



AGENDA
Town Council Meeting -Council Chambers, Town Office
Monday November 15th, 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) Municipal Awareness Week November 22-28th 2021
 - b) November Volunteer of the Month-Mary Ayer
 - 5) **Delegations:**
 - a) Osprey Arts Centre
 - 6) **Correspondence:**

Action:

 - a) Sou'West Nova Transit D22-A82

Information: None
 - 7) **Council Items:**
 - a) December Meeting Date(s)
 - b) New Years Levee
 - c) Town Christmas Card Contest D22-A83
 - d) Land Use By-Law-First Reading D22-A84
Rezoning from Residential (General R-1) to Commercial (C-1) of
PID#80140486
 - 8) **Committee Reports:**
 - a) CP&V Committee Minutes- October 7th, 2021 D22-A85
 - 9) **Staff Reports:**
 - a) Staff Report-Temporary Wage Subsidy Recall D22-A86
 - b) Staff Report- Nova Scotia Dept. of Education-Notification of Sewer Charges D22-A87
 - c) SVFD Monthly Report-October 2021 D22-A88
 - d) Monthly Building Report-October 2021 D22-A89
 - 10) **New Business:**
 - 11) **Upcoming Meetings:**
 - a) Town Council Meeting- December 6th, 2021-6:30pm at Community Centre
 - 12) **Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting
Council Chambers, 168 Water St.
Monday November 1st, 2021

DRAFT

Council Members Present

Mayor Harold Locke
Councillor Elizabeth Acker
Councillor Sheldon Ringer
Councillor Ben Nickerson

Regrets

Deputy Mayor Rick Davis

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 Kespukwiti, 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 November 1st, 2021, as presented.

Ringer-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on October 18th, 2021, be approved as presented.

Acker-Ringer
CARRIED

Proclamations & Announcements

- a) The Town of Shelburne will be hosting the Remembrance Day Ceremony on November 11th at the Community Centre, beginning at 11am promptly. Proof of vaccination will be required so please arrive early so everyone can be checked on the way in.

Correspondence

Action:

- a) Letter from Blanka Dlouhy Re: Mural

Council discussed the potential mural and all agreed was a great idea to do but would like to put it out for proposals for other organizations or groups to be able to offer ideas as well. Council also felt this was not a great time of year to do a painting so will re-visit in the New Year. Direction was given for Administration to communicate with other interested organizations.

Information:

None

Council Items

a) **Committees of Council-Council Appointments**

Council discussed Committee appointments and a few changes are going to take place. Deputy Mayor Rick Davis will now sit on the CP&V Committee for the next year. Discussion was held between a few others switching. The CAO will discuss with Deputy Mayor Rick Davis as he wasn't present tonight.

Committee Reports

a) Port Committee Minutes- July 22, 2021

THAT Council accepts the Port Committee meeting minutes from July 22, 2021 as presented

Acker-Nickerson
CARRIED

Staff Reports

a) Waste Diversion Coordinator Report May-September 2021

THAT Council accepts the Waste Diversion Coordinator Report of May-September 2021 as presented. Council also noted that it was nice to read a decline in illegal dumping and for the viewing audience to be aware.

Acker-Nickerson
CARRIED

b) Staff Report-Annapolis Road

Discussion was held and Council thanked staff for this report. It was decided to continue with adding gravel as previously agreed upon with Nova Scotia Dept. of Public Works.

c) Staff Report-Fringe Festival

M22-036 THAT Council approves the Administration to write a letter of support signed by the Mayor, for the Osprey Art Centre's application to the Canadian Association of Fringe Festivals.

Nickerson-Acker
CARRIED

d) Staff Report-Shelburne Christmas Events

M22-037 THAT Council allows the budgeted \$5000 for Founders Days to be used towards upcoming Christmas events and fireworks.

Acker-Ringer
CARRIED

New Business

Executive Coordinator updated Council on the status of some of our Snowflake decorations that were purchased in 2018. We have 40 of them and approximately 12 have been checked and are either not working at all or only partially working. We have received information from the original supplier regarding replacing the entire set of lights on each snowflake and they are in the \$328-\$435 plus tax and shipping each. We will go with putting up the ones that work this year and potentially make plans to budget for replacement lights next year and going forward for maintenance of them.

In-Camera

MGA Section 22: (e) Contract Negotiations
THAT Council goes In-Camera at 6:53pm

Ringer-Nickerson

CARRIED

Council came out of In-Camera at 7:20pm.
There was no business coming out of In-Camera

Upcoming Meetings

- a) Accessibility Plan-Community Engagement Open House- November 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

Adjournment

THAT the Regular Town Council Meeting of October 4th, 2021, be adjourned at 7:22pm.

Acker

CARRIED

Mayor

Executive Coordinator



PROCLAMATION
Municipal Awareness Week
November 22-28th 2021

WHEREAS Municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated Mayors, Wardens, Councillors and Staff are essential for the effective government of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and
WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE BE IT PROCLAIMED that the week of November 22-28th, be known as Municipal Awareness Week in the Town of Shelburne in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Harold Locke, Mayor



Town of Shelburne
November 2021
Volunteer of the Month
Mary Ayer
Community Participation & Volunteerism
Committee
Volunteer of the Month



If you are at a community event or just walking the streets of Shelburne, chances are you will see Mary...she may be entertaining the kids with a bubble show, welcoming new residents or updating the community bulletin boards. Mary moved here in 1986 and has been a dedicated community volunteer for the Town of Shelburne since then.

A few highlights of Mary's volunteer work over the years are with Totties Crafts, IODE as a Citizen Officer, Shelburne Garden Club, Mission to Seafarers, "Rose Buddies" Care Clowns at the Roseway Hospital/Manor, South Shore Festival of the Arts, Shelburne Historical Society, Eastern Star, a member of SHARES (organization that enabled a Syrian family to move here), the Salvation Army Kettle campaign and also being a very valuable member of our CP&V Committee since 2016.

For all that Mary has done and continues to do for us, the Town of Shelburne's CP&V Committee and the Town Council recognizes Mary as the Volunteers of the Month for November. Thank you!



SOU'WEST NOVA TRANSIT ASSOCIATION

Box 84 / Barrington, Nova Scotia / B0W 1E0
 (844) 637-2572 / info@souwestnovatransit.ca

Serving the Communities of Shelburne County

To: The Council of the Town of Shelburne -

November 3, 2021

All throughout the pandemic Sou'West Nova Transit has continued to help residents of your town access medical and dental care, complete food shopping, banking and other essential errands, access emergency housing supports, visit loved ones, receive COVID-19 vaccinations, and more.

Thanks to fare reduction grants received from multiple sources, Sou'West Nova Transit has been able to offer 50% off all fares over \$20 to Town residents paying out of pocket for essential in-County transportation, as well as assistance to low-income residents travelling further for medical care and special offers based on the specific terms of certain grants received.

Since April, the start of our fiscal year, residents of the Town of Shelburne have benefitted from over \$1,200 of fare reductions!

The reality is that a growing number of the riders we support are seniors living near or below the poverty line, or folks with incomes high enough that they can't access government assistance when available but low enough that a diagnosis requiring regular medical travel can lead to serious financial strain. We are also experiencing an unexpected increase in requests for long distance medical travel. These frequent trips to Yarmouth, Liverpool, Bridgewater, Kentville and Halifax not only reduce our capacity by bringing drivers and vehicles out of the area for long periods or entire days, but they also lead to a significant drain on our fare subsidy resources as we struggle to cover our costs while keeping this essential travel affordable for riders with financial need.

We are reaching out to all our town and municipal units because we want to continue to offer the same level of fare support to our riders through the end of this fiscal year, but based on funds remaining in our coffers and our projections, we will not have sufficient resources to do so. If your budget would allow for an additional grant of any amount to specifically benefit your residents traveling for essential purposes, it would make a big impact!

Thank you for your consideration and continued partnership!

Sincerely,

Renata Tweedy, Manager (info@souwestnovatransit.ca, 902-619-9309)
 On behalf of the Sou'West Nova Transit Board of Directors

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NOV 09 2021



Document #	D22-183
Rec'd by	YD
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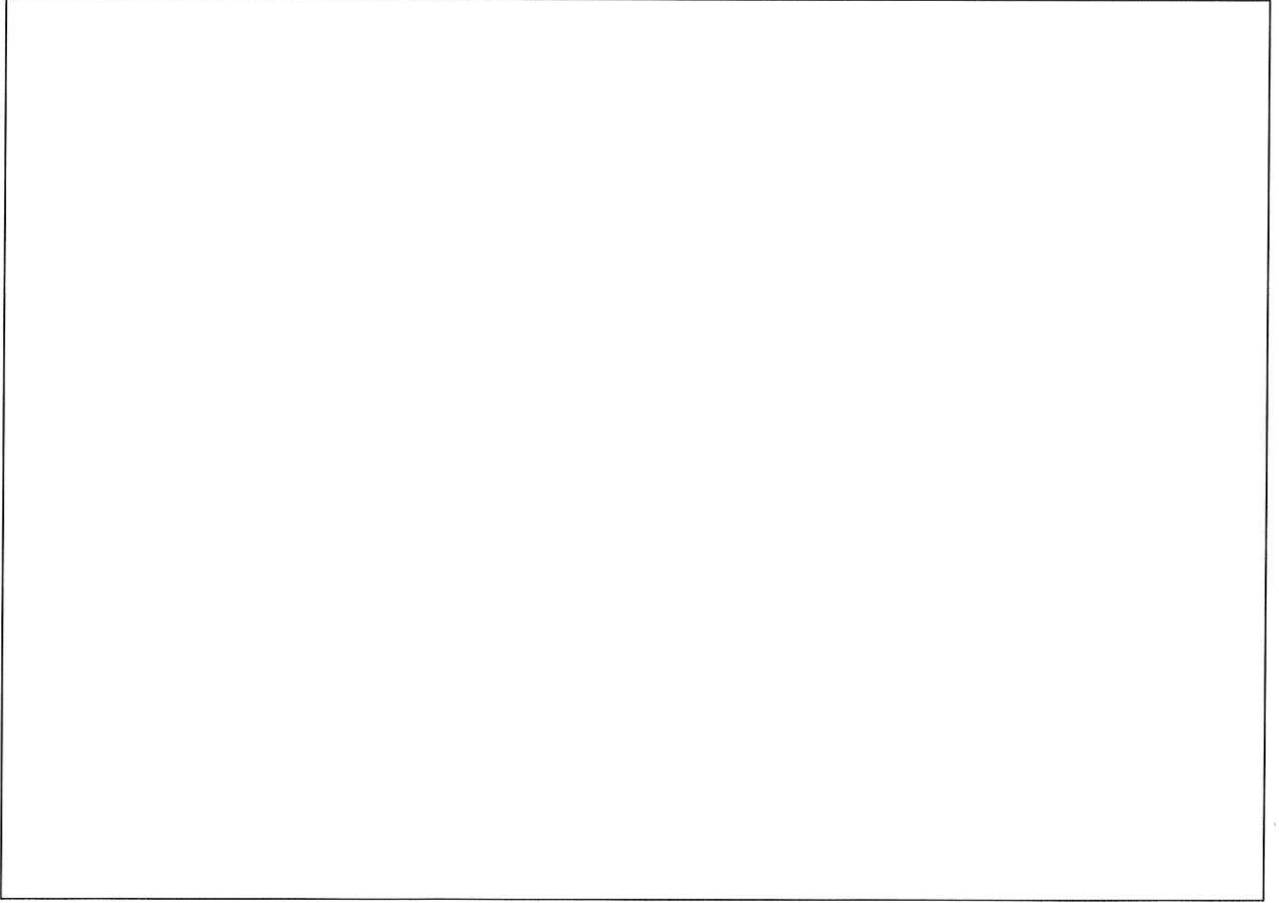
Create the Town's Christmas Card Contest for Kids!



Stop in the Town Office
Monday-Friday between 9am-2pm
and pick up a page to create a
Christmas card for the Town.
We will be dropping some off at
Hillcrest Academy as well.

Submissions accepted until
November 24th.

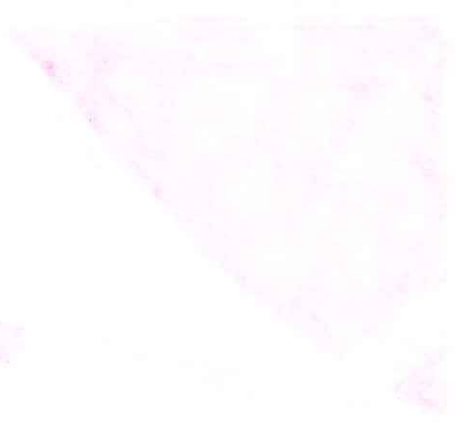
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Name: _____

Grade: _____

Teacher: _____



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	Agenda
	Committee



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday October 7th, 2021
6pm- Council Chambers, 168 Water St.

Committee Members Present:

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Cheryl Bower / Public Member
- Robin Smith / Town Staff Member
- Holly Renaud / Public Member
- Elizabeth Acker / Council Member
- Ben Nickerson / Council Member
- Andrea Huskilton-Townsend / Public Member

Regrets:

Deby Varner MacAlpine/Public Member

Document #	
D22-ABS	
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1. Call to Order

Chair Mahaney called the meeting to order at 6:00p.m.
Chair Mahaney welcomed Andrea and gave a brief overview/recap of the CP&V Committee.

2. Approval of Agenda
Acker-Nickerson

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday October 7th, 2021, be approved as presented.
CARRIED

3. Approval of Minutes
Renaud-Bower

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on September 9th, 2021, be approved as presented.
CARRIED

4. Delegations
None

5. Correspondence
None

6. CP&V Items

a) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

b) Fall Events Recap to Date:

Executive Coordinator updated the Council of some of the events that have happened recently.

1-Whirligig Festival

This was held the end of September and was a great event/weekend. There was a new group of volunteers that stepped up and organized. A few of our CP&V Committee members were down to help as well and one thing to note for next year is that if we could ask for assistance from Public Works to bring down the heavy things from upstairs in the Guild Hall would be a great help. Executive Coordinator noted for next year.

2-Council BBQ/Town Wide Yard Sale

This Council BBQ was held October 2nd at the Guild Hall and had a great turnout. The Town was a busy place that day and Council enjoyed seeing many residents down to enjoy the BBQ.

3-Volunteer Recognition Ceremony/Provincial Virtual Volunteer Awards

Executive Coordinator and Deputy Mayor Elizabeth Acker attended this event on September 28th in Lockeport at the Seacaps Park. It was a joint ceremony with the Town of Lockeport, Municipality of Shelburne and the Town of Shelburne. Our monthly volunteers of the month were all recognized as well as our Provincial Volunteer of the Year Darren Jacklin. The Town had great attendance from our volunteers.

As well, the Provincial Volunteers Awards were held virtually on September 20th and the live-stream event was shared on our social media pages.

c) Events

i. Giant Pumpkin Festival

Executive Coordinator informed the Committee about this event happening on the waterfront on Saturday October 9th. There will be proof of vaccination required as its an event that people stay in one area for a period of time.

ii. Fall/Halloween Decorating Contest

Discussion was held among the Committee of encouraging residents to decorate for Fall/Halloween outside their homes. It was agreed to advertise that we will come and take pictures of their Fall/Halloween decorating and then create an album for the community to vote on and award a "People's Choice". The deadline to submit addresses will be October 26th and voting will take place on the 28th/29th. The Committee all agreed it was a great idea.

iii. Christmas Events

Executive Coordinator informed the Committee about discussion regarding upcoming Christmas Events in the Town. Council has agreed to work together with Val Kean of the Municipality of Shelburne and plan a stationary parade this year along Dock St. and potentially up around Water St. It is in the initial planning stages but could be an event that includes the Guild Hall Market as well as some fireworks to end the evening. The Christmas Craft Sale and Breakfast with Santa are being potentially planned by the

Shelburne Volunteer Fire Dept Ladies Auxiliary and as the Town knows more information, we will communicate it to the public. There was discussion among the Committee of different ideas for floats etc. and everyone seemed to be very excited about it being a great couple of holiday events in Shelburne!
Executive Coordinator also quickly updated the Committee that the Snowflakes are at the Town Office in the bay and will be in touch soon to see if some of the Committee members have some time to come in and help to see what sections are not working on them.

d) Cemetery

Deputy Mayor Acker updated Council regarding the headstones at the Cemetery and that the cleaning of them is the responsibility of the families to maintain.

7. New Business

- a) Andrea presented to the Committee an idea she has for Christmas at the Atlantic House Park located on Water St. She informed the Committee she will volunteer to organize and make it happen and has lots of idea already. Councillor Acker indicated it will be brought up with Council at the next meeting to confirm use of the park etc.

Ayer-Bower

THAT CP&V Committee recommends an ad hoc committee be established to create a Christmas theme park at the Atlantic House Park on Water St.

CARRIED

Acker-Renaud

THAT the CP&V Committee recommend to Council to appoint Andrea Huskilson-Townsend to the CP&V Committee as a public member.

CARRIED

Adjournment

Acker

THAT the CP & V Meeting for Thursday October 4th, 2021, be adjourned at 7pm.

CARRIED



Town of Shelburne
 Staff Report to Council
Temporary Wage Subsidy
 November 15th, 2021

Document # D22-ASb	
Rec'd by MS	
Date Nov. 9/21	
COPIES TO:	
Council	✓
Agenda Canada Committee	✓

General Overview:

The purpose of this report is to advise Council of the October 2021 Notice of Tax Deduction, Pension Plan, and Employment Insurance discrepancy from the Canada Revenue Agency (CRA) respect to the 10% Temporary Wage Subsidy Program.

Background:

In 2020, CRA released a 10% Temporary Wage Subsidy Program with respect to the financial impacts from COVID-19. This program was a three-month measure that would allow eligible employers to reduce the amount of payroll deductions required to be remitted to the Canada Revenue Agency. The subsidy was equal to 10% of the remuneration you pay from March 18, 2020, to June 19, 2020, up to \$1,375 for each eligible employee to a maximum of \$25,000 total per employer.

At the advisement of the Town of Shelburne’s payroll provider Ceridian, the Town issued by-weekly remittances for the 10% wage subsidy. Ceridian informed the Town that we were an eligible organization and therefore, we remitted a total amount of \$17,697.50.

Analysis:

Effective October 13th, 2021, the Town of Shelburne received a Notice of Tax Deduction, Canada Pension Plan, and Employment Insurance discrepancy. The discrepancy notice indicates a shortfall of \$17,697.50. The Town contacted CRA to confirm the discrepancy. It has since been confirmed by CRA that the Town of Shelburne did not qualify for the 10% wage subsidy and therefore is required to pay back the difference.

Financial Analysis:

The above 10% wage subsidy received in error contributed to the surplus for fiscal year ending March 31, 2021, which was transferred to the Operating Reserve.

Recommendation:

THAT Council approve a transfer from Town General Operating Reserve in the amount of \$17,697.50 to pay for the 10% wage subsidy received in error.

Sarah Mattatall

Sarah W. Mattatall, Manager of Administration and Human Resources



Town of Shelburne
 Staff Report to Council
 November 15, 2021
 Tri-County Regional Centre for Education

Document # P22-A86	
Rec'd by MS	
Date NOV. 10/21	
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Council	✓
Agenda	✓
Committee	

General Overview:

To inform Council of recent information from the Tri-County Regional Centre for Education (TCRCE) regarding annual sewer charges for Shelburne Regional High School and Hillcrest Academy Elementary School. After consultation with the Department of Education and Early Childhood Development (EECD), the TCRCE feel they are exempt from paying the annual sewer charges under the *Education Act*. They have agreed to pay the sewer charges for 2021/22 and are waiting for further direction from the Department of EECD to stop payment in the future.

Background:

The Town of Shelburne does not receive any tax revenue from educational institutes as these properties are tax exempt, but the Town does receive wastewater(sewer) charge revenue of \$13,000 each annually from SRHS and Hillcrest Academy for a total of \$26,000 per fiscal year. TCRCE is referring to *sections 59 and 60* of the *Education Act* and *sections 80 and 81* of the *Municipal Government Act* (MGA). The *Education Act*, *Section 59* states a regional centre, its property and assets are not subject to taxation. *Section 60* of the *Education Act* states for the purpose of *sections 80 and 81* of the *MGA*, property vested in a regional centre is considered to be the property of Her Majesty in right of the Province. *Section 80* of the *MGA* refers to a Fire Protection Rate which is a rate that is levied each year on Tax invoices, the Town of Shelburne does not levy such a rate.

Section 81(1)(a) of the *MGA* states the Council may make By-Laws imposing, fixing, and providing methods of enforcing payment of charges for wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to wastewater or stormwater systems. *Section 81(4)* states for greater certainty, no property is exempt from a charge levied to this section except property of Her Majesty in right of the Province. Properties assessed to the TCRCE are exempt from taxation but are charged for wastewater in the form of an annual sewer charge, and properties that are property of Her Majesty in the right of the Province are tax exempt but do pay an annual Grant in Lieu equal to any taxes or charges that may be levied if they were not tax exempt. It is this administration's opinion that the TCRCE should continue to pay for annual sewer (wastewater) charges, either in the form of an annual tax invoice or by way of an annual Grant in Lieu.

Financial:

The Town of Shelburne receives \$13,000 annually from SRHS and Hillcrest Academy for a total of \$26,000 per fiscal year. The loss of revenue from the two education centres would cause additional hardship on the Town's taxpayers as the yearly sewer (wastewater) charge would need to increase from \$260/unit to approximately \$282/unit.

Recommendation:

THAT Council write to the Department of Education and Early Childhood Development, copying other Shelburne County municipalities, to state their concern that the decision to no longer pay for sewer (wastewater) will result in Council having to shift the burden to local taxpayers in order to make up the loss of revenue.

Respectfully Submitted,
Jane Crowell,
Finance Manager



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 October 2021.

Total number of calls for service: 5

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 3

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		1
MEDICAL	2	1
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

Document #	
D22-A87	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



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

November 1, 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 October, 2021.

Document #	
D22-A88	
Rec'd by MS	
Date Nov. 4/21	
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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	6	3
Number of Permits Issued to Date	14	14
Construction Value	\$ 2,100,566.00	\$ 52,000.00
Total Construction to Date	\$ 2,667,249.00	\$ 148,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

