
Hospitality Policy
DRAFT

Policy Statement

1. The Town of Shelburne recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer ("CAO") and Town of Shelburne employee hospitality claims.

Purpose

The purpose of this policy is:

- (a) To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Shelburne's objectives.
- (b) To ensure hospitality is offered in an accountable, economical, and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- (c) To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Hospitality and Hospitality Events

3. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Shelburne. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (a) Hosting foreign dignitaries;
 - (b) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (c) Sponsoring or hosting conferences;
 - (d) Hosting ceremonies / recognition events; and

POLICY

- (e) Other official functions, as approved by the CAO, their designate or Town of Shelburne Council.

Approved expenditures may include:

- (a) Meals
- (b) Gifts
- (c) Meeting Space
- (d) Other expenses as approved by the Chief Administrative Officer, their designate or Council

Signing Authority

- 4. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Council Member	CAO/Treasurer or Designate
CAO	Mayor or Designate
Employees	Immediate Supervisor and Treasurer/Designate

A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

Prior Authorization

- 5. Subject to this policy, all hospitality events require prior authorization.
- 6. A request for prior authorization for hospitality events requires the following information:
 - (a) rationale/purpose of the event;
 - (b) estimated numbers of attendees and their respective affiliations;
 - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
 - (d) estimated itemized costs including gratuities and supplementary expenses.
- 7. Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
- 8. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and include a document outlining the reasons prior approval was not possible.

POLICY

Serving of Alcohol

9. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.
10. The Town of Shelburne, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
11. The Town of Shelburne will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
12. If alcohol is provided at a hospitality event, food must be served.

Gifts

13. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed [\$40.00]) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

Claims for Reimbursement of Hospitality Expenses

14. Hospitality expense claims must include the following:
 - (1) A copy of the signed prior authorization (see Appendix A) for the hospitality event for which the expense was incurred;
 - (2) The names and positions of the guests at the hospitality event;
 - (3) The business objective for the expense;
 - (4) A detailed itemized receipt for the expense.
15. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
16. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
17. No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;

POLICY

- (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;
 - (4) the expenses claimed have appropriate justification; and
 - (5) all requirements, as determined by the [municipal audit committee], have been fulfilled.
18. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
19. The use of petty cash to pay a hospitality expense claim is prohibited.

Reporting Requirements

20. Pursuant to s. 65A of the Municipal Government Act, the CAO shall ensure that the Town of Shelburne does the following:
- (1) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Shelburne website that describes all of the hospitality expenses incurred by the Town of Shelburne including purchases of alcohol, during the quarter;
 - (2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

21. The Town of Shelburne Audit Committee shall review the hospitality annual summary report by September 30th of each year.
22. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Date of Notice of Council Member Intent to Adopt: April 19th, 2021
Date of Adoption (approved): _____

Appendix A
REQUEST FOR APPROVAL TO INCUR HOSPITALITY EXPENSES

All hospitality-related expenses require **PRIOR** authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

REQUESTED BY

Date of Request: _____

Employee/Councillor Name: _____

Department: _____

Event Location: _____

Event Date: _____

Purpose of Event/Activity: _____

COSTS AND ACCOUNTS

Estimated Number of Attendees: _____

Meal & Beverage Costs: _____

Gratuities: _____

Gift Costs: _____

Other Expenses (provide details): _____

Signature of Applicant

Date

APPROVAL

Authorized Signature

Date

Please include this document as part of the reimbursement process and forward to Accounts Payable.

