

AGENDA
Town Council Meeting (by video conference)
Tuesday May 18th, 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 May 3rd, 2021
- 4) Proclamations:
 - National Indigenous History Month (June)
 - Volunteers of the Month- Mary & Nancy Thomas
- 5) Delegations: None
- 6) Correspondence:
 - Action Required: None

 - For Information:**
 - a) Nova Scotia Lands & Forests-Serviced Sites (Islands Park) D22-A21
 - b) Region 6 Board Brief D22-A22
 - c) Visit Shelburne & Lockeport Analytics D22-A23
- 7) Council Items:
 - a) Second Reading-Land Use By-Law
 - b) Founders Days- activities, leadership, volunteers
 - c) Shelburne County Arena Invoice D22-A24
- 8) Committee Reports: None
- 9) Staff Reports:
 - a) Building Report-Andrew Goreham D22-A25
 - b) Monthly Report- SVFD D22-A26
 - c) Waste Diversion Officer Report D22-A27
 - d) Staff Report-SCEEMO Reserves D22-A28
- 10) New Business:
- 11) Upcoming Meetings:
 - a) Town Council-Monday June 7th, 2021 at 7pm (location: tbd)
 - b) Accessibility Committee May 19th, 2021 (virtual)
- 12) Adjournment



Town of Shelburne Minutes of the Regular Council Meeting

Monday May 3rd, 2021

VIA ZOOM

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 for Monday May 3rd ,2021 with the amendment of *Staff Report (b) Update from CAO.*

Davis-Ringer
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on April 19th, 2021 be approved as presented.

Nickerson-Davis
CARRIED

Proclamations

None

Delegations

None

Correspondence

For Information:

THAT Council accepts the letter from Municipal Affairs, for information only.

Acker-Nickerson
CARRIED

Council Items

a) Library Funding

CAO informed Council regarding a new funding model from Communities, Culture & Heritage department regarding libraries, which includes a mandatory increase in the contribution requirement as of next fiscal year. Staff mistakenly applied the increase to this fiscal year's budget in the amount of \$1,748 as the request from WCRL was not clear and therefore Council could pull back on this

“voluntary” payment or leave as-is. Discussion was held whether to wait until mandated next year or allow the payment to stand.

V22-011 **THAT** Council continues with the voluntary payment for the Library Funding this fiscal year.

Acker-Davis

CARRIED

Committee Reports

a) Port Committee

THAT Council approves the Port Committee Minutes from February 25th, 2021 as presented.

Davis-Nickerson

CARRIED

Staff Reports

a) Hospitality Policy

V22-012 **THAT** Council adopts the Hospitality Policy effective May 3rd, 2021 as presented.

Acker-Davis

CARRIED

b) Update from CAO

Item 1- Library Funding was covered above under **Council Items**.

Item 2- Procurement in Emergencies

The CAO informed Council under the ToS Procurement Policy, when an Emergency has occurred, staff are required to report to Council the circumstances they deemed the emergency and the financial sources to pay thereof.

On 27 April it was brought to staff attention regarding damage on the east face of the approach at the Port. A quote was requested and approved by the Finance Manager, Mayor and CAO. The sources of funding are the remaining Port Project funding of \$14,126 and second, utilizing \$9,710 of \$10,000 from this fiscal's Port Operating Budget's *Mtc & Repairs-Wharf line* item. The total cost of repairs is valued at \$23,836.76.

Item 3- African Nova Scotian Decade for People of African Decent (ANSDPAD)

ANSDPAD has asked for an audience of Council for 60-90 minutes. Staff offered the opportunity to attend a future Council meeting as a Delegation however, policy states that such presentation has a 15-minute time limit. ANSDPAD and Staff are therefore looking at a few possible dates for ANSDPAD to dialogue with members of Council in a non-mandatory forum. Council discussed and agreed June 3rd would work best for everyone. The CAO will communicate with Vanessa Fells, Director of Operations.

Item 4-Guild Hall Usage during Covid-19 Pandemic

Discussion was held regarding the previous motion of Council from the summer of 2020 about the request of rental fees to be waived for outdoor fitness classes held at the Guild Hall. Given the state of the pandemic, Staff are proactively asking Council to consider extending their previous motion throughout 2021.

V22-013 **THAT** Council extends their 2020 Motion through 2021, in waiving rental fees for outdoor fitness classes held at the Guild Hall.

Davis-Nickerson

CARRIED

Item 5- Grant Requests to Government of Canada (GC) and Municipality of Shelburne (MDS) for Visitors' Information Centre (VIC)

CAO Informed Council the status of the grant funding requests that were submitted to the Government

of Canada and Municipality of Shelburne. The grant applications asked for 3 part-time youth to run the VIC 7 days a week from 22 May through 10 September. The funding requests did not come through at the requested level, so Staff suggested to Council to open the VIC from 30 June through 31 August with 2 part-time youth under reduced hours.

M22-014

THAT Council accepts the Government of Canada grant and directs Staff to hire and open the VIC from 30 June through 31 August for Saturdays and Sundays - 10am through 6pm, for Mondays, Thursdays and Fridays - 10am through 3pm but closed on Tuesdays and Wednesdays.

Davis-Acker

CARRIED

New Business

Councillor Acker

Eighteen-year-old Mackenzie Smith of Shelburne, NS has committed to play NCAA Division 1 Basketball at St. Joseph's University in Philadelphia. St. Joseph's is a school of 8,000 in Philadelphia, which has a population of 5.7 million. Mackenzie's basketball days started when she was 6 years old, followed by playing in Junior High for the SRHS Rebels, the Provincial Nova Scotia team and most recently Kings Edge Hill Prep School in Windsor, NS. which is the only girls' prep basketball program East of Quebec. She has traveled to the Eastern United States, Ontario and Quebec for games and tournaments. MacKenzie was also selected as the Nova Scotia Junior (U-17) Female Basketball Player of the Year in 2019. I know that all of Shelburne is looking forward to following Mackenzie's basketball journey and excited for her future.

M22-015

On behalf of Council I move that we sent a letter of congratulations to Mackenzie Smith for her signing with St. Joseph's Hawks and wish her all the best in the future playing basketball in the NCAA as well as in her studies.

Acker-Nickerson

CARRIED

Riley Foley of Shelburne, NS, and owner of Sou'wester Athletics with her husband Ryan Foley had made her mark in the CrossFit Open Worldwide competition. She recently qualified to compete in the CrossFit Open's Quarterfinals which the top 10% from each continent advance to. Out of the 65,569 registered females in North American Riley finished 4,706. She completed the quarterfinal workouts April 8-11th at the local Sou'wester Athletics gym. The Foleys opened Sou'wester Athletics in 2016 here in Shelburne and another location in Barrington Passage a few years later.

M22-016

On behalf of Council I move that we send a letter of congratulations to Riley Foley for her accomplishments in the CrossFit 2021 Open and thank her and Ryan for their continued dedication to the health of many in Shelburne County.

Acker-Davis

CARRIED

Mayor Locke

On April 21st, 2021 Mayor Locke and the CAO travelled to Liverpool the Region of Queens Waste Management Facility for a tour. After visiting the facility and seeing that many items are not being separated properly, Mayor Locke is encouraging all residents to take the time to follow the Waste Diversion Coordinator's information regarding sorting.

Mayor Locke also mentioned that beginning today May 3rd, 2021 residents will start seeing information in their mail regarding the 2021 Census which will be done online this year. Mayor Locke reminded residents that it is important to complete this as many things such as funding for our Town and surrounding community comes based on information from the Census.

Mayor Locke thanked all business and residents who stepped up and purchased hanging baskets for Dock Street this year, they have already all been sold which is great news. If anyone is willing and able to help the volunteer group that does the watering is looking for a few more people to help. It would be for 1 hour, one day a week. If you are interested, please contact the Town Office.

The Town Office is closed to the public until at least May 12th as per Public Health Guidelines. Anyone needing assistance please contact Staff via email or by phone. All contact information can be found on the Town website.

In Camera

MGA Section 22 (2) e- Contract Negotiations

THAT Council goes in-camera at 7:55pm

Acker-Davis

CARRIED

Council came out of in-camera at 8:10pm. There was no business arising out of In-Camera:

Upcoming Meetings

- a) Public Hearing-Thursdays May 13th, 2021- *Land Use By-Law-6pm* Community Centre (tentative, based on Public Health requirements at that time)
- b) Town Council-Tuesday May 18th, 2021 at 7pm-Shelburne Community Centre (tentative, based on Public Health requirements at that time)

Adjournment

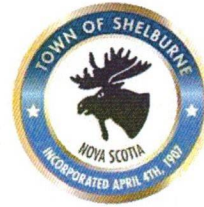
THAT the Regular Town Council Meeting of Monday May 3rd, 2021 be adjourned at 8:15pm.

Davis

CARRIED

Mayor

Executive Coordinator



Town of Shelburne

May 2021

Volunteers of the Month



Nancy & Mary Thomas

**Community Participation &
Volunteerism Committee
Volunteers of the Month**

Nancy has been a volunteer with the SVFD Ladies Auxiliary for over 20 years and currently serves as the Secretary. She volunteers her time at N2U, sorting and putting out items for sale. Nancy has also dedicated a lot of her time with various sports that Mary has been involved in over the years, whether it be driving kids or learning how to keep score. Nancy has also spent countless hours knitting finger puppets and donating to the IWK as well as hats, mitts & scarves locally.

Mary keeps her Mom busy with her sports as well as volunteering with T-ball and Squirt Softball. She has been a program assistant with the Skating Club as well as helping at N2U and the Ross-Thomson House Museum in the summer. Mary participates in the Walk for Dog Guides raising money to help provide dog guides in the area. She also helps with catering events and other fundraisers with the SVFD Ladies Auxiliary.

For all that Nancy & Mary Thomas have done and continue to do for us, the Town of Shelburne's CP&V Committee recognizes them as the Volunteers of the Month for May.

May 6, 2021

Mr. Locke, Mayor Shelburne
PO Box 680
168 Water Street
Shelburne, NS B0T 1W0

Re: Serviced sites at The Islands Provincial Park

Dear Mr. Locke

I am responding to your letter of April 20, 2021 regarding serviced sites at The Islands Provincial Park.

You are correct, 11 out of 20 camping parks have a portion of serviced sites and that The Islands is one of the parks that does not have serviced sites. We have set a goal of having all 20 camping parks with a mix of serviced and unserviced sites, as our capital budget allows. Unfortunately, we do not have a timeline for this upgrade to happen at The Islands.

In recent years, the Department has made considerable upgrades to the infrastructure at The Islands to improve the visitor experience. Last season the department completed a new gender-neutral, mobility accessible comfort station. This included 6 large washrooms with sink/toilet and low threshold showers. The building has a new accessible ramp with handrails and improved lighting. We also improved safety through investing in a new gate. This season we are making improvements to the water system to ensure it complies with safe drinking water guidelines.

Thank you for your continued interest in The Islands Provincial Park.

Sincerely,



Matt Parker
Director, Parks & Outreach

Cc: Tara Crandlemere, Manager, Parks & Recreation
Jim Rudderham, Area Manager, Lands and Forestry, Shelburne/Queens

Document # D22-A21	
Rec'd by MS	
Date May 10/21	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Boardroom Brief

April 2021

PO Box 639, Mahone Bay, NS B0J 2E0
info@Region6SWM.ca

? Illegal Dumping vs Litter?

Training session - Illegal Dumping vs Litter. What is the difference?

Illegal dumping is:

- never an accident and always involves intent
- the amount and type of material is different than litter (couch vs coffee cup or shingles vs chip bag)
- dumping is a crime and the penalties are higher
- catching & penalizing is the best way to deter.

Littering can be:

- done by accident (fell out of pocket), by incident (fell from car and unable/unwilling to retrieve, by being careless (coffee cup in truck bed or done on purpose (cup thrown out to make room for the fresh cup).
- not immediately harmful
- fines are less than dumping as it can always be claimed as by accident
- prevented. Once it is clear, that litter is not socially accepted, the behaviour changes. The challenge is, getting the message through.

A PowerPoint presentation Myth Busting - litter and illegal dumping. The presentation shows that what we believe, is not necessarily true.



Rules of Procedure

Document # D22-A22	
Rec'd by MS	
Date April 30/21	
COPIES TO:	
Quorum	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

Did you realize our Inter-Municipal Agreement (IMA) provides the direction needed on how; members are elected, to vote, to Declare a Conflict and that Bourinot's Rules of Procedure are to be followed?

See sections 11 through 18 of our IMA.

11. quorum is seven (7) members
12. alternate members vote only if the regular member is absent
13. at least 7 votes (representing a minimum of 50%) are needed for a motion to pass.
14. every Unconflicted member votes (including the chair) on every motion.

Sections 15 through 17 describe conflict of interest

Section 18 states that Bourinot's Rules of Procedure shall be followed

Contact Christine to get a copy of the IMA or if you have any questions.



CHAIR

Wayne Thorburne

VICE-CHAIR

Scott McLean

TECHNICAL COMMITTEE CHAIR

Jennifer Keating-Hubley

REGIONAL COORDINATOR

Christine McClare

REGIONAL EDUCATOR

Angela Taylor

West Hants Regional: Scott McLean

Chester: Andre Veinotte

Mahone Bay: Richard Nowe

Lunenburg: Ed Halverson

Bridgewater: Wayne Thorburne

Lunenburg (MD): Michelle Greek

Region of Queens: Jack Fancy

Lockeport: Cory Nickerson

Shelburne: Rick Davis

Shelburne (MD): Ron Coole

Barrington: Andrea Mood-Nickerson

Clark's Harbour: Louann Link

EPR for PPP

(Extended Producer Responsibility for Printed Paper & Packaging)

Let's not be left holding the bag

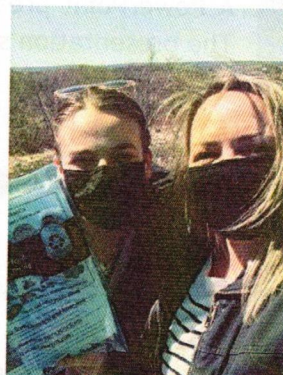
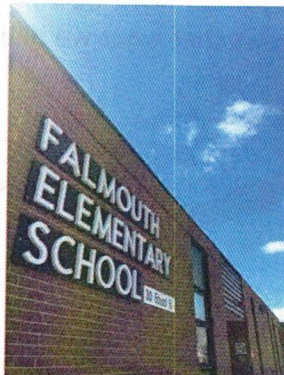
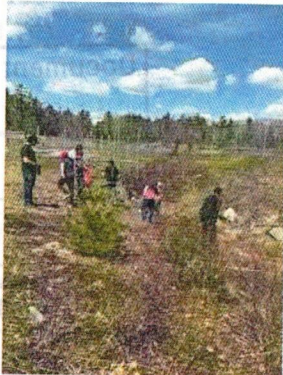
Provincial legislation is required in NS to shift both the cost and responsibility of recycling programs away from the general tax payer. Materials typically collected in our blue bag programs are being stewarded to 80% of Canadian citizens but not here in NS.

1. EPR would significantly decrease both costs and risks associated with municipal curbside recycling programs
2. EPR would give NS consumers direct access to PPP programming they are already paying for indirectly but are receiving none of the benefits.

Want an EPR overview/education session to your council? Contact Christine.

Education

We really are everywhere. . .



Litter pick up with Shelburne Regional High, building a worm bin in Falmouth and Three Mile Plains litter pick up supplies left ... and then COVID lockdown!

and tackling litter while we're there.

Earth Day litter clean up supplies were delivered throughout the region. Schools, organization municipal units and others, received litter clean up supplies. Even COVID and unpredictable weather have not stopped the dedicated people of Region 6! Visit our YouTube channel, Region 6 SWM, to see the 'Bitter About Litter' story time and Composting At Home - Kids Edition video for a fun project!

Litter doesn't stop once spring is gone. If you need or know of a group/individual that needs some litter clean up supplies any time of year, let Angela AngelaTaylor@Region6swm.ca or Christine Christine.McClare@Region6SWM.ca know.

If you have something waste-wise that you want to share, please send it along to Christine.McClare@Region6SWM.ca and we would be happy to add it to our Boardroom Brief.

POPULAR PAGES

Page	Pageviews
/	1,080
/accommodations/shelburne/cott...	107
/eat-drink/shelburne/restaurants	100
/things-to-do/shelburne/attractions	92
/accommodations/lockeport/cott...	67
/accommodations/shelburne/mot...	66

1 - 100 / 143

DATE PICKER

1 Apr 2021 - 30 Apr 2021

Sessions	Pages per Session	Bounce Rate
1,371 ↑ 335.2%	2.11 ↑ 6.5%	52.59% ↓ -24.4%
Users	New Users	Avg. Session Duration
1,240 ↑ 341.3%	1,174 ↑ 334.8%	00:00:57 ↓ -20.6%

DEVICES USED TO VIEW YOUR SITE

Device Category	Users
mobile	632
desktop	532
tablet	76

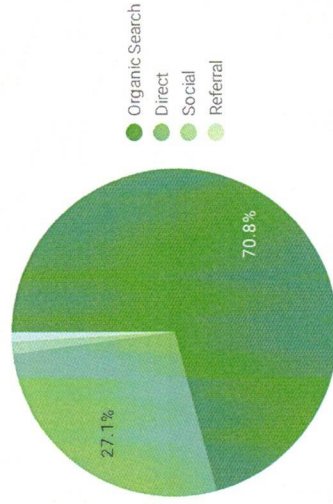
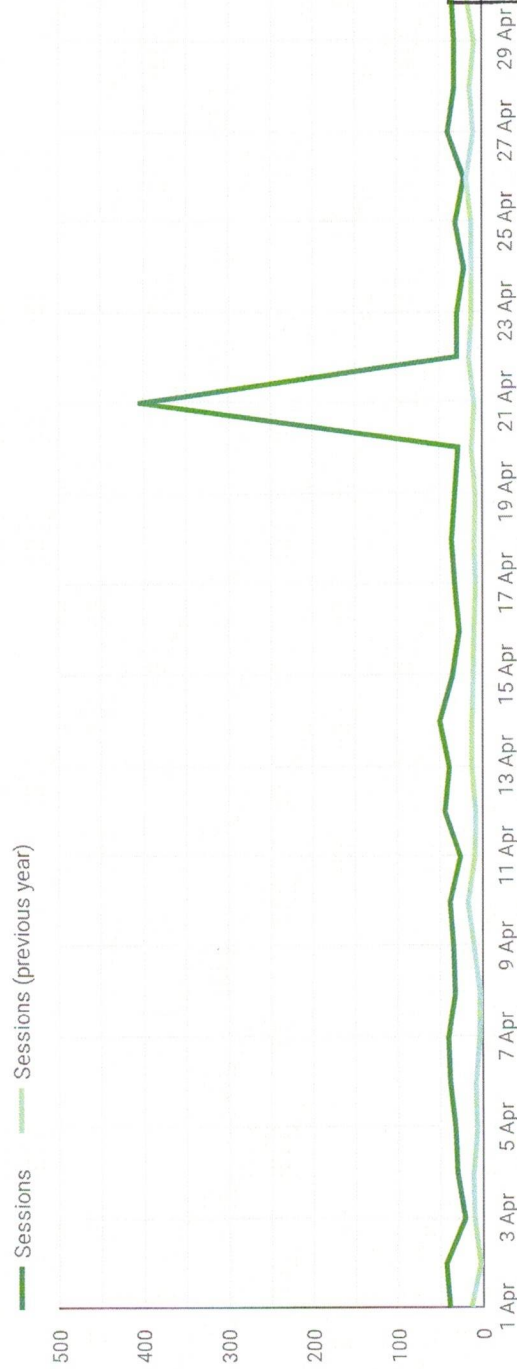
SOURCES OF TRAFFIC

Compared to Previous Year

Traffic Source	Sessions	% Δ
Organic Search	971	451.7% ↑
Direct	371	231.3% ↑
Social	16	700.0% ↑
Referral	13	-48.0% ↓

FLOW OF SESSIONS

Compared to Previous Year



Document #	P22-103
Rec'd by	MS
Date	April 30/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Shelburne County Arena Association

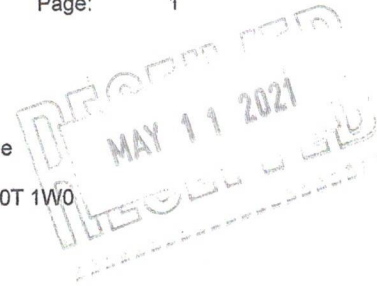
73 John Street
 PO Box 871
 Shelburne, Nova Scotia B0T 1W0

INVOICE

Invoice No.: 21176
 Date: 03/31/2021
 Page: 1

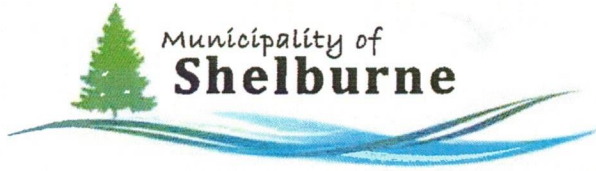
Sold to:
 Town of Shelburne
 PO Box 670
 Shelburne, NS B0T 1W0

Ship to:
 Town of Shelburne
 PO Box 670
 Shelburne, NS B0T 1W0



Business No.: 11914 8161 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount																								
			half of deficit of 2020-21 (\$18562.74)			9,281.37																								
			Subtotal:			9,281.37																								
						<table border="1"> <tr> <td colspan="2">Document #</td> <td>D22-124</td> </tr> <tr> <td colspan="2">Rec'd by</td> <td>Ms</td> </tr> <tr> <td colspan="2">Date</td> <td>March 31/21</td> </tr> <tr> <td colspan="3">COPIES TO:</td> </tr> <tr> <td>Council</td> <td></td> <td>✓</td> </tr> <tr> <td>Agenda</td> <td></td> <td>✓</td> </tr> <tr> <td>Committee</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Document #		D22-124	Rec'd by		Ms	Date		March 31/21	COPIES TO:			Council		✓	Agenda		✓	Committee					
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Total Amount	9,281.37																													
Amount Paid	0.00																													
Amount Owing	9,281.37																													
<p>Comment: Invoice is due on receipt. 2.5% interest will be charged on accounts over 30 days.</p>																														



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

May 4, 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 April 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	1	1
Construction Value	\$ 23,683.00	\$ 0.00
Total Construction to Date	\$ 23,683.00	\$ 0.00

Document # D22-A25	
Rec'd by <i>MS</i>	
Date <i>May 4/21</i>	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

over →

Town of Shelburne

20210035 NSLC Shelburne
115 King Street

115 King Street

Renovations

\$23,683

4-9-2021

Shelburne

Town of Shelburne

Document #	20210035
Rec'd by	[Signature]
Date	4-9-2021
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SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Document #	
D22-A26	
Rec'd by <i>MS</i>	
Date <i>April 30/21</i>	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Mayor, Councillors and CAO

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

Total number of calls for service: 10

Calls for service within the Town:

Calls for service in the Municipality of Shelburne protection area: 6

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	2	
MEDICAL		
MOTOR VEHICLE ACCIDENT	1	2 + 1 Mutual Aid
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		3
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT

Waste Diversion Officer Report:
January 1st, 2021 – May 1, 2021

Document # D22-127	
Rec'd by <i>mg</i>	
Date <i>May 1/21</i>	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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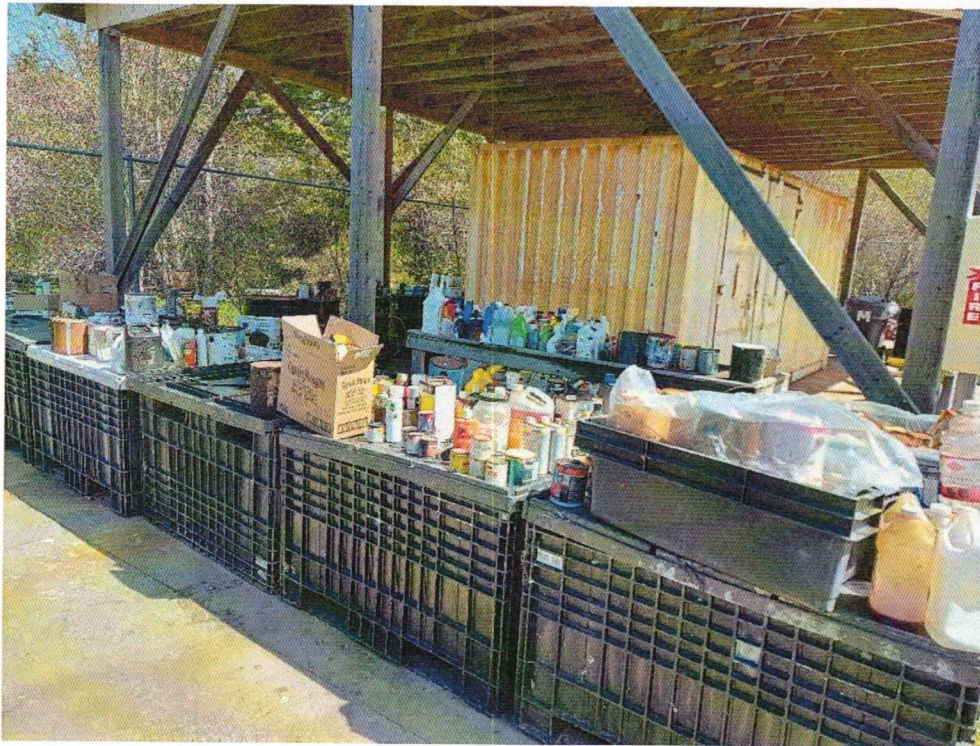
Waste Diversion Officer Update

October 1 – Jan. 1, 2021

HHW

Household Hazardous Waste (HHW) has been steady for this reporting period. We are averaging 10-15 customers per Monday. There has been a big increase of regular users and with the increase in overall population a lot of new faces as well. The feedback from customers is reminiscent of what I have reported before, that accessibility continues to be a challenge, specifically for those who work during business hours on Monday. I am hoping to do the HHW “Summer Series” and open for 3 Saturdays throughout the summer, with proper promotional material to inform residents that we are doing our best to assure that the site is accessible.

We had Terrapure and Recollect shipments go out on January 19, 2021 we sent 21 barrels of chemicals, 5 fluorescent light boxes (300 lights) and 2 pallets full of 5-gallon pails. This writer has been keeping up with the lab-packing, except for the last 3 scheduled Household Hazardous Waste days as there have been administrative tasks that have been taking priority, so currently there is a backlog of items to be lab-packed. This last 4 HHW days have been exceptionally busy, with many new residents clearing out the properties they have purchased, it has been a great opportunity for education, but I will have to spend at minimum 2-3 full working days to catch up.



To add some perspective, this is the amount I had brought to the site within 1 hour of opening on May 3rd, 2021. I had not responded to any of the weekend calls, or emails until noon. We had 9 more customers in the afternoon, 4 with a full truck load.

The Household Hazardous Waste report for the Department of Environment was sent out on February 22, 2021. We report out on our total numbers that we had received for the 2020 year. We sent out 57.5 barrels of lab-packed chemical, 117, 20lbs. propane tanks, 17 tub-skids of used paint, 4.85 pallets of chemical in 5-gallon buckets, and 29 boxes of recycled batteries. This is an approximate increase of 25% more that we collected in the 2019 annual, versus the 2020 annual. This is great news! As more residents are inclined to frequent the site, less chemical ends up in the forest or the C&D site mixed within the piles.

This writer has sent out 10 more battery boxes within this reporting period, we continue to have a backlog on battery packing. With the hire of the RMRF assistant pending for mid to late May, this writer will be ramping up battery packing at the RMRF site. This writer will also be contacting "call 2 recycle", to set up pickups at the C&D site to increase efficiencies and with the goal of clearing out our backlog by the end of this year.

RMRF

Regional Materials Recovery Facility has been consistent within this reporting period. We have had no down time with the scale for the last 4 months, our weights have been accurate, with minor fluctuations that are easily zeroed out. A draft of the "Request for Proposals", was completed on April 19th, however with Covid-19 lurking back into our province and with competing priorities the completed version has yet to be approved. The proposal took a significant amount of time to complete as this writer had to become familiarized with the technical specifications to assure that what we are looking for serves the purpose of our facility. Once this is posted and we receive bids, this upcoming reporting period will be focused on the scale installation, as well as our technological upgrades to take the RMRF site into electronic record keeping. This will be a big undertaking for the site as we will have to train on the new tracking software (PAC LITE) as well as setting up the system to track exactly what we want to report out on for Datacall, as well as any future tracking that may be required by the Department of Environment in the future with the potential regulations of transfer stations pending.

Scavenging continues to be an entity unto its own. We are averaging 15 scavengers every Thursday. There are times that it is being reported to this writer that scavengers at times are not respectful of the paying or account customers at the site. For instance, not leaving the wood pile when a customer comes to offload, creating delays and frustrations with workers and customers alike. This is being addressed on an ongoing and individual basis. Despite staff efforts to keep the scavengers to abiding the policy, it does become a bit difficult to manage. For instance, we allow those to take wood, or metal, but we do not have a weight capacity, nor do we have any guidelines for what is acceptable versus not as it has never been limited to just 1 item that may be needed to fix an appliance. In speaking with our Bylaw Enforcement Officer,

scavenging has posed consequential repercussions with regards to the Dangerous and Unightly bylaw as well with some residents taking items and stockpiling them at their own residences.

From all conversations I have had with other site managers throughout the region, we are the only site that allows for scavenging in the province. There are liability concerns with regards to scavenging, and with metal being the product most typically scavenged it draws from our revenue stream. In the past, scavenging was certainly providing the adage of "one person's trash, is another person's treasure. This writer will continue to monitor the "Pro's vs. Con's" and will update accordingly.

On February 18th, we had a break in at the RMRF. The main office door was smashed in and our site safe was taken. The Police investigation is ongoing, and they did recover our cash boxes as well as paperwork, however the monies were gone. They drove a truck through the main entrance gate to gain entry. Constable Sanford with the RCMP attended the site and took samples/evidence for the forensics team and suggested we purchase cameras for the site.

On April 21st we purchased 2 cameras for the RMRF site, we are still working out the bugs from installation as there was a conflict between the Internet service provider and the contractor installing the cameras. These issues have been resolved and the cloud-based cameras are operational and provide up to 2 weeks of feed. The cameras are motion activated, one points towards the main entry gate, the other covers the door to the scale house to assure video evidence to deter future break-ins. This writer will be purchasing signage to put on the fence as well to assure residents and burglars are aware of the camera's existence.

Education, Solid Waste Removal & Enforcement

In this reporting period I have fielded 454 calls and responded to 63 Facebook queries. Most of the calls received, still tend to be questions pertaining to item sorting, however this reporting period had an extremely high volume of calls from residents who have just purchased homes and are new to the area. This has created a lot of follow up calls as well as attending residences to assist with how overwhelmed residents are with either clearing out an old barn, or woodshed of old chemicals (which has certainly increased the frequency and materials accepted at HHW). I have gladly used these opportunities to strengthen/create community relationships, as well as garnered support from new and old residents alike to do their part to contribute to our goals of following National/Provincial regulation and keeping our communities clean.

I attended 27 residences within this reporting period, some 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. The additional calls were pertaining to neighbor disputes with shared driveways. The complaints were driven from 1 neighbor leaving

out materials curbside that were recently rejected, or green carts that are being left by the shoulder of the road for 2 weeks on end. All residents approached have complied to date.

Another opportunity for education is green cart deliveries and red bag deliveries. I completed 32 green cart deliveries. Approximately 70% of these green cart deliveries have been to new residents to the area, this has been great as I usually get to make contact (at a social distance) and answer any immediate questions they may have, as well as provide my business card to assure if they have follow-up questions, I can answer them. This is certainly a higher volume of deliveries than I did last year at the same reporting period. We are currently running out of the Large Green Carts, we have had a sharp decline of requests for these carts, they are almost double the cost of the smaller green carts, so this year we will purchase 2 more pallets of the normal 20-gallon size green carts, but with the remainder of the budget we will purchase repair parts for the 35 large carts that need lids and new wheels at the Public Works building. If we want to keep offering the large carts, we will have to build that into the budget for the 2022-23 year as an additional cost to the typical purchase of the normal size carts.

This writer and Angela Taylor with R-6 went to 6 businesses in the Town of Lockeport and the Town of Shelburne on February 25th to follow up with business owners regarding the Atlantic Used Oil Management Association (UOMA) services that came into effect on April 1st, 2020. This was the first “boots on the ground” visit to see how this version of Extended Producers Responsibility (EPR) has worked for vendors outside of HHW to measure accessibility and get an idea as per the frequency that vendors are collecting and shipping out their containers to RPM (Receiving company). Overall, this writer has received calls from 3 vendors in the area as there was not pickups occurring on a regular frequency as initially promised. This writers experience at HHW mirrors the feedback received. It took up to 3 phone calls, with one being to the National office in Alberta to receive any traction pertaining to the pickups and drop off the approved RMP bags for collection. With the volume we receive being minimal to a mechanics shop that does daily oil changes this writer was curious to hear the testimonials of local shop owners. The common narrative was that there have been huge delays, responsivity concerns, and a revolving door of contacts who have made promises that pickups would occur and that drop off for bags would be on the way, only to have to make the same phone call again in 1 months’ time. This feedback was consistent in the R-6 region. The other major concern was the lack of education provided by UOMA at the start of the program. Because of the lack of clarity regarding “who had to become a vendor”, versus “you can choose to be a vendor”, has put locations on their website maps to the middle of the woods, or to a backyard shop that is not actually a commercial business. This feedback has been collected by Angela Taylor who met with UOMA representatives to assure that the needs of vendors and residents alike are being heard and taken seriously. On our visits one vendor admitted that because they had no more space to safely contain the bags of used oil containers/rags, that they did what they used to do and “took it to landfill”. This will be continued to be monitored by R-6 and this writer. One of the positive takeaways to date is that we have had a substantial increase in receiving

waste oil at our site, with many new users who are supportive of the initiative mentioning that they are happy that they are being recycled, versus being landfilled.

The Enforcement report that is forwarded to R-6 and Divert NS for our enforcement funding was completed and submitted on March 5th, 2021 that covers the reporting period of September - April 1st, 2021.

We had 108 curbside rejections from October-April 2021. This was an increase (+26) from 82 in the same reporting period from 2020. This increase is still reflective of closer Opaque bag inspections; however, it is also indicative of our population changes as of late. This writer considers this statistic to positively reflect on the efforts of the waste haulers to assure they are following the waste bylaws.

The calls I received in the 2020 report relating to rejected bags was 39, which increased to 42 in the 2021 reporting period of the same time (Oct-April). This is consistent with the contact averages in the last reporting period. This reporting period, as mentioned various times throughout the report, was consisting of a high average of new residents in the area who are adapting to our Solid Waste practices.

On February 4th, this writer presented a comparative of bylaws from the Town of Shelburne, Town of Lockeport and the Municipality of the District of Shelburne to the Shared Services Administration Team. The purpose of the presentation was to highlight some differences within wording that creates different operational practices from one unit to the next. It was pertaining to the use of opaque bags at individual residences but also covered shared living accommodations with one solid waste pickup location. The proposed bylaw will not allow for any opaque bags to be placed at shared pickup locations (already the normal practice within the Municipality). A draft of an addition to the Solid Waste Bylaw has been made and will be presented at the next Shared Services Administration meeting to receive any constructive feedback regarding the wording to ensure the intended goal is being met. Further information and feedback will be included in the next reporting period.

On April 1st, 2021 we had our first Great NS Pick-Me-UP group register for the \$150.00 litter incentive pickup. We have had 4 groups complete the pickup totaling 8kms of pickup. There were a lot of challenges with regards to permitting. This writer has been working with the Department of Transportation and has called for a meeting in the summer with Meaghan Mason the program coordinator of the pickup. Groups were initially being told that they could be waiting up to weeks for a permit, however with a full day of panic and phone calls we were able to get the permits issued within 1 business day of request if they came directly from the Municipality. This allowed for groups to be able to participate in pickups during the Earth Day week. Writer has suggested that moving forward, groups should be able to register as of March 1st. If DOT are unable to accommodate this, then writer will host a pre-registration, so on the day of April 1st permits can start to be issued. The groups that have participated so far have picked up 203 bags of garbage from roadside ditches. This has been a huge success for the

limited time that it was available. Due to the rising number of Covid-19 cases within our province, the Department of Transportation is no longer issuing permits for the litter incentive. If the Provincial regulations push back the permits into June, the ditches will have grown in and it does not allow for good conditions for litter pickup. If this is the case, and if there are permits in September being issued, this writers hope is that we can re-promote it, reach out to the 4 additional groups that expressed interest and resume for a month to try and finish off the 21 kms that are still available. This is a big undertaking for the department as we are delivering supplies, then picking up the waste at a centralized location the day of the pickups, as well as the administrative work that goes into the tracking/mapping and then as a go-between for the permits, whilst attending to regular duties such as phone calls, community complaints, green cart deliveries, HHW and the RMRF. This writer can create efficiencies to make for a smoother transition next year but will also look to potentially using a student for assistance with deliveries and pickups. So far it has been extremely rewarding and exciting to see community members digging in and cleaning up our community and seeing pictures on social media with the Captain Planet sticker.

On April 20th, Angela Taylor and this writer attended the Shelburne Regional High School and completed a litter cleanup of the school grounds and one side of the road from Spa Road to the High School. The litter pickup was from 1pm-2:30 pm. We collected 14 bags total of waste and some of the students were heard saying “its harder to pick it up then to throw it down”, which was the best soundbite taken from the Earth Day week. When I came back to collect the bags as the buses were filling 2 of the students from the pickup ran to the truck and assisted with loading the truck of the waste that was collected which was much appreciated and a success story all unto its own. The Municipality offered 2 reusable Yeti water bottles as prizes that were given out by their teacher by random draw after the cleanup was completed. The same cleanup/initiative was set to happen at Lockeport High School, along with a partial beach cleanup however Covid-19 will not allow for this to happen. If there is time and the School permits, we will try to do the pickup within this school year, however it may have to wait until the 2021-22 school year.

On April 22nd, 2021 we hosted the Compost giveaway at the C&D site, with the first 400lbs. of waste drop off to residents free of charge. We had 18 residents take advantage of the waived tipping fees and 24 who came to collect soil. Most collected soil for themselves and their neighbor. All the soil was given away before the end of the April 24th. We got the compost soil from Plant-it-Earth in the Valley and customers were commenting on the quality of the soil and how they loved the initiative. This writer may have been spurting off factoids about Earth Day and other Recycling initiatives that are within the province as we were shoveling the soil. The plan was for R-6 to attend the site and do a Facebook live to assist with live promotion, however Angela was unable to attend due to personal reasons.

This writer and Angela were in the preparation stage to do composting with the elementary schools in the area. This writer has been collecting Keurig coffee pods daily at our office and

washing them out as we are going to use them for started seed pods. The plan was we were going to use Angela's composting with kids' video for the teachers to complete in class. Angela and writer were then going to meet on school grounds with the kids (at a social distance) with the intention of using the Keurig pods (reusing landfill product) to start the seeds, so they would grow by the end of the school year to take home to their parents/caregivers. Unfortunately, this will have to be postponed as well. This was to be hand and hand with Compost awareness week which runs from May 2nd, though to May 8th.

Changes in Services

None in this reporting period.

UPCOMING:

1. Interview and hiring for the RMRF Assistant
2. Solid Waste bylaw review (continued)
3. Datacall
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Continuation of the Litter pickup incentive
6. Municipal Bin replacement
7. Green cart repairs
8. HHW and Battery Back-log



Town of Shelburne
 Report to Town of Shelburne Council
SCEEMO Reserves for Accessible Washroom
18 May 2021

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Date	May 18/21
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Reserves	

Overview:

This report is intended to gain Council approval or refusal, regarding the use of SCEEMO Reserves for improvements of the accessibility washrooms at Our House Youth Wellness Centre, Shelburne, in exchange for use of their washroom facilities in emergency situations.

Background:

At the SCEEMO Advisory Board meeting the following motion was made:

“THAT the SCEEMO Advisory Board recommend to Council that up to \$4,500 of the SCEEMO reserve be used to partner with Our House Youth Wellness Center on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations.”

During emergency situations, making available the use of washroom facilities to our residents has been a challenge. While local groups have seen the need and offered their facilities, it has not been ideal to plan, advertise and manage these locations during an emergency. We are thankful for these groups (historically the Fire Departments) as they have volunteered their facilities and services to accommodate the community need during droughts, hurricanes, winter storms and/or prolonged power outages.

Last drought season, during COVID-19, a number of new challenges presented themselves (cleaning between users, contact tracing, etc.) and Our House Youth Wellness Center offered the use of their washroom facilities to the public during certain hours that they were already open. They offered to make the appointments, do the contact tracing and cleaning, and coordinate the user information to our SCEEMO Coordinator.

The service was well used and easily administered. We are recommending continuing this partnership with Our House Youth Wellness Center and expand on it so that plans can be made proactively for any/all emergency situations requiring washroom facilities. Our House is planning a renovation to make their second washroom fully accessible. They are applying for a grant to obtain funding for this project, and we feel there is a benefit to contributing funds towards this project in exchange for a partnership agreement for the use of the washrooms during emergency situations.

Opportunity:

SCEEMO is anticipating an estimated surplus for 2020-21 of \$4,500, which will go into reserves when the books close for that year. The SCEEMO Advisory Board are recommending that some of those reserves be used to assist in funding the washroom project at Our House. 70% of the project funding is provided by this grant – if approved. The Board sees this as a win-win-win for

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Our House (having an additional partner on their grant application will be beneficial), for SCEEMO (having a dedicated washroom space in emergency situations that can enacted on short notice) and for the residents (having consistency and secure knowledge that if they lose water in an emergency, they will have a place to go).

The Board felt the partnership with Our House was very valuable last year during the drought and welcomes community partners during emergency situations. This would not impact the Town of Shelburne's operating budget.

MOTION

THAT the Town of Shelburne approves using up to \$4,500 of the SCEEMO Reserves be used to partner with Our House Youth Wellness Centre on their accessible washroom project in exchange for a partnership agreement with SCEEMO for use of the washroom facilities in emergency situations, as recommended by the SCEEMO Advisory Board.

Respectfully Submitted,

Sherry Doane
 CAO, Town of Shelburne