



AGENDA
Town Council Meeting -Council Chambers, Town Office
Tuesday September 20th, 2021
7:00 p.m.

Doc Ref:

-
- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the Council meeting held on Sept 7th, 2021
 - 4) Proclamations & Announcements:
 - a) Right to Know Week- September 27th-October 3rd, 2021
 - b) National Day for Truth & Reconciliation- September 30th, 2021
 - c) September Volunteers of the Month- Trevors Family
 - 5) Delegations: None
 - 6) Correspondence:

Action:

 - a) Rural Transit Solutions Fund D22-A55
 - b) Letter-Water Consumption D22-A56
 - 7) Council Items:
 - a) EHS & Fire Department Update- Fire Chief Darrell Locke
 - b) Appointment of Shelburne Representative- Public Housing Board
 - 8) Committee Reports:
 - a) CP&V Committee Minutes-June 2nd, 2021 D22-A57
 - b) CP&V Terms of Reference D22-A58
 - 9) Staff Reports:
 - a) Staff Report- Visitor Information Centre D22-A59
 - b) Monthly Building Report-August D22-A60
 - c) Monthly Report-SVFD D22-A61
 - d) Staff Report-Manager of Finance-Water Consumption D22-A62
 - 10) New Business:
 - 11) Upcoming Meetings:
 - a) Port Committee-Thursday September 23rd at 7pm- Shelburne Community Centre
 - b) Town Council- Monday October 4th at 7pm-Council Chambers
 - 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Council Chambers, 168 Water St.
Tuesday September 7th, 2021

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

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 Tuesday September 7th, 2021, with the addition under Section 11- In-Camera, Section 22 (c) personnel matters and section (f) litigation or potential litigation.

Acker-Nickerson
CARRIED

Approval of the Minutes

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

Davis-Ringer
CARRIED

Proclamations & Announcements

a) August Volunteers of the Month

The Shelburne County Agricultural Exhibition like many other organizations, has done its best to manage through all the Covid 19 restrictions and keep itself afloat financially. This last while has been a tough time for the Association but they were able to host a successful "mini exhibition" and have some upcoming events this fall.

Thank you to Jamie Matthews (President), Billie Buchanan (Manager), Betty Hill (Secretary), and Megan Christie, (Treasurer). As well as the directors are Maynard Nickerson, Karen and Gerry Scott, Leon and Darryl Bower, Yvonne Hemeon, Jennie Bower Rob Wamback, Mike Buchanan, Ingrid Matthews, Cheri Hallet, Joanne Hennigar, Louise Jackson, Clare Thompson, and Danielle Francis. You all have stepped up for our community and we are grateful!

For all that they have done and continue to do for us, the Town of Shelburne's CP&V Committee and this Council recognize the Shelburne County Exhibition Board and Executive as the Volunteers of the

Month for August. Thank you!

b) *Fetal Alcohol Spectrum Disorder Awareness Week*

Mayor Locke read and Proclaimed September 6-10th as FASD Awareness Week in the Town of Shelburne.

Correspondence

a) Letter-Transportation & Active Transport, OHV

THAT Council accepts the thank you letter from Transportation & Active Transport regarding the OHV Pilot Project.

Acker-Davis

CARRIED

b) Letter-Municipality of District of Shelburne, OHV Support

THAT Council accepts the letter from Municipality of the District of Shelburne supporting the OHV pilot project and thanks them for their support.

Acker-Davis

CARRIED

Council Items

a) **CAO Update**

King & Water St. Intersection

The CAO informed Council that she has still been receiving complaints about the safety of the King & Water St. Intersection. The CAO reviewed the 2018 CBCL report/study that was done, and the report indicated that traffic lights were not needed at the time but if volume was to increase that 3-way stops could be considered. The mayor indicated although many residents complain about the amount of stop signs in town, he wants to remind them that stop signs slow down traffic. All of Council agreed that safety is the main concern.

THAT Council direct the CAO to gain quotes to change the intersection at King & Water St. to become a 3-way stop. Once gained, the CAO will bring this back to Council for review and potential decision.

Acker-Davis

CARRIED

Short Stay/Airbnb Update

The CAO updated Council on a previous request regarding short stay rentals (Airbnb's), Commercial vs. Residential taxes. Section 47A states the number of rooms in a small-scale residential tourist accommodations establishment may be rented to the travelling or vacationing public to provide overnight sleeping accommodation is 4 or fewer. There are a few properties in Town that our Finance Manager is having PVSC investigate regarding their property tax classification.

Anti-Racism Training

The CAO informed Council that all staff had completed Anti-Racism training by the end of May. That said, Town administration will continue to proactively look for any other training opportunities for staff and Council.

Upcoming CAO Conferences

The CAO updated Council on some upcoming conferences she will be attending. This week is the Independent Marine Ports of Atlantic Canada session, Atlantic Cruise Association session as well as the NS Association of Municipal Administrators Conference.

Heritage Hall Update

The CAO has contacted Compass looking for an update on a timeframe but there has been nothing done on their chart yet to provide to us. The CAO will update Council as soon as she has more information from Compass.

b) **Council BBQ**

Council discussed hosting an event this fall for the residents, Mayor Locke had suggested a Council BBQ. Discussion was held around a few ideas and dates etc. A decision was made to host a BBQ on Saturday October 2nd, 2021, from 11:30-1:30 at the Guild Hall. This will also be the date of the Fall Town Wide Yard Sale in Shelburne.

Committee Reports

- a) Audit Committee Minutes-January 13th, 2021
THAT Council approves the Audit Committee meeting minutes from January 13th, 2021, as presented.
Davis-Nickerson
CARRIED

- b) Audit Committee Minutes-April 14th, 2021
THAT Council approves the Audit Committee meeting minutes from April 14th, 2021, as presented.
Acker-Ringer
CARRIED

- c) Port Committee Minutes-April 15th, 2021
THAT Council approves the Port Committee meeting minutes from April 15th, 2021, as presented.
Ringer-Nickerson
CARRIED

Staff Reports

- M22-025 a) Staff Report- Cenotaph Investment- Manager of Finance
THAT Council approves the Scotiabank Investment to be transferred to CIBC Cenotaph interest bearing account with CIBC, Shelburne Branch.
Davis-Ringer
CARRIED

- M22-026 b) Staff Report- Fiscal Year 2020/2021- Manager of Finance
THAT Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31, 2021.
Acker-Davis
CARRIED

- M22-027 THAT Council approve a transfer of \$416,941.99 from General Operating to General Operating Reserve.
Davis-Nickerson
CARRIED

- M22-028 THAT Council approve a transfer of \$18,665.81 from General Capital Reserve to General Operating.
Acker-Davis

CARRIED

- c) Building Report (July) Manager of Inspection Services, Andrew Goreham
THAT Council accepts the Building Report for information.

Acker-Davis

CARRIED

- d) Monthly Report- SVFD President, Mike Shand
THAT Council accepts the monthly report for information.

Acker-Davis

CARRIED

New Business

Deputy Mayor Acker

Deputy Mayor Acker would like a letter of congratulations sent to our new MLA Nolan Young and former Town of Shelburne Councillor as well as Premier Tim Houston. All of Council agreed and directed staff to send a letter to both.

Deputy Acker also discussed the "Charting a new course for affordable housing report" from the Affordable Housing Commission of Nova Scotia. She has asked for copies for all of Council to be able to review as well. Councillor Acker said as well all know housing is an issue in this Town, the Province and across Canada. This document provides a lot of information regarding statistics and information of what is available to Nova Scotians. The document certainly says that housing should be considered a human right. As Councillors we are all aware that Housing is a Provincial responsibility but there are some ways on municipal levels that address housing issue. The Town ratepayers' dollars do contribute to Regional Housing as well the Town offers tax relief through the Low-Income Homeowners tax rebate. It should be noted that there is advocating happening for changes to the Municipal Act. Right now, we are *not* responsible for Housing. Deputy Mayor Acker encourages all Councillors to read this report and educate themselves on what the Commission is recommending to the province.

Deputy Mayor Acker also made mention about the Municipality of Clare which is the first municipality that has done a comprehensive Housing study. The Town staff received some information from Clare last week which was very comprehensive report for them to share with us.

Deputy Mayor Acker has noted this is a long-term issue and if the newly elected government makes upcoming changes that attach new roles to municipalities regarding housing, she sure hopes that they send the support and funding to do so. She encourages all Councillors to keep their attention on the Housing discussions happening regarding changes to the act.

In-Camera

Council went in camera at 7:35pm

MGA Section 22: (e) Contract Negotiations, (c) personnel matters and section (f) litigation or potential litigation.

Davis-Ringer

CARRIED

Council came out of in camera at 8:30pm

- M22-029** THAT Council approves Bruce Bennett as a second citizen from the Town on the RCMP Advisory Committee.

Davis-Acker

CARRIED

- M22-030** THAT the Town of Shelburne pays 40% of the arena deficit for the fiscal 2021 year to the Shelburne County Arena as per the Arena User Data Report.

Davis-Ringer

CARRIED

Upcoming Meetings

- a) CP&V Committee- Thursday September 9th at 7pm- Council Chambers
- b) Accessibility Committee- Wednesday September 15th at 6pm-Shelburne Community Centre
- c) Town Council- Monday September 20th at 7pm-Council Chambers
- d) Port Committee-Tuesday September 21st at 7pm- Shelburne Community Centre

Adjournment

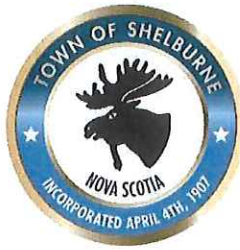
THAT the Regular Town Council Meeting of September 7th, 2021, be adjourned at 8:35pm.

Davis

CARRIED

Mayor

Executive Coordinator



PROCLAMATION
Right to Know Week
September 27th to October 3rd, 2021

WHEREAS the Town of Shelburne has adopted the principles of openness, transparency and accountability; and

WHEREAS Part XX of the Municipal Government Act gives citizens a right of access to information in the custody or under the control of the Town of Shelburne; and

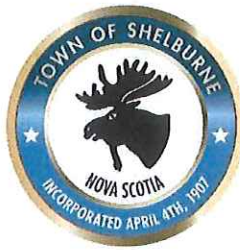
WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Town of Shelburne joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, Harold Locke, Mayor do hereby proclaim September 27 to October 3, 2021 to be Right to Know Week in the Town of Shelburne.

Harold Locke, Mayor



PROCLAMATION

National Day for Truth & Reconciliation

September 30th, 2021

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

WHEREAS all Canadians and all orders of government have a role to play in reconciliation; and

WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday.

THEREFORE, BE IT RESOLVED THAT the Council of the Town of Shelburne does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation. The Town of Shelburne will recognize the importance of this day and commits to providing learning to staff throughout the year.

Education is foundational to understanding our role as Canadians, our role as a municipal government, and our role in reconciliation with Canada's Indigenous peoples by sharing the stories of residential school survivors, their families, and communities in the Town of Shelburne, Nova Scotia.

I, Harold Locke, Mayor of the Town of Shelburne do hereby proclaim September 30th ,2021 National Day for Truth & Reconciliation in the Town of Shelburne.

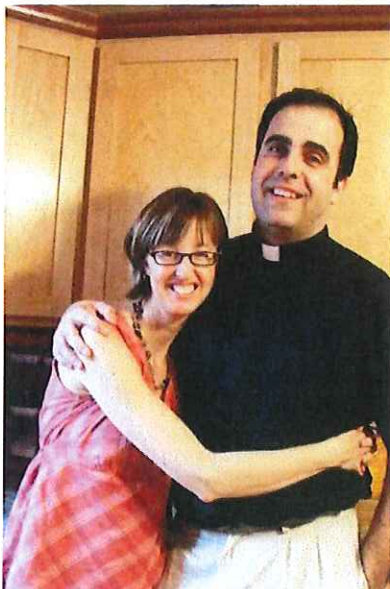
Harold Locke, Mayor



Town of Shelburne September 2021 Volunteers of the Month

Trevors' Family

Community Participation & Volunteerism Committee Volunteers of the Month



The Trevors' Family have been an incredible part of the Shelburne community for the past 11 years. Ed, Naniya, Campbell, Maya, Nilah & Charlie...thank you for all you have done!

Ed has been a source of comfort to not just his church family but many families that have lost loved ones. He has been a go to person for many in the worst of times over the years. Ed has also volunteered for four years as Sailing Director as well as a Board member of the SHYC and successfully delivered and oversaw the youth and adult sailing program. He coached BNS Basketball for many years and gave back to the community whenever he could.

Naniya has been a part of the church community and actively lead the music program, volunteered with the Friday night Youth Group, and used her life coaching and counselling background skills to facilitate a variety of support groups. Naniya also gave a lot of her time at the Yacht Club and served on the Osprey and Little Peoples Place Boards.

Campbell, Maya, Nilah and Charlie...thank you for your time volunteering with your parents in the church community and to Maya for all your time and dedication to the Shelburne Sailing Academy summer program!

For all that the Trevors' Family has done and continues to do for the community, the Town of Shelburne's CP&V Committee as well as Council recognize them as the Volunteers of the Month for September.

Thank you, Trevors' Family! You will be missed!

Sept 15, 2021

Good morning CAOs, Mayors, and Wardens of Shelburne County!

As you may be aware, the Federal government has developed a "Rural Transit Solutions Fund" which can be accessed by Municipal governments or nonprofits who are partnered with Municipal governments.

Sou'West Nova Transit has a very small fleet and capacity, and while we do our best to meet the needs we are presented with (with medical travel being prioritized) there are many gaps in transportation coverage that we do not have the resources to address or that don't fit into our current service model.

We are writing to inquire if any or all of your Municipal units might be interested in partnering on an application to "seek [a] grant of up to \$50,000 in support of project planning" that would help to identify the gaps, examine potential solutions, and determine which solutions should be pursued for the second granting stream application ("up to \$3 million to help cover capital costs...or up to \$5 million to support zero-emission transit solutions").

Some potential solutions that could be explored (and this list is far from exhaustive!) are:

- Expanding Sou'West Nova Transit (or launching a separate organization) to provide services such as:
 - o A daily (or regular) connector shuttle to Maritime Bus in Bridgewater
 - o A daily (or regular) shuttle to Yarmouth or other locations (such as Halifax) for medical and other travel
 - o Daily (or regular) fixed/flex route commuter shuttles or errands shuttles within Shelburne County
 - o An in-county all-hours on-demand service (similar to a taxi) using electric vehicles
- Launching a "carshare"-type service
- Launching a "rideshare"-type service

The deadline for the planning project grant application is October 7th. If your town/municipality would be interested in partnering and supporting an application, please let me know as soon as possible! I will follow up on Tuesday, September 21st if I haven't heard from you!

--

Renata Tweedy
Sou'West Nova Transit Association
www.souwestnovatransit.ca
(844) 637-2572

Document #	
D22-155	
Rec'd by <i>RS</i>	
Date <i>Sept. 15</i>	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Seaway Fabrications Ltd.
P. O. Box 941, 40 Adamant Drive
Shelburne, N. S. B0T 1W0
Phone: 902-875-3281 Fax: 902-875-2702
Email: office@billharrisLtd.com

Document #	022-1956
Rec'd by	M
Date	July 27 12
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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July 26, 2021

Town of Shelburne
PO Box 670
Shelburne NS B0T 1W0
RE: UTILITY #: 0009216.00
Account#: SEAWA001

Dear Council:

Following phone calls with Jennifer who alerted us to an unusual water consumption, we discovered that someone had "intentionally" turned a tap on. Mike Race had made a visit to the site and we checked each water meter. Our shop Foreman, David Williamson, discovered the tap being on and immediately shut it off. I phoned Mike and let him know what we had discovered.

In the meantime, Mike is going to keep an eye on our meters and alert us immediately if he notices an "unusual consumption". I spoke with Jennifer and she said that there could not be an adjustment of the invoice and that I would have to address Council to request a rate reduction.

Throughout the pandemic we have stayed working and support our local fire departments, High School, Elementary School and Food banks. I realize that the meter shows we used the water however we are definitely victims of vandalism when the culprits intentionally turned on the tap. We have made efforts to ensure that this does not happen again and one of the security cameras has an unobstructed view of the area.

Thank you for taking the time to consider my request.

Sincerely,



Sherri Harris
Seaway Fabrications Limited



Meeting Minutes
Community Participation & Volunteerism Committee
Wednesday June 2nd, 2021
6 p.m. via Zoom

Committee Members Present:

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Holly Renaud / Public Member
- Cheryl Bower / Public Member
- Deby Varner MacAlpine/Public Member
- Elizabeth Acker / Council Member
- Ben Nickerson / Council Member
- Robin Smith / Town Staff Member

Document # D22 - A57	
Rec'd by Ms	
Date Sept 10/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

1. Call to Order

Chair Mahaney called the meeting to order at 6:00p.m.

2. Approval of Agenda

MacAlpine-Acker

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Wednesday June 2nd, 2021, be approved with the addition under New Business of a) Guild Hall
 b) Cemetery

CARRIED

3. Approval of Minutes

Nickerson-Bower

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday February 4th, 2021, be approved.

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) Provincial Volunteer Awards Ceremony

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. They are hoping to have a ceremony in the fall for the recipients. We also had planned to co-host an event with Municipality of Shelburne and the Town of Lockport at the Guild Hall, again we will look at rescheduling that for the fall.

c) SRHS Bursary

The Committee members had received the bursary applicants prior to the meeting to review and score. We received 4 applicants for the bursary. The Committee members indicated their overall score for each applicant and the highest score was chosen as the bursary selection for this year. Holly suggested that next year the Committee possibly consider including a letter to the applicant to indicate if successful/unsuccessful. The Committee will review this before next year.

Acker-Nickerson

THAT Mya Chidiac be awarded as the recipient of the Town of Shelburne Bursary, in the amount of \$250.00, for 2021.

CARRIED

d) Neighborhood Spring Clean Up

Due to the Covid restrictions that were put in place our Spring Clean Up had to be cancelled. We will look at it again the fall and hopefully be able to organize a Town of Shelburne staff, council and CP&V Committee clean up.

e) Events-Founders Day/Town Wide Yard Sale

Robin updated the Committee with information from Council. As of right now there are no plans to organize Founders Day in July, but Council would like to look at doing something in the fall on a smaller scale. It will be pending Public Health guidelines and restrictions. There will also be a date picked soon for the Town Wide Yard Sale and will be communicated on the Town's social media.

7. New Business

a) Guild Hall Summer Series

The Committee discussed the upcoming Summer Series and would like the organizers to know that many are available to help with set up/take down when needed. Holly inquired whether having a vendor or non-profit group set up to sell cold drinks and food would be an option. Robin will reach out to Richard Snow regarding both discussions.

b) Cemetery

Committee member Deby MacAlpine wanted to inquire whether anyone was responsible for maintenance at the cemetery such as moss on headstones etc. Councillor Acker is going to inquire with Council and report back.

c) **Bench Project- Glee's Bench at Post Office**

Committee member Holly Renaud discussed her concern with the bench at the Post Office which is a memorial plaque bench in memory of Glee Harding. The Garden Bench Project was started years ago as an initiative of Glee's, which was a bench with a plaque and a perennial plant, something that Public Works or anyone else had to maintain. Holly's concern is that this bench has become a bit more of a memorial surrounding the bench itself and not keeping with Glee's vision. The CAO has been made aware and the family will be contacted.

d) **Adjournment**

Ayer

THAT the CP & V Meeting for Wednesday June 2nd, 2021, be adjourned at 6:57p.m.

CARRIED

Community Participation & Volunteerism Committee

Terms of Reference

TOWN OF SHELBURNE

Background

The Committee was established by the Town of Shelburne in December 2012 to provide the Town with a mechanism for coordination with the many volunteer initiatives being undertaken by community members. The Committee will assist the Town Council in coordinating with these community initiatives to ensure the Town is kept informed and is therefore able to support the work of community volunteers. It is the intention of the Town Council that the Committee will identify new and existing opportunities to promote increased participation in the Shelburne community through the establishment of ongoing non-profit volunteer initiatives in areas such as recreation, beautification and education.

Committee Vision: We envision Shelburne as a socially active community where volunteer initiatives in many areas strengthen our sense of community to the benefit of all residents.

Committee Mission: To recommend to Council the establishment or amendment of policies, programs and practices for community participation designed to support volunteer initiatives in the community, and to monitor and report on the effects of any such recommendations as are adopted by Council.

Role of the Committee: To research and investigate issues relating to the Committee Mission, to receive and consider representations by any individual, organization or delegation of citizens on these issues, to review issues referred to the Committee by Council or Staff, and to make recommendations to the Shelburne Town Council to address these issues.

Committee Structure

Committee Membership

The Community Participation & Volunteerism Committee shall be comprised of up to eight members including:

- Chief Administrative Officer or staff member appointed by CAO (permanent appointment, non-voting member)
- 2 Members of the Shelburne Town Council
- 3 or more members of the public

A majority of the voting members of the Committee shall be residents of the Town of Shelburne.

All members must be appointed by the Council of the Town of Shelburne. Preference will be given to the selection of individuals with a demonstrated commitment to supporting volunteer initiative in the community.

The Town will advertise Committee positions in accordance with current Town procedures.

Document # D22-AEB	
Rec'd by MS	
Date Sept. 10/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

If a member of the Committee vacates office for any reason, Council shall promptly appoint a new member to the Committee.

The members of the Committee shall serve without remuneration but may be paid such expenses as are necessarily incurred by each member in the discharge of duties approved by the Committee.

No member of the Committee has any power to pledge the credit of the Town or to authorize any expenditure to be charged to the Town.

Role of Committee Members

The expectations for individual committee members are as follows:

- Attend committee meetings;
- Provide feedback and input on Town policies, procedures and practices to ensure they address issues relating to the Committee Mission;
- Represent the Committee as required at functions and events.

Role of the Chair

The Chair will be appointed by the Committee from among the voting members on an annual basis; the Chair will be considered as having a vote. The Chair of the Committee will ensure the timely delivery of all Committee agendas and minutes, and will serve as the chair of Committee meetings. The Chair will call the meeting to order and ensure appropriate procedures are followed. The Chair will also be responsible for ensuring the delivery of Committee reports and recommendations to Council. The Chair will serve as the representative of the committee at official functions but the Committee may delegate this role as required.

If the designated Chair is not available for a meeting, the Committee will select an Acting Chair from among the voting members present. The Acting Chair will serve as Chair only for the duration of the meeting.

Role of the Secretary

The Chief Administrative Officer or appointed staff member will act as the Secretary of the Committee and will not be considered as having a vote.

The Secretary will have the following responsibilities:

- Collect agenda items and issue the Agenda and any required papers.
- Prepare and issue the Minutes in a timely fashion.
- Gather input from Committee members and issue documents in a timely fashion.
- Ensure the activities of the Committee are communicated effectively to the community, prepare press releases and ensure they reach target audiences and coordinate with the Town of Shelburne website manager to ensure access to pertinent information on Committee activities is available through the website.

General Administration

Meetings

The Committee will aim to meet a minimum of once a month. All meetings will be open to the public unless the nature of committee business (dealing with issues specified in the *Municipal Government Act*) requires a closed meeting. The public will be notified of meeting dates, and date changes will be posted on the website. The minutes of all Committee meetings will be considered public documents. There will be no meeting in July/August unless the need arises.

Agenda Items

- All Committee agenda items must be forwarded to the Committee Secretary at least five working days prior to the next scheduled meeting.
- The Committee agenda, with attached meeting package will be distributed at least three working days prior to the next scheduled meeting. Additional items may be discussed under "other business" if time permits.

Recommendations

The Committee will report regularly to the Town Council. Recommendations to Council will require majority support by Committee members. Formal approval by absent members by means of electronic communication is possible on decision of the Committee.



Town of Shelburne
Staff Report to Council – Visitor Information Centre Update
September 20th, 2021

Document # D22-AS9	
Rec'd by MJ	
Date Sept. 15/21	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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General Overview:

The purpose of this report is to update Council on the 2021 tourism season with respect to the Town of Shelburne's Visitor Information Centre.

Background:

Historically, the Town's Visitor Information Centre (VIC) was managed by two senior staff and one to two student employees. The facility would open around mid-May and stay open until mid-October.

The Visitor Information Centre Counsellors help people visiting our area by providing information, giving directions, and answering queries. VIC Counsellors help visitors by advising them on what to do and see, where to stay and eat, and the best ways to travel around the area. They use their local knowledge along with printed reference sources such as timetables, brochures, reference books and the internet. Much of the work involves face-to-face and telephone contact with visitors. VIC Counsellors use computers, mainly for researching information and for answering queries by email.

Analysis:

This year (2021), the Town of Shelburne employed two youth at the Visitor Information Centre with the assistance of the Canada Summer Jobs (CSJ) grant program. The VIC was opened to the public from July 1st to August 30th.

In July, there were a total of 219 guests that visited the VIC. Of those 219 guests, 151 were from Nova Scotia. We had 6 guests visit us from PEI and 14 from NB. For the rest of Canada, we had 44 visitors with a majority coming from Ontario. The other 4 guests we had came from the U.S.

In August, 349 visitors stopped into the VIC. 185 of those visitors were from NS, 4 were from PEI and 15 from NB. 129 guests came from other parts of Canada. We only had 3 visitors come from the U.S. and 13 guests from other parts of the world, like Asia and from the New England States.

In total, 568 guests visited our Visitor Information Centre this season.

Financial Analysis:

To date, the approximate expenses for the VIC are \$12,429 (\$9,888 in wages, \$2,541 in overhead costs). The Town of Shelburne is receiving a provincial investment of \$4,000 from the Tourism Industry Association of Nova Scotia (TIANS) as well as an approved amount of \$5,160 from the

government's Canada Summer Jobs Grant Program. With these contributions, the Town will be responsible for the remaining expense of approximately \$3,269.

Sarah Mattatall

Sarah W. Mattatall, Manager of HR & Admin



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

September 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 August, 2021.

Document #	222-1960
Rec'd by	MA
Date	Sept. 1/21
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Council	<input checked="" type="checkbox"/>
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Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	2	0
Number of Permits Issued to Date	7	10
Construction Value	\$ 100,000.00	\$ 0.00
Total Construction to Date	\$ 558,683.00	\$ 56,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



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 August 2021.

Total number of calls for service: 15

Calls for service within the Town: 10

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

Document # D22-161	
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	<input type="checkbox"/>

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		
MEDICAL	7	2
MOTOR VEHICLE ACCIDENT		1
STRUCTURE	1	
CHIMNEY/FLUE		
VEHICLE FIRE	1	
GRASS, BRUSH, FOREST	1	2
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Town of Shelburne
 Staff Report to Council –
 Water Adjustment
 September 20, 2021.

Document # D22-A62	
Rec'd by MS	
Date Sept. 17/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

General Overview:

This staff report is intended to inform Council of a requested water account adjustment and refund for a commercial customer with regards to vandalism.

Background:

Seaway Fabrications Ltd – Water Account # 09216 – Boat Shop, Industrial Park (letter attached)- During the quarter of April 1st – June 30th, 2021; a higher-than-normal water consumption was noticed with the quarterly water billing process. The large consumption was detected on July 13, 2021, when Jennifer Perry, Finance Officer calculated the quarterly billing. Jennifer Perry immediately called Seaway Fabrications and made them aware of the large consumption and that there may be a leak. The Water Plant Operator was immediately notified from the Finance Department of the high consumption at the property and asked to take another reading and to investigate for a possible leak, no leak was detected. Upon further investigation, the Shop Foreman with Seaway Fabrications discovered an outside tap on and immediately shut it off.

Analysis:

On September 2nd, 2015 the Town of Shelburne set a policy relating to water breaks with immediate repairs to “allow for an adjustment equal to 50% of the difference between the quarterly water bill consumption and the average of the four previous quarterly bill (if available) is given in the quarterly billing where the break is detected.” In relation to the policy the adjustment would be as follows:

Recommendation:

Since the above high consumption was due to vandalism and the Town’s policy refers to water breaks, I am unable to make a recommendation.

Respectfully submitted,
 Jane Crowell, Finance Manager

