



AGENDA
Town Council Meeting-Council Chambers
May 2nd, 2022
6:30 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Town Council meeting held on April 19th, 2022
- 4) Proclamations & Announcements:
 - a) Lyme Disease Awareness Month
- 5) Delegations:

Shelburne Events Committee-Dock St. Days
- 6) Correspondence:

Action:

 - a) Shelburne & Area Chamber of Commerce- Business of Community Invite-May 31 D23-A15
 - b) Municipality of Barrington-Regional Emergency Management Organization Request D23-A16

Information:
- 7) Council Items:
 - a) Town Council Meetings Policy D23-A17
- 8) Committee Reports:
 - a) CP&V Committee Minutes-November 4th, 2022 D23-A18
 - b) Port Committee Minutes-October 21st, 2022 D23-A19
- 9) Staff Reports:
 - a) Staff Report: Non-Resident Deed Transfer Tax & Property Tax (CAO) D23-A20
 - b) CAO Update
 - c) Staff Report: Town Beautification (Executive Coordinator) D23-A21
- 10) New Business:
- 11) In-Camera:
- 12) Upcoming Meetings:
 - a) Town Council Meeting-May 16th, 2022-6:30pm, Council Chambers
- 13) Adjournment



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers, 168 Water St.

Tuesday April 19th, 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

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.

Mayor Locke then acknowledged although the families and loved ones of the victims left behind are by far, the most impacted, the tragedy that unfolded in Portapique in April of 2020 has affected us all. Council then took a few moments in silence.

Approval of the Agenda

THAT Council approves the Agenda for April 19th, 2022, with the correction of National Volunteer Week being April 24th-30th.

Acker-Ringer
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Special Town Council Meeting on April 19th with the following amendments as read by the CAO.

- Under Council Items (b)-*Residential Assessment from PVSC is up approximately 6%*
- Under a few highlights of Expenses- General Gov't Services are \$755,699 which as well as adding Regional before the word Library
- Under Capital (5 Year) adding Canada Community Building Fund.
- Under Marine Terminal-will come from current leases, the Federal Govt. and the 2022-23 budget is forecasting transfer to reserve for \$85,000.
- Under Closing Remarks-announces a 3-cent reduction/\$100 assessment to our Residential/ Resource tax rate.

Davis-Nickerson
CARRIED

Proclamations & Announcement

a) National Volunteer Week April 24th-30th

On behalf of Council, I would like to recognize that National Volunteer Week is April 24th to 30th and we appreciate all the wonderful volunteers we have in our community. We will be honouring all our *Volunteers of the Month* at a reception in the fall.

b) Mental Health Week-May 2nd to 8th

Mental Health Week is May 2nd to 8th, and we encourage all use the resources we have available in our area as well many resources on the Canadian Mental Health Week.ca website. Bring empathy alive with the people in your life. Be there, listen completely, and see the world through their eyes. It is how to really help.

c) Volunteers of the Month-Illuminate Nova Scotia

On Saturday April 9th, love was poured over our community. An event called Illuminate Nova Scotia was held at the Shelburne Community Centre. The centre was transformed into a magical Cinderella's castle as prom night for our special needs community in Shelburne. It was a night where they came dressed in their best and had their shoes shined, and their hair, makeup and nails done. After a photo session, they had their big moment walking down the red carpet, as every single person was celebrated one by one! Near the end of the night, each guest was crowned King or Queen of the Prom.

This night was hosted by our local Hope Wesleyan Church with Pastor Joanne Ozon and her amazing team. We would like to recognize Pastor and 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 in lifting the spirits of our community, the Town of Shelburne's Council and CP&V Committee, recognize them as the Volunteers of the Month for April. Thank you!

Delegations

None

Correspondence

Action:

a) Ryan Eickmeirer-Lobby Registry Meeting Request

No action

Information:

b) Honourable Joyce Murray-Ghost Gear Fund

THAT Council accepts the above document for information.

Acker-Davis

CARRIED

Council Items

a) Eastern Shelburne County Accessibility Action Plan

Executive Coordinator informed this Accessibility Action Plan was started close to a year ago now with the Accessibility Committee and thanked them for their hard work putting this plan together. Council and the CAO have had this document for a week or so now and have reviewed and made suggestions. This final document which includes the Eastern Shelburne County Accessibility Action Plan as well as the Town's individual plan as Appendix C.

M23-002 *THAT* Council approves the Eastern Shelburne County Accessibility Action Plan as presented.

Acker-Nickerson

CARRIED

b) Town of Shelburne 2022-23 General Operating Budget

There were no concerns, questions, or discussion from any feedback that Council received from residents since the draft general operating budget went public last week. Council proceeded with the following motions for budget approval:

M23-003 *THAT* Council approves the fiscal year 2022-23 General Operating Budget in the amount of \$3,880,974.

Acker-Nickerson

CARRIED

M23-004 *THAT* Council approves the decrease to residential/resource tax rate fiscal year 2022-23 by 3 cents, from \$2.06 to \$2.03 per \$100 of assessment.

Nickerson-Acker

CARRIED

M23-005 *THAT* Council approves the Wastewater charge for fiscal year 2022-23 at \$260 per unit.

Acker-Ringer

CARRIED

M23-006 *THAT* Council approves the Solid Waste charge for fiscal year 2022-23 at \$276.47 per unit due to the increase in solid waste management charges as determined by Region of Queens and MDS.

Davis-Nickerson

CARRIED

M23-007 *THAT* Council approves the Sewer Connection revenue remain in Operating Budget and that the Sewer Connection rates for fiscal year 2022-23 for Residential connection rate at \$400 and the Commercial/Institutional/Industrial connection rate at \$1,000.

Ringer-Acker

CARRIED

M23-008 *THAT* Council approves the recommended changes for 2022-23 to the Town of Shelburne Low Income Property Tax Exemption Policy, section 3, sub-section II, part c., to qualifying household incomes, as follows:

- Total household income of \$23,000 or less for a rebate of \$400
- Total household income of \$23,001 to \$28,750 for a rebate of \$200
- Total household income of \$28,751 to \$34,500 for a rebate of \$100

Nickerson-Ringer

CARRIED

Committee Reports

None

Staff Reports

a) Building Inspector-Monthly Building Report

b) SVFD-Monthly Report

c) By-Law Enforcement Officer-Monthly Report

Councillor Acker noted nice to see the construction value higher compared to last year in the building inspector report. Councillor Ringer acknowledged the great work the By-Law Officer is doing around the Town and the report.

THAT Council accepts the above reports for information.

Acker-Davis

CARRIED

New Business

Councillor Nickerson

On behalf of Council, I wish to send our congratulations to both SRHS senior boys and girls basketball teams for making this year's provincials. As well, congratulations to the SRHS Senior Boys Basketball Team for winning the Division 3 Provincial Championship on April 10th, here at home in Shelburne! A great job by the coaches, players, parents, administration, and volunteers!!!

Mayor Locke

Would like to have the Town Council Meetings Policy on the agenda for next meeting to discuss changing the start time.

Upcoming Meetings

Port Committee Meeting on Thursday April 21st, 2022-4pm in Town Hall

Town Council Meeting on Monday May 2nd, 2022-6:30pm in Council Chamber

Mayor Locke also mentioned there will be a Community Litter Clean Up-Friday April 22nd, which Town staff, Council and some CP&V Committee members will be participating in. The Town Office will be closed for the day.

Adjournment

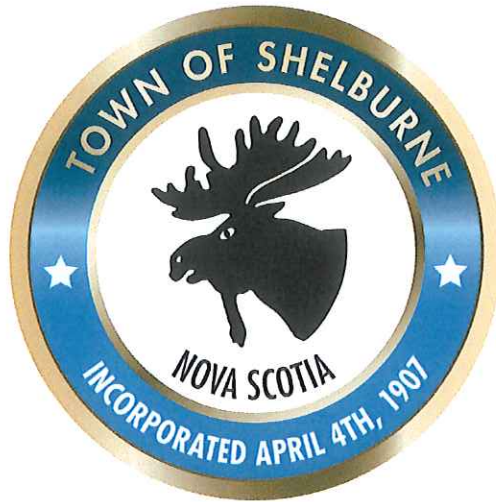
THAT the Regular Town Council Meeting of April 19th, 2022, be adjourned at 6:45 pm.

Davis

CARRIED

Mayor

Executive Coordinator



PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2022

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Mayor Harold Locke, on behalf of the Town of Shelburne, do hereby proclaim May 2022 as "Lyme Disease Awareness Month".

Dated at the Town of Shelburne, Nova Scotia
this 2nd day of May, 2022

Mayor Harold Locke



Document #	D23-A15
Rec'd by	MS
Date	April 20, 2022
COPIES TO:	
Council	<input checked="" type="checkbox"/>
April 20, 2022	
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Shelburne Town Mayor & Council & CAO

Dear Mr. ~~Locke~~ ^{HARRIS},

It is with great excitement that the Chamber of Commerce of Shelburne request your presence at our relaunch event the "Business of Community" on May 31, 2022 in Shelburne from 7 pm to 10 pm. Location to be confirmed shortly. The event is being hosted by the Shelburne Area Chamber of Commerce as an opportunity for us to re address our business community and to present who we are and what we hope to accomplish for those businesses that are part of our community.

The businesses that have been built represent in one way or another all of the individuals who make up the core of our Community.

Part of our restructure includes;

Creation of a new vision to be the voice that brings businesses together under the message that our area is open for **Business, Investment, Living and Being** and all that we have to offer in the south shore.

Defining the short and long term needs that our businesses require

Working with stake holders to make our communities options for business growth and positioning opportunities for all to call Shelburne home.

So save the date for this not to be missed evening. We will be featuring our.....

Key note speaker to be announced next week. You will not want to miss this opportunity to hear from those who are part of the economic future of our business community.

We will also be creating a night which will include food, entertainment, and possibly more surprises to be unveiled in the coming weeks. This event marks a restart to the Chamber with a strategic plan for making Shelburne Area a key choice for businesses and individuals.

Please RSVP with a number of seats you will need at countmein@shelburnechamber.com by May 6 as space will be limited and we believe this will be sold out very quickly.

We look forward to hearing from you soon,


Charlene Harris,
VP Chamber of Commerce

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million (15.5% of the population).

There is a growing awareness of the need to address the needs of older people, and the Government has set out a strategy for the 21st century in the White Paper on *Ageing Better: The Government's Strategy for Older People* (Department of Health 1999). This sets out a vision of a society in which older people are able to live well, and to contribute to their communities.

The White Paper sets out a number of key objectives, including: to ensure that older people are able to live well, and to contribute to their communities; to ensure that older people are able to live independently; to ensure that older people are able to access the services and support they need; and to ensure that older people are able to participate in the life of their communities.

The White Paper also sets out a number of key actions, including: to improve the lives of older people; to ensure that older people are able to live independently; to ensure that older people are able to access the services and support they need; and to ensure that older people are able to participate in the life of their communities.

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2447 Highway 3, P.O. Box 100, Barrington, Nova Scotia B0W 1E0

All this said, at this time we are simply requesting that your unit commit to participating in the discussion, and we suggest that these discussions take place between the Mayors, Wardens, CAOs and Clerks at their monthly meetings. If there is a general consensus to move forward, an inter-municipal services agreement and by-law would be negotiated which would outline the agreed division of duties, costs etc. and would be sent for approval by each individual Council.

We hope that once you have an opportunity to consider our request, you and your Council will share our perspective and reply favourably to our request. Nonetheless, ff you or your Council have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Chris Frotten
Chief Administrative Officer



April 25, 2022

Sherry Doane
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, Nova Scotia
B0T 1W0

Document # D23-A16	
Rec'd by MS	
Date April 25/22	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Re: Regional Emergency Management Organization

Sherry,

At its Regular Council meeting on February 28, Council directed me to initiate a dialogue with the municipalities and towns of Shelburne County in an effort to establish a Regional Emergency Management Organization encompassing the entire County.

The concept of a Regional Emergency Management Organization for our County has been discussed in the past but has never been pursued further. We believe that now is an opportune time to move this forward for a few reasons.

First, over the past few years, a number of other counties/regions that serve more residents than our five units combined have shared positive feedback after merging their EMOs (i.e. Lunenburg County, Yarmouth County) and the Province has been encouraging the formation of REMOs and assisting regions/counties in developing the necessary by-laws and agreements.

Second, we believe that a number of operational efficiencies and challenges, such as today's advanced technology, shortage of human resources and increased work loads, no longer makes having two separate EMOs in Shelburne County the best use of our limited resources and does not serve the public to their full potential.

Finally, we've recently seen an increased collaboration amongst our units and a REMO would further promote cooperation across the county, all while ensuring clear and consistent messaging for education and response in an emergency situation.





POLICY

TOWN OF SHELBURNE

Town Council Meetings Policy

Document #	D23-A17
Rec'd by	MS
Date	April 27/22
COPIES TO:	
Council	✓
Town of	
Agenda	✓
Committee	

Intent

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

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

Scope

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

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

Terms and Procedures

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

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

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

POLICY

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

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

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

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

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

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

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

Order of Business:

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

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

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

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

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

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

POLICY

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

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

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

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

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

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

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

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

POLICY

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

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

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

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

Robin Smith, Executive Coordinator



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday November 4th, 2021
6pm- Council Chambers, 168 Water St.

Committee Members Present:

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Cheryl Bower / Public Member
- Robin Smith / Town Staff Member
- Holly Renaud / Public Member
- Rick Davis / Council Member
- Andrea Huskilson-Townsend / Public Member
- Deby MacAlpine / Public Member

Regrets:

- Ben Nickerson / Council Member

Document #	
D23-A18	
Rec'd by	
MJ	
Date	
April 28/22	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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1. Call to Order

Chair Mahaney called the meeting to order at 6:00p.m.
Chair Mahaney welcomed Councillor Rick Davis to the Committee for the next year and thanked Councillor Elizabeth Acker for her time on the CP&V Committee the past year.

2. Approval of Agenda

Renaud-Huskilson Townsend

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday November 4th, 2021, be approved as presented.

CARRIED

3. Approval of Minutes

Bower-Huskilson Townsend

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on October 7th, 2021, be approved as presented.

CARRIED

4. Delegations

None

5. Correspondence

None

6. CP&V Items

a) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community. The Committee let our very own member Mary Ayer know that we had decided to recognize her this month for all she has done for the Town.

b) Halloween Decorating Contest Winner

Executive Coordinator informed the Committee that we had eleven entries for the contest and the winner was Steven & Patty Pippy. It was great to see the decorating everyone did.

c) Snowflake Update

Executive Coordinator informed the Committee that approximately twenty-five of the snowflakes are working 100% and the others need to have all the lights or sections of the rope light replaced. Unfortunately, it will not be able to happen this year as the cost of replacing the rope lights was not something budgeted for. For the two different types of snowflakes we have the costs are \$328/\$435 plus tax and shipping each. Council will look at these costs at budget time.

d) Miracle on Dock St.

Executive Coordinator attended a meeting with Val Kean and the other organizations involved in the planning of Miracle on Dock St a couple of weeks ago and things are all coming together well. The Town will put in a float and will advertise as a place to do food bank donations along the route.

e) Atlantic House Park Christmas

Andrea Huskison-Townsend updated the Committee with everything that has happened to date. There have been many very generous donations and volunteers that have made this happen. We will plan on decorating on November 24th for the event. Discussion was then held about the story of the Grinch and the possibility of having all the Hillcrest Academy kids watch the show at the Osprey prior to the weekend of the 27th. Bonnie agreed to talk to the principal at Hillcrest and Andrea was going to send an email to the Osprey Arts Centre. The Committee is very thankful for all of Andrea's work that has gone into planning and executing this for the Town.

f) New Year's Levee

Executive Coordinator informed the Committee that Council will be discussing the New Year's Levee at an upcoming Council meeting, and she will inform them what the decision is.

7. New Business

Committee member Holly inquired whether Pet Projects could possibly use Atlantic House Park for Pet photos with Santa. There would be no problem with that at all.

Executive Coordinator informed the Committee that the Town is doing a Kids Christmas card contest. Forms will be going to Hillcrest Academy and can be picked up at the Town Office.

Adjournment

Ayer

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

CARRIED



Shelburne Port Committee

21 October 2021

6:00 pm Council Chambers

Minutes

Present:

Chair: Town Mayor Harold Locke
Town Councillor: Rick Davis
Public Member: Percy Cox, John Garland and Herb Locke
Town CAO/Committee Secretary: Sherry Doane

Regrets:

Port Manager: Wayne Langthorne
Municipal Councillor (tbd)
Municipal CAO: Trudy Payne
Public Members: Charlie Arcon and Karl White

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- 1) **Call to Order** (*Chair Harold Locke*)
Meeting was called to order at 6:09pm by the Chair.
- 2) **Approval of Agenda**
Agenda approved. Mover: Herb Locke, Seconder: John Garland
- 3) **Approval of Minutes from Shelburne Port Committee meeting held on 22 July 2021**
Minutes approved. Mover: Percy Cox, Seconder: Rick Davis
- 4) **Delegations:**
None
- 5) **Correspondence:**
None
- 6) **Reports:**
Port Manager's Report (*Port Manager Wayne Langthorne*)
The PM's report, highlighting the annual maintenance (incl chipping and painting electrical boxes, brush cutting, etc), with overall operations continuing to run smoothly. Damage done by rand Dominaux is being quoted and will be charged back to the organization (therefore no cost to Port). PM continues to work with Canadian Coast Guard to accommodate their ships when leased berths are made available. PM leaving water on until morning temperatures drop to freezing which is thought to be at the beginning of November.
Port Manager's Report accepted. Mover: Herb Locke, Seconder: Percy Cox
- 7) **Old Business:**

a. Terms of Reference (CAO)

The CAO committed to work with the Port Manager to draft the Terms of Reference for the Port Committee to review at the December meeting before recommending to Town Council for consideration. One point of opportunity now that the Port is running efficiently is to move these to quarterly with any urgent matters done through an emergency meeting. All agreed in principle.

8) New Business:

a. Cameras

While searching for video to assist the RCMP recently on an investigation, the PM realized the security system was woefully inadequate and asked the Port Committee to consider allowing a costing exercise to replace with infrared quality to be brought back to the Committee to review and possibly recommend to Town Council for approval.

Mover: Rick Davis, Seconder: Percy Cox

b. Derrick

Local lobster fishers asked the PM to consider the purchase and installation of a derrick on the wharf. This would benefit the fishers (speed of loading on/off) and the facilities (additional income). The PM asked the Port Committee to consider allowing a request to price the cost of a derrick for the ToS wharf and bring it back to them to review and possibly recommend to Town Council for approval.

Mover: Herb Locke, Seconder: Rick Davis

c. Condolences

Member Herb Locke expressed, on behalf of the Port Committee, his sincere condolences to the family of Terry McIntyre for their loss. Terry was a strong advocate throughout the community and played an important role with the Port Committee along with his other, numerous voluntary commitments. He will be missed.

9) Outcoming Recommendations for Town Council to consider:

none

10) Upcoming Meeting:

16 December (Council Chambers) 6pm

11) Adjournment

Meeting adjourned at 6:29pm. Mover: Rick Davis



Town of Shelburne
Staff Report to Council
2 May 2022

Provincial Deed Transfer Tax for Non-Residents
Provincial Property Tax for Non-Residents

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General Overview:

This staff report is intended to inform Council of these two taxes just recently introduced by the Province and now already receiving Royal Assent, without consultation from the municipalities, with their immediate effective date of 1 April 2022.

Background:

Nova Scotia is creating a one-time provincial deed transfer tax for property purchased by non-residents of Nova Scotia. This deed transfer tax of 5% will be imposed on all purchasers of residential properties who are not residents of Nova Scotia. If someone is already living in NS or planning to move to NS to buy a home and live here within 6 months, they will be exempt, along with a few other exemptions. Legislation is required to make this concrete and the province still needs to sort out how they will charge and process this tax that is estimated to enrich the treasury by \$81 million.

Further, Nova Scotia is also creating an annual provincial residential property tax, for property owned by non-residents of Nova Scotia. This applies to residential property with 3 dwelling units or less (including residential vacant land) or a portion of property that is residential, if the majority is owned by non-residents of Nova Scotia and is charged against the PVSC value (\$2.00 / \$100 of value versus Town taxes of \$2.03 / \$100 of value) thereby, in the case of the Town of Shelburne, doubling their property tax.

Both these new taxes are part of the *Financial Measures (2022) Act* as Bill 149, that has received Royal Assent on 22 April 2022. What has yet to be communicated is their process to impose these new taxes and whether the province assumes their municipalities will be involved in this administration.

Analysis:

Several Nova Scotia municipalities are heavily disappointed that no consultations with them occurred and that they have been blindsided with this decision. Further, unlike HRM, the belief is that this will have a detrimental impact to rural municipalities. If the intent of the province was to slow down non-NS investment, they have done so in a single two-part decision. The basis of these taxes is stated to help deliver more attainable and available housing for NS residents by building a funding source however, they have not considered the debilitating impact on municipalities that are struggling to get investors from not looking at HRM but instead into the rural communities where their impact would have a higher ratio of value (one house in a community of 1,644 people versus one house in a community of 439,819 people).

Recommendation:

THAT Council request administration write the Premier of Nova Scotia to express our disappointment of the one-time Provincial Deed Transfer Tax (PDTT) for Non-Residents and the annual Provincial Property Tax (PPT) for Non-Residents included in the *Financial Measures (2022) Act* that passed without municipal consultation.

Respectfully Submitted,
Sherry Doane, CAO



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Home > Taxation > Tax 101 > Non-resident Deed Transfer Tax and Property Tax

Non-resident Deed Transfer Tax and Property Tax

Government introduced the Provincial Deed Transfer Tax and Property Tax for Non-residents of Nova Scotia in the 2022-2023 budget.

Provincial Deed Transfer Tax for Non-residents

The Provincial Deed Transfer Tax (PDTT) will be effective for all purchase and sale agreements and other specific transfers starting 1 April 2022.

The Provincial Deed Transfer Tax will apply to all residential properties or portion of property deemed residential with 3 dwelling units or less, including vacant residential property.

The PDTT is a 5% tax levied on the purchase price or the assessed value of property (whichever is greater).

Exemptions

Some deed transfers are exempt from this tax. They include:

- transactions involving an Agreement of Purchase and Sale dated before 1 April 2022
- transactions only including residential property (or a portion of residential property) with more than 3 dwelling units
- residential property with 3 or less dwelling units being transferred to grantees where 50% or more of the ownership is by residents of Nova Scotia
- residential property with 3 or less dwelling units being transferred to grantees who are not residents of Nova Scotia, if they intend to move to Nova Scotia within 6 months of the property transfer
- property being transferred between spouses/common law partners (or former spouses or common law partners if the transfer is for the purpose of division of marital/jointly held assets)
- all of the statements in this bullet must be true for this exemption to qualify. Deeds being registered to simply confirm, correct, modify, or supplement a deed previously given, if there is no consideration beyond \$1 and the deed does not include more property than the previous deed
- residential property being transferred under a power of sale
- residential property being transferred by foreclosure (including a sale under an order for foreclosure and sale, a sale under an order for simple foreclosure, or a transfer effecting foreclosure under another court order)
- transactions only including property classified as commercial/resource (no portion of the property is classified as residential)
- transactions where the grantee is a registered Canadian charitable organization and the residential property in this transaction will not be used for commercial, industrial or other business purposes

For property transactions where the Provincial Deed Transfer Tax applies, an affidavit is required with additional information about each grantee. The affidavits for each grantee must be uploaded online when prompted.

Process

More information and required forms will be available in the near future. Please check this website for updates.

Contact



For More Information

NSDeedTransferTax@novascotia.ca

Non-resident Deed Transfer Tax and Property Tax

For questions about the Provincial Deed Transfer Tax, email NSDeedTransferTax@novascotia.ca.

Provincial Property Tax for Non-residents

The Provincial Property Tax for Non-residents applies to residential property with 3 dwelling units or less (including residential vacant land) or a portion of property that is residential, if the majority is owned by non-residents of Nova Scotia. The Provincial Property Tax for Non-residents is effective 1 April 2022.

The Provincial Property Tax for Non-residents is an annual tax of \$2 per \$100 of the property's assessed value, as determined by the Property Valuation Services Corporation.

Exemptions

Some properties are exempt from Provincial Property Tax for Non-residents. Exemptions include:

- residential property with more than 3 dwelling units
- residential property with 3 or less dwelling units where 50% or more of the ownership is by residents of Nova Scotia
- residential property with 3 or less dwelling units where over 50% of the ownership is by non-residents of Nova Scotia and rented out on a full-time basis (leased for at least 12 months)
- property classified as commercial/resource (no portion of the property is classified as residential)

Process

More information and required forms will be available in the near future. Please check this website for updates.

Contact

For questions about the Provincial Property Tax for Non-residents, email NSPropertyTax@novascotia.ca.

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Page last updated 20/12/2021

Update from Finance and Treasury Board (NSFM)

Non-Resident Provincial Deed Transfer Tax

Effective April 1, 2022 the province will implement a Deed Transfer Tax of 5 per cent of the value of residential real property purchased by a non-resident of Nova Scotia. The tax will not apply to a transaction where the Agreement of Purchase and Sale was entered into prior to April 1, 2022. An exemption from the tax will be in place for non-resident purchasers who move to the province within 6 months of the closing date of the transaction.

Nova Scotia Non-Resident Property Tax

Effective for the 2022-23 fiscal year, the province will implement a Property Tax of \$2.00 per \$100 of assessed value on residential real property owned by a non-resident of Nova Scotia. The tax will not apply to residential properties that contain more than 3 units nor to residential properties that are leased to individual Nova Scotian residents for a period of at least 12 months. Where a property has multiple owners, an exemption from this tax is provided if 50 per cent or more of the owners are residents of Nova Scotia.

Legislation on these new taxes is expected to be introduced shortly in the Financial Measures Act 2022. Further details will be shared in due course.



**Town of Shelburne
Staff Report
Town Beautification
2022**

To: Town Council
From: Robin Smith, Executive Coordinator
Re: Town Beautification
Date: April 28th, 2022

Background:

The Town of Shelburne has always taken great pride in beautifying many areas of the Town; which includes the beautiful hanging baskets on the waterfront in the summer months as well as some of our parks. The McKay Park at the corner of King & Water St rec'd some work a couple years ago with a beautification and streetscaping grant which allowed for new shrubs, garbage disposals, rock garden and benches as well, the Secret Park had new benches and sign done. The Visitor Information Centre also had new benches and planters put in.

Analysis:

For the past 2 years the hanging baskets have been sponsored by residents, businesses and organizations and we will continue that program this year. We are increasing the baskets by 2 and will have 32 this year on the waterfront area. We are also looking at putting some flower beds in around the Fisherman's Memorial monument. A group of wonderful volunteers do the watering of the flowers daily with help from the Town with use of a truck. There is already interest for those wishing to sponsor a hanging basket again this year and information will be going out soon.

The Town has also applied for a grant through Develop NS for a \$50,000 Community-Led Placemaking Program which will enable successful applicants to transform underperforming public spaces. We are hoping to use this money if chosen to do more work on the McKay Park and incorporating the south side of King Street to plants some trees as well.

Recommendations/Possible Motion:

THAT Council accepts this staff report for information.

Respectfully Submitted,
Robin Smith, Executive Coordinator

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