



AGENDA
Town Council Meeting-Council Chambers
Tuesday April 19th, 2022
6:30 p.m.

Doc Ref:

- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the Special Town Council meeting held on April 13th, 2022
 - 4) Proclamations & Announcements:
 - a) National Volunteer Week-April 17th-23rd
 - b) Mental Health Week-May 2nd-8th
 - c) Volunteers of the Month-Illuminate Nova Scotia
 - 5) Delegations:

None
 - 6) Correspondence:

Action:

 - a) Ryan Eickmeirer-Lobby Registry Meeting Request D23-A08

Information:

 - b) Honourable Joyce Murray-Ghost Gear Fund D23-A09
 - 7) Council Items:
 - a) Eastern Shelburne County Accessibility Action Plan D23-A10
 - b) Town of Shelburne 2022-23 Operating Budget D23-A11
 - 8) Committee Reports:
 - 9) Staff Reports:
 - a) Building Inspector-Monthly Building Report D23-A12
 - b) SVFD-Monthly Report D23-A13
 - c) By-Law Enforcement Officer-Monthly Report D23-A14
 - 10) New Business:
 - 11) In-Camera:
 - 12) Upcoming Meetings:
 - a) Port Committee Meeting-Thursday April 21st, 2022-4pm, Town Hall
 - b) Town Council Meeting-May 2nd, 2022-6:30pm, Council Chambers
 - 13) Adjournment
-



Town of Shelburne
Minutes of the Special Town Council
Meeting

Shelburne Community Centre
Wednesday April 13th, 2022

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator
Jane Crowell, Manager of Finance

Call to Order

Mayor Harold Locke called the Council meeting to order at 6pm.

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 April 13th, 2022, as presented.

Davis-Nickerson
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting on April 4th, 2022, with the addition of motion number M23-001 under Council Item (b) Potential Off-Leash Dog Park

Acker-Ringer
CARRIED

Council Items

a) Introduction (CAO)

CAO welcomed Council and staff to the FY23 (1 April 2022-31 Mar 2023) Budget Meeting, thanking all for their efforts at the budget workshops that included Council setting the strategic priorities for this upcoming year that then guided Council in directing budgetary feedback.

To remind all, their set priorities are as follows:

- #1 Financial Capacity
- #2 Daycare Facilities
- #3 Healthcare
- #4 Fire Services
- #5 Housing

Realizing the influence of NS Health rules on meetings due to covid, the CAO reminded all that this year's process did not follow quite the same timing and path as last year. As such, we are over a month later than last year which has allowed for staff to be more accurate in some of the figures for costs (such as Shared Services and RCMP). It also has the Port budget coming for Council approval directly rather than up through the Shelburne Port Committee, which isn't due to meet until next week, for the first time since last October.

Based on these established priorities from Council, the CAO stated that the desired outcome for tonight is to gain Council feedback and then approval/finalization of the following budgets tonight:

- Town of Shelburne Marine Terminal Budget FY2022-23
- Town of Shelburne Water Utility Budget FY2022-23
- Town of Shelburne 5-Year Capital Projects Budget FY2022-23 plus 4 years

Further, based on Council's continued desire for transparency and influenced by their strategic priorities, the CAO said that the final desired outcome is for Council to review the preliminary version of the Town of Shelburne Operating Budget FY2022-23 (post review, either as-is or with requested changes) and have it released to the public by April 14th (tomorrow) to allow time for any community input/feedback to Council before being approved as final at the next Council meeting on April 19th.

And finally, the CAO gave a special thanks to our Treasurer and Manager of Finance, Jane Crowell for her decades of dedication to all that is finance with the Town of Shelburne.

b) Review of Preliminary Draft Budget- 1 April 2022-31 March 2023 (Finance Manager)
i. General Operating

Finance Manger Jane Crowell introduced the preliminary general operating budget which is set at \$3,880,974.00.

A few highlights as the Finance Manager went through the Preliminary General Operating Budget under Revenue:

- Tax Revenue amount is \$2,363,208 which is up approximately 6% from Residential PVSC assessments. Resource and Commercial Assessment is down approximately 1%.
- Deed Transfer Revenue is being budgeted at \$115,000 as property sales have not slowed to the degree that was anticipated.
- Wastewater Sewer Charge to remain the same at \$260/unit.
- Solid Waste charge to increase to \$276.47 per unit up from \$263.70 per unit. (\$12.77 increase). This is due to increase in Solid Waste Management from MDS Shared services agreement and Region of Queens.
- Staff suggesting Wastewater connections for new residential development increase from \$200 to \$400 and commercial/institutional/industrial increase from \$200 to \$1000. Finance Manager noted in her 30 years this price has never changed.
- Rentals revenue will be down due to the upstairs tenant at 162 Mowatt St. (Former GOC Building) leaving by the end of September 2022.
- Other Transfers- staff is suggesting a transfer from the operating reserve for \$20,000 for King St. Centre to continue to upgrade facility.

A few highlights under Expenses:

- General Government Services total 20% of the Expenses at \$755,699. This includes

Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Legal, Audit, IT & Office Expenses, Insurance, Accessibility Planning and Admin. Expenses.

- Protective Services are \$1,064,388 which includes Police Protection, Emergency Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).
- Public Works Expenses are \$480,675 which include personnel costs, general equipment, equipment maintenance, public works buildings, roads, streets and sidewalks, parks and facilities and debt payments.
- Wastewater total is \$300,763 and includes personnel costs, stormwater, vehicle expense, lifts stations, treatment plant, maintenance of line and debt payments.
- Waste Collection expenses are \$277,914 and this solid waste collection and disposal.
- Community and Economic Development is \$92,301 which includes MPAL, Medical Centre Commitment, Building & Fire Inspection, Tourism & Events
- Facilities Management is \$247,581 and includes former GOC building, Community Centre, Little Peoples Day Care, King St. Centre, Cox Shipyard Complex, 13 George St, MacKay Memorial Library, Guild Hall, and Dock St. Washrooms.
- Fiscal Services is \$197,501 includes debenture principal payments and transfers to reserves.
- Reduction of Tax Revenue-these are non-negotiable payments back to the Province of NS, \$400,776. This includes education (TCREC), library, Dept. of Justice, Corrections and Regional Housing
- Taxation Exemptions are at \$63,376 and this includes Low Income Exemption, Non-Profit Tax Exemptions, Commercial District Development Improvement Program.

Staff is proposing a change to the Low-Income Tax Exemptions. The budget amount of \$15,000 to remain the same but to make some changes to the income level as suggested below.

-Total household income of \$22,976 or less to increase to \$23,000 for a rebate of \$400.

-Total household income of \$22,977 to \$28,720 to increase to \$23,001 to \$28,750 for a rebate of \$200.

-Total household income of \$28,721 to \$34,464 to increase to \$28,751 to \$34,500 for a rebate of \$100.

It would continue as before on a first come, first serve basis until budget is reached.

M23-002

THAT Council approves the Fiscal 2022-23 preliminary General Operating Budget as well as the Top 5 Council Priorities with required changes from tonight, to be released to the public on April 14th, for review and provide feedback to Council, prior to the regular Council meeting on Tuesday April 19th, 2022.

Davis-Acker

CARRIED

ii. Capital (5 Year)

Finance Manager reviewed the Capital 5 Year budgets which are projected for 2022-2027. The budget totals \$3,173,000 over 5 years. The Town of Shelburne relies on the Canada Communities Building Fund (Gas Tax) for much of its funding for Capital Projects, with the remainder from reserves, operating funds, and external funding. The Town of Shelburne's focus is now building reserves to meet the Capital needs of the future of the Town. Some highlights of capital spending by department include:

- **Public Works \$1,142,000**- this includes road rehab, sidewalk rehab, culvert rehab, equipment, vehicles, and accessibility upgrades.
- **Wastewater \$470,000**- continuing to upgrade lift stations, electrical/SCADA, upgrade lift station pumps, wastewater main rehab, plant equipment and laterals for new development.
- **Cemetery \$10,000**-road extension and drainage
- **Fire Protection \$500,000**-fire truck (50% from MDS)
- **Water Utility \$1,051,000**- water laterals, water plant lagoons, plant equipment, plant upgrade, Water Tower painting and meter/Bluetooth readers.

M23-003 THAT Council approves the Fiscal 2022-23 Capital 5 Year Budget as presented.

**Ringer-Nickerson
CARRIED**

iii. **Marine Terminal**

Finance Manger reviewed the Marine Terminal Budget for 2022/23. The Shelburne Marine Terminal is budgeting a revenue of \$403,504. Expenses of \$396,899 with a surplus of \$6,605. Expense budget has increased by \$57, 067 from pervious years' budgets due to increased expense for general administration, Shelburne Wharf, and professional fees. The CAO reminded Council and residents that there are no tax dollars from residents that are used as revenue at the Port. This budget comes from revenues of those that used the Marine terminal.

Revenues for the Marine Terminal will come from current leases with the Federal Govt. (Coast Guard & DFO) as well as cruise/recreational and commercial fishing boats. Expenses are general administration, professional fees, common services/other charges.

Discussion was held regarding the Shelburne Marine Terminal Pricing and some changes to have effective April 1, 2002. Staff is suggesting the changes include:

Under Fishing Fleets-add the following line:

"Self-serve power usage (30 Amp only) to be charged at \$20/day additional to berthage, if used".

The Port reserve fund at the end of March 31, 2022, has a balance of \$67,012.01 with an anticipated transfer of \$80,000 after fiscal audit is completed the balance would then be \$147, 012. The 2022/23 budget is forecasting to transfer to reserve for \$85,000.

M23-004 THAT Council approves the Fiscal 2022-23 Marine Terminal Budget as presented.

**Acker-Davis
CARRIED**

M23-005 THAT Council approves the above rate change for the Shelburne Marine Terminal pricing per updated fee schedule.

**Nickerson-Ringer
CARRIED**

iii. **Water Utility**

Finance Manager reviewed the Water Utility Budget with Council. We are budgeting a revenue of \$637,775, with expenses of \$624,550 and a surplus of \$13, 225. Revenue budget has decreased slightly by \$7,704 due to lesser than expected metered revenue. With covid lockdowns and restrictions decreasing we are hoping to see revenues increased with more businesses open, people travelling more etc. Finance Manager reminded Council that the Water Utility is governed by the rules and regulations approved by the Nova Scotia Utility and Review Board (UARB).

The Water Utility Depreciation Fund at the end of March 31, 2022, has a balance of \$265,209 with an

anticipated transfer of \$120,000. After fiscal audit is completed, the balance would be \$385, 209.

V23-006

THAT Council approves the Fiscal 2022-23 Water Utility Budget as presented.

Davis-Nickerson
CARRIED

c) Review of Grants to Organizations (Executive Coordinator)

Executive Coordinator informed Council that he CP&V Committee met on March 24th, 2022, and reviewed the Grants to Organizations applications for the 2022-23 year. The applications were reviewed based on the Criteria outlined in the Town’s Grants to Organizations Policy and \$15,088 is being recommended to be approved tonight for these organizations and have them applied to the operating budget for the Town. There was \$38,029.53 in applications this year, as well it was noted we had many new applications this year as well.

The following organizations and amounts are being recommend to Council for approval:

Shelburne Historical	\$750.00	-Operation of the museum
Shelburne Long Boat Society	\$500.00	-Operating costs-row/ride-Insurance
SASI Works	\$500.00	-Operating
Osprey Arts Centre	\$500.00	-Ancient River Festival
Hillcrest Academy PTSG	\$500.00	-Operating-activities at school
Guild Hall Summer Series	\$500.00	-Event-Performer Fees
Shelburne Exhibition	\$750.00	-Operating/Improvements
Sou'West Nova Transit (rides)	\$1,000.00	-Subsidy-Rides
Sou'West Nova Transit	\$1000.00	-Operating
George St. Shipyard Mill Society	\$500.00	-Operating
Barrington Ground Search & Rescue	\$1,788.00	-Maintain vehicles/training
Pet Projects	\$1,000.00	-Spay/Neuter, Vet Costs, Food
Shelb. Co Rescue Feral Cats/Kittens	\$500.00	-Spay/Neuter, Vet Costs
Roseway Hospital Chronic Illness Fund	\$500.00	-Travel Costs/Medical Costs
Shelburne County Seniors Safety	\$1000.00	-Wages/Travel/Bus/Insurance
Kids Fair Play	\$500.00	-Reduced fees for kid’s sport etc
Shelburne County Pumpkin	\$300.00	-Event Activities
Lions Club	\$1,000.00	-Capital Project- Windows
Shelburne Guild Hall Market	\$500.00	-Operating
Shelburne Sailing Academy	\$500.00	-Operating
Shelburne Curling Club	\$500.00	-Capital -Ice Plant
Shelb.County Archives & Genealogical	\$500.00	-Operating

The total being recommended by the CP&V Committee is \$15,088 for the fiscal 2022-23 year.

Councillor Acker asked how the amount for the Barrington Ground Search and Rescue was calculated and Executive Coordinator gave the breakdown of what they request from each municipal unit. Councillor Acker also noted that she has been on the CP&V Committee and realizes how hard it is to make these decisions and applauded the Committee for doing.

Finance Manager also informed Council that the total amount for Grants to Organizations in the Budget is \$38,564 as there is some contractual commitments that we contribute to such as Shelburne County Arena, Shelburne County Health Care Recruitment, SRHS Bursary and Red Cross.

THAT Council approves the Fiscal 2022-23 Grants to Organizations as recommended by the CP&V Committee, as presented.

Davis-Ringer

CARRIED

d) Closing Remarks (Mayor Locke)

As many Town of Shelburne taxpayers are aware, the deep budget cuts from a few years back, have continued to allow the Town to gain better control of costs. As you heard today, Council's number one priority for this fiscal year remains to get our financials in a place whereby we continue to increase our reserves to provincially acceptable levels that will have us back on the road to recovery. Towns people and taxpayers continue to be patient and our administration continues to be sensitive to their needs. Federal and provincial grants are aiding our ability to address outstanding commitments that include improvements to our daycare facility as well as decommissioning our first-generation landfill. We would be remiss if we didn't also thank the Municipality of the District of Shelburne as they too, added their support to events and programs that benefit the community overall.

During our recent budget workshops, Council remained aware of the fine balance of providing services and programs that sustain the health of the town, supporting grants to not-for-profit organizations, and still injecting some funds into the reserves for future needs such as replacing fire trucks, paving roads and maintaining water towers.

Everyone is feeling the effect of the increasing cost of living, whether through rising prices for gas, building material and/or groceries. No one is immune to the residual impact of the international health crisis, or the recent atrocities in eastern Europe, emotionally or financially. As we focus on recovery here at home, Council has commitment to support our taxpayers the best way we can and therefore the Town hereby announces a 3-cent reduction to our tax rate. This may not sound significant overall but we believe every penny counts and so we are please to offer our citizens this support. We don't know what the year ahead will bring us and perhaps this will be in place for only one year however, it is our hope that this reduction will be a trend and not an exception.

On behalf of Council and administration, thank you to the Town of Shelburne citizens to working together, volunteering your valuable time throughout the many activities and needs that make this such a great town to live, work and raise our children in.

Adjournment

THAT the Special Town Council Meeting of April 13th, 2022, be adjourned at 7:50 pm.

Davis

CARRIED

Mayor

Executive Coordinator



Town of Shelburne

April 2022

Volunteers of the Month Illuminate Nova Scotia

Community Participation & Volunteerism
Committee
Volunteers of the Month



Pictured from right to left: Pastor Joanne Ozon, Mike Ozon, George Thorburn, Leah Weare, Debbie Townsend, Janie Brannen, Bub Brannen, Dorothy Peacock, Vivian Williams, Lorie Dexter, Stephanie Harris, Cora Jeddry, Randy Jeddry, Lee Townsend
Missing from photo: Pastor Brad Eisan, Kyrsteane Rapp

On Saturday April 9th, love was poured over our community. An event called "Illuminate Nova Scotia" was held at Shelburne Firehall. The hall was transformed into a magical Cinderella's castle as a prom night for our special needs community in Nova Scotia. A night where they came dressed in their best...had their hair, makeup and nails done as well as their shoes shined. They all had photos taken and had their big moment walking the red carpet as every single person was celebrated one by one! At the end of the night every guest was crowned, King and Queen of the Prom. This night was hosted by our local Hope Wesleyan Church with Pastor Joanne Ozon and her admin team.

We would like to recognize *Pastor Joanne Ozon, Mike Ozon, Janie and Bub Brannen, Dorothy Peacock, Cora and Randy Jeddry, Vivian Williams, Pastor Brad Eisan, Lori Dexter, Debbie and Lee Townsend, Krysteane Rapp, Leah Weare, George and Pam Thorburn and Stephanie Harris.*

This event would not have been possible without their time and dedication!

For all that the Illuminate Nova Scotia Volunteers have done and continue to do, the Town of Shelburne's CP&V Committee and the Town Council recognize them as the Volunteers of the Month for April. Thank you!

From: [Sherry Doane](#)
To: [Robin Smith](#)
Subject: FW: Meeting Request - Implementation of a Lobbyist Registry
Date: April 4, 2022 1:21:30 PM

Addressed appropriately and therefore needs to go to Council for consideration.
Regards, Sherry

From: Ryan Eickmeier <ryan.eickmeier@lobbyregistry.ca>
Sent: April 4, 2022 12:00 PM
To: Sherry Doane <Sherry.Doane@shelburnens.ca>
Subject: Meeting Request - Implementation of a Lobbyist Registry

CAUTION: This email originated from an external sender.

Document #	D23-AD8
Rec'd by	MS
Date	April 4/22
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Dear Mayor, Council and Administrators,

With a new fiscal year upon us, do you have 15 minutes this week to discuss how we can support your transparency efforts? Creating your own lobbyist registry is time consuming, expensive, and resource intensive. We created Lobby Registry to remove these roadblocks by introducing a shared-service solution for municipalities of all sizes, for a flat annual fee of \$9,250.

Why We Created Lobby Registry:

Every municipality in Canada is lobbied, and constituents from coast-to-coast-to-coast want to know how decisions are made. After reading countless municipal staff reports about how cost prohibitive creating their own lobbying registry would be, we knew there was a better way. We created Lobby Registry for every Municipality in Canada, specifically making it cost effective and nearly effortless for you to demonstrate transparency. We built it without any unnecessary bells or whistles, and free of hidden fees, onboarding costs, or long-term contracts. Instead, we focused on delivering practical and intuitive functionality for Municipalities, regardless of your size or budget.

Why Do Municipalities Need a Lobbyist Registry?

A lobby registry is a tool that has proven to lead to greater accountability and transparency for local government, by allowing members of the public to better understand who or what groups are meeting with elected officials. We created

Lobby Registry to enable that transparency, virtually overnight.

Why Work with Lobby Registry:

- We designed Lobby Registry to meet the specific needs of Canadian municipalities of all sizes.
- No Hidden Costs or Time Consuming Start-Up: With a flat annual fee and turn-key implementation, transparency is at your fingertips.
- Canadian Made: Lobby Registry was made in Canada. All data is stored in a secure cloud environment located in Canada.
- White Label Enabled & Customizable: Make it your own by adding your municipal logo, departments, and public office holders.
- Demonstrate Transparency to Constituents: Your constituents want to know how decisions are made in government.
- Informed Decision Making Through Powerful Analytics: Search and reporting dashboards help identify the key issues constituents care about.

Pricing:

We designed Lobby Registry to be affordable for municipalities of all sizes. \$9,250 - transparency for a flat annual fee.

Offer of Service and Meeting Request:

We would welcome the opportunity to discuss how the product can support your transparency efforts. Please let us know an appropriate time and we would be pleased to coordinate a full walk through of the product, as well as answer any additional questions you may have.

Yours Truly,

Ryan J. Eickmeier



Ryan Eickmeier | Founding Partner

Lobby Registry by J-SAS

ryan.eickmeier@lobbyregistry.ca

www.lobbyregistry.ca

(647) 492-7912

4 Robert Speck Parkway, Suite 1500

Mississauga, ON, L4Z 1S1



Document #	D23-AD9
Rec'd by	MS
Date	April 1/22
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Committee	<input type="checkbox"/>

APR 01 2022

His Worship Harold Locke
Mayor of the Town of Shelburne
< harold.locke@shelburnens.ca >

Dear Mayor Locke:

Thank you for your correspondence of January 21, 2022, regarding your support for continuance of the Ghost Gear Fund and the removal of abandoned, lost, and otherwise discarded fishing gear (ALDFG) from our waters.

Since signing on as a member of the Global Ghost Gear Initiative in 2018, the Government of Canada has taken great strides to tackle ghost gear, both domestically and abroad. Since its launch in 2019, the Ghost Gear Program has supported the inclusion of mandatory reporting of lost (and subsequently retrieved) fishing gear in all commercial fishing licences in Canada. It has improved data collection from both harvesters and authorized ghost gear retrievers. The Program has also launched the first funding program in the world dedicated to the reduction of ghost gear.

The Ghost Gear Fund (or Sustainable Fisheries Solutions and Retrieval Support Contribution Program) has supported 49 projects and provided more than \$16.7 million in funding to support retrieval activities, the responsible recycling of ghost gear, new technologies to prevent ghost gear, and projects to help address ghost gear in other coastal nations. To date, the Program has helped remove approximately 1,259 tonnes of ALDFG, including more than 125 kilometres of rope from Canada's Atlantic and Pacific coasts.

I encourage you to visit the [Ghost Gear Fund website](#). This site outlines Fisheries and Oceans Canada's ongoing commitment to addressing ALDFG and available funding information. Those interested in the program are encouraged to visit the website regularly to be advised of calls for proposals.

I hope that the information I have provided is helpful.

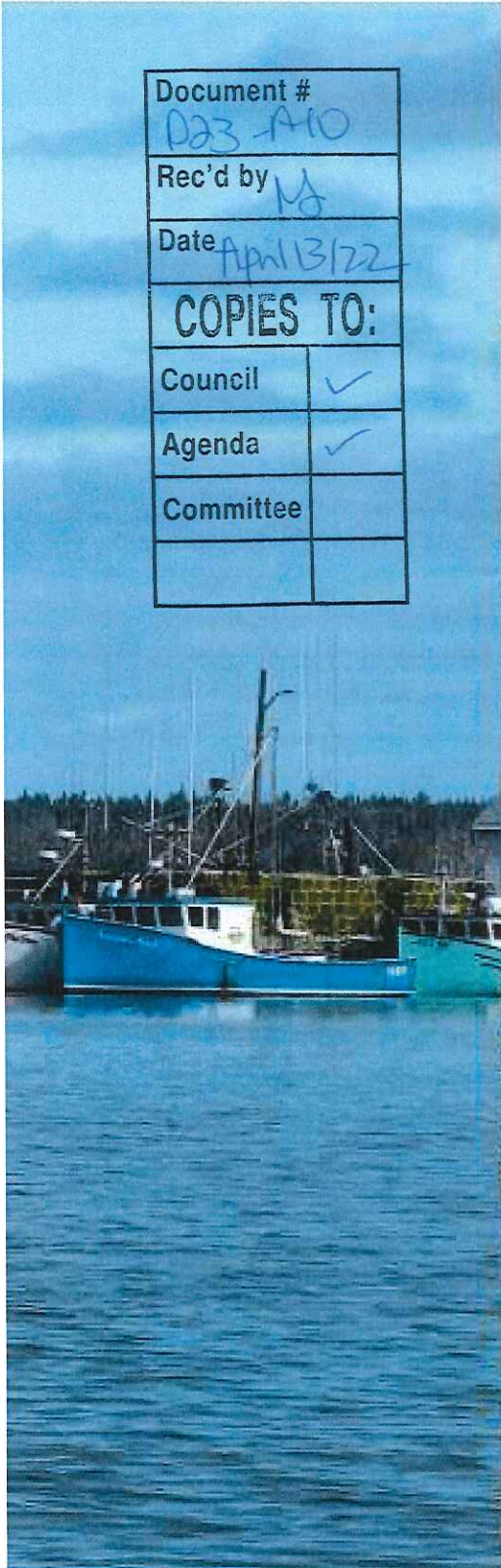
Yours sincerely,

The Honourable Joyce Murray, P.C., M.P.




Eastern Shelburne County Accessibility Plan

Document #	D23-A10
Rec'd by	MA
Date	April 13/22
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	Eastern Shelburne Accessibility Plan	Emanuel Nicolescu	2022-03-18	Emma MacEachern
	Issue or Revision	Reviewed By:	Date	Issued By:
 <p>This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.</p>				

211065.00

March 18, 2022

Frances Scott
Community Coordinator
Town of Lockeport

Dear Ms. Scott:

RE: *Eastern Shelburne County Accessibility Plan*

We are pleased to provide this Accessibility Plan for the three municipal units of Eastern Shelburne County. The Plan was synthesized from an engagement program consisting of print and online surveys, participatory mapping, and municipal staff workshops.

This Plan summarizes the municipal units' commitment to addressing accessibility barriers within the six focus areas: Awareness, Goods & Services, Information & Communication, Transportation, Employment, and the Built Environment. It identifies current conditions under each focus area, past achievements, and barriers identified to date. The Plan lays out policies to be adopted by each municipal unit and actions to be taken over the next 3 years and over the longer term. Individual Action Plan documents which support the commitments and policies outlined in the Accessibility Plan have been prepared for adoption and implementation by each municipal unit.

Yours very truly,

CBCL Limited

Prepared by:
Emma MacEachern
Urban Planner
Direct: 902-421-7241 Ext. 2747
E-Mail: emaceachern@cbcl.ca

Reviewed by:
Emanuel Nicolescu, MCIP, LPP
Urban & Transportation Planner

Project No: 211065.00

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Appendices

- A Accessibility Advisory Committee Members
- B Community Engagement
- C Unit-Specific Action Plans

INTRODUCTION

What We Believe

The Province of Nova Scotia, through the Department of Justice, recognizes accessibility as a human right. The Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport are committed to fostering a culture of accessibility and inclusion throughout Eastern Shelburne County. We recognize accessibility as a human right and are committed to promoting accessibility awareness and ensuring equitable opportunity to participate in community life is supported for all members of the community, regardless of their abilities. We will achieve this by identifying, removing, and preventing barriers to accessibility within our communities and by satisfying the requirements of the *Nova Scotia Accessibility Act*. These barriers may be attitudinal, systemic, physical, or within the design of information communication, and technology systems.

This plan communicates the commitment of the three municipal units to ensuring inclusive access and participation within municipally owned and operated facilities, services, and programs; specifically, as they relate to the areas of awareness, goods and services, information and communication, transportation, employment, and the built environment.

Promoting Accessibility Awareness

We recognize the value in making meaningful changes in our communities to work toward achieving the provincial goal of an accessible Nova Scotia by 2030. Bringing together diverse perspectives and experiences to achieve this goal will not only help to improve the quality of life for the 30% of Nova Scotians with a disability, but it will also create the opportunity to increase accessibility awareness and promote the rights of persons with disabilities and draw attention to the benefits of an inclusive and accessible society for all.

How to Read this Plan

The Accessibility Plan is broken down into this Introduction, six (6) chapters covering the areas of focus, and three (3) appendices. Chapters outlining each of the six (6) areas of focus are broken down under identical headings which provide the information outlined in this section. Lastly, the appendices provide additional material to help provide a more complete understanding of the Joint Accessibility Advisory Committee structure, the community engagement process, and individual Action Plans for each municipal unit.

Eastern Shelburne County Accessibility Plan

Our Commitment: The Towns/Municipality's commitment to accessibility in the areas of focus.

Policies: Recommended principles that the Towns/Municipality use as a basis for making decisions.

Individual Action Plans

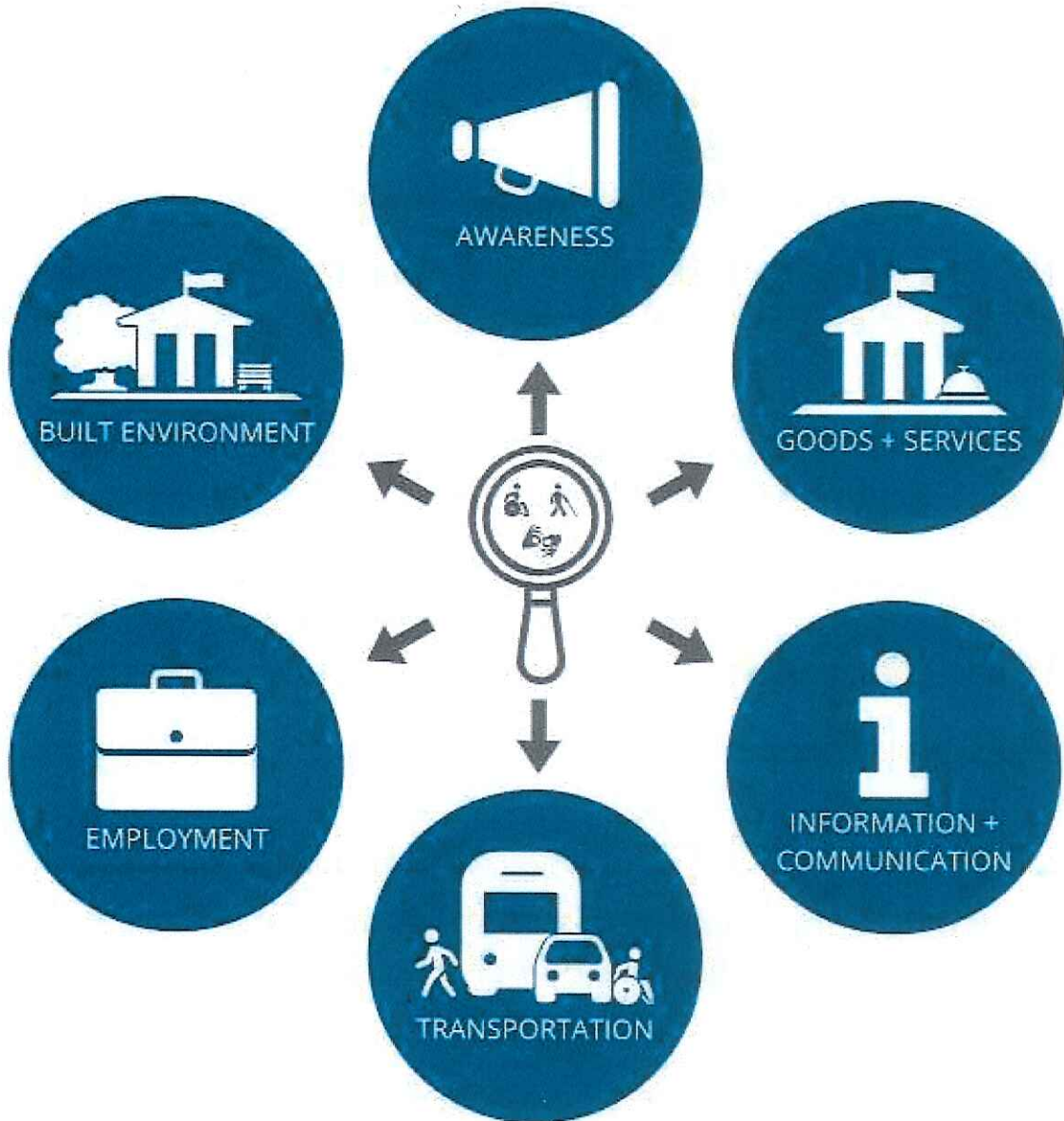
Overview: An overview of the current situation in the Towns/Municipality.

Achievements: The Towns/Municipality's achievements to date in identifying, removing, and preventing barriers in policies, programs, practices, and services.

Barriers: Barriers in the Towns/Municipality that hinder or challenge the full and effective participation in society of persons with disabilities.

Actions: Recommended actions the Towns/Municipality take to improve accessibility.

Areas of Focus



Glossary of Terms

Access: A place that is easily reached, an environment that is easily navigated, or a program or service that can easily be obtained.

Accessibility Act (2017): The law enacted by the Province of Nova Scotia to achieve accessibility by preventing barriers to accessibility, developing and implementing provincial accessibility standards, and defining the role of an accessibility directorate in supporting and advancing accessibility initiatives and broader disability-related issues.

(<https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf>)

Accessibility Lens: A tool for assessing programs and services to ensure that persons with disabilities have equal access to and equitable inclusion in programs and services.

Accommodation: The personalized adaption of a workplace to overcome the barriers faced by persons with disabilities.

Active Transportation: Using your own power to get from one place to another. This includes walking, biking, skateboarding, in-line skating/rollerblading, jogging and running, and non-mechanized wheel chairing.

ASL: American Sign Language

Barrier: Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice."

CART: Communication Access Realtime Translation

Disability: Nova Scotia's Accessibility Act defines a disability as "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Eastern Shelburne County: The Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport.

Equity/Equitable: A commitment to fairness. Equitable access is different from equal access. Equality means each individual or group is provided with the same resources or opportunities. Equity recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.

Plain Language: Language that is clear and easy for the reader or listener to understand.

Retrofit: To add features that were not included in the original design.

RHFAC: Rick Hanson Foundation Accessibility Certification. (Learn more at www.rickhansen.com/become-accessible/rating-certification.)

Tactile: Related to the sense of touch.

WCAG: Web Content Accessibility Guidelines. (Learn more at www.w3.org/WAI/standards-guidelines/wcag.)

AWARENESS

Our Commitment

We will create a culture of accessibility across our three municipal units. This includes increasing public awareness about the rights of persons with a disability, barriers to accessibility, and celebrating the contributions of our community members with disabilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Promote social inclusion in municipally led programming and events.
- Increase disability representation in promotional materials.

GOODS & SERVICES

Our Commitment

We will ensure that people of all abilities have equitable access to goods and services provided by the Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport. This includes ensuring that there are policies, procedures, and tools to promote the accessible delivery of services.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Ensure no individual is denied services because of a disability
- Commit to deliver all goods and services without bias, making them accessible to all .

INFORMATION & COMMUNICATION

Our Commitment

We will ensure that all people of all abilities can receive, understand and share information and communication provided by the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- On request, provide information in an accessible format or with communication support that considers a person's individual need, at no additional charge.
- Ensure that all public meetings are as accessible as possible to all members of the public by offering material in various formats and offering support to facilitate equitable participation.
- Train front-line staff in effective methods for communicating with people of all ages and abilities.
- Provide information in an accessible format when requested.

TRANSPORTATION

Our Commitment

We will support local organizations and businesses in the Municipality of the District of Shelburne, Town of Shelburne, and the Town of Lockeport that provide transportation to ensure equitable access for people of all abilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Continue to support the Sou'West Nova Transit Association as it provides a valuable service to residents throughout Eastern Shelburne County.
- Strive to support safe infrastructure for active transportation (e.g. walking, rolling, cycling).

EMPLOYMENT

Our Commitment

We will remove barriers to employment for persons with disabilities who seek employment with the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport. We will make our employment practices and workplaces accessible for both new and existing employees of all abilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Offer accommodation during recruitment, if needed.
- Offer accommodation to employees of all abilities. This includes providing assistive devices so that employees can succeed at their jobs.
- Provide educational opportunities for employees to build an understanding of the value of accessibility and inclusion.
- Ensure that an accessibility lens is applied when reviewing or developing programs or processes relating to employment.

BUILT ENVIRONMENT

Our Commitment

We will ensure that all new infrastructure (public buildings, streets, sidewalks, and public spaces) within the Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport will be accessible to people of all abilities.

Policies

The Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport will:

- Establish a plan to assess all municipal infrastructure based on the accessibility requirements (Schedule “C”) in the most recent version of the Nova Scotia Building Code.
- Strive to achieve RHFAC Gold Standard for all new public buildings and facilities. Ensure that new public buildings and facilities meet or exceed the standard set out in the Canadian Standards Association (CSA) B651-18, Accessible Design for the Built Environment.
- Strive to ensure that existing sidewalks, curb cuts, and crosswalks are upgraded and ensure that newly constructed meet the standard set out in the Canadian Standards Association (CSA) B651-18, Accessible Design for the Built Environment.
- Aim to ensure that accessible detours are available when a sidewalk or shoulder is closed for or affected by construction.
- Provide basic access for people of all ages and abilities to public buildings, public washrooms, and outdoor public spaces such as parks and beaches.
- Promote grant programs for accessibility upgrades to local businesses and organizations.

IMPLEMENTING THE PLAN

Responsibilities

Accessibility Advisory Committee

- Provide ongoing feedback and recommendations to the three municipal councils.

Accessibility Coordinator

- Work with the Accessibility Advisory Committee to identify and provide advice on removing accessibility barriers in new policies and programs.
- Receive and respond to public concerns, complaints, and suggestions in their respective jurisdictions.

Council

- Municipal councils are responsible for adopting and overseeing the Eastern Shelburne County Accessibility Plan in their respective jurisdictions.

CAO/Staff

- The Chief Administrative Officers for the Municipality of the District of Shelburne and Town of Shelburne, and the Town Clerk for the Town of Lockeport is responsible for implementing the plan in their respective jurisdictions.

Schedule

All priorities in this plan will be implemented by 2030.

Monitoring

- The Accessibility Advisory Committee will prepare an annual Accessibility Report Card for the councils of each municipal unit. The Accessibility Report Card will measure the performance of the policies and actions outlined in this plan.

- The Accessibility Report Card for each municipal unit will be a public document and will be posted on the individual website of each municipality.
- The Accessibility Advisory Committee will review new accessibility standards, directives, and guidelines from the province as they are released to determine if any updates to the plan are required.

Evaluating

The Accessibility Advisory Committee will lead a review and evaluation of the plan every three years.

Responding to Questions and Complaints

- Anyone can lodge a complaint, pose a question, or express a concern about accessibility in Eastern Shelburne County. These should be directed to the Accessibility Coordinator.
- The Accessibility Coordinator will respond within a reasonable amount of time. Before responding, the Coordinator will consult with the staff person responsible for the area of inquiry. The Coordinator's response will contain reasons for the decision.
- Anyone can appeal to the Council of their municipal unit if they are not satisfied with the response from the Accessibility Coordinator. Council may refer any appeal to the Accessibility Advisory Committee for additional review and recommendations before issuing a final response to the complainant.
- The Accessibility Coordinator will keep a record of all complaints, questions, and concerns submitted to them, and will provide summary updates to the Accessibility Advisory Committee regularly. These updates will become part of the Accessibility Advisory Committee's continual review of the Accessibility Plan and may inform future changes.

APPENDIX A

Accessibility Advisory Committee Members

Community Members

Terry Stacey

Bil Atwood

Holly Perry

Sylvia Snow

Wanda Buchanan

Council Members

Kent Balish, Town of Lockeport

Ben Nickerson, Town of Shelburne

Ron Coole, Municipality of the District of Shelburne

Staff Support

Frances Scott, Community Coordinator, Town of Lockeport

Robin Smith, Executive Coordinator, Town of Shelburne

Adam Dedrick, Director of Recreation & Parks, Municipality of the District of Shelburne

Past Members

Thank you to the following past committee members for their contributions:

Elizabeth Chute (Community Member)

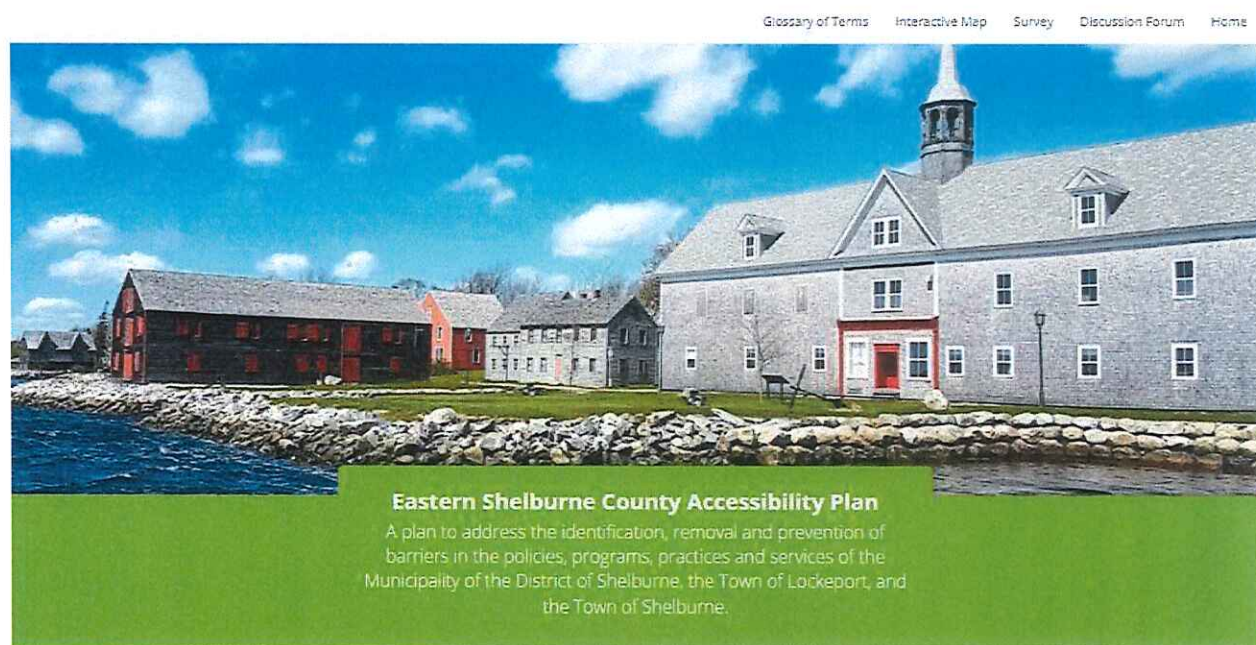
Ron Coole, Municipality of the District of Shelburne (Council Member)

APPENDIX B

Community Engagement

Community engagement is an essential component of the development and ongoing review of the Accessibility Plan. In developing the Accessibility Plan we reached out to a wide range of project stakeholders including Shelburne County Senior Safety & Services, Shelburne Association Supporting Inclusion, Shelburne County Community Health Board, Shelburne County Mental Health & Wellness Association, Roseway Manor, Surf Lodge, and Sou' West Nova Transit Association to inform them of the efforts of the Accessibility Advisory Committee and request that communications about engagement opportunities be passed through them to target audiences.

A project website was launched in September 2021 to host the Eastern Shelburne County Accessibility Survey, which gathered both general and specific feedback about barriers to accessibility across all six areas of focus. The survey remained open for public comment from September 29th to November 2nd (2021). In addition to the survey, an open house was held to provide the opportunity to participate in person on November 2, 2021, from 3 pm until 7 pm at the Shelburne Community Centre.



Accessibility Plan

Community Engagement Open House

The Eastern Shelburne County Accessibility Committee is working on an Accessibility Plan to address the identification, removal, and prevention of barriers in the policies, programs, practices and services of the Municipality of the District of Shelburne, the Town of Lockeport, and the Town of Shelburne.

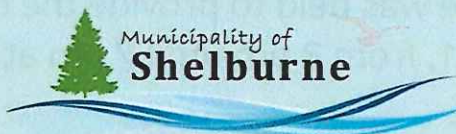
Date: November 2nd, 2021

Time: Drop in anytime between 3-7pm

Location: Auditorium, Shelburne Community Centre, 63 King St.

Proof of Vaccination is Required

Please contact us if you would like to participate through a paper survey or online.



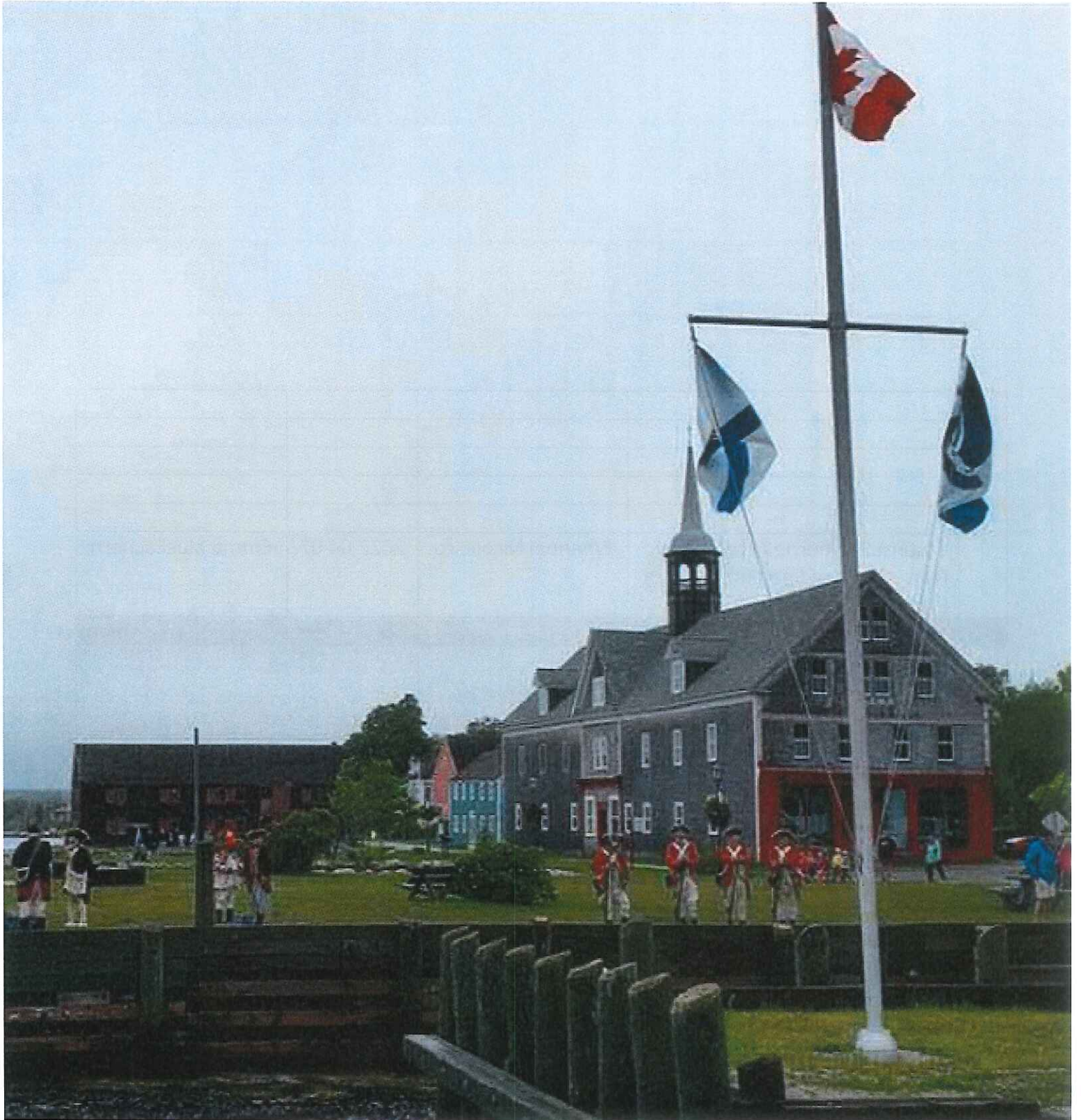
APPENDIX C

Action Plans

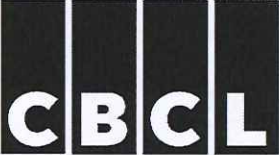


Town of Shelburne

Accessibility Action Plan



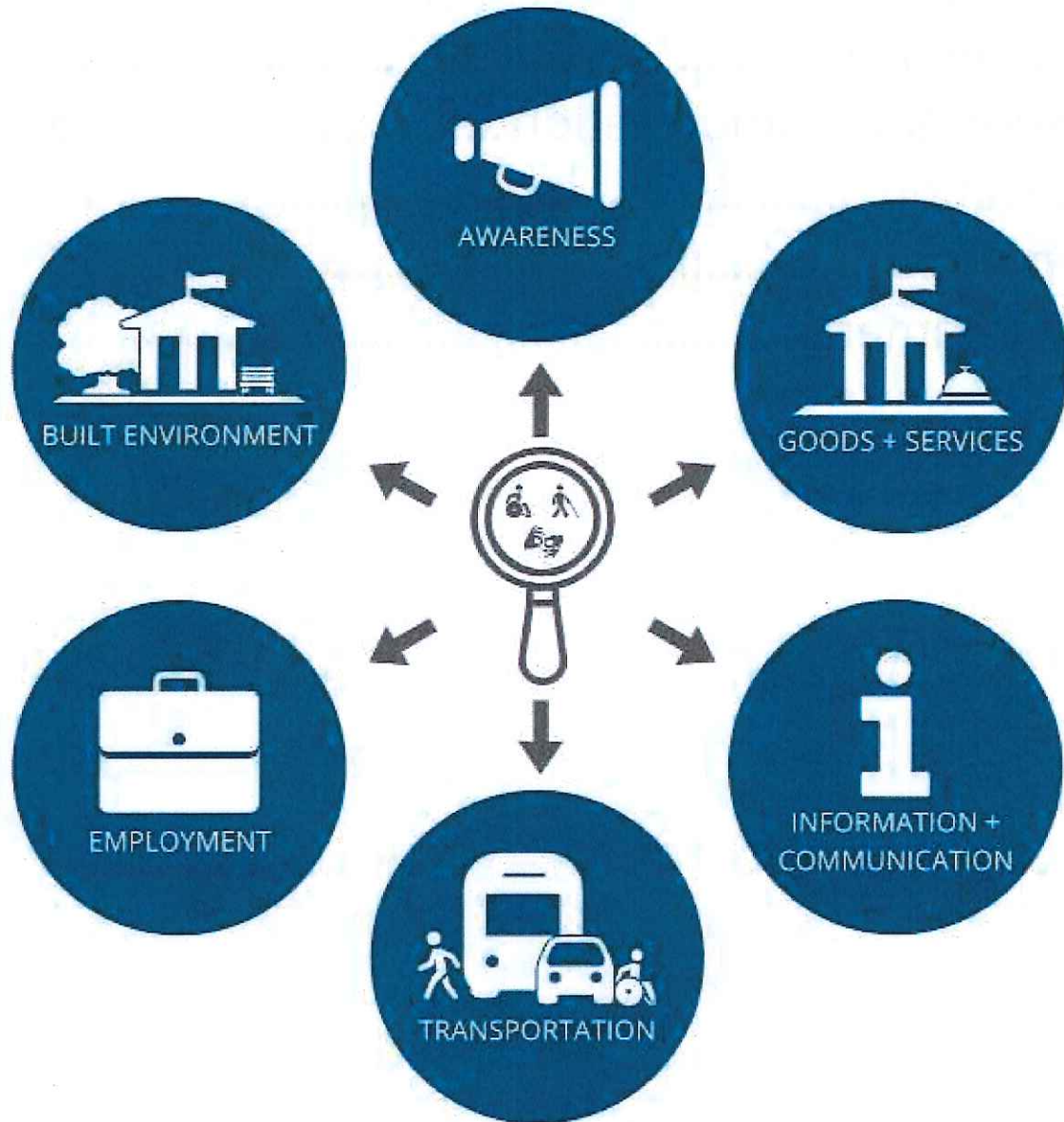


	Eastern Shelburne Accessibility Plan – Town of Shelburne Action Plan	Emanuel Nicolescu	2022-04-07	Emma MacEachern
Issue or Revision		Reviewed By:	Date	Issued By:
 <p>This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.</p>				

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Transportation.....	11
Employment.....	13
Built Environment	15

AREAS OF FOCUS



GLOSSARY OF TERMS

Access: A place that is easily reached, an environment that is easily navigated, or a program or service that can easily be obtained.

Accessibility Act (2017): The law enacted by the Province of Nova Scotia to achieve accessibility by preventing barriers to accessibility, developing and implementing provincial accessibility standards, and defining the role of an accessibility directorate in supporting and advancing accessibility initiatives and broader disability-related issues.

(<https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf>)

Accessibility Lens: A tool for assessing programs and services to ensure that persons with disabilities have equal access to and equitable inclusion in programs and services.

Accommodation: The personalized adaption of a workplace to overcome the barriers faced by persons with disabilities.

Active Transportation: Using your own power to get from one place to another. This includes walking, biking, skateboarding, in-line skating/rollerblading, jogging and running, and non-mechanized wheel chairing.

ASL: American Sign Language

Barrier: Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice."

CART: Communication Access Realtime Translation

Disability: Nova Scotia's Accessibility Act defines a barrier as "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Equity/Equitable: A commitment to fairness. Equitable access is different from equal access. Equality means each individual or group is provided with the same resources or opportunities. Equity recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.

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Tactile: Related to the sense of touch.

WCAG: Web Content Accessibility Guidelines. (Learn more at www.w3.org/WAI/standards-guidelines/wcag.)

AWARENESS

Our Commitment

We will create a culture of accessibility across our three municipal units. This includes increasing public awareness about the rights of persons with a disability, barriers we have to accessibility, and celebrating the contributions of our community members with disabilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Promote social inclusion in municipally led programming and events.
- Increase disability representation in promotional materials.

Actions

- Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness towards persons with disabilities, and promote recognition of the skills, merits, and abilities of persons with disabilities and of their contributions to the community.
- Promote National Accessibility Week and any associated accessibility and/or inclusion activities or events.
- Strive to provide accessibility awareness training for Council and staff.
- Create a dedicated accessibility newsletter that is made available both online and in print.
- Hold regular public meetings and educational events to increase accessibility.
- Provide ongoing accessibility content on the Town's website and social media pages to keep people engaged and accessibility on people's minds.
- Publish accessibility-related news, such as recently completed accessibility improvements and upcoming events.

GOODS & SERVICES

Our Commitment

We will ensure that people of all abilities have equitable access to goods and services provided by the Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockport. This includes ensuring that there are policies, procedures, and tools to promote the accessible delivery of services.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockport will:

- Ensure no individual is denied services because of a disability.
- Commit to deliver all goods and services without bias, making them accessible to all.

The Starting Point-Town of Shelburne

Overview

The following are some of the services delivered to the public by the Town either independently or and/or jointly with the Municipality of the District of Shelburne or the Town of Lockport with accessibility in mind:

- Handling meetings of Council and Advisory Committees
- Maintaining parks, trails, and open spaces.
- Maintaining streets and sidewalks.
- Providing recreational programming and equipment loans.
- Providing emergency services such as fire and EMO.
- Providing grants and support to local community groups.
- Maintaining water, sewer, and waste services.

Achievements

- The Town Building Inspector is enrolled in the Rick Hansen Foundation Accessibility Certification training.

- The Town provides online credit card payment options for municipal taxes and water as well as certain municipal services in addition to in-person, online, and telephone banking payments options.
- The Town extends grants to organizations working to support people with disabilities.

Barriers

- Many of the facilities that house programs and services are not accessible for people of all abilities.
- It is hard to find out what kind of services and programs are available for people with disabilities.
- There are limited inclusive play areas in the Town.

Actions

- Strive to develop accessible customer service policies which support the principles of independence, dignity, integration, and equal opportunity.
- Provide accessibility customer service training to:
 - All Town employees (this includes full-time, part-time, and contract positions) whose duties require interacting with members of the public.
 - Any staff involved in the development of Town policies (this includes managers, senior leaders, and elected officials).
- Create an “Accessibility” page on the Town website that provides consolidated information about accessibility services, programs, and resources available through the municipality and provincial and federal governments. Include an embedded form that allows anyone to provide feedback or submit accessibility-related services requests and questions.
- Promote adaptive recreation equipment available for public use.
- Ensure the public service counter at the Town Office is at a wheelchair-appropriate height.
- Incorporate accessibility design, criteria, and features in procurement and buying practices, where feasible.

- Develop a procedure for alerting the public when facilities or services that people with disabilities usually use are temporarily unavailable (ex. elevator or accessible washroom is out of service). Notices of service disruptions should include the reason for the disruption, expected duration, and any alternative measures in place.

INFORMATION & COMMUNICATION

Our Commitment

We will ensure that all people of all abilities can receive, understand and share information and communication provided by the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- On request, provide information in an accessible format or with communication support that considers a person's individual need, at no additional charge.
- Ensure that all public meetings are as accessible as possible to all members of the public by offering material in various formats and offering support to facilitate equitable participation.
- Train front-line staff in effective methods for communicating with people of all abilities.
- Provide information in an accessible format when requested.

The Starting Point-Town of Shelburne

Overview

The Town delivers information to the public in many ways, including:

- Digitally via email, Town website, Vimeo, as well as social media outlets.
- In-person at the various facilities which host meetings of Town Council, Committees, and other services.
- In print via newspapers, newsletters, and direct mail.
- Community bulletin boards.

Achievements

- Council meeting agendas and minutes are posted on the Town website.
- The Town has installed large outdoor digital screens listing Town news, services, and initiatives, and providing associated contact information.
- Shelburne Town Council meetings air online through the town Vimeo Channel and on Eastlink once per month.

Barriers

- Not everyone has access to a computer or the internet or does not desire to learn about technology. Other means of communication need to be available.
- The Town website is difficult to navigate and is not accessible to people with visual impairments.
- The Town Council Chambers are upstairs, making it difficult to attend meetings.
- It is difficult for people with hearing impairments to call the Town for information they cannot find on the Town website.
- It is hard to find out what kind of services are available for people with disabilities.
- There are no policies around how information and communication materials must be provided to the community.
- When masks are worn at public meetings and service counters, they create a challenge for people with hearing impairments who rely on lip-reading.
- Videos of Council meetings posted to the Town Vimeo site do not provide closed caption.

Actions

- Provide key municipal communications in accessible formats promptly and at no cost to users.
- Train relevant staff in accessibility and inclusive communication strategies.
- Video content posted to the Town website or social media pages will include closed captions where possible and described video where appropriate.
- Strive to ensure that any digital communications are screen-readable.

-
- Aim to establish and implement a plan to ensure that the Town website complies with the Web Content Accessibility Guidelines (WCAG) 2.0, by 2025.
 - Develop guidelines for information and communications materials to ensure they are accessible to individuals with disabilities.
 - Continue to ask & reflect on resident feedback on how to improve the accessibility of information and communication, on a regular basis.
 - Consider budgeting for the cost of providing communication supports, including ASL interpretation and Communication Access Realtime Translation (CART), at council and other public meetings upon request.

TRANSPORTATION

Our Commitment

We will support local organizations and businesses in the Municipality of the District of Shelburne, Town of Shelburne and the Town of Lockeport that provide transportation to ensure equitable access for people of all abilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Continue to support the Sou'West Nova Transit Association as it provides a valuable service to residents throughout Eastern Shelburne County.
- Strive to support safe infrastructure for active transportation (e.g. walking, rolling, cycling).

The Starting Point-Town of Shelburne

Overview

There are no public transportation services provided by the Town of Shelburne. The Town provides grants to support Sou'West Nova Transit Association. The Sou'West Nova Transit Association has been providing rides throughout Shelburne County since 2012, and currently operates a fleet of vehicles which includes wheelchair accessible transportation in addition to volunteer drivers who use their own vehicle.

Achievements

- The Town provides funding to support transportation services by Sou'West Nova Transit.
- The Town received funding in 2016-17 to complete some of the Town's active transportation network.

Barriers

- There are no public transportation services operated by the Town.

- There is no known taxi service in the Town.
- Accessible parking is limited and often the location does not comply with accessibility standards (see Built Environment).
- Many sidewalks are in poor condition and difficult for physically disabled citizens.

Actions

- Continue to work with the Sou'West Nova Transit Association to contribute funding needed to expand the current service offerings to afford residents who rely on the service, increased flexibility and freedom.
- Ensure that all public parking areas have an adequate number of accessible parking spaces which meet the standards set out in the Canadian Standards Association (CSA) B651-18, Accessible Design for the Built Environment.
- Focus on increasing barrier-free access to sidewalks, crosswalks, and accessible parking spaces.
- Investigate other opportunities for community partners to further expand access to transportation and increase connectivity within the Town and surrounding communities.

EMPLOYMENT

Our Commitment

We will remove barriers to employment for persons with disabilities who seek employment with the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport. We will make our employment practices and workplaces accessible for both new and existing employees of all abilities.

Policies

The Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport will:

- Offer accommodation during recruitment, if needed.
- Offer accommodation to employees of all abilities. This includes providing assistive devices so that employees can succeed at their jobs.
- Provide educational opportunities for employees to build an understanding of the value of accessibility and inclusion.
- Ensure that an accessibility lens is applied when reviewing or developing programs or processes relating to employment.

The Starting Point-Town of Shelburne

Overview

The Town of Shelburne employs permanent, part-time and seasonal employees. The primary worksite for most employees is the Town Office on Water Street. Other worksites include the Public Works Building, Water Treatment Plant, and the Wastewater Treatment Plant. The Shelburne Town Council consists of five elected officials.

Achievements

- The contracted Town Building Inspector is enrolled in RHFAC training.
- Job posting for the Town includes a statement outlining the Town's commitment to hiring members of the community who may have accessibility needs.

Barriers

- Job openings are advertised using traditional print and online recruitment methods, which may not be accessible to some individuals.
- The second floor is not wheelchair accessible in the Town of Shelburne administration building.
- Training and recognizing barriers that may limit job opportunities for qualified individuals has not been prioritized yet.
- Historically, Town processes, systems, communications, and documents have not taken accessibility into account and may not be easily adaptable to assistive technologies.

Actions

- Provide accessibility and inclusion training for all Town staff and elected officials. This includes a mandatory requirement to complete the Working with Abilities online training, provided free of charge by the Nova Scotia Human Rights Commission.
- Conduct a formal review of all municipal workplaces concerning physical barriers to allow employment for persons with disabilities, and implement a plan to ensure that all requiring municipal workplaces are barrier-free where appropriate.
- Develop a formal Accommodation Policy.
- Ensure that announcements of job opportunities promote the availability of accommodations upon request, are made available in various formats, and are distributed through a broad range of intermediaries.
- Investigate different types of assistive technologies for the workplace and ensure funding is established for assistive devices for employees that may need some to succeed at their job.
- Set out long-term goals for increasing the representation of people with disabilities in the municipal workforce and establish a strategy and timeline for achieving those goals.
- Actively recruit people with disabilities to serve on Town committees and working groups.

BUILT ENVIRONMENT

Our Commitment

We will ensure that all new infrastructure (public buildings, streets, sidewalks, and public spaces) within the Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport will be accessible to people of all abilities.

Policies

The Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport will:

- Establish a plan to assess all municipal infrastructure based on the accessibility requirements (Schedule “C”) in the most recent version of the Nova Scotia Building Code.
- Strive to achieve RHFAC Gold Standard for all new public buildings and facilities. Ensure that new public buildings and facilities meet or exceed the standard set out in the Canadian Standards Association (CSA) B651-18, Accessible Design for the Built Environment.
- Strive to have existing sidewalks, curb cuts, and crosswalks upgraded and ensure that newly constructed meet the standard set out in the Canadian Standards Association (CSA) B651-18, Accessible Design for the Built Environment.
- Aim to ensure that accessible detours are available when a sidewalk or shoulder is closed for or affected by construction.
- Provide basic access for people of all abilities to public buildings, public washrooms, and outdoor public spaces such as parks and beaches.
- Promote grant programs for accessibility upgrades to local businesses and organizations.

The Starting Point-Town of Shelburne

Overview

The Town of Shelburne owns several public facilities such as Town Hall, King Street Centre, Guild Hall, Shelburne Community Centre, Graham’s Park, and the

Shelburne Community Centre. Other municipal facilities and infrastructure include many roads and sidewalks, several parks, green spaces, and athletic fields as well as buildings and properties which relate to municipal services such as sewage, water, and maintenance of other Town assets and properties.

Achievements

- The Town of Shelburne makes extensive use of its facilities at the Community Centre to ensure accessibility for many meetings and events, including a chair lift for the stage.
- King Street Centre is undergoing a retrofit which will improve accessibility.
- The new play area at Graham's Park in the Town of Shelburne was built with some accessible features including the splash pad and public washrooms.

Barriers

Indoor Public Spaces

- Older public buildings are not as accessible as the newer ones, and it is expensive to update (retrofit) existing buildings to make them more accessible.
- Many of the public washrooms and doorways in municipal buildings are not accessible to people using wheelchairs.
- Accessible parking is limited.
- Public buildings only have audible fire alarms.
- Council Chambers are not accessible – they are located on the second floor and have multiple barriers.
- Some power entry doors do not stay open long enough.

Parks and Open Spaces

- Some parks are not accessible for people using mobility devices.

Infrastructure

- Curb cuts on the sidewalk along the west side of Dock Street in the Town of Shelburne are too steep, making it difficult or impossible for some wheelchairs to mount onto the sidewalk.

- There is no sidewalk connecting the core of the Town of Shelburne to the hospital.
- Most crosswalks do not have curb cuts.
- Many sidewalks and crosswalks are in poor condition and are not safe for people with visual impairments and mobility challenges.
- Many streets in Town do not have sidewalks.

Actions

- Undertake accessibility audits of Town buildings and facilities that are accessed by the public. Identify and develop cost estimates for priority projects to be included in long-term budget planning.
- Ensure that locations holding public meetings or providing a public service are accessible for people of all and abilities – specifically Town Hall and Community Centre.
- Prioritize maintenance of sidewalks and ensure that curb cuts are provided at all new installations.
- Widen doorway and install/replace power door buttons at the entrance of Town buildings that are accessed by the public to meet RHFAC standards. Ensure that power doors open in the appropriate direction and remain open for an adequate amount of time.
- Strive to have adequate curb cuts at cross walks and work towards installing auditory, visual, and tactile markers at busy intersections.
- Work with organizations that lease municipally-owned buildings to undertake accessibility audits.
- Consider updating the Land Use By-Law or explore other options to mandate requirements for accessible parking.

**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

REVENUE

GENERAL OPERATING REVENUES

TAXES

ASSESSABLE PROPERTY

RESIDENTIAL	\$1,633,717
COMMERCIAL	\$704,879
RESOURCE	\$24,589
FOREST PROP TAX(LESS 50,000AC)	<u>\$23</u>
	<u>\$2,363,208</u>

BUSINESS PROPERTY

BELL ALIANT	<u>\$11,500</u>
	<u>\$11,500</u>

OTHER TAXES

DEED TRANSFER TAX	<u>\$115,000</u>
	<u>\$115,000</u>

GRANTS IN LIEU OF TAXES

GRANTS IN LIEU - FEDERAL	<u>\$8,465</u>
	<u>\$8,465</u>

PROVINCIAL GOVERNMENT

GRANTS IN LIEU - PROVINCIAL	\$5,499
FIRE PROTECTION	<u>\$460</u>
	<u>\$5,959</u>

SALE OF SERVICES

PROTECTIVE SERVICES

FIRE PROTECTION - MDS	\$75,171
GIS SERVICES - MDS & TOL	<u>\$0</u>
	<u>\$75,171</u>

ENVIRONMENTAL HEALTH SERVICES

WASTEWATER CHARGE	\$334,259
SOLID WASTE CHARGE	\$275,914
WASTEWATER CONNECTIONS	<u>\$5,000</u>
	<u>\$615,173</u>

OTHER REVENUE FROM OWN SOURCES

LICENSES & PERMITS

VENDOR PERMITS	\$200
DOG LICENSES	\$0
ZONING/COMFORT LETTERS	\$200
DEVELOPMENT PERMITS	<u>\$400</u>
	<u>\$800</u>

FINES

TRAFFIC VIOLATIONS-COURT FINES	\$9,000
TRAFFIC VIOLATION -PARKING	<u>\$0</u>
	<u>\$9,000</u>

RENTALS

PROPERTIES	\$130
13 GEORGE ST	\$7,901
GOC BUILDING	\$107,694
KING STREET CENTRE	\$12,600
GUILD HALL	<u>\$1,500</u>
	<u>\$129,825</u>

FIRE STN./COMM CTR. (RENTAL)

AUDITORIUM	<u>\$1,000</u>
	<u>\$1,000</u>

RETURN ON INVESTMENT

BANK INTEREST ON CURRENT ACCT	<u>\$5,000</u>
	<u>\$5,000</u>

PENALTIES & INTEREST ON TAXES

INTEREST	<u>\$34,000</u>
	<u>\$34,000</u>

MISCELLANEOUS

OTHER REVENUE	<u>\$96,000</u>
	<u>\$96,000</u>

UNCONDITIONAL TRANS FR GOVTS

PROVINCIAL GOVERNMENT

CAPACITY GRANT	\$366,837
HST OFFSET	\$10,000
PROV FUEL TAX REFUND	<u>\$1,500</u>
	<u>\$378,337</u>

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**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

COND. TRANS. FR. FED & PROV GT	
FEDERAL GOVERNMENT	
JOB GRANTS	\$4,536
COVID 19-WAGE SUBSIDY	\$0
COVID SAFE RESTART GRANT	\$2,000
FCM (MAMP)	<u>\$0</u>
	\$6,536
PROVINCIAL GOVERNMENT	
EMO (CIVIC ADDRESSING)	\$1,000
PCAP-CCTV PROJECT	\$0
CONNECT 2 FUNDING	\$0
FRIIP(STORM SURGE STUDY)	\$0
MPAL (SCHOOL CO-ORD)	\$0
BEAUTIFICATION & STSCAPING PROG	\$0
COMMUNITY GARDEN	<u>\$0</u>
	\$1,000
COMMUNITY & ECONOMIC DEV	
COMMUNITY USE OF SCHOOLS	
COMMUNITY DEV GRNT-SCHL CO-ORD	\$0
PROGRAM REV-FEES.RENTALS	<u>\$0</u>
	\$0
COND. TRNSFRS-OTH LOCAL GOVTS	
MDS -FUNDING	\$5,000
TOL - MPAL,TOURISM & EVENTS	<u>\$0</u>
	\$5,000
OTHER TRANSFERS	
TRANS FROM OTHER FUNDS (OWN RES)	<u>\$20,000</u>
	\$20,000
	\$3,880,974

EXPENSES

GENERAL OPERATING EXPENSES	
GENERAL GOVERNMENT SERVICES	
LEGISLATIVE	
MAYOR	
STIPEND	\$22,511
CPP/MEDICAL	\$0
TRAVEL & EXPENSES	<u>\$1,500</u>
	\$24,011
COUNCIL	
STIPEND	\$56,277
CPP/MEDICAL	\$6,840
TRAVEL & EXPENSES	<u>\$1,000</u>
	\$64,117
COMMITTEE EXPENSE	
COUNCIL MEETINGS EXPENSE	\$1,000
OTHER COMMITTEE EXPENSE	<u>\$1,000</u>
	\$2,000
OTHER LEGISLATIVE	
ELECTIONS, PLEBISCITES	\$0
NSFM DUES	<u>\$2,416</u>
	\$2,416
ADMINISTRATION & FINANCE	
CAO	
CAO	\$86,776
CAO EXPENSES	\$4,000
EXECUTIVE CO-ORD	<u>\$45,027</u>
	\$135,803
ADMINISTRATION	
HR MNGR/ADMIN	\$56,646
OFFICE STAFF - CASUAL	\$0
CSR/ADMIN	\$26,364
RECORDS MANAGEMENT/AM	<u>\$0</u>
	\$83,010

**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

FINANCE	
FINANCE MANAGER	\$60,742
FINANCE OFFICER/ACCTS PAYABLE	<u>\$45,191</u>
	\$105,933
BENEFITS	
EMPLOYER EI, CPP	\$22,338
EMPLOYER TOWN PENSION	\$23,804
EMPLOYER HEALTH PLAN	\$12,669
WORKERS COMPENSATION	\$7,345
SICK LEAVE EXPENSE	\$2,000
VACATION PAY EXPENSE	<u>\$2,000</u>
	\$70,156
TRAINING	
STAFF EXPENSES	\$500
STAFF TRAINING	<u>\$2,500</u>
	\$3,000
TOWN HALL EXPENSE	
MAINTENANCE & REPAIRS	\$2,500
LIGHT & FUEL	\$12,500
WATER & INSURANCE	\$5,350
JANITORIAL WAGES	\$6,800
MISCELLANEOUS SUPPLIES	<u>\$0</u>
	\$27,150
GENERAL GOV'T SERVICES	
ASSESSMENT CST RECOVERY	\$26,219
GRANTS TO ORGANIZATIONS	<u>\$38,564</u>
	\$64,783
ADMINISTRATION EXPENSE	
LEGAL SERVICES	\$15,000
AUDIT SERVICES	\$26,000
IT-SOFTWARE LICENSES/SUPPORT/SECURITY	\$19,000
OFFICE SUPPLIES	\$10,000
TELEPHONE/INTERNET	\$8,500
ADVERTISING	\$8,000
OFFICE EQUIPMENT	<u>\$7,500</u>
	\$94,000
OTHER ADMINISTRATION EXPENSE	
PUBLIC LIABILITY INSURANCE	\$55,800
OTHER GENERAL ADMIN SERVICES	\$8,600
MERCHANDISE	\$1,000
ASSET MANAGEMENT INITIATIVES	\$0
ACCESSABILITY PLANNING	<u>\$2,000</u>
	\$67,400
DEBT CHARGES	
INTEREST ON LTD	
DEBENTURE INTEREST	\$2,920
TERM LOAN INTEREST(O/D)	\$0
OTH DEBT CHRGS-BNK S/C,ETC	<u>\$9,000</u>
	\$11,920
PROTECTIVE SERVICES	
POLICE PROTECTION	
CRIME INV,PREV & PROT SVS RCMP	\$38,341
DEPT. OF JUSTICE (RCMP SERV.)	\$736,309
DETACHMENT ASSISTANT	<u>\$0</u>
	\$774,650
OTHER PROTECTIVE SERVICES	
EMERGENCY MEASURES	\$6,269
ANIMAL & PEST CONTROL	<u>\$0</u>
	\$6,269
BY-LAW ENFORCEMENT	
OTHER-BY-LAW ENFORCEMENT OFFIC	\$20,675
EMPLR (EI/PPP)	\$1,436
EMPLR(PENSION)	\$0
EMPLR(MEDICAL)	\$2,030
EMPLR (W/C)	\$474
OTHER-BY LAW OFFICER EXP	\$2,000
SHARED SERVICES - BY LAW	<u>\$0</u>
	\$26,615

**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

FIRE PROTECTION	
ADM - WORKER'S COMPENSATION	\$4,000
FIRE (VOL FORCE ALLOWANCE)	\$5,000
OCCUPATIONAL HEALTH & SAFETY	\$0
SVFD-BUNKER GEAR,SBCA, ETC	\$25,000
FIRE ALARM SYSTEMS-DISPATCH	\$2,503
WATER SUPPLY AND HYDRANTS	\$83,565
WATER SUPP & HYDTS-FIRE WELLS	\$500
TRAINING	\$3,000
OTHER - SUPPLIES,MEALS,ETC	\$200
FIRE STATION AND BUILDINGS	\$28,500
FIRE STN- WATER, INS	\$13,500
MAINTENANCE OF EQUIPMENT	\$10,000
MAINTENANCE OF TRUCKS	\$25,000
MTC/INS OF BOATS	\$2,000
MTC/INS OF ATV	\$1,000
MTC/INS OF LAFRANCE	\$760
COMMUNICATION EQUIP-TRK RADIO	\$6,000
TRUCK & EQUIPMENT INSURANCE	<u>\$13,700</u>
	\$224,228
SHARED SERVICES	
FIRE INSPECTION	\$11,815
BLDG INSP-SHARED SERVICES	<u>\$12,108</u>
	\$23,923
DEBT CHARGES	
OTH DEBT CHRGS-LATE FEES,ETC	\$0
DEBENTURE INTEREST	<u>\$2,703</u>
	\$2,703
PUBLIC WORKS	
OPERATIONS	
WAGES & BENEFITS	
WORKER'S COMPENSATION	\$5,698
EMPLOYER(EI/CPP)	\$18,575
EMPLOYER(PENSION)	\$14,143
EMPLOYER(MEDICAL)	\$13,550
LABOUR	\$182,700
TRAINING	<u>\$4,000</u>
	\$238,666
OTHER	
SURVEYING	\$12,000
MEMBERSHIPS	\$400
CELL PHONES - PUBLIC WORKS	\$1,737
OTHER-OFF.SUPP,PSTG,ADS,ETC	<u>\$400</u>
	\$14,537
GENERAL EQUIPMENT	
FUELS	\$13,500
INSURANCE-TRUCKS,LDR,ETC	\$8,850
COMMERCIAL CARRIER FEE	\$66
SUPPLIES, SMALL TOOLS	<u>\$6,000</u>
	\$28,416
EQUIPMENT MTC	
MAINTENANCE OF LOADER	\$5,000
MAINTENANCE OF BACKHOE	\$2,500
MTC- '15 KIOTI TRACTOR	\$650
MTCE 3 TON-2011	\$5,000
'99 5 TON WHITE TRUCK	\$6,000
2011 1/2 TON TRUCK (BLUE)	\$1,000
MTC-1 TN TRK-DODGE'09	\$2,500
MTC 1/2 TN'09 FORD SILVER	\$1,000
MTC 1/2 TN'03 CHV/BRGNDY	\$500
MTC OF '04 SKIDSTEER	\$1,500
MAINTENANCE OF SMALL EQUIP	\$1,600
MTCE SNW REMVL EQUIP	<u>\$5,000</u>
	\$32,250
BUILDINGS	
P/W BUILDING & YARD	\$13,500
P/W BLDG - WATER/INSURANCE	\$2,570
SALT & SAND STORAGE BUILDING	<u>\$2,500</u>
	\$18,570

**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

WASTE COLLECTION	
SOLID WASTE	
WASTE STATION -BUILDING/SUPPLIES	\$500
GARBAGE BINS/DOG WASTE STATIONS	<u>\$300</u>
	\$800
COMPOST	
COMPOST BINS-GREEN CARTS	<u>\$1,200</u>
	\$1,200
SHARED SERVICES	
SHARED SERVICES-GARBAGE COLLECTION	<u>\$275,914</u>
	\$275,914
DEBT CHARGES	
OTH DEBT CHARGES-LATE FEES	\$0
DEBENTURE INTEREST	<u>\$26,381</u>
	\$26,381
COMMUNITY/ECONOMIC DEVELOPMENT	
PUBLIC HEALTH/WELFARE SERVICES	
MDS - MPAL PROGRAM	\$10,000
MEDICAL CENTRE	<u>\$25,000</u>
	\$35,000
PLANNING & INSPECTION	
LUB/SEP-REWRITE	\$0
SHARED SERVICES - DEVELOPMENT OFF	\$1,500
OTH PROFESSIONAL SERV(ENG,PLNG,ETC)	\$10,000
REGIONAL PLANNING	<u>\$8,535</u>
	\$20,035
TOURISM & EVENTS	
TOUR & MARKETING CO-ORD -EXP	\$0
TOUR. & MARKETING OFFICE OPERATION	\$0
MARKETNG & PROMO	\$5,000
TOUR & MARKETING- WEB TOOLS	\$3,750
PROMO AUDIO/VIDEO DEVELOPMENT	\$0
CHRISTMAS DECORATIONS	\$0
MIRACLE ON DOCK STREET	\$2,000
DOCK STREET DAYS	\$5,000
EVENTS- SPONSORSHIP	\$1,000
VIC - MAINTENANCE	\$3,000
VIC - INSURANCE	\$364
VIC - OPERATIONS	\$14,352
GUILD HALL - PROGRAMMING	\$2,450
SOUTH SHORE TOURISM TEAM	<u>\$350</u>
	\$37,266
FACILITIES MANAGEMENT	
BLDGS & FACILITIES	
GOC BUILDING	\$99,700
COMM CTR-OPER,MTC & REPAIR	\$33,000
COMM CTR-JAN,WTR,INS	\$21,700
LITTLE PEOPLES-DAY CARE	\$0
KING ST CTR.(OPER,MTC,REPRS)	\$15,000
KING ST CTR.(WTR & INS)	\$6,030
HERITAGE HALL (OPER,MTC,RPR)	\$0
HERITAGE HALL (INS)	\$0
COX SHIPYARD COMPLEX	\$9,700
13 GEORGE	\$6,705
MACKAY MEM LIBRARY-OPER EXP	\$8,190
LIBRARY JANITORS WAGES	\$8,255
GUILD HALL-MTC & OPERATIONS	\$2,000
DOCK ST- PUBLIC WASHROOMS	\$6,765
TCA-FACILITY IMPROVEMENTS	<u>\$20,000</u>
	\$237,045
DEBT CHARGES	
DEBENTURE INTEREST (CED)	\$201
DEBENTURE INTEREST (FACILITIES)	<u>\$10,335</u>
	\$10,536
FISCAL SERVICES	
FINANCING/DEBT CHARGES	
DEBENTURE PRINCIPAL	<u>\$167,811</u>
	\$167,811

**Town of Shelburne
2022-23 OPERATING BUDGET (DRAFT)**

UNCOLLECTIBLES	
UNCOLLECTABLE TAXES	\$5,000
	<u>\$5,000</u>
RESERVE TRANSFERS	
CAPITAL RESERVE	\$30,690
OPERATING RESERVE	\$0
	<u>\$30,690</u>
APPROPRIATIONS-RED TX REV	
REG SCHOOL BRD	\$290,976
REG LIBRARY	\$13,400
DEPT. OF JUSTICE (PROS. FEES)	\$5,000
PROT SERV-CORRECTIONS	\$21,400
DEF. REG HOUSNG AUTH	\$70,000
	<u>\$400,776</u>
TAXATION EXEMPTIONS	
LOW INCOME TAX EXEMPTION	\$15,000
TAX EXEMPTIONS	\$42,935
CDDIP(COMM DEV DIST IMP PRGRM)	\$5,441
	<u>\$63,376</u>
	\$3,880,974



Town of Shelburne FY2022/23 Top 5 Council Priorities (as of 31Mar'22)

RANK	PRIORITY	→ ACTION
#1	Financial Capacity	→ Reduce property taxes by 3 cents! → Allocate some of the upcoming budget for grants to not-for-profit organizations
#2	Daycare Facilities	→ Allocate funds to continue to support improvement of King St facility
#3	Healthcare	→ Support sharing of housing costs for emergency physicians → Support sponsorship for healthcare students
#4	Fire Services	→ Continue to fund assets where and when needed by SVFD → Continue to build reserves to help pay for replacement truck
#5	Housing	→ Support organizations (private & public) wanting to build more housing options



Naturally Yours

Inspection Department

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

April 1, 2022

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
BOT 1W0

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Dear Ms., Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of March, 2022

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	22	19
Construction Value	\$ 110,000.00	\$ 30,000.00
Total Construction to Date	\$ 3,038,749.00	\$ 476,450.00

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 March 2022.

Total number of calls for service: 11

Calls for service within the Town: 7

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

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

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

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<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	
MEDICAL	1	
MOTOR VEHICLE ACCIDENT	2	3 +1 Mutual Aid
STRUCTURE (Suspicious Odor)	1	
CHIMNEY/FLUE	1	
VEHICLE FIRE		
GRASS, BRUSH, FOREST		1
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



P.O. Box 670
 168 Water Street
 Shelburne, N.S.
 B0T 1W0
 Phone: (902) 875-2991
 Cell : (902) 874-2476
 Fax: (902) 875-3932
lewis.chetwynd@shelburnens.ca
www.shelburnens.ca

March 30th, 2022

Bylaw Officer Report March

ATTN: Sherry Doane, CAO

March calls for service:

- Service request: Anonymous complaint of dogs running loose- *On arrival the dog was on a leash*
- Service request: Anonymous complaint of chickens running a foul within town- *3 chickens found*
- Service request: Complaint of burning garbage within town limits- *Ongoing investigation*
- Service request: Complaint of garbage "everywhere" near a business- *Confirmed and business removed the garbage*
- Service request: Complaint of garbage behind rental *Ongoing investigation*
- Service request: Complaint of a small pig in the road – *No pig found*
- Service request: Complaint of refused garbage in front of rental units- blocking fire hydrant- *Ongoing Investigation*

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Assignments:

- Follow up x 3 on Dangerous/Unsightly – *No actions made by owner, Order to be sent in April*
- Patrol of areas where animal complaints were made
- Requested resident rectify public safety hazard- *Resident complied with request*
- Searched for illegal burning site and found illegal dump site- *Referred to public works to remove*

Summary of additional bylaw officer duties:

Most of my time has been spend gathering information on various properties to properly address by-law infractions. Primarily this effort has been spent on Dock St. and adjacent streets, but there are a few exceptions; Properties that may cause a danger/hazard to the public and properties with ongoing files.

Thank you,

Lewis Chetwynd
 By-Law Enforcement Officer