



AGENDA
Town Council Meeting (via Zoom)
Monday February 7th, 2022
6:30 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on January 17th, 2022
- 4) Proclamations & Announcements:
 - a) National Flag of Canada Day-February 15th, 2022
- 5) Delegations:

None
- 6) Correspondence:

Action:

 - a) Municipality of the District of Shelburne-Letter of Invitation D22-A107(a)

Information:

 - b) Dept. of Municipal Affairs-Investing in Canada Infrastructure Program (ICIP) D22-A107
 - c) Order of Nova Scotia D22-A108
- 7) Council Items:
 - a) Land Use By-Law-Second Reading
Rezoning from Residential (General R-1) to Commercial (C-1) of PID#80140486, 28 Falls Lane
 - b) CAO Update
- 8) Committee Reports:

None
- 9) Staff Reports:
 - a) SVFD Monthly Report-January D22-A109
 - b) SVFD Annual Report 2021 D22-A110
 - c) Monthly Building Report-January D22-A111
- 10) New Business:
- 11) In-Camera

MGA Section 22-2 (e) Contract Negotiations
MGA Section 22-2 (f) Litigation or Potential Litigation
- 12) Upcoming Meetings:
 - a) Budget Workshop-Tuesday February 15th, 2022-6pm-Location TBD
 - b) Town Council Meeting-Monday February 21st, 2022-6:30pm-Location TBD
- 13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting

Via Zoom

Monday January 17th, 2022

DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Rick Davis
Councillor Elizabeth Acker
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 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 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 January 17th, 2022, as presented.

Acker-Davis
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on January 4th, 2022, be approved as presented.

Davis-Nickerson
CARRIED

Proclamations & Announcements

- a) Bell Let's Talk Day
We would like to recognize January 26th as "Bell Let's Talk Day." The national Bell Let's Talk Day is an opportunity to start a conversation in your workplace, with a friend or colleague, and help decrease the stigma surrounding mental health.

- b) National Non-Smoking Week
We would like to recognize January 16th-22nd as National Non-Smoking Week. Smoke free outdoor spaces help keep our communities healthy and safe and help to de-normalize smoking and vaping while keep outdoor places like parks, sidewalks, and parking lots free from litter. Many of our Town owned parks now have signage up since we passed the Smoke Free Outdoor Spaces Policy last year.

c) African Heritage Month Proclamation

WHEREAS February is recognized internationally as African Heritage Month -a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world and here in the Town of Shelburne in the Province of Nova Scotia, we honour and pay tribute to a time of greater understanding.

WHEREAS we are in the 8th year of the International Decade for People of African Descent

WHEREAS this year's theme: "Through Our Eyes: The Voices of African Nova Scotians" promotes all the ways and all the voices of African Nova Scotians who blazed the trail for change despite anti-black racism.

THEREFORE, be it resolved that I, Harold Locke, do hereby proclaim the month of February to be African Heritage Month in the Town of Shelburne. I encourage residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

d) January Volunteers of the Month

Tottie's Crafts Society has existed since 1977 and was created to foster interest in 18th century crafts and to raise money to maintain and help the continued growth of the Historic Complex on Dock Street.

Since its inception, the group had donated over \$150,000 to various waterfront projects such as the upgrading the old Guildhall, the Cox warehouse, the Tourist Bureau, the Orderly Room on Ann St and 'market square'. The group has helped the Ross Thomson House, Dory Shop and with Founders Day support. Recently \$15,000 was donated to the Shelburne Fire Department and for 2022, there is major work planned for the Coyle House on Dock St, their present location.

Volunteers have come and gone over their forty plus years of existence, but this past year, we are grateful for the support of Mona Foged, Judith O'Brien, Ellen Miller, Holly Renaud, Donna Jeffery, Verna Roache-Williams, Linda MacLachlan, Lorin Hesse, Claudia Lorensen, Pierrette Tremblay, Shirley Crockett and Germaine Osborn.

For all that the Tottie's Crafts volunteers have done and continue to do for us, the Town of Shelburne's CP&V Committee and the Town Council recognizes Tottie's Crafts Society as the Volunteers of the Month for January. Thank you!

Delegations

None

Correspondence

Action:

a) Sustainable Fisheries Solutions and Retrieval Support Contribution Programme (SFSRS)

M22-046 THAT Council directs staff to write a letter to the Honorable Joyce Murray, Federal Fisheries Minister, supporting funding continuance to at least 2027.

Davis-Nickerson

CARRIED

Information:

- a) Shelburne Longboat Society
- b) Sou'West Nova Transit

Council accepted both these letters and directed staff to write a letter of thanks to Phil Crosbie of the Shelburne Longboat Society on behalf of Council.

Council Items

- a) Grants to Organizations

Executive Coordinator informed the viewing audience the Grants to Organizations Program for 2022/2023 is now open and accepting applications. A reminder to residents that our program grants funds to community and non-profit organizations. Usually, organizations receiving funding assistance should be incorporated as non-profit under the Joint Stock Companies Societies Act but those groups that have an executive, membership and positive history are eligible to apply as well. The deadline for applications is January 31st and any questions at all please email, call, or stop in the Town Office.

- b) ACCA 2022 Membership Approval

M22-047 THAT Council approves the Town continue membership with ACCA (Atlantic Cruise Canada Association) for 2022 and forward.

Acker-Davis

CARRIED

- c) PVSC Property Assessment 2022

CAO informed that property assessments for 2022 are in and residents should see them in their mailboxes. In 2021, 42 properties were sold (42 residences, 6 residential lots), 527 residential properties are still eligible for CAP, there are 948 dwelling units in Town (vs. 944 in 2021), 93 acres of property in the Town and 90 properties with exemptions to taxes which are being reviewed and possibly pushed back to PVSC (outside schools, library, municipal) for review.

Committee Reports

- a) Audit Committee-July 23rd, 2021

THAT Council accepts the Audit Committee minutes from July 2021 as presented.

Acker-Ringer

CARRIED

Staff Reports

- a) SVFD Monthly Report-December

THAT Council accepts the SVFD monthly report from December.

Acker-Nickerson

CARRIED

- b) Building Inspection Monthly Report

THAT Council accepts the monthly building report from December.

Nickerson-Davis

CARRIED

New Business

Councillor Davis inquired on the hiring of a By-Law Officer. The CAO informed Council that interviews are in progress and she anticipates by the next Council meeting the position will be filled.

Councillor Nickerson wanted to recognize Public Works for the great job they have done over the past few weeks with snowstorms. Councillor Nickerson said a few people have commented to him what a

great job they have done. The CAO also wanted to mention there have been some issues with residents not observing the Winter Parking bans. It slows down the process for Public Works when vehicles are left on the streets during a snowstorm, we have been brainstorming to try to find a solution to help out Public Works. Residents are reminded to avoid parking on streets 1 hour after snow has started until 2 hours after the snow has stopped to allow Public Works to safely remove snow.

Upcoming Meetings

- a) Town Council Meeting- February 7th, 2022, at 6:30pm at Council Chambers (TBD)
- b) Budget Workshops-begin January 31st, 2022- Location TBD
- c) RCMP Advisory Committee- January 19th, 2022 at 7pm via Zoom

Adjournment

THAT the Regular Town Council Meeting of January 17th, 2022 be adjourned at 6:52pm.

Davis

CARRIED

Mayor

Executive Coordinator



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0
Phone: (902) 875-3544 - Fax: (902) 875-1278

February 3, 2022

Mayor Harold Locke and Council
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, Nova Scotia
BOT 1W0

RE: Letter of Invitation
Councillor Education Sessions on Municipal Modernization

Dear Mayor Locke and Council:

The Municipality of the District of Shelburne is organizing Councillor Education Sessions on municipal modernization to understand the potential pros and cons of the various options, including unification, amalgamation, dissolution, and shared services. These sessions will be led by speakers who have experienced various processes or have a deep understanding of the options. The Municipality is planning to host sessions for the spring of 2022. It is anticipated that most of the COVID-19 restrictions will be lifted, enabling these sessions to be held in person. The sessions will be for councillors and municipal staff only.

The Municipality would like to extend an invitation to these Education Sessions to your Council. As you are aware, the Municipality and the Towns of Shelburne and Lockeport have had discussions regarding municipal modernization in the past. Council committed in 2020 to investigate all available options; however, these sessions were postponed due to COVID-19 restrictions and a municipal election that fall. We would like to now move forward with these Education Sessions and are reaching out to all municipal units in Shelburne County to invite you to join us.

At this time, the only commitment the Municipality is prepared to make is to gather information and become better informed of the options regarding municipal modernization.

If your Council would like to join us in these sessions, please have your CAO or Clerk/Treasurer reach out to the Municipality's CAO, Trudy Payne. We look forward to hearing from you.

Sincerely,

Warden Penny Smith

Cc: sherry.doane@shelburnens.ca

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**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

February 1, 2022

Dear Mayors, Wardens and Commission Chairs:

Re: Call for Applications - Investing in Canada Infrastructure Program (ICIP)

I am pleased to let you know that the Province will soon be accepting applications under the Green – Environmental Quality Stream of the Investing in Canada Infrastructure Program.

When you are preparing to apply for funding, please remember that only projects under the wastewater, drinking water or solid waste categories will be eligible. These projects must meet provincial and/or federal regulations where applicable.

Applications will be accepted between February 4, 2022, and April 1, 2022. I hope you and your councils or commissions will consider potential projects and submit them for consideration.

Further details regarding the application process will be sent to your CAO or Clerk in the coming days.

Sincerely,

Honourable John A. Lohr
Minister

c CAOs, Clerks/Treasurers

Document # D22-A107	
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Order of Nova Scotia

Mayor Karen Mattatall
Town of Shelburne
PO Box 670
Shelburne, Nova Scotia
B0T 1W0

January 28, 2022

Dear Mayor Mattatall, *Yours Sincerely,*

I have been asked by the Chancellor of the Order of Nova Scotia, His Honour the Honourable Arthur J. LeBlanc, to remind you that nominations to the Order of Nova Scotia may be made up until Friday March 18th 2022.

As a leader in your community, you are in an exceptional position to help recognize the work of exemplary citizens and those who have contributed to the life and vibrancy of our province.

Enclosed, please find a brochure on the Order, which includes a nomination form, for your guidance. You can also download further information about the Order, along with electronic nomination forms via novascotia.ca/iga/order.asp Should you require additional information or material, please do not hesitate to contact Ms. Angela Dennison, Coordinator of the Order of Nova Scotia Program at (902) 424-4199, or angela.dennison@novascotia.ca. You may also contact me directly at 902-424-7050, or christopher.mccreery@novascotia.ca.

This closing date for 2022 nominations is Friday March 18th. The Lieutenant Governor and Advisory Council very much appreciate your assistance in this matter.

With all kind regards,

Yours sincerely,

Christopher McCreery, MVO, PhD
Secretary of the Order of Nova Scotia

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Committee	



.../encl



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 January 2022.

Total number of calls for service: 4

Calls for service within the Town: 1

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		2
MEDICAL		
MOTOR VEHICLE ACCIDENT		
STRUCTURE		1 (prank call)
CHIMNEY/FLUE	1	
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



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D22-110	
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SHELburne VOLUNTEER FIREDEPARTMENT	
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SHELburne VOLUNTEER FIREDEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

FIRE DEPARTMENT ANNUAL REPORT – 2021

The Shelburne Volunteer Fire Department provides emergency response service to the residents of the Town of Shelburne as well as a large portion of the Municipality of Shelburne. The Town of Shelburne provides this service through a Fire Service Agreement with the Municipality.

The Fire Department is one part of the First Responder Team for the Shelburne area. We work very closely with our partners at the Shelburne RCMP Detachment and the EHS Paramedics. Thank you to both groups for another year of support and cooperation.

Also a big thank you to employers for continuing to allow their employees to leave work, sometimes for extended periods to respond to calls, the Volunteer Fire Department could not function without this contribution by local businesses.

Recruitment and retention of members continues to be a challenge for all Volunteer Fire Departments, this is a Provincial and National challenge. Being an active participating member of a Volunteer Fire Department is not for everyone, it is a huge commitment and responsibility. Not only are there sacrifices for the member but the families of the member live the life also. Thank you to all of the Firefighters and their families for another year of commitment and sacrifice.

We began 2021 with 40 names on our roster and ended the year with 35. Last year we had an increase of five and this year we had a decrease of five. Hopefully we get those numbers back this year.

Our call volume drastically increased in 2021 with 148 calls for service. Over the last five years the volume has been increasing with the exception of last year, 2016 – 81, 2017 – 99, 2018 – 106, 2019 – 137, and 2020 – 76.

In almost every category there was an increase in call volume. In particular the medical call number jumped to a total of 62. We struggled with the new EHS response levels trying to find the level of service that we provided prior to Covid and we went through quite a transition period to get there.

I have attached a statistical break down of the calls and you will see that 61 (41.78%) were from the Town of Shelburne, 84 (57.54%) were from the Municipality of Shelburne. Additionally we answered 4 calls for mutual aid from other Shelburne Municipal Fire Departments and 1 call (0.69%) to assist other Shelburne County Fire Stations.

The past year was not "normal" however we are adapting and continuing on. Some monthly meetings and practices had to be suspended, fund raising had to be postponed and/or cancelled, the total way that we do business had to be revisited and adjusted in order to keep you and us safe.

Our Ladies Auxiliary did manage to hold a few fundraising events but because of restrictions their activities were severely hampered.

Drought conditions didn't seem to be as critical this year with minimal low or dry wells reported.

We did a few things to try to keep us connected to the community and show our support during some of the difficult times over the last year. It's been good to get out in the public and see the smiling faces of those that support us.

Community support continues to amaze us, our citizens are so kind and supportive, we really can't thank you enough for your kind words, smiles and waves, and your very thoughtful donations. Our Mayor, Council and Town Staff are very supportive and we also appreciate everything that you do for us.

With the continued support of our partners and of course the citizens that we protect we look forward to a Fire Safe 2022.



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

CALL STATISTICS 2021

CALLS FOR SERVICE IN THE TOWN OF SHELburne: 61 (41.78%)

CALLS FOR SERVICE IN THE MUNICIPALITY OF SHELburne: 84 (57.54%)

CALLS FOR MUTUAL AID FROM OTHER SHELburne MUNICIPAL DEPARTMENTS: 4 (see note)

Note: these calls are included in Calls For Service in the Municipality of Shelburne

CALLS FOR MUTUAL AID FROM OUTSIDE OF SHELburne MUNICIPALITY: 1 (0.69%)

TOTAL CALLS FOR SERVICE: 148 (includes 2 misc. calls)

	(T) TOWN	(M) MUNICIPALITY	
ALARM SOUNDING	10	14	
MEDICAL	35	27	
MOTOR VEHICLE ACCIDENT	5	14 + 2 Mutual Aid	
MOTOR VEHICLE FIRE	1	3	
STRUCTURE FIRE	5	5 + 2 Mutual Aid	
CHIMNEY/FLUE	2	1	
SOLID WASTE, GRASS, BRUSH, FOREST	2	10	
POWER LINES	1	4	
FLOOD CONDITIONS			
BOATS, WATER RESCUE		2	
FUEL SPILLS, LEAKS			
ELEVATOR RESCUE			
<u>TOTAL CALLS (MUTUAL AID INCLUDED)</u>	<u>61</u>	<u>84</u>	<u>MISC. CALLS 2</u>
CALLS FOR SERVICE BETWEEN 7:00 AM – 7:00 PM	103	70.55%	
CALLS FOR SERVICE BETWEEN 7:00 PM – 7:00 AM	43	29.46%	

AVERAGE NUMBER OF MEMBERS PER CALL: 20



Naturally Yours

Inspection Department

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

February 1, 2022

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 January, 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	2	2
Number of Permits Issued to Date	19	17
Construction Value	\$ 80,000.00	\$ 57,000.00
Total Construction to Date	\$ 2,878,749.00	\$ 235,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Document #	D22-A111
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Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca