



AGENDA
Town Council Meeting -Council Chambers, Town Office
Monday November 1st, 2021
6:30 p.m.

Doc Ref:

-
- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the Council meeting held on October 18th, 2021
 - 4) Proclamations & Announcements:
 - a) Remembrance Day- November 11th, 2021
 - 5) Delegations: None
 - 6) Correspondence:

Action:

 - a) Letter from Blanka Dlouhy Re: Mural D22-A76

Information: None
 - 7) Council Items:
 - a) Committees of Council-Council Appointments
 - 8) Committee Reports:
 - a) Port Committee Minutes- July 22, 2021 D22-A77
 - 9) Staff Reports:
 - a) Waste Diversion Coordinator Report May-Sept 2021 D22-A78
 - b) Staff Report-Annapolis Road D22-A79
 - c) Staff Report-Fringe Festival D22-A80
 - d) Staff Report-Shelburne Christmas Events D22-A81
 - 10) New Business:
 - 11) In-Camera:

MGA Section 22-2 (e) Contract Negotiations
 - 12) Upcoming Meetings:
 - a) Accessibility Plan-Community Engagement Open House-Nov 2nd between 3-7pm-Community Centre
 - b) CP&V Committee- November 4th, 2021-6pm in Council Chambers
 - c) Town Council Meeting- November 15th, 2021-6:30pm in Council Chambers
 - 13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting

Via ZOOM

Monday October 18th, 2021

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:30pm.
The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitik, home to Acadia First Nation. 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 October 18th, 2021, with the addition of Section 1.1 MGA Section 22: (e) Contract Negotiations

Davis-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on October 4th, 2021, be approved as presented.

Nickerson-Acker
CARRIED

Proclamations & Announcements

- a) The Town of Shelburne would like to express our sincere condolences to the family of Councillor Terry McIntyre of the Municipality of the District of Shelburne. We would also like to send our condolences to the family of Roland Deschamp Sr., who served on Town Council for 25 years.
- b) Shelburne Guild Hall Market just completed their first year under a new group of volunteers and had a very successful season! This group of community members came together with new ideas, fresh signage and recruited many new vendors and truly put Shelburne on the map for being an amazing market in Nova Scotia!
With the many generous volunteers to help with set up and take down each week as well as local businesses TLC Pharmasave and Belliveau Veinotte sponsoring the coffee station and the Shelburne County Arts Council sponsoring the music tent it made for an immeasurable season all around!

Thank you to Alex Buchanan, Brendan Pippy, Lorin Hesse, Therese Cruz, Amanda Pedro, Mary Scott, Alison Chappell, Lynn Wilson, Susan Hoover and Marci Strong. 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 and the Town Council recognizes the Shelburne Guild Hall Market as the Volunteers of the Month for October. Thank you!

Correspondence

Action:

- M22-033** a) Message in a Bottle Letter
THAT Council participates in the Nocturne Project "Message in a Bottle-15 Ships to Sierra Leone". Deputy Mayor Acker will write a letter on behalf of Council.
Davis-Acker
CARRIED

Information:

- a) Municipality of the District of Yarmouth-Housing Discussion Group
THAT Council accepts the letter from Municipality of the District of Yarmouth regarding Southwest Municipalities Housing Group and directs staff to write a letter to the Town of Digby to agree to participate in the SW Municipalities discussion group.
THAT Council appoints Deputy Mayor Elizabeth Acker to be a representative for the Town of Shelburne on this group.
Davis-Ringer
CARRIED

Council Items

- M22-034** a) **Town Council Meetings Policy**
CAO informed Council that along with changing the date and times in the Policy we also updated the reference of "Town Clerk" to "Executive Coordinator"
THAT Council amends the Town Council Meetings Policy with the changes of regular council meetings being held on Mondays as it indicates Wednesdays in the Policy still, as well as changing the start time to 6:30pm and updating the reference of Town Clerk to Executive Coordinator.
Davis-Acker
CARRIED

- b) **Atlantic House Park Holiday Decorating**
Councillor Nickerson updated Council on an idea that CP&V member Andrea Huskilson Townsend would like to create for the holidays and looking for permission to use Atlantic House Park.
THAT Council allows Andrea Huskilson Townsend to use Atlantic House Park for Holiday decorating this year.
Ringer-Acker
CARRIED

Committee Reports

- M22-035** a) CP&V Committee Minutes-Sept 9th, 2021
THAT Council accepts the CP&V Committee meeting minutes from Sept 9th, 2021, as presented and appoints Andrea Huskilson Townsend to the CP&V Committee.
Davis-Nickerson
CARRIED

Staff Reports

- a) SVFD Monthly Report- September 2021
THAT Council accepts the SVFD Monthly Report from September for information.
Acker-Davis
CARRIED

- b) Monthly Building Report- September 2021
THAT Council accepts the Monthly Building Report for September for information.
Nickerson-Ringer
CARRIED

New Business

Councillor Ringer would like staff to look into an email he rec'd from a resident on Annapolis Rd. He would like staff to report back at the next meeting with more information/background on the road.

The CAO wanted to just inform Council that the paving projects for 2021 will be beginning this week. Communication will be sent out via our social media informing residents that there will be some possible detours/delays.

The CAO has been asked by an organization in the Shelburne area that is looking for support from the Town of Shelburne for a potential Fringe Festival in 2022. The CAO informed Council that Fringe Festivals are dedicated to supporting independent performers and artists while creating opportunities for diverse communities to experience boundary-pushing theatre and live performance at affordable rates. We will add this to Council Items on the next meeting Agenda.

In-Camera

MGA Section 22: (e) Contract Negotiations
THAT Council goes In-Camera at 6:48pm
Acker-Nickerson
CARRIED
Council came out of In-Camera at 7:16pm.
There was no business coming out of In-Camera

Upcoming Meetings

- a) Port Committee Meeting-October 21st at 7pm-Council Chambers
- b) Town Council- November 1st at 6:30pm-Council Chambers

Mayor Locke also reminded residents that Halloween will be happening on Sunday October 31st, 2021, and Trunk or Treat will take place at the Community Centre from 5:30-7:30pm. Proof of Vaccination will not be required for this event, but Mayor Locke encourages all residents to move along at the event and not gather in groups to keep things moving safely. Councillor Ringer and Nickerson also agreed to help at the event for the Town.

Adjournment

THAT the Regular Town Council Meeting of October 4th, 2021, be adjourned at 7:18pm.
Acker
CARRIED

Mayor

Executive Coordinator

14/10/2021

15 Hastings Lane
Shelburne, NS. B0T 1W0

DEAR COUNCIL MEMBERS,

MY NAME IS BLANKA DLOUHY; I AM A SHELBURNE RESIDENT AND ARTIST. RECENTLY, NOVA SCOTIA RECOGNIZED FIRST NATIONS, INUIT, AND METIS SURVIVORS OF RESIDENTIAL SCHOOLS. IN SUPPORT FOR OUR INDIGENOUS BROTHERS AND SISTERS, I PROPOSE THAT A SIDEWALK MURAL BE CONSTRUCTED AT A HIGH VISIBILITY INTERSECTION SUCH AS KING ST. & WATER ST. THIS MURAL WOULD INCORPORATE AN "EVERY CHILD MATTERS" LOGO (ORANGE/WHITE/BLACK/FEATHERS) IN HIGH CONTRAST. LOCAL RESIDENTS HAVE EXPRESSED INTEREST AFTER SIMILAR CROSSWALKS APPEARED IN TIMMINS, ONTARIO.

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Date Oct 15/21	
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I AM WILLING TO PAINT THIS MURAL FOR A FLAT FEE OF \$600 AND COST OF MATERIALS (PAINTS, BRUSHES, STENCILS, ETC). I AM HAPPY TO DISCUSS THIS PROPOSAL IN FURTHER DETAIL AND PROVIDE PLANS AND MATERIALS BUDGET. THANK YOU FOR YOUR TIME AND ATTENTION.

RECEIVED
OCT 15 2021
REGISTRATION

[Signature]
BLANKA DLOUHY



Shelburne Port Committee

22 July 2021

6:00 pm Community Centre

Minutes

Present:

Chair: Town Mayor Harold Locke
Town Council: Rick Davis
Municipal Council: Terry McIntyre
Municipal CAO: Trudy Payne
Public Member: Percy Cox, John Garland and Karl White
Town CAO/Committee Secretary: Sherry Doane

Regrets:

Port Manager: Wayne Langthorne
Public Members: Charlie Arcon and Herb Locke

1) Call to Order (Chair Harold Locke)

Meeting was called to order at 6pm by the Chair.

2) Approval of Agenda

Agenda approved with the addition of minutes of 17 June 2021 added to item #3. Mover: Terry McIntyre, Seconder: Rick Davis

3) Approval of Minutes from Shelburne Port Committee meetings held on 15 April 2021 and 17 June 2021. Mover: Rick Davis, Seconder: Karl White

4) Delegations:

None

5) Correspondence:

None

6) Reports:

Port Manager's Report (CAO spoke on behalf of Port Manager Wayne Langthorne)

The CAO presented the PM's report, highlighting that phase one of the port project was completed by the end of June as well as being slightly under budget. She also highlighted that the PM also called out that QSL was looking at Shelburne for a business opportunity and as such, PM is investigating further.

7) Old Business:

Terms of Reference (ToR)

8) New Business:

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- i. On behalf of the PM and the Finance team, the CAO raised concern of the paperwork involved with the larger leasees not paying invoices for up to 90 days and the complications that come with charging interest then reversing when leasees refuse to pay. As such, it was suggested we recommend to Council that the Town extend the terms for all customers of the wharf.

Mover: Terry McIntyre, Seconder: Percy Cox

- ii. The Chair informed Port Committee members that the *Bluenose II* will be in Shelburne Port on 14/15 August. This is the first open deck (outside of home base) opportunity for the public that they have scheduled since 2019. Presently, the vessel is set to arrive from Port Mouton (with a welcoming flotilla of local boats organized by the SHYC) in the afternoon of the 14th and leaving in the morning of the 15th to sail to Liverpool. The SVFD will be utilizing this as a fundraising/awareness opportunity.

9) Upcoming Meetings:

16 Sep, 21 Oct, 18 Nov and 16 Dec.

10) Outcoming Recommendations for Town Council to consider:

The Shelburne Port Committee recommends to Council that the Town extend payment terms to 90 days for all customers of the Port.

11) Adjournment

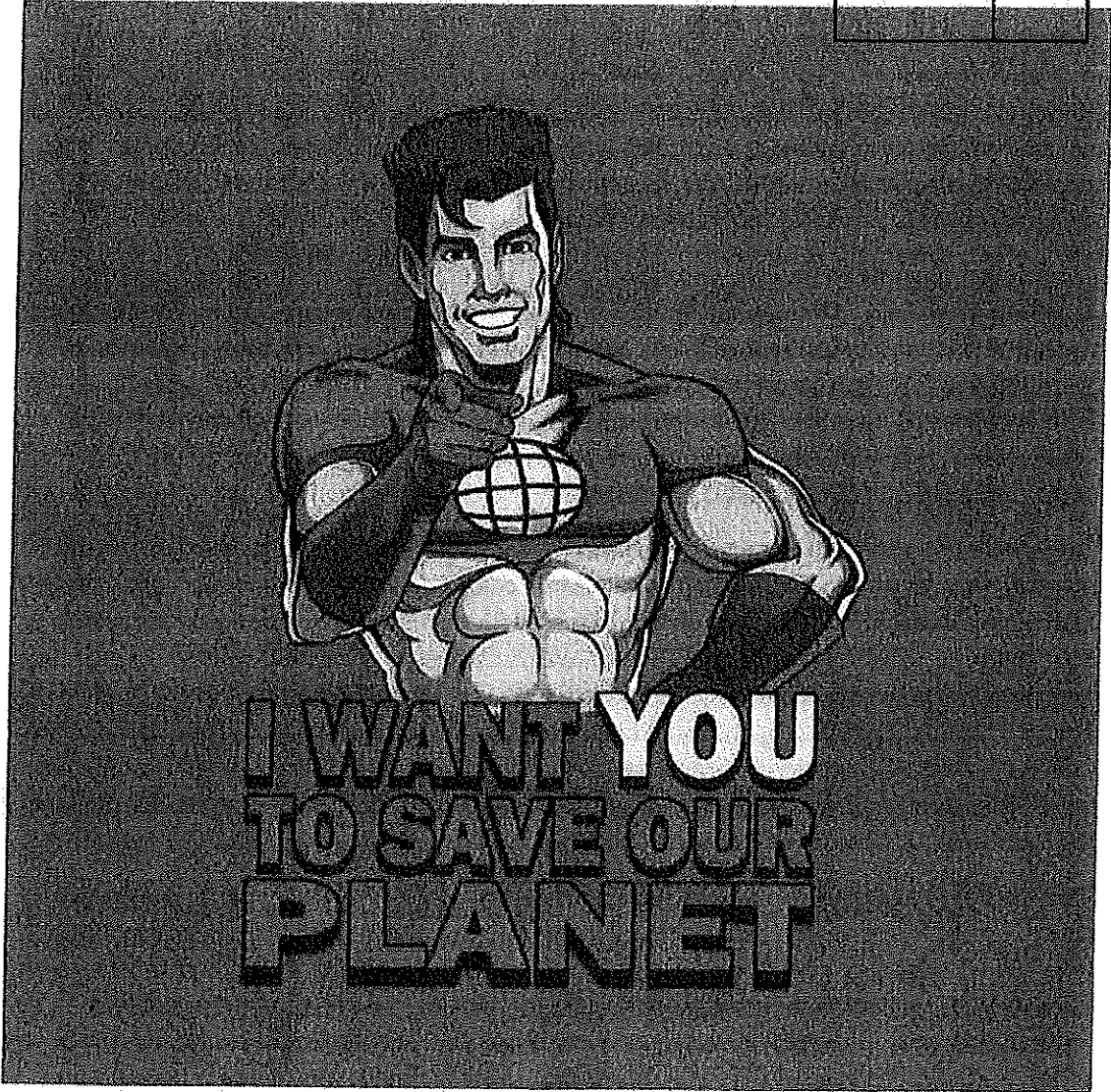
Meeting adjourned at 6:13pm. Mover: Terry McIntyre

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Waste Diversion Officer Report:

May 1, 2021 – September 1, 2021



Waste Diversion Officer Update

May 1st – Sept. 1, 2021

HHW

Household Hazardous Waste (HHW) has been increasingly busy for this reporting period. We have been holding at a steady average of 10-15 on Mondays. It continues to be considerably large loads of chemicals we are receiving at a time, typically a new resident or an existing resident who has recently purchased a new property. There has been an increase in waste that is arriving in older containers, proving challenging as a lot of the packaging starts to degrade making it dangerous to transport and handle. In one instance muriatic acid in an old plastic container arrived in a bucket because the container was falling apart. I have had a big increase of calls from those who plan to come and drop off at the site and I have been using this as an opportunity to educate the caller on the importance of packing the chemicals safely in their vehicle for transport and for handling on arrival.

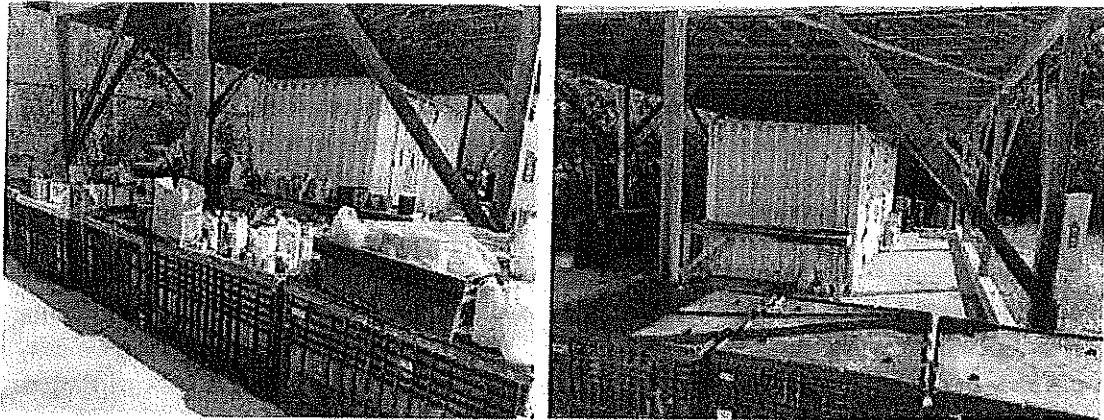
We had Terrapure and Recollect shipments go out on June 16th, and July 28th. We sent 19 barrels of chemicals, 3 fluorescent light boxes and 2 pallets full of 5-gallon pails. This writer has completed the back logged lab-packing and since July 28th we have received 12 additional barrels that are lab-packed as well as another pallet of 5-gallon pails and 2 additional boxes of fluorescent lights. We have currently received as much Hazardous Waste as we had for last year's totals, and we still have 4 months remaining as well as the October Lockeport HHW which in the past 2 years has filled a 20ft. trailer.

Over the last 4 months this writer has spent a total of 8 Monday HHW days, as well as our 4 Sundays through the summer and an additional 4-5-day lab-packing. This writer's goal was to assure our DOE permit compliance by making sure that items are logged and packed the day they arrive, and this has now been achieved. We do still get product that is left by the gate, but even that has been reduced by about 50% from last year (I track this on the HHW daily sheet). This is indicative of increasing accessibility as well as through education. While working at the site on the days that we are not open I have had 17 residents stop by to "drop-off" at the gate and this has been a great way to provide education on why we only receive on the days we are open and encourage users to become more familiar with the 1st and 3rd Monday of the month.

The 4 days in the summer we averaged less users (8 per day). This writer will move away from doing Sundays as we did this year and go back to Saturdays as we did in the summer of 2020. Although we received lower numbers, this writer firmly believes that the Summer HHW's are a success. The feedback was consistent with last year, that users were those who could not otherwise access the site due to working on Mondays from 9:00-4:00. The loads we received on the Summer Sundays were typically full trucks. As mentioned it was due to residents who had been stockpiling their waste for some years.

We have now moved our battery recycling to our Regional Materials Recovery Facility in West Green Harbour with Nicole Townsend the RMRF Assistant taking the lead. We have not caught

up on the backlog completely, but she has been able to prepare and send out 30 boxes of recycled batteries. This writer estimates that we have approximately the same amount to process, but this is great progress since our last reporting period. The site has been added to our Purolator account so now the batteries are picked up at the C&D site.



The picture on the left was shared in the last report and was taken in April 2021, the picture on the right is what the site looked like after the last HHW day was over for the day, which was taken in September 2021.

RMRF

Regional Materials Recovery Facility this reporting period had 2 days that our weights fluctuated, with minimal downtime. Avery Weigh-Tronix continues to be extremely receptive and timely with regards to sending out technicians typically within the next day to assure we are up and running. We have had some issues with our indicator and how it tracks transaction numbers, versus truck numbers as indicated on our slips, it is nothing that compromises the weights, or costs, but staff are having to manually adjust the transaction numbers which is something we are aiming to resolve with the software upgrades that will be installed in the next reporting period.

On July 14th, 2021, The Municipality of the District of Shelburne Council approved the purchase and installation of a scale for the RMRF site. The contract was awarded to Avery Weigh-Tronix with installation dates on October 24th, and 25th. If all goes well this will assure we incur no down time. This writer will be meeting with Andrew Stewart the Project Manager to see if it's possible to receive the software in advance for this writer to build the reporting structure to fit our needs for future electronic record keeping and Datacall. This will include training for staff provided by Weigh-Tronix as well as this writer. This writer will work predominantly out of the RMRF site for the duration of the installation and through the transition to the new software to

Identify any bugs that may need to be worked out and to support the RMRF staff as it will certainly be a learning curve.

In June interviews were held for the Regional Materials Recovery Facility, Assistant Manager position. Nicole Townsend was successful in her application for the position. Nicole has been working at the site since October of 2020 and has been a valued member of the team ever since.

In September/October 2021 we will be working to cut back brush in-between the scale house and the loading cells as we did in 2019. We will also be trimming back the growth by the road that is hiding the RMRF signage. This will take a few days to assure that we have a clear line of site from the scale house to the cells for monitoring customers while dropping at the site as well as safety reasons if our 2nd worker is working in the cells removing contaminants.

This writer will be requesting quotes for the removal of the refrigerant of the current fridges and freezers we have at the site. The goal is to have the freon removed from the units in time for this year's metal collection that typically happens in late fall, then moving forward we can look to including the reclamation gear in our next fiscal budget to assure we are processing the units at the site as they come in. This writer is organizing our annual site metal processing for the beginning of November to assure that it does not conflict with the installation of the new scale and in the hopes of including the old scale to be taken at the same time. The old scale will have to be cut into sections for removal, which may not leave enough time for this year. If not, we will assure it is cut and ready to go for the 2022 year.

This writer has been speaking with Sonia Smith with the Fishing Gear Coalition of Atlantic Canada regarding the rope at our site. The rope has been landfilled in the past, but the hope is that with a focus on end-of-life fishing gear that we are able to send ours out, or process on site for diversion instead of disposal. This writer will be reaching out to Sonia as she was planning to present to councils in October or November of 2021.

Education, Solid Waste Removal & Enforcement

I have fielded 529 calls and responded to 55 Facebook queries in this reporting period. This has been an increase from our last reporting period, as there continues to be many new residents migrating to our area. This accounts for the increase in phone calls as well as residence visits. This continues to be a great opportunity for education and for a general rapport building on behalf of the Municipality. The bulk of the phone calls are for sorting questions, neighbor disputes and general enquiries, consistent with previous reporting.

I attended 39 residences within this reporting period, an increase from the last reporting period. Six of the residences have been with regards to homes purchased and new residents cleaning out old woodsheds, or outbuildings with a variety of hazardous waste that has been stored over the years. This writer has done some visits that have required PH testing on-site to identify the acidity of the waste for safe disposal. The remainder of the visits have been due to

rejected waste identified by either the waste disposal trucks, or the resident prompting this writer will do onsite education to assure that residents are informed of how to avoid rejections in the future.

Another opportunity for education is green cart deliveries and red bag deliveries. I completed 62 green cart deliveries. 31 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) answering any immediate questions they may have, providing my business card to assure that if they have follow-up questions, I can answer them. This is on par with the number of deliveries that I did last year at the same reporting period.

We purchased 88 green carts in this reporting period which will cover us until next fiscal for certain, but the 50 Gallon carts are dwindling with each request. We have approximately 15 left that still need repair, but we have the parts to repair them. After that we will have no large carts to offer. The costing on the large carts when this writer last checked were between \$150-200.00 per green cart as opposed to the \$50.00 green carts we have been purchasing the last few years. There is still an appetite for this size of cart, but with the price difference we will have to build it into our budget for 2022-23 or abandon the large carts moving forward as the prices continue to fluctuate due to the impacts of Covid and a shortage of resin for manufacturers.

This writer and Angela Taylor with R-6 went out on 2 different days in this reporting period to check on the waste receptacles within the 2 towns and the Municipality to see if there was interest in utilizing the funding for 3 stream waste bins. Currently, the Municipal recreation department is using this funding for Welkum Park and Angela is awaiting word from both the Town of Lockport and the Town of Shelburne to see if they can access the funding before the expiry date of April 1st, 2022.

Angela and I stopped into 7 businesses to see if they are using paper bags, versus plastic bags. This was great as most all the businesses we attended have already transitioned to biodegradable packaging or had a limited number of plastic bags left with no intentions of purchasing more. We are planning to get into the schools in the fall to see if we can set up some of the activities we had planned for last Spring and to see if we can do lunch line monitoring at the Elementary schools and waste audits to see if we can assist custodians at the schools with sorting/education.

This writer completed Datacall in August on behalf of the Shared Services Unit. Datacall is when we gather the overall weights of what we produce for solid waste from the Shared Services Unit to indicate the differences between diversion and disposal. This includes curbside waste, as well as our tonnage that is transferred from our Regional Materials Recovery Facility. This year we had an increase in the tonnage of recycling and residual waste with a decrease in Organic waste. This writer spoke with the haulers at GE Environmental and there has not been an increase in overall contaminants, our rejections have been below average however, the

organics decrease may be indicative in an increase of home gardening, composting, and homesteading to utilize their food waste.

At our RMRF we had a considerable decrease of tonnage to landfill, with a considerable increase to diversion, partially with the addition of over 1000 metric tons from the brush pile reclamation. Also, in last year's reporting we had been stockpiling plastics, which had to be added to landfill as there was no market to access for dirty/UV damaged plastics.

UPCOMING:

1. Scale Installation
2. Solid Waste bylaw review (Ongoing)
3. April-October By-law enforcement report
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Municipal Bin replacement (October/November)
6. Green cart repairs (Ongoing)
7. Lockeport HHW/Electronics Pickup
8. Fall Metal Collection

Hello Council Members,

I just wanted to touch base and provide some quick updates that didn't make it on the Waste Diversion Officer Report that you would have received in early October. I have been researching some initiatives and strategies that other Municipalities have been using to address littering concerns. Upon my research I was informed from Christine McClare with Region-6 that Divert Nova Scotia is also in the process of commissioning a study, with an eventual report to follow that will be focusing on the characteristics of those who litter, what has shown to be effective throughout the country/province. The following information was provided to me just last week:

LITTER REDUCTION PROJECT

Dillon Consulting has just completed their final report for the 2021 Nova Scotia Roadside Litter Audits, and it has been shared with the Board. The report will be shared publicly, once Divert NS has time to review and develop a communications plan. Infographics will also be developed to communicate research results. Dillon Consulting and Divert NS staff will be presenting the results as well as information about ongoing litter research at the WRANS meeting in November. The audit has quantified the amount and types of litter along Nova Scotia roads, the most common brands and compared results to the previous litter audit completed by Nova Scotia Environment and Climate Change in 2008.

In addition to the roadside litter audit, litter behavior research began in early October. Davis Pier has been hired to complete behavior research. This project will build on the roadside litter results, to help better understand who is littering and why, as well as identify tools that will help prevent litter. It is anticipated that this research will be completed in the early winter 2022. The results from both projects will inform a campaign that will provide solutions and try to change litter behavior.

Christine will be attending the WRANS meeting in November and will be providing updates as they come in, we are excited to see this report come to fruition and for it to aid all Municipalities within the Province with regards to strengthening our approach to education and enforcement backed by the data and research they have been collecting for the past few years.

In addition to the Divert NS study I have personally been in contact with Amy Langille and Meaghan Mason the Project leads with the Department of Transportation who oversee the NS Great Pick-Me-Up challenge. They too have been working with Divert by providing data and metrics with regards to amounts of litter collected and types of litter collected. Although due to Covid, our short-lived success from our Pick-Me-Up program was of interest to them as other Municipalities had heard of the honorarium The Municipality provide per kilometer for groups picking up litter. It was a great opportunity to celebrate our successes and I was able to provide them feedback with regards to the challenges and barriers to managing the logistics of the program and it allowed for me to provide input regarding increasing accessibility through their website as well as the cumbersome registration process that was proving difficult for some residents (where I completed it on their behalf). They have intentions of setting up an oversight committee and I have volunteered to participate and will follow up with them in the new year in anticipation of next Spring's litter initiative.

ILLEGAL DUMPING UPDATE

Another quick update to share with regards to illegal dumping, I touched base with Darrell Locke the Municipality Bylaw Enforcement Officer and reviewed the data from the last 5 years of enforcement reports and am excited to share that we have continued to have a decline for illegal dumping, apart

from the 6-month period that covered when the C&D site closure due to Covid-19. The increase of illegal dumpsites that occurred in this period were brush, not household waste which is typically the bulk of the dumpsites he attends. In 2015-16 fiscal we had 29 illegal dumpsites, and in 2020-21 we had 21 illegal dumpsites. So even with the increase that our closure accounted for we are still in an overall decline. Within the winter reporting from October-April we are on an average of 6-8, during the summer reporting period from April-October we are averaging 9-11. There is always room for improvement, but due to education and strengthening relationships through fair and decisive enforcement I would consider this a success.

Please reach out if you have any questions or comments.

Thank you,

Ryan Jamieson
Waste Diversion Officer
Municipality of the District of Shelburne



Town of Shelburne
 Staff Report to Council
North End of Annapolis Road
1 November 2021

Document #	D22-A79
Rec'd by	NS
Date	Oct 28/21
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Agenda	<input checked="" type="checkbox"/>
Committee	
Other	

Overview:

This report is intended to offer Council an understanding of the operational direction taken by Administration regarding the top end of Annapolis Road that transitions from pavement to gravel/dirt near the border of town limits and potential passing a motion to prioritize paving the remainder of this Town-based road.

Background:

Councillor Ringer raised a concern during the 18 October 2021 Council meeting that a new homeowner (land initially thought to be in Town limits but confirmed in MDS) was struggling with poor road conditions between 148 and 165 Annapolis Road. The paved road previously ended at the edge of what was the last property (148). Non-surveyed estimates show approximately 7,000ft² of dirt road that is still within town limits. This area is a tetragon/quadrilateral, slicing the road at an odd angle going up from right to left, from approximately 120ft on the right to 180ft on the west side, as you move up the first small hill. Important to note is that the tree line of the town portion of the road is at a reasonable distance as to not harm domestic vehicles. The distance to the new entryway to 165 Annapolis Road is estimated to be a further 60ft within MDS jurisdiction and the steepest/rockiest section.

As is the case with all roads within a district (versus towns), the Nova Scotia Department of Public Works (NSDPW) (was Department of Transportation) is responsible for their care, be it repair, pavement, sanding, grading, plowing and/or paving. There are two communication towers further up Annapolis Road (in the MDS jurisdiction) that requires NSDPW to ensure this dirt/gravel road remains accessible. There is clear evidence that OHVs are also regular users of this road (and the paved section of Annapolis) as it is not only remote but stretched for a great distance.

The CAO had previously spoken with the homeowner regarding adding gravel to reduce the transition level between pavement and dirt/gravel, despite it being stirred up over the years by recreational vehicles. The new homeowners also asked about widening the road and removing the large stones at the top of the two hills. Subsequently, as it was estimated that the top of the hills were believed to be in the MDS jurisdiction, the CAO directed Public Works to add gravel to ease the transition area only. When they arrived to complete the Work Order, Public Works reported that gravel had recently been added by another party (thought to be either the new homeowner who was having a modular home delivered on a flatbed truck, or NSDPW) so no additional gravel was applied at the time. More recently, the new homeowners have reached out to Mayor Locke and Councillor Ringer asking for further road improvements, resulting in this Staff Report.

Opportunity:

The Town's Public Works Supervisor met with NSDPW representatives to discuss options and sections of responsibilities. NSDPW stated immediately that they will not be paving any portion of this road in their jurisdiction any time soon. Discussion followed on the new homeowners concerns of vehicle-damaging gravel quality occurred and were dismissed as the gravel was now generally compacted. An agreement was subsequently made to apply a finer grade of gravel by both parties. Gravel estimate is approximately \$500 and will be spread by NSDPW. To pave the remaining portion of road within Town limits (assuming 4" deep plus the cost of preparation) is approximately \$18,700 for this tetragon covering and would likely require a survey.

POSSIBLE MOTION

THAT the Town of Shelburne directs Administration to allocate up to \$19k of the \$100k annual paving budget to complete the paving of Annapolis Road as far as the Town limit.

Respectfully Submitted,
Sherry Doane
CAO, Town of Shelburne



Town of Shelburne

Staff Report to Council

Letter of Support for The Osprey Art Centre's Application for a Fringe Festival Status

1 November 2021

Document #	222-A80
Rec'd by	MJ
Date	Oct 28/21
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Committee	<input type="checkbox"/>
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Overview:

The Osprey Art Centre in Shelburne approached the Administration to support their application to be permitted to host an official Fringe Festival, starting as early as 2022.

Background:

There are 24 Fringe Festivals in Canada (nearest one is Halifax) and over 250 international Fringe Festivals. Each festival evolved its own flavour to match the distinct personality of its home town/city. As well, each remains dedicated to the Fringe philosophy of accessible, inexpensive and fun theatre-going. Fringe Festivals support local businesses as they bring artists and attendees into the community. The Canadian Association of Fringe Festivals (CAFF) was registered as a non-profit organization in 1994. CAFF was formed to protect these five guiding principles:

- participants will be selected on a non-juried basis, through a first-come, first served process, a lottery, or other method approved by the Association,
- the audience must have the option to pay a ticket price, 100% of which goes directly to the artists,
- Fringe Festival producers have no control over the artistic content of each performance. The artistic freedom of the participants is unrestrained,
- Festivals must provide an easily accessible opportunity for all audiences and all artists to participate in Fringe Festivals, and
- Festivals will promote and model inclusivity, diversity and multiculturalism, and will endeavor to incorporate them into all aspects of their organization.

Fringe festivals are all about providing an accessible avenue for independent theatre artists to produce and perform their work in front of an audience. The Fringe is really the essence of theatre; virtually anybody can submit a show to the Fringe and the festivals place no limits on content so shows can be bold, raw and uncensored.

Opportunity:

The Shelburne Osprey Arts Centre wishes to apply to the CAFF to gain status as an official Fringe Festival and is asking Council to write a Letter of Support to be included with their application. If they gain this status, they would therefore abide by the CAFF mandate and its four guiding principles, as were listed above.

POSSIBLE MOTION

THAT the Town of Shelburne approves the Administration to write a Letter of Support, signed by the Mayor, for the Osprey Arts Centre's application to the Canadian Association of Fringe Festivals.

Respectfully Submitted,
Sherry Doane, CAO, Town of Shelburne



**Town of Shelburne
Staff Report
Shelburne Christmas Events
2021**

Document #	
D22-AB1	
Rec'd by	RS
Date	Oct 28/21
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

To: Town Council
From: Robin Smith, Executive Coordinator
Re: Shelburne Christmas Events
Date: October 28th, 2021

Background:

The Town has historically put on "Shelburne Celebrates Christmas" which includes the Christmas parade, Santa at the Town tree and Breakfast with Santa in collaboration with the Shelburne Volunteer Fire Department Ladies Auxiliary.

This year, Town staff have been working with the CP&V Committee, the Municipality of the District of Shelburne as well as other existing committee organizations including Shelburne Historical Society, Acadian First Nations, Shelburne County Exhibition, SVFD, Shelburne Guild Hall Market and an informal community Events Committee.

Analysis:

A member of the CP&V Committee has committed to transforming Atlantic House Park into a "Grinch Christmas village" and hosting Santa at the Town Tree on the last weekend of November. The efforts of this project will happen through generous donations from local businesses and community members.

As Council discussed at the October 4th meeting and directed staff to go ahead with planning; the event named "Miracle on Dock St" will replace the traditional Christmas parade with stationary floats and flowing foot traffic along Water and Dock St. This event will take place December 4th. We will shut down the streets where the event will take place and there will be a time slot prior to the street closure to allow for seniors and those with mobility issues to be able to drive through and observe the lights and floats. The night will end with fireworks display and monies will come from various business donations as well as contributions from the Town and MDS. The Town will still be the host of both the parade and Santa at the Tree.

Some prizes for float entries, possibly cookies/hot chocolate at the Tree, more lights, and small gifts for the breakfast with Santa are a few items that may need to be purchased.

Recommendations/Possible Motion:

THAT Council allows the budgeted \$5000 for Founders Days to be used towards upcoming Christmas events and fireworks.

Respectfully Submitted,
 Robin Smith
 Executive Coordinator

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The records should be kept up-to-date and should be easily accessible to all relevant parties.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include interviews, surveys, and focus groups. Each method has its own strengths and weaknesses, and it is important to choose the most appropriate method for the specific research objectives.

3. The third part of the document describes the process of data analysis. This involves identifying patterns and trends in the data, and then interpreting these findings in the context of the research objectives. It is important to be objective and to avoid drawing conclusions that are not supported by the data.

4. The final part of the document discusses the importance of reporting the results of the research. This involves writing a clear and concise report that summarizes the findings and provides recommendations for future action. The report should be written in a way that is accessible to all relevant stakeholders.