



AGENDA
Town Council Meeting -Guild Hall
Monday July 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 July 5th, 2021

4) Proclamations & Announcements:

- a) July Volunteers of the Month-Dock St. Hanging Basket Watering Crew
- b) Emancipation Day- August 1st, 2021
- c) National Peacekeepers Day- August 9th, 2021
- d) National Acadian Day- August 15th, 2021

5) Delegations: None

6) Correspondence:

For Information:

- a) SRHS -Letter D22-A40
- b) WCRL-Letter D22-A41
- c) Shelburne & Lockeport Analytics D22-A42

7) Council Items:

- a) Shelburne Arena User Data Report 2020-2021 D22-A43
- b) CAO Update

8) Committee Reports:

9) Staff Reports:

- a) Building Report-Manager of Inspection Services, Andrew Goreham D22-A44
- b) Monthly Report- SVFD President, Mike Shand D22-A45

10) New Business:

11) Upcoming Meetings:

- a) Accessibility Committee- Wednesday July 21st, 2021, at 6pm-Community Centre
- b) Port Committee-Thursdays July 22nd at 6pm-Community Centre
- c) Audit Committee- Friday July 23rd at 3:30pm-Community Centre
- d) Town Council- Tuesday September 7th, 2021, at 7pm-Community Centre

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Shelburne Community Centre
Monday July 5th, 2021

DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Elizabeth Acker
Councillor Rick Davis
Councillor Ben Nickerson
Councillor Sheldon Ringer

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

Others Present

Andrew Newstead, Whirligig Festival

Call to Order

Mayor Harold Locke called the Council meeting to order at 7pm.
The Town of Shelburne located in Mi'kma'ki and the District of Sipekne'katik, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.
We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the Agenda for Monday July 5th, 2021, with the correction under Delegations to read-Whirligig Festival instead of Shelburne Guild Hall Market.

Davis-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on June 21st, 2021, be approved as presented.

Acker-Ringer
CARRIED

Proclamations & Announcements

Deputy Mayor Acker

Council would like to recognize Mr. John Roscoe, Principal and Mrs. Rena Balcom of Hillcrest Academy as well as two teachers from Shelburne Regional High School, Mr. Chett Buchanan and Mr. Carmen Anderson. Thank you for your many years of teaching the youth of Shelburne, Congratulations to each of you on your retirement. We wish you good health and new adventures as you begin your retirement.

Delegations

Andrew Newstead presented to Council on behalf of the Whirligig Festival. Andrew explained to Council that the Whirligig Committee recently met, and a motion was put forward to wrap up the festival. Andrew, along with Therese Cruz have stepped forward and would like to be given the opportunity to put together a festival for this September only. They would like to attempt to recruit new volunteers for upcoming years and over time change it into a Wind Festival, which would have a broader base.

Andrew would like to know if the Whirligig Festival would still have the same support from the Town as in previous years to continue with planning for this September. Council and Staff all agreed, and the Town will support the festival the same as in previous years.

Correspondence

- a) Thank you-Mya Chidiac

Council acknowledges the thank you letter from Mya Chidiac who received the Town of Shelburne bursary this year.

Council Items

- a) **CAO Update**

RCMP Quarterly Report-The CAO brought this report to Council's attention. The report shows changes for the same quarter from a different year. Some of the items that are down in counts are mischief calls, check stops and breach of court orders. The item which is up is speeding violations. This report can be available to Council if they wish.

Noise By-Law Update- It has been sent off for placement of SOT's with Dept. of Justice. This process can take up to 6 months.

The CAO was looking for direction from Council regarding hiring a By-Law Officer on a contract position. You need to have certification for the position, which our previous Wastewater Treatment Plant Operator held. Council directed the CAO to advertise for this position.

By-Laws Review- The CAO and Executive Coordinator have reviewed the Town's By-Laws and sorted them out into 4 categories. Some that are fine as is, some that need amendments (mostly pulling out information/fees to put into Policy), and a few more to put through to SOT's. Staff will continue working on these over the next couple of months.

Wastewater Plant Update-

The CAO reviewed the issues that have been concerning the Wastewater Treatment Plant

1-The Geobag has been fixed by applying a 2nd Geobag and manipulating the first one, so it starts to seep the way it is supposed to.

2-The need for bacteria to be in the pool which will be applied (also called "seeding") once the 3rd item is addressed

3-The Aerators which 2 of the 4 were broken but are now in Nova Scotia and expected to arrive in Shelburne tomorrow. The plan is to get them installed on Wednesday, then look at re-seeding. This process will create an additional odour for a short time, but we anticipate will fix the issue of today. The CAO has committed to looking at why it has happened in the first place and providing a Staff Report and recommendations for long-term resolution.

Committee Reports

- a) Accessibility Committee Meeting Minutes- May 19th, 2021

THAT Council approves the Accessibility Committee minutes as presented from May 19th, 2021.

Davis-Ringer

CARRIED

b) Western Counties Regional Library Board Minutes-March 18th, 2021
THAT Council approves the Western Counties Regional Library Board Meeting minutes from March 18th, 2021, as presented.

Staff Reports

None

New Business

Councillor Davis

Councillor Davis would like to direct staff to investigate the motorized vehicles that have been going throughout the Town without helmets and not obeying the traffic rules etc. Councillor Davis would like to know if there are any Provincial regulations or who can be enforcing as it is becoming a safety concern.

Councillor Ringer

Councillor Ringer would like to give thanks to staff for providing document reference numbers on the agendas. It will be a great asset going forward when looking for information.

Upcoming Meetings

a) Town Council- Monday July 19th, 2021, at 7pm at Guild Hall (weather pending)

Adjournment

THAT the Regular Town Council Meeting of June 7th, 2021, be adjourned at 7:30pm.

Davis

CARRIED

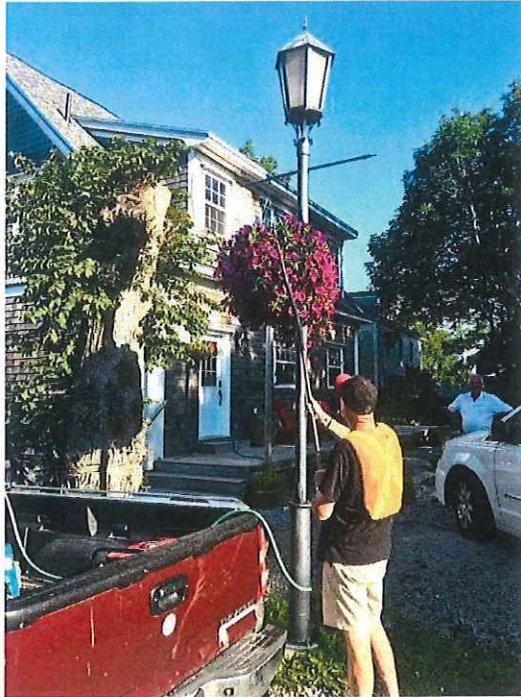
Mayor

Executive Coordinator



Town of Shelburne
July 2021
Volunteers of the Month

Dock St. Watering Crew
Community Participation &
Volunteerism Committee
Volunteers of the Month



Every morning around 8am you will see this truck along with some dedicated community members out watering the beautiful hanging baskets on Dock Street. Thank you for answering the call for volunteers and helping the Town look beautiful.

Thank you to Lorin Hesse, Rob Wallace, Rachel & Jay Yellin, Jay Pilzer, Don Leggett, Wayne Thomas, Mary Jane Puxley & Chris Sharpe, Louise Lindsay & Andy Blackmer, Barb & Mike Turney, Jane Muir, Maeve & Bradd Wilson. You have stepped up for our community and we are extremely grateful!



For all that they have done and continue to do for us, the Town of Shelburne's CP&V Committee recognizes the Dock St. Watering Crew as the Volunteers of the Month for July. Thank you!

Shelburne Regional High School



415 Woodlawn Drive
Box 10
Shelburne, NS
B0T 1W0
Phone: 902-875-4900
Fax: 902-875-4909



Principal: Jeff Rankin

Vice-Principal: Byron MacAlpine

July 5, 2021

Mayor Harold Locke
Town of Shelburne
Box 670
Shelburne, NS
B0T 1W0

Dear Mayor Locke:

On behalf of the students and staff of Shelburne Regional High School, I would like to sincerely thank you for providing the *Town of Shelburne Scholarship* for our graduates this year. The recipient for this 2020-21 year was Mya Chidiac.

These awards recognize and honour the achievements of the many outstanding students here at Shelburne High. Such honours would not be possible without your valued support.

Again, please accept our gratitude.

Sincerely,

Jeff Rankin
Principal

Document #	
D22-AAO	
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Date <i>July 9/21</i>	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>



Western Counties Regional Library

405 Main Street, Yarmouth, NS B5A 1G3
Phone: 902-742-2486 Fax: 902-742-6920

July 2, 2021

Sherry Doane, CAO
Town of Shelburne
PO Box 670
Shelburne, NS B0T 1W0

Dear Sherry,

On behalf of the Western Counties Regional Library Board, I would like to thank you and your council for taking the time to discuss libraries and for granting our request for additional funding to help support wage increases for Western Counties Regional Library (WCRL) employees. We appreciate the thoughtful approach to your decision to fund the library at next year's funding levels; it is a testament to your ongoing support and understanding of the public library and its important role in your community.

Keeping in mind that additional funding received cannot be tied to a specific branch, the WCRL Board will proceed with its original plan to dedicate any additional funding received from municipalities/towns to staff salaries and benefits.

We apologize for the delay in invoicing this year. Please note that we have combined the first and second quarterly payments in this first invoice. The invoice is further broken down so that the required funding is listed separately from the additional funding that the Town of Shelburne has agreed to provide in 2021-22.

Again, thank you for your generosity and support for your public library. Please feel free to contact me should you have any questions.

Sincerely,

Erin Comeau
Executive Director

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POPULAR PAGES

Page	Pageviews
/	445
/accommodations/shelburne/cot...	189
/things-to-do/shelburne/attractio...	161
/upcoming-festivals-events	104
/accommodations/lockeport/cott...	93
/eat-drink/shelburne/restaurants	92

1 - 100 / 136 < >

DATE PICKER

1 Jun 2021 - 30 Jun 2021

Sessions	Pages per Session	Bounce Rate
1,490 ↑ 50.2%	2.1 ↓ -7.2%	69.53% ↑ 7.8%
Users	New Users	Avg. Session Duration
1,319 ↑ 50.6%	1,295 ↑ 51.3%	00:01:14 ↓ -7.0%

DEVICES USED TO VIEW YOUR SITE

Device Category	Users
mobile	738
desktop	508
tablet	73

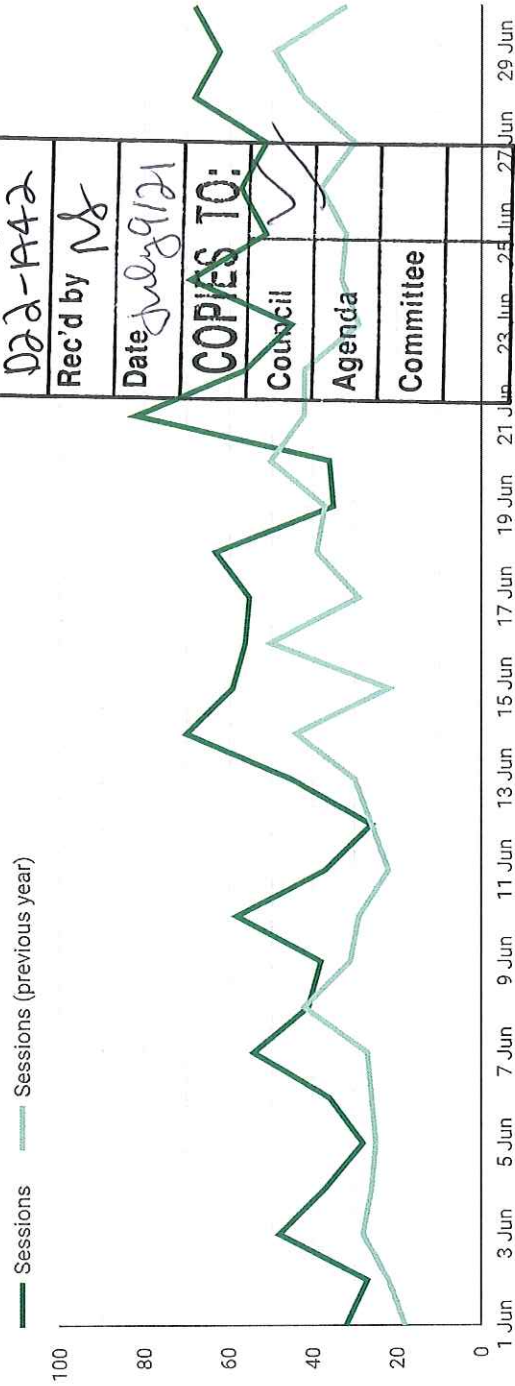
SOURCES OF TRAFFIC

Compared to Previous Year

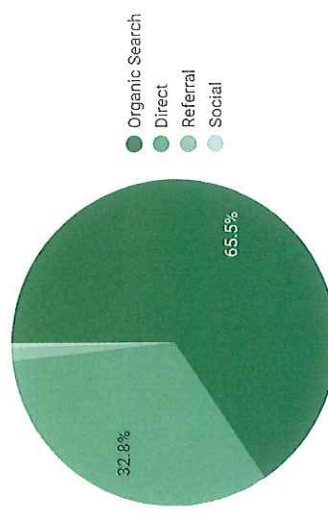
Traffic Source	Sessions	% Δ
Organic Search	976	54.4% ↑
Direct	488	147.7% ↑
Referral	19	-85.0% ↓
Social	7	-80.6% ↓

FLOW OF SESSIONS

Compared to Previous Year



Document #	D22-1A42
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Shelburne County Arena User Data Report 2020-2021 Season

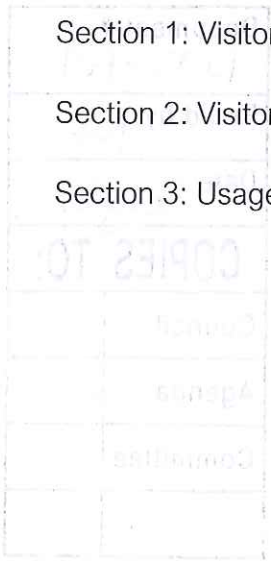


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Rec'd by MS	
Date July 8/21	
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Council	✓
Agenda	✓
Committee	

Recreation & Parks Department
Municipality of the District of Shelburne
May 19, 2021

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Background

At the Municipality of the District of Shelburne Council meeting held on September 28, 2020, it was approved for the Director of Recreation & Parks to gather Shelburne County Arena user data during the 2020-2021 season. The data could then be utilized, along with other information, to help inform decision making in the development of an arena contribution agreement.

Definitions & Legend

Visitors – represents visitors to the arena; captures the number of visits, not the number of different individuals (i.e If John attends public skating five times, it equates to five visits, but he only represents one individual).

Usage – represents the amount of time that a group/activity used the arena

MDS - Municipality of Shelburne

TOS - Town of Shelburne

TOL - Town of Lockeport

MOB - Municipality of Barrington

Figure Skating - Shelburne County Figure Skating Club

*Minor Hockey - Shelburne County Minor Hockey Association

Other – Users from areas outside of MDS, TOS, TOL and MOB.

*Indicates that Minor Hockey data does not include weekend usage

Data Collection

Shelburne County Arena user data was collected during the 2020-2021 operational season (October 2020 to March 2021).

Data collected consisted of the following:

- 1) The various groups or activities that utilized the arena
- 2) The hours of use that each group/activity utilized the arena
- 3) The number of participants and visitors for each group/activity
- 4) The residence of each participant and visitor for each group/activity

Data includes only the participants, it does not include spectators or parents/guardians.

Data was collected for the following groups/activities that utilized the arena during the 2020-2021 operational season:

Group/Activity	Day(s) of week	Frequency, Period	Duration
Friday Night Hockey	Friday	Weekly, October to March	20 weeks
Over 50 Hockey	Wednesday	Weekly, October to March	23 weeks
Monday Night Hockey	Monday	Weekly, October to March	22 weeks
Public Skates (Adult Skate & Preschool Skate)	Thursday	Weekly, January to March	8 weeks
Private Rentals	Various	October to March	22 weeks
Adult Learn to Skate Program	Saturday	8-session program, January to March	8 weeks
Anthony Gosbee Recreational Hockey Program	Saturday	10-session program, November to March	10 weeks
Western Cougars (PeeWee AAA)	Various	Weekly, October to March	13 weeks
Shelburne County Figure Skating Club	Monday	Weekly, October to March	22 weeks
Shelburne County Minor Hockey Association	Tuesday Wednesday Thursday	Bi-weekly, October to March	22 weeks

To collect the user data, sign-in sheets were utilized to capture each time a person visited the arena. The arena already had a sign-in sheet developed for contact tracing as part of their COVID-19 Operational Plan so it was revised to include a column that visitors could select their residence (Municipality of Shelburne, Town of Shelburne, Town of Lockeport and Other). Although Municipality of Barrington was not one of the options to select, the residence could be determined based on the information provided on each sign-in sheet (name, phone-number).

The two sport organizations, Shelburne County Minor Hockey Association and Shelburne County Figure Skating Club, had their own procedures in place to do contact tracing, as per their respective provincial sport associations COVID-19 guidelines. To gather their user data, information was requested from each organization. Both provided the number of participants they had registered, their residence and how often the group used the arena (bookings, hours per booking). Visitor data was projected from this information.

For minor hockey, a few assumptions had to be made to determine reasonably accurate user numbers. Minor hockey booked three time slots of various lengths during the weekdays, which accommodated up to five teams. Every minor hockey team rotated on a two-week schedule between the Shelburne Arena and the Barrington Arena, which meant only half of their registered participants had the potential to use the Shelburne Arena during weekdays on a weekly basis. Based on this information, the minor hockey visitor data was determined.

Also, for minor hockey, the data does not include weekend usage. This is due to not having enough information to provide reasonably accurate data. It is safe to assume that if weekend usage were to be included it would result in higher visitor and usage numbers for minor hockey, but also higher residence numbers for three municipal units (MDS, TOS, and MOB) but not for the Town of Lockeport as there are no minor hockey participants from that unit.

And finally, participants outside of Shelburne County Minor Hockey Association were not included in the data. For example, if there was a game, the visiting team participants are not captured in the data. It is safe to assume that if this data were to be included, the "Other" visitors would result in higher numbers in the overall data.

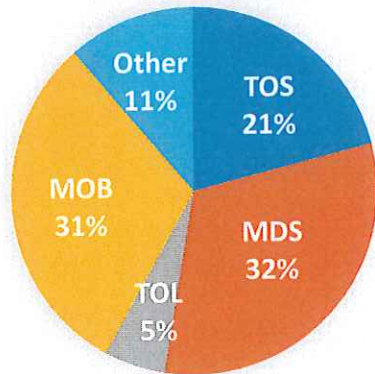
COVID-19 Impact

Data was collected during the COVID-19 pandemic, which had an impact on the overall use of the arena as there were restrictions in place throughout the season. The restrictions varied depending on the provincial health protocols in place at any given time. For example, there were three weeks during the month of December and early January in which there were no sport related activities allowed (i.e. hockey, figure skating). There was also a period in which no spectators were allowed, only participants and coaches. Group size restrictions prohibited holding large public skating events so the arena did not offer Wednesday Public Skating and Sunday Public Skating, of which the latter is historically a well-attended program. As well, private rentals were only allowed a maximum of ten participants per booking.

Section 1

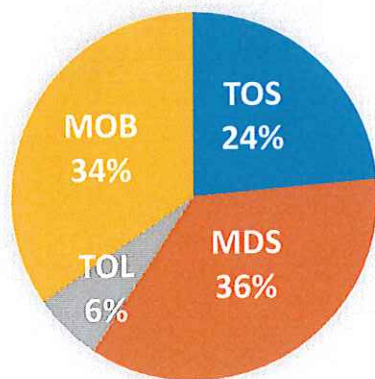
Visitor Data Based on Residence

Majority of all **visitors** were from (1) Municipality of Shelburne; (2) Municipality of Barrington; (3) Town of Shelburne



Residence	Visitors	%
MDS	1820	32%
MOB	1763	31%
TOS	1204	21%
TOL	315	5%
Other	650	11%
Total	5752	

Comparison of **visitors** between Municipality of Shelburne, Town of Shelburne, Town of Lockeport and Municipality of Barrington (Shelburne County)

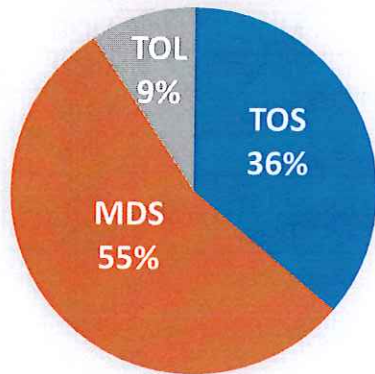


Residence	Visitors	%
MDS	1820	36%
MOB	1763	34%
TOS	1204	24%
TOL	315	6%
Total	5102	

Section 1

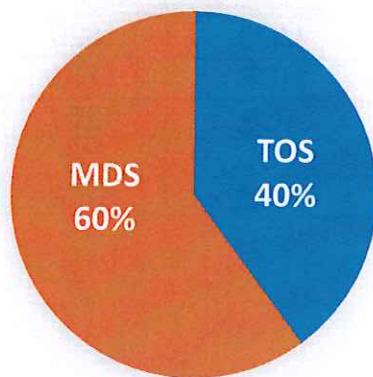
Visitor Data Based on Residence

Comparison of **visitors** between the Municipality of Shelburne, Town of Shelburne and the Town of Lockeport



Residence	Visitors	%
MDS	1820	55%
TOS	1204	36%
TOL	315	9%
Total	3339	

Comparison of **visitors** between the Municipality of Shelburne and Town of Shelburne

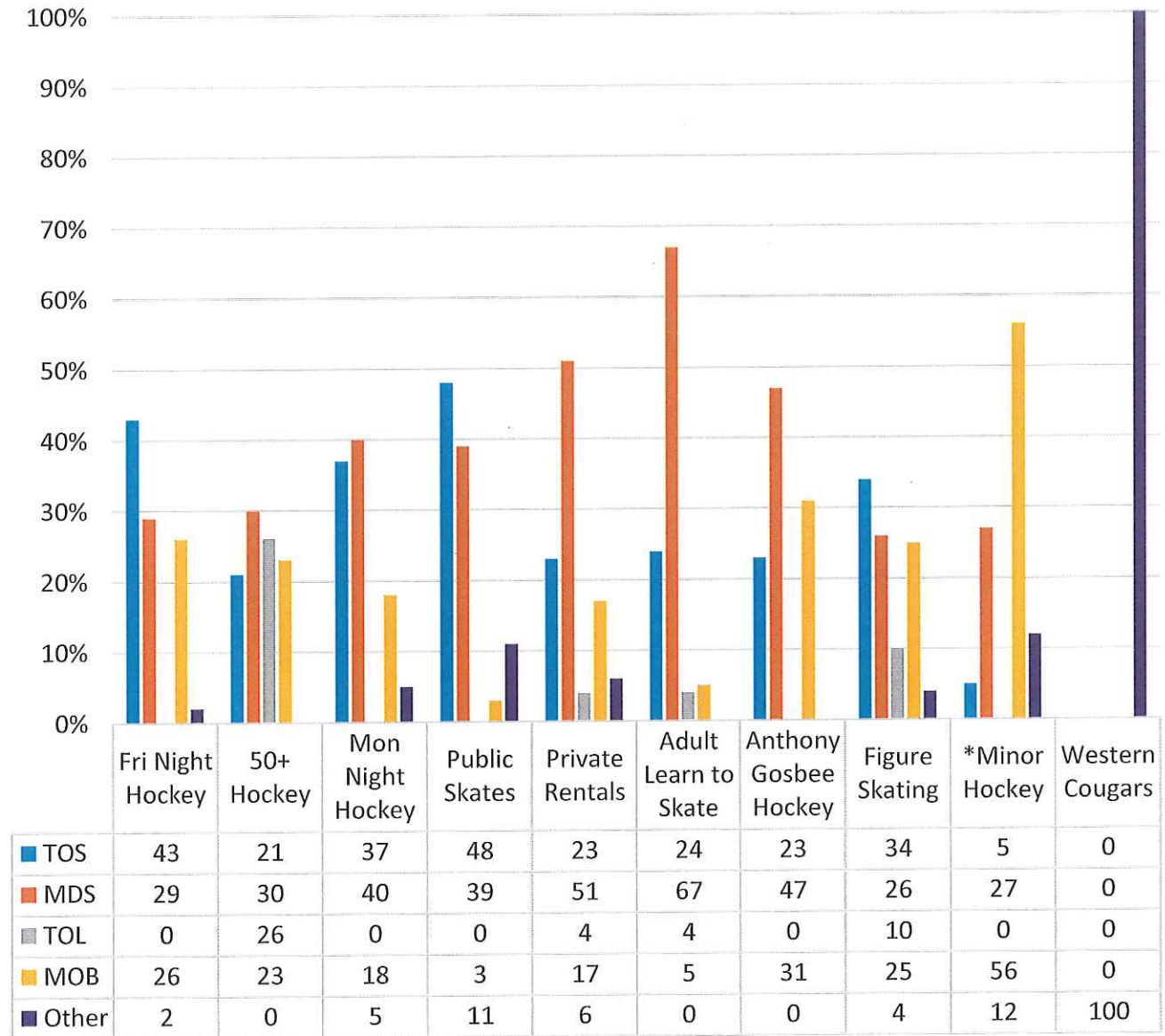


Residence	Visitors	%
MDS	1820	60%
TOS	1204	40%
Total	3024	

Section 1

Visitor Data Based on Residence

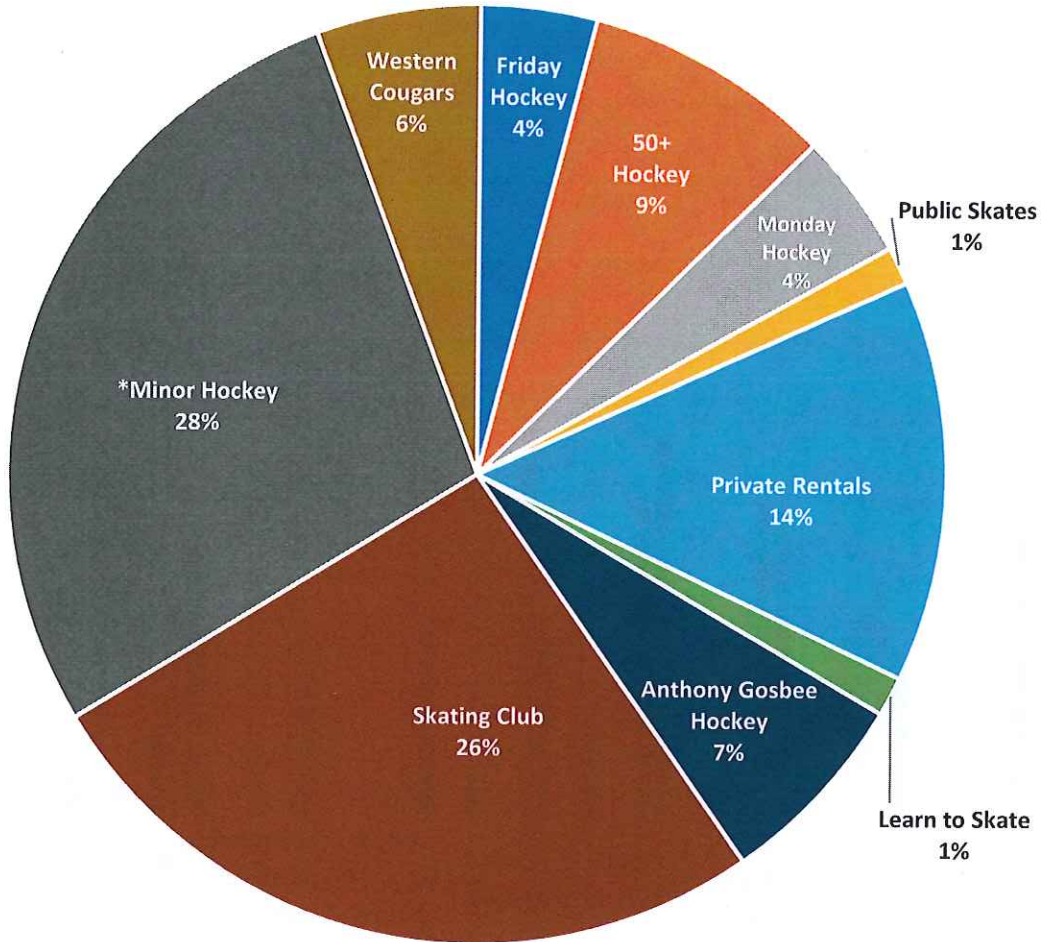
Residency of visitors per user group/activity



Section 2

Visitor Data Based on User Group/Activity

Percentage of visitors per user group/activity

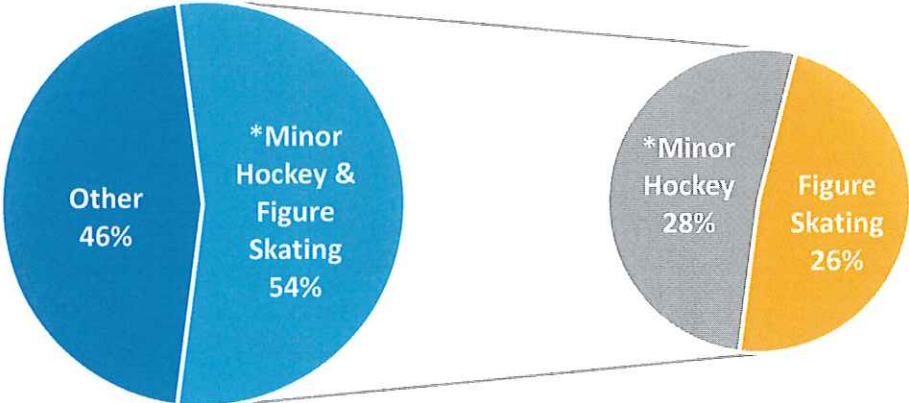


Friday Night Hockey	50+ Hockey	Monday Night Hockey	Public Skates	Private Rentals	Learn to Skate	Anthony Gosbee Hockey	Figure Skating	*Minor Hockey	Western Cougars
231	493	250	75	795	78	394	1496	1614	326
Visitors per group/activity									

Section 2

Visitor Data Based on User Group/Activity

Comparison of visitors between Shelburne County Skating Club, Shelburne County Minor Hockey Association and Other



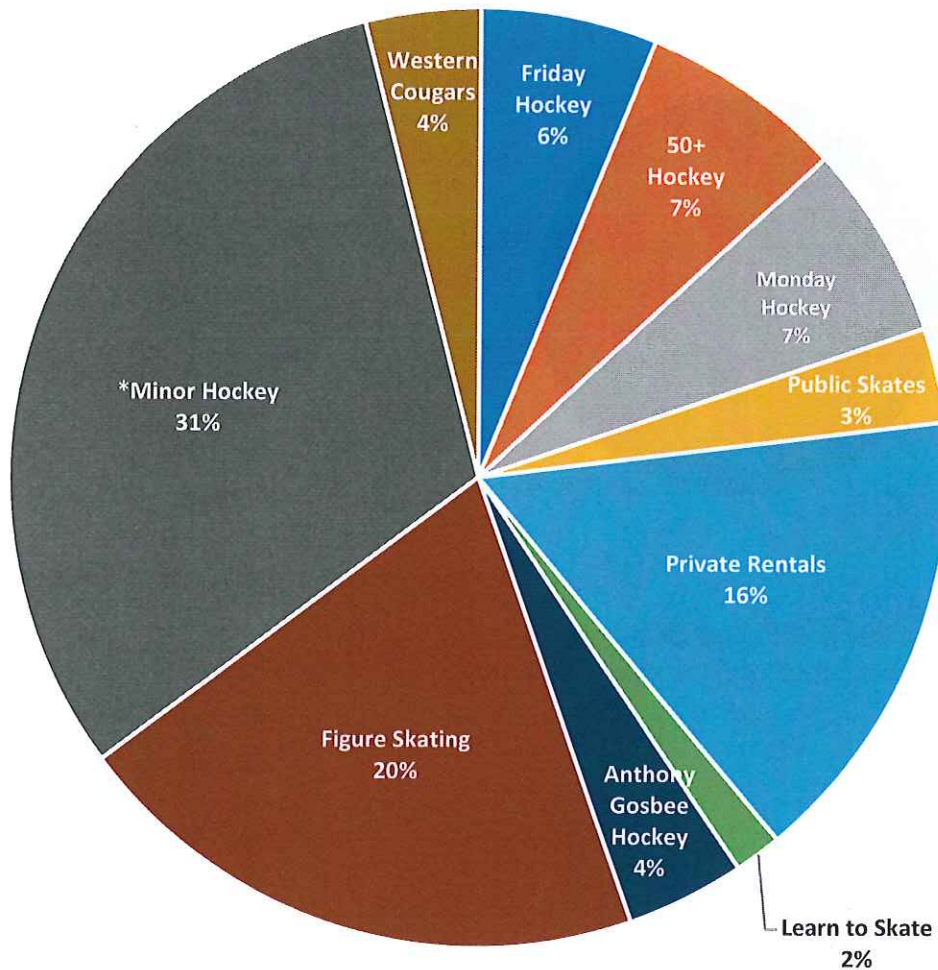
*Minor Hockey and Figure Skating make up a combined total of 54% of all users.

User Group	Visitors	%
Figure Skating	1496	26%
*Minor Hockey	1614	28%
Other	2642	46%
Total	5752	

Section 3

Usage Data Based on User Group/Activity

The majority of usage was from (1) *Shelburne County Minor Hockey Association (2) Shelburne County Skating Club (3) Private Rentals

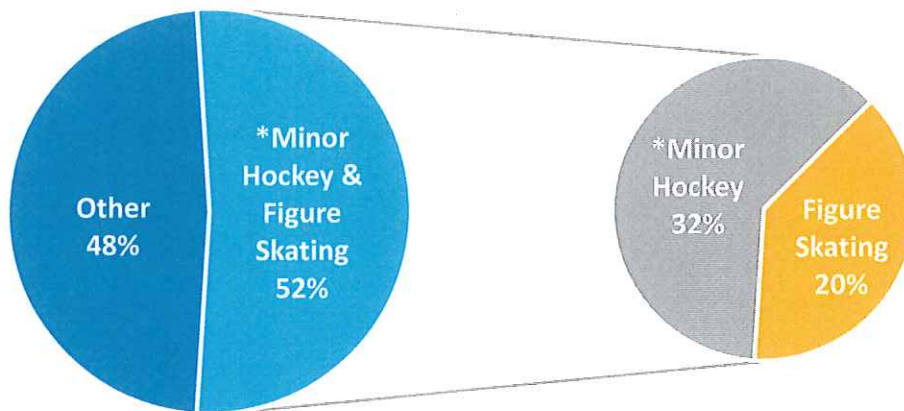


Friday Night Hockey	50+ Hockey	Monday Night Hockey	Public Skates	Private Rentals	Learn to Skate	Anthony Gosbee Hockey	Figure Skating	*Minor Hockey	Western Cougars
30	34.5	33	16	78	8	20	99	154	19.5
Usage (hours) per group/activity									

Section 3

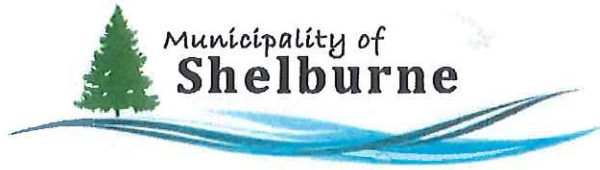
Usage Data Based on User Group/Activity

Comparison of **usage** between Shelburne County Skating Club, Shelburne County Minor Hockey Association and Other



*Minor Hockey and Figure Skating make up a combined total of 52% of all usage.

User Group	Usage (hrs)	%
Figure Skating	99	20%
*Minor Hockey	154	32%
Other	228	48%
Total	481	



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

July 7, 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 June 2021.

Document #	022-144
Rec'd by	MS
Date	July 8/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	1	8
Number of Permits Issued to Date	3	9
Construction Value	\$ 35,000.00	\$ 54,450.00
Total Construction to Date	\$ 88,683.00	\$ 54,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Town of Shelburne

20210071 PAUL GOULDEN 95 MCGILLS POINT LANE ADDITION \$35,000 6-3-2021
PO BOX 882 SHELBURNE, NS B0T
1W0 TOWN OF SHELBURNE

Town of Shelburne





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

Mayor, Councillors and CAO

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

Total number of calls for service: 23

Calls for service within the Town: 11

Calls for service in the Municipality of Shelburne protection area: 11

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 1

Document #	
D22-A45	
Rec'd by	
MS	
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July 3/21	
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Committee	<input type="checkbox"/>
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<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	8	6
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		1+ 1 Mutual Aid
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST	1	1
POWER LINES	1	1
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT

