



AGENDA
Town Council Meeting -Council Chambers, Town Office
Monday October 18th, 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 4th, 2021
 - 4) Proclamations & Announcements:
 Condolences to Family of Councillor Terry McIntyre
 Volunteers of the Month-October
 - 5) Delegations: None
 - 6) Correspondence:
 Action:
 - a) Message In a Bottle Letter D22-A70
 Information:
 - a) Municipality of the District of Yarmouth-Housing Discussion Group D22-A71
 - 7) Council Items:
 - a) Town Council Meetings Policy D22-A72
 - b) Atlantic House Park Holiday Decorating
 - 8) Committee Reports:
 - a) CP&V Committee Minutes-Sept 9th, 2021 D22-A73
 - 9) Staff Reports:
 - a) SVFD Monthly Report September 2021 D22-A74
 - b) Monthly Building Report-September 2021 D22-A75
 - 10) New Business:
 - 11) In-Camera:
 MGA Section 22: (e) Contract Negotiations
 - 12) Upcoming Meetings:
 - a) Port Committee Meeting-October 21st at 7pm-Council Chambers
 - b) Town Council- November 1st at 6:30pm-Council Chambers
 - 13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Council Chambers, 168 Water St.
Monday October 4th, 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 7pm.
The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, 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 Monday October 4th, 2021, with the addition under Council Items of 7(c) Town Council Meetings Policy

Acker-Nickerson
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on Sept 20th, 2021, be approved as presented.

Davis-Ringer
CARRIED

Proclamations & Announcements

- a) The Town of Shelburne would like to recognize that October is Mi'kmaq History Month. We encourage all residents to build awareness of Mi'kmaq history and heritage, and to increase understanding of the provinces rich Mi'kmaq culture.
- b) Mayor Locke also recognized October 15th as Pregnancy and Infant Loss Awareness Day.

Correspondence

Action:

- a) SEED Call to Action
THAT Council accepts the email from SEED.

Acker-Davis
CARRIED

Information:

- a) Covid Phase 5 Procedure
THAT Council accepts the Covid Phase 5 Procedure for information.
Acker-Nickerson
CARRIED

- b) Coastal Protection Act
THAT Council accepts the Coastal Protection Plan for information.
Davis-Ringer
CARRIED

- c) Western Counties Regional Library Newsletter
THAT Council accepts the Western Counties Regional Library newsletter for information.
Acker-Davis
CARRIED

- d) Ministerial Mandate Letter
THAT Council accepts the Ministerial Mandate letter for information.
Acker-Nickerson
CARRIED

Council Items

- a) **Christmas Parade**
Executive Coordinator informed Council about an idea that Community Development Coordinator Val Kean from the Municipality of the District of Shelburne has regarding our traditional Christmas parade this year. The idea is to have a stationary parade down along Dock St and possibly up around on Water St and the floats would be set up for people to walk by and enjoy and finish the evening with fireworks. This type of "parade" will offer safety for all involved and be a nice change from previous years. Val would like to have a joint meeting and work collaboratively on a Shelburne Christmas Celebration.
THAT Council directs staff to work with Val Kean, Municipality of the District of Shelburne's Community Development Coordinator to plan Christmas events.
Nickerson-Acker
CARRIED

- b) **Water Tower Inspection Report**
CAO informed Council regarding the Water Tower Inspection Report. The CAO spoke with the Engineer directly to understand the report. He indicated the Town had a "full cathodic protection" and an estimated 10-15 years until dropping to a concerning level. The CAO indicated the engineer was very pleased with the maintenance and testing being done. Our merge coating system and excellent maintenance schedule have played important parts and our financial planning will hopefully not require us to borrow funds now for recoating in the future. The CAO also wanted to inform Council that our Water Plant Operator Mike Race has obtained his Class 2 Classification. Council congratulated Mike on this achievement.
THAT Council accepts the Water Tower Inspection Report.
Davis-Ringer
CARRIED

- c) **Town Council Meetings Policy**
CAO informed Council that the policy still states Wednesday instead of Mondays and if all of Council agreed we would like to change the meeting time as well to 6:30pm instead of 7pm.

THAT Council intends to consider amending 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 at the October 18th, 2021, Council Meeting.

Davis-Acker

CARRIED

Committee Reports

- a) WCRL-Board Minutes-June

Councillor Acker noted that libraries are considered essential, and Proof of Vaccination will not be required at any libraries.

THAT Council accepts the WCRL Board meeting minutes from June 2021, as presented.

Acker-Ringer

CARRIED

New Business

None

Upcoming Meetings

- a) Town Council- Monday October 4th at 7pm-Council Chambers

Adjournment

THAT the Regular Town Council Meeting of September 20th, 2021, be adjourned at 8:10pm.

New Business

Councillor Nickerson wanted to inform residents that the Eastern Shelburne County Accessibility Plan Survey will be going live very soon and to keep an eye out on social media for the link.

Upcoming Meetings

- a) CP&V Committee-Thursday October 7th at 6pm-Council Chambers
b) Town Council-Monday October 18th at 6:30pm-Council Chambers

Mayor Locke also wanted to remind residents that the Giant Pumpkin Festival is taking place this Saturday on Dock St.

Adjournment

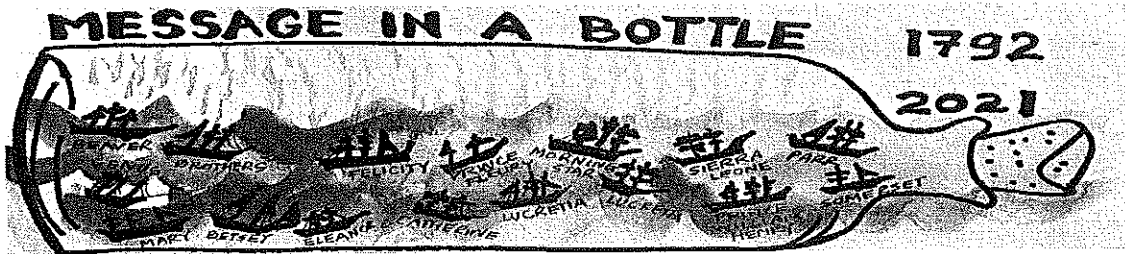
THAT the Regular Town Council Meeting of October 4th, 2021, be adjourned at 7:16 pm.

Acker

CARRIED

Mayor

Executive Coordinator



September 11, 2021
Halifax, Nova Scotia

Dear Nocturne 2021 Participant,

This letter is an **invitation to participate** in the Nocturne Project "Message in a Bottle- 15 Ships to Sierra Leone" *Message in a Bottle* will be a display of letters in 15 large plastic bottles*. Each letter is **addressed to one of the 1,196 Black Loyalist seafarers who emigrated to Sierra Leone on 15 ships in 1792.**

A "Book of Letters" will be available for public view, but letter writers may also put their letter in one of the bottles anonymously. The purpose of the project is to make a personal connection to the conditions of life for Black Loyalists over 200 years ago. The extraordinary stories of courage and resistance continue in Nova Scotia today on the road to reparations.

For example, secure housing and land was promised to these early settlers and very few received what was owed. None received the promised 100 acres of land for each head of household and an additional 50 acres for each family member, plus provisions. Despite petitions (by Thomas Peters) some individuals waited more than six years, receiving a mere quarter acre, and most received less desirable plots, as in Shelburne.

To this day land is an issue for African Nova Scotian communities. Soaring real estate prices (Hammond Plains), location of communities (Shelburne), land titles (Preston), selling potential heritage buildings (Truro) can be traced back in Nova Scotia's history. Sierra Leone held a promise of change.

What can you do to participate? **Simply write a letter. Imagine the recipient of the letter as one of the seafarers to Freetown, Sierra Leone.** Your letter will be placed in one of the 15 bottles on display during Nocturne, October 13 -16 at the Canadian Museum of Immigration at Pier 21. Please don't hesitate to contact me for further information.

Thank you so much!
kathrin winkler

Email your letter to nsmessageinabottle@gmail.com
or to winkler.kathrin2@gmail.com
Snail mail to Message in a Bottle % kathrin winkler
Canadian Museum of Immigration at Pier 21
1055 Marginal Rd, Halifax, NS, B3H 4P7

Document #	
D22-A70	
Rec'd by NS	
Date Sept. 15/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

SAMPLE LETTER STARTERS and SAMPLE LETTER TOPICS

There is no specific length required for the 'letters.' Poetry and artworks can be forms of 'letters' for this project.

January 15, 1792 - March 9, 1792

To a Young Man aboard the vessel Morning Star:

The land you were promised when you joined the side of the British Crown(1775 by Lord Dunmore) never materialized. Thank goodness for Mi'kmaq solidarity that saw you through that first winter enduring hunger and the pithouse. Conversations on the Morning Star must often be about promised land. The bitterness of receiving land that was less than the white Loyalists', often poor soil, far from settlements and smaller is fading as you travel the trade winds to Sierra Leone. Things have changed, yet some of the descendants are challenged to protect their communities, both in Preston and Hammonds plains. Those disappointments spurred you on to this sea journey.....

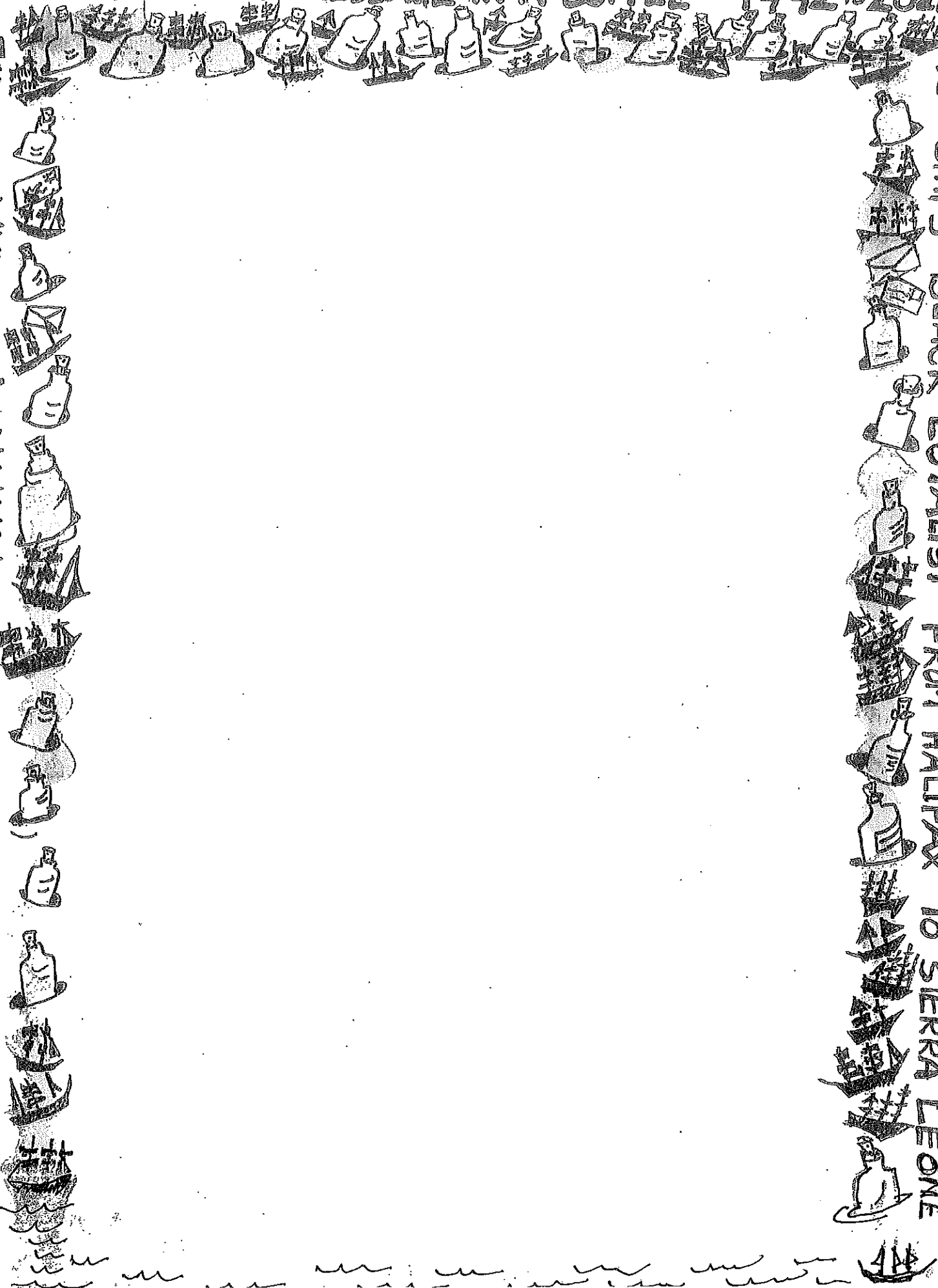
To a Young Woman aboard the vessel Felicity: What lies ahead for you and what lies behind? Right now, you must be busy with life onboard, and maybe a little tired of the daily fare of " 4 oz Rice or 8 oz Indian Meal with ½ Gill Molasses or Q~ oz Brown Sugar" at supertime. Your courage to seek justice lives on. We know that Black people were denied the right to vote, trial by jury and equitable land grants. In Sierra Leone, women will be voting in elections - at least for a time. You will be remembered as frontrunners for feminists! Just this year, in Nova Scotia, the top court has decreed that judges must consider racism when sentencing black offenders. Justice and rights remain topics more than 200 years later.

To a grandmother on the Eleanor: At 4pm on January 16th you are departing from Sambro's Lighthouse bearing West four leagues, and Clarkson gave the signal to Steer S S E for the night. The Eleanor was given the signal to make more sail, and get into her station. There are snow squalls and the sad news of a newborn's death - not all of you will arrive safely. Even getting to the ships wasn't easy. Your friend, Wilkinson, a middle aged woman, died " occasioned by a miscarriage on board one of the vessels coming from Shelburne." Are your thoughts with the grandchildren you left behind in Brindley township? Your wisdom will be needed in the trials ahead. Your midwife skills will be well used - more babies, born between the old and the new, will arrive with you on African shores. Clarkson, who was very ill, mentions you in his journal. In March of the voyage he dined with Captain Redman on board the Eleanor, and he writes, " ...an old woman of 104 years of age who had requested me to take her, that she might lay her bones in her native country, begged to be brought on deck to shake hands and congratulate me upon my recovery." Never underestimate the determination of a grandmother.

To Sally Peters on the vessel Venus* Maybe as you look back toward Halifax, you are musing about your husband. You might be surprised that poets write of your noble born man, books have been written and movies made about his life. I won't explain what a movie is, and to be sure there are more changes than you can dream about. But the dream of freedom and justice remains the foundation for survival...and as a founder of nations, kidnaped from Africa, surviving the horror of the middle-passage, enslavement, war, endless petitions...Thomas Peters is remembered. There is a statue in Freetown for your Thomas, maybe there will be one of the two of you one day in Digby....

NOCTURNE 2021 MESSAGE IN A BOTTLE 1792 to 2021

15 SHIPS BLACK LOYALISTS FROM KJIPUKTUK TO SIERRA LEONE



SIERRA LEONE FROM HALIFAX TO SIERRA LEONE



RECEIVED
OCT 05 2021
RESOLUTIONS

Mayor Ben Cleveland
Town of Digby
PO BOX 579
Digby, Nova Scotia, B0V 1A0

September 27, 2021

Dear Mayor Cleveland,

RE: Expression of Interest Accessible Housing Discussion Group

In response to your letter of August 25th, 2021, Council for the Municipality of Yarmouth have discussed the request to participate in a SW Municipalities discussion group regarding Housing. Council agree that our combined voice on housing issues in our communities is good approach.

To this end, please accept this letter as confirmation of our agreement to participate in the SW Municipalities discussion group. Please have your team contact my team with dates and times associated with the initial meeting.

I look forward to working with you and other Municipal units on this important topic.

Yours truly,

John Cunningham
Warden
JC/vp

Cc: Municipality of Digby
Municipality of Shelburne
Town of Shelburne
Municipality of Barrington
Town of Clarks Harbor
Municipality of Clare
Municipality of Argyle
Town of Yarmouth
Town of Lockeport

Document #	D22-A71
Rec'd by	MS
Date	Oct 4/21
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Council	
Agenda	
Committee	

TOWN OF DIGBY

PO BOX 579 DIGBY NOVA SCOTIA B0V 1A0

August 25, 2021

Mayor Harold Locke
Town of Shelburne
168 Water Street
P. O. Box 670
Shelburne, NS
B0T 1W0

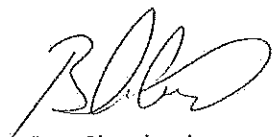
Dear Mayor Locke;

RE Expression of Interest Accessible Housing Discussion Group

The Digby Town Council has discussed the issue of accessible housing in Digby and Southwest Nova Scotia. On behalf of Council I am writing to see if there would any interest from any of the Municipal units in Yarmouth and Digby Counties to form a SW Municipalities discussion group on Affordable Housing? The thought is to have a zoom meeting between Southwest Municipal groups on a quarterly basis to coordinate our affordable housing initiatives and use our combined voice to move our combined agenda forward.

Looking forward to your Response.

Yours truly;



Ben Cleveland
Mayor
Town of Digby

Document #	
D22-A71	
Rec'd by MS	
Date Oct 12/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	



TOWN OF SHELBURNE
Town Council Meetings Policy

Intent

This policy applies to all meetings of Town Council as described below. The Town Council Meetings Policy will repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing Town Council meetings.

The intent of this policy is to provide a standard set of guidelines concerning meetings of Council. This policy will provide Council, staff and community members with a reference for Council meeting procedures, schedules and roles and responsibilities of Council members and members of the public wishing to participate in meetings of Council.

Scope

All meetings of Council must be held in accordance with the Municipal Government Act; other sets of rules are outside of the scope of this policy.

The Town Council Meeting Policy applies to all members of Town Council, staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees.

Terms and Procedures

Town Council: Council shall consist of five (5) elected members; three (3) Councillors, a Deputy Mayor and a Mayor.

Organization of Council: Within four weeks after an election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor. The position of Deputy Mayor shall rotate between the remaining Council members annually at the first meeting in November.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing relevant documents for each regular or special meeting; including: an agenda, minutes, documents corresponding to delegations or Council items, staff reports or other materials per the agenda necessary to the meeting. The Council package will be distributed a minimum of three days prior to the meeting. Council packages will be posted to the Town's website for public access on the Friday before the meeting.

Document #	D22-A72
Rec'd by	NS
Date	Oct. 7/21
COPIES TO:	
minimum Council website for	✓
Agenda	✓
Committee	

POLICY

In-Camera Sessions: In-camera sessions will occur as per Section 22 1) and 2) of the Municipal Government Act:

- (1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by council are open to the public.
- (2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:
 - (a) acquisition, sale, lease and security of municipal property;
 - (b) setting a minimum price to be accepted by the municipality at a tax sale;
 - (c) personnel matters;
 - (d) labour relations;
 - (e) contract negotiations;
 - (f) litigation or potential litigation;
 - (g) legal advice eligible for solicitor-client privilege;
 - (h) public security.
- (3) No decision shall be made at a private council meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the municipality.

Regular Council Meetings: Regular Council Meetings will be held on the first and third Monday of the month, beginning at 6:30 p.m., except when designated otherwise by motion of Council. Council shall not sit later than 10:00 p.m. unless a motion is made to sit beyond, to a maximum meeting time of 10:30 p.m. Council meetings will be held in Council Chambers except when designated by motion of Council to be held in an alternate location or at an alternate time. Should a regular Council meeting fall on a statutory holiday the meeting will be moved to a date designated by motion of Council. Times and dates of regular Council meetings will be made available to the public through public posting of schedules and on the Town website.

Special Council Meetings: The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business if each Council member is notified at least three days in advance and the Clerk gives at least two days public notice of the meeting. Meetings may be called by motion of Council to discuss items or topics demanding particular attention or to discuss items requiring time outside the scope of regular Council meetings. Special Council meetings will follow the same procedures as regular Council meetings, however, special Council meetings shall generally be limited to 90 minutes.

Other: Council may meet from time to time with travelling government officials, politicians or leaders of organizations outside of the Regular Council Meeting schedule.

Staff: The Chief Administrative Officer and the Town Clerk will be in attendance at meetings of Council. The CAO will assist and inform Council, the Clerk will keep a record of the meeting.

Breaks: Council will break at 8:30 p.m. for fifteen (15) minutes.

POLICY

Order of Business:

The order of business at a regular or special Council meeting shall generally adhere to the following organizational structure:

- a) The Chair will call the meeting to order;
- b) Approval of the meeting Agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since such meeting;
- d) Reading and announcement of Proclamations
- e) Consideration of delegations;
- f) Consideration of correspondence;
- g) Motions or items brought forward by Council;
- h) Town committee reports;
- i) Consideration of reports of staff;
- j) New business;
- k) Adjournment.

Quorum: As per the Municipal Government Act (Section 20), quorum will be achieved by a majority of the maximum number of persons that may be elected to the council. In the case of quorum not being met within 30 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned to the following Wednesday.

Chairperson: Once quorum is met, the Mayor, if in attendance, shall chair the meeting. If the Mayor is not present within fifteen minutes of the time appointed for the meeting, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is in attendance within fifteen minutes of the time appointed for the meeting, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members Chairperson and he/she shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

Minutes: A record of Town Council meetings will be kept by the Town Clerk. The minutes will be held in a book/binder specifically for that purpose and that book/binder shall be properly indexed and available to the public. The minutes shall contain a record of the date, location, time, Council members and staff present and the outcomes and actions taken on all agenda item and shall be posted to the Town's website for public access.

Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Shelburne's Vimeo Channel for public viewing and information. In-Camera sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of legislative meetings. Delegations will be advised that the meetings are recorded should they wish to stand off of camera during their presentation.

POLICY

Delegation: Organizations or individuals presenting to, or making a request of, Council in person at a Town Council meeting. Delegations must submit a completed Delegation Application to the Clerk for approval a minimum of one week prior to the Council meeting; applications are available at the Town Office or online. Approved delegations are allotted 15 minutes to present to Council; this includes discussion.

Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a name and contact information included; anonymous correspondence will not be accepted. In order for a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received no later than 12pm the Wednesday before the meeting.

Council Items: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items at this time.

Town Council Committee Reports: The Town Council Committee Reports will be presented by one of the Council members who sit on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council in the Council package for their review. The Council member will present only the highlights of the meetings and motions or items requiring Council action or direction.

Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. The CAO will answer questions regarding the reports.

Motions of Council: Any member of Council can make a motion. The Chairperson can make a motion only after he/she has relinquished the chair to another Council member; the Chairperson will re-take the chair upon completion of the motion. A roll call vote can be requested by any Council member; the Town Clerk will record the names and vote of each Council member in the minutes.

A motion which has been introduced and voted on at a Council meeting cannot be introduced for reconsideration by the same member who originally introduced it, but only by a member who voted on the prevailing side and only at the same meeting or the next regular meeting of Council thereafter; nor can a motion that is substantively the same as one which has previously been voted on be introduced at a subsequent meeting of council.

Conflict of Interest: Any Council member with a conflict of interest related to motions or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare and record this conflict. The Council member will enter their name, the date and the topic of conflict in a book provided by the Clerk for such records. The Council member in conflict will be excused from participation in the meeting during the time which the topic is under consideration.

POLICY

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Town Clerk for submission to Council in the next Town Council meeting package. Under New Business Council members may bring forward items of interest to the Council and the public and/or ask questions of the CAO.

Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language, bullying or improper behaviour shall result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence or destruction of property can result in intervention by the RCMP.

Approved By Council at the Council Meeting of: October 18th, 2021

Robin Smith, Executive Coordinator



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Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a name and contact information included; anonymous correspondence will not be accepted. In order for a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received no later than 12pm the Wednesday before the meeting.

Council Items: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items at this time.

Town Council Committee Reports: The Town Council Committee Reports will be presented by one of the Council members who sit on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council in the Council package for their review. The Council member will present only the highlights of the meetings and motions or items requiring Council action or direction.

Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. The CAO will answer questions regarding the reports.

Motions of Council: Any member of Council can make a motion. The Chairperson can make a motion only after he/she has relinquished the chair to another Council member; the Chairperson will re-take the chair upon completion of the motion. A roll call vote can be requested by any Council member; the Executive Coordinator will record the names and vote of each Council member in the minutes.

A motion which has been introduced and voted on at a Council meeting cannot be introduced for reconsideration by the same member who originally introduced it, but only by a member who voted on the prevailing side and only at the same meeting or the next regular meeting of Council thereafter; nor can a motion that is substantively the same as one which has previously been voted on be introduced at a subsequent meeting of council.

Conflict of Interest: Any Council member with a conflict of interest related to motions or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare and record this conflict. The Council member will enter their name, the date and the topic of conflict in a book provided by the Clerk for such records. The Council member in conflict

POLICY

will be excused from participation in the meeting during the time which the topic is under consideration.

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Executive Coordinator for submission to Council in the next Town Council meeting package. Under New Business Council members may bring forward items of interest to the Council and the public and/or ask questions of the CAO.

Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language, bullying or improper behaviour shall result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence or destruction of property can result in intervention by the RCMP.

Approved By Council at the Council Meeting of: October 18th, 2021

Robin Smith, Executive Coordinator



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday September 9th, 2021
7pm- Council Chambers, 168 Water St.

Committee Members Present:

Bonnie Mahaney, Chair / Public Member
 Mary Ayer / Public Member
 Cheryl Bower / Public Member
 Deby Varner MacAlpine/Public Member
 Robin Smith / Town Staff Member

Regrets:

Holly Renaud / Public Member
 Elizabeth Acker / Council Member
 Ben Nickerson / Council Member

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1. Call to Order

Chair Mahaney called the meeting to order at 7:00p.m.
 There was discussion as this is the start of a new year/season for the CP&V Committee if anyone else would like to take over the position of chair. It was agreed for Bonnie to continue.

2. Approval of Agenda

MacAlpine-Bower

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday September 9th, 2021, be approved with the addition under CP&V Items, Other: Council BBQ & Welcome Wagon and under New Business of a) Guild Hall Curtains and Committee Membership

CARRIED

3. Approval of Minutes

Bower-MacAlpine

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on June 2nd, 2021, be approved.

CARRIED

4. Delegations

None

5. Correspondence

It was noted that a thank you letter was rec'd from Mya Chidiac of SRHS thanking the Town of Shelburne for the bursary.

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) Provincial Volunteer Awards Ceremony & Local Volunteer Banquet

The Awards Ceremony was scheduled to be a virtual event on April 26th but had to be cancelled due to the Covid restrictions that were put in place. It is now scheduled for September 20th at noon. Darren Jacklin was our Town of Shelburne Provincial Volunteer recipient. We will be sharing the link for the virtual ceremony on our social media.

The Town of Shelburne, Town of Lockeport and Municipality of Shelburne are hosting a local volunteer banquet on Tues September 28th at 3:30 in Lockeport to recognize our many volunteers in the Community. Robin will be sending out invites in the next week and will be attending along with a Council member and/or CP&V member.

c) Fall Clean Up

Due to the Covid restrictions that were put in place our Spring Clean Up had to be cancelled. The Town staff, council as well as any CP&V members that would like to are participating in a Fall Clean Up around Town on Friday September 24th from 2-4pm. It will be advertised on social media if anyone else would like to join.

d) Events

i. Fall Town Wide Yard Sale

The date of October 2nd has been chosen as a date for the Fall Town Wide Yard Sale. The committee agreed that it is always a great day that brings many people to the Town.

ii. Whirligig & Weathervane Festival

Robin updated the Committee with information regarding the Whirligig & Weathervane Festival. The dates are September 18-19th down on the waterfront. There is a volunteer group organizing the event this year. Some of the members indicated they would be willing to help if needed. Robin will send communication to the organizers.

iii. Giant Pumpkin Festival

This event will be happening again on the waterfront on Thanksgiving weekend, the date is set for October 9th and begins at 9am. CP&V Committee members again offered to help if needed and Robin will send that communication to the organizers.

iv. Other

Robin updated the CP&V Committee with information regarding an upcoming Council BBQ being held on October 2nd at the Guild Hall from 11:30-1:30. This date is the same day as the Fall Town Wide Yard Sale so there should be lots of people around out enjoying the day.

The committee suggested mentioning to Council the idea of having some live music during the BBQ as well. Robin will bring it up at the next Council meeting.

Mary spoke regarding the "Welcome Wagon" idea in the Town, something she has been doing personally for many years for new residents in the area. It was discussed among the committee and suggested that Councillor Acker bring up with the Shelburne & Area Chamber of Commerce at the next meeting.

7. New Business

a) Guild Hall Weather Curtains

Robin updated the Committee with information that we are still actively researching and deciding on security cameras to order. Council and staff do not feel it is safe to install the curtains at the Guild Hall and risk them being damaged without security cameras in place. Robin is going to speak with the CAO next week and ensure it gets made a priority as well as looking into insurance questions with the Admin Manager.

As well under this discussion the Committee talked about the Snowflakes. They do not have warranty on them anymore and Robin did investigate the ordering of parts that are not working. We will be looking into the Snowflakes very soon and ordering any sections that need to be replaced.

b) Membership

Robin informed the Committee that there was interest from someone to become a member. The Committee does have space for one more member, so it was decided to invite them to the next meeting if still interested and see exactly what the Committee entails.

Adjournment

Ayer

THAT the CP & V Meeting for Thursday September 9th, 2021, be adjourned at 7:45p.m.

CARRIED



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 September 2021.

Total number of calls for service: 16

Calls for service within the Town: 7

Calls for service in the Municipality of Shelburne protection area: 9

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

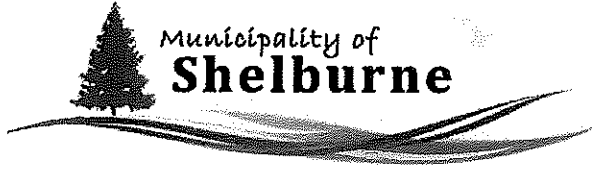
<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	2
MEDICAL	5	5
MOTOR VEHICLE ACCIDENT		2
STRUCTURE	1	
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

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DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Naturally Yours

Inspection Department

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

October 6, 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 September, 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	8	11
Construction Value	\$ 8,000.00	\$ 40,000.00
Total Construction to Date	\$ 566,683.00	\$ 96,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

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Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca

