



AGENDA
Town Council Meeting-Council Chambers
May 16th, 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 May 2nd, 2022
- 4) Proclamations & Announcements:
 - a) Volunteer of the Month-Myrtle DeMings
 - b) International Day Against Homophobia and Transphobia-May 17
- 5) Delegations:
- 6) Correspondence:
Action:

Information:
- 7) Council Items:
 - a) Town Council Meetings Policy D23-A22
 - b) Chamber of Commerce Membership
- 8) Committee Reports:
- 9) Staff Reports:
 - a) SVFD-Monthly Report (April) D23-A23
 - b) Building Inspector-Monthly Report (April) D23-A24
 - c) By-Law Enforcement Officer-Monthly Report (April) D23-A25
 - d) Waste Diversion Officer Report (Feb-April) D23-A26
- 10) New Business:
- 11) In-Camera:

MGA Section 22-2 (e) Contract Negotiations
MGA Section 22-2 (c) Personnel Matters
- 12) Upcoming Meetings/Events:
 - a) CP&V Committee Meeting-May 26th, 2022-6pm, Council Chambers
 - b) Town Wide Yard Sale-Saturday June 4th, 2022-8am-2pm
 - c) Town Council Meeting-June 6th, 2022-6pm, Council Chambers
- 13) Adjournment



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers, 168 Water Street

Monday May 2nd, 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

Delegations:

Val Kean, Shelburne Events Committee
Brendan Pippy, Shelburne Events Committee

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:30pm and stated:

“The Town of Shelburne is located on the ancestral and unceded territory of the Mi’kmaq, (Mi’kma’ki), in the District of Kespukwiti, 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 May 2nd, 2022, as presented.

Acker-Davis
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on April 19th, 2022 as presented.

Davis-Ringer
CARRIED

Proclamations & Announcement

Lyme Disease Awareness Month

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

Delegations

Mayor Locke welcomed Val Kean & Brenda Pippy of the Shelburne Events Committee.

Val and Brendan came to update Council on Dock St. Days planning to date and presented a draft schedule/budget as well. The Committee is collaborating with many community partners to plan this event; Acadia First Nation, Black Loyalist Heritage Centre, Shelburne Rec Dept, Shelburne Exhibition, Pet Projects, the Regiment, Shelburne County Museum, Guild Hall Market, Long Boat Society as well and many local businesses. The Committee is excited to work with all partners on this event and are trying to make this exciting and inclusive for all.

There has been confirmation of funding from the Town and Municipality as well as some local businesses and the committee is waiting to hear back on a provincial funding grant. There will be a public call for donations on social media soon.

The date for Dock St. Days will be July 29, 30th & 31st, and there will be a lot of different events, something for everyone. Councillor Acker asked where residents can go to look for information and Brendan indicated there is a Facebook and Instagram Account named "Shelburne Events Committee" which has all information posted that the committee is involved in planning. They are building on the success of Miracle on Dock St. with this event and are really looking forward to this summer event. Val indicated that anyone wishing to donate; businesses or personal, that can be done through the Town Office.

Mayor Locke thanked Val and Brendan as well as all the Committee for their hard work in planning this event for so many to look forward to. The Town has enjoyed working together and helping.

Correspondence

Action:

- a) Shelburne & Area Chamber of Commerce-Business of Community Invite-May 31st

THAT Council accepts the invitation for the Shelburne & Area Chamber of Commerce's Business of Community Invite for May 31st 2022, and sends an RSVP for all Councillors attending.

Davis-Ringer
CARRIED

- b) Municipality of Barrington-Regional Emergency Management Organization Request

THAT Council commits to participating in discussions for a Regional Emergency Management Organization with the other four Shelburne County municipal units.

Acker-Ringer
CARRIED

Council Items

- a) Town Council Meetings Policy

THAT Council intends to amend the Town Council Meetings Policy at the next regular Council Meeting on May 16th, 2022, with a change in the start time of Council meetings to 6pm ATL going forward.

Nickerson-Davis
CARRIED

M23-009

Committee Reports

a) CP&V Committee Minutes-November 4th, 2021

THAT Council approves the CP&V committee minutes from November 4th, 2021, as presented.

Davis-Ringer

CARRIED

b) Port Committee Minutes-October 21st, 2021

THAT Council approves the Port Committee minutes from October 21st, 2021, as presented.

Acker-Ringer

CARRIED

Staff Reports

a) Non-Resident Deed Transfer & Property Tax

The CAO explained the staff report to Council and informed as well that these two taxes have already been passed by the province and now receiving Royal Assent without consultation from the municipalities. Councillor Acker raised concerns of who is going to collect his money and has the province worked out the logistics. She also believes that we may be the only province that has introduced taxes like this. Councillor Acker recognizes the need for housing and how desperate we are here in Nova Scotia but by introducing these taxes it certainly does not encourage investors to come here. Mayor Locke expressed he feels its the responsibility of Municipal governments to collect property taxes and for the Provincial governments to be responsible for things like hospitals roads etc. Councillor Ringer stated that we have been lucky that since the pandemic we have had many people purchase property and move here permanently. Council agreed it would be nice to know that this money that will be collected from these two taxes would be distributed evenly amongst the province for housing initiatives etc.

M23-010

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

Acker-Davis

CARRIED

b) CAO Update

Roseway Manor

CAO Updated Council regarding the Roseway Manor; Per your directive at previous Council, I want to report that the three administrators agreed to request the province support us with the tendering process as they are experts of procurement and long-term care, not us. As such, the Department of Seniors, and Long-Term Care (SLTC) are in the midst of developing an Expression of Interest, seeking a qualified service provider, whether they are for-profit or not-for-profit, that is interested in both:

- operating the existing Roseway Manor as it is today, and
- replacing or renovating Roseway Manor.

As stated by the province and the municipal administrators, the primary interest to all is to ensure high quality services are provided to those in need of long-term care in our community.

Expression of Interest (EOI)-Prince Street

CAO updated Council that the town-owned Prince Street property sold and will be working with Town lawyer to close the purchase. The monies from this sale will be put into the capital reserve.

Provincial Capital Assistance Program (PCAP)

CAO informed Council regarding the *Invest in Canada Infrastructure Program (ICIP)* that we had yet to hear back on regarding our application for the First-Generation Landfill Decommission Project however, administration was seeking approval to also apply under the *Provincial Capital Assistance Program* offered by the Province of Nova Scotia. The ICIP application is federal and provincial, for up to 75% of the cost. The PCAP is provincial and for up to 50% of the cost.

VI23-011

THAT Council supports administration submit the Town of Shelburne's First-Generation Landfill Decommission Project, under the *Provincial Capital Assistance Program* for 2022-23.

Acker-Nickerson

CARRIED

King St. Centre

The Request for Tender (RFT) for the King Street Family Centre has been awarded and the work is scheduled to be completed by the end of October.

c) Town Beautification

The Executive Coordinator spoke to several activities taken place this year regarding the beautification of some of our parks and tourist areas. Again this year, the wonderful volunteers have raised their hands and committed to organizing the installation and daily watering of hanging baskets along the waterfront and the Fisherman's Memorial.

The Town also applied for a Develop NS grant under their Placemaker Program to do more work on the McKay Park and corner space of the Water and King Streets intersection.

THAT Council THAT Council accepts this report for information.

Davis-Ringer

CARRIED

New Business

Councillor Davis

Noted that he appreciated the replacement chairs in Council Chambers.

Councillor Acker

Attended a recent Chamber of Commerce meeting as a guest and noted the Delegation in attendance that night were residents that were opposed to the proposed Sandy Point wind farm. Councillor Acker indicated that it was interesting to hear things from their perspective and she appreciated that the Chamber remain a neutral party. The other meeting item was their relaunch event being held on the May 31st that will hopefully encouraging new members and businesses to consider Shelburne. Councillor Acker indicated to them that she believed the Town would also be interested in joining the Chamber as she felt it was an important gesture from the Town. There was also discussion at the Chamber meeting regarding the recently passed provincial bill regarding Non- Resident Deed Transfer & Property Tax, which Council had discussed tonight. As such, Councillor Acker would like to add to the agenda of the next meeting, under Council Items, for Council to consider agreeing to a Shelburne & Area Chamber of Commerce membership.

Councillor Ringer

Thanked all the community members who stepped up to participate in the community litter clean up around Town.

Upcoming Meetings

Town Council Meeting on Monday May 16th 2022, at 6:30pm in Council Chamber

Adjournment

THAT the Regular Town Council Meeting of May 2nd 2022, be adjourned at 7:08 pm.

Acker

CARRIED

Mayor

Executive Coordinator

DRAFT



Town of Shelburne

May 2022

Volunteer of the Month

Myrtle DeMings

**Community Participation & Volunteerism
Committee**

Volunteer of the Month



Myrtle DeMings has been a committed community volunteer for many years. Myrtle worked at Totties' Crafts for over 30 years. During that time, she has knitted socks, sweaters, hats and scarves and donated them to be sold in the store. She is a life member of Roseway Hospital Auxiliary and held the position of Secretary & Manager of the Gift Shop. Myrtle, along with the administrator Joan Lay, started the Meals on Wheels Program at Roseway Manor.

Since 2008, Myrtle has been an Elder of St. Paul's United Church in Carleton Village, a member of St. Paul's United Church Women (UCW) for 19 years and Region 15 Representative for Clyde-Carleton Pastoral Charge. She has held positions at both the Presbyterian & Conference level. She was also a UCW member at the United Church in the Town of Shelburne before she moved to Carleton Village.

Myrtle was also a very active member of the Bedora Club (South Shore Shrine Club) in Bridgewater as well as Order of the Eastern Star where she held the position of Worthy Matron, Treasurer, and several Star Points. Myrtle has also been a volunteer for the Canadian Cancer Society, NS Kidney Foundation, and the NS Alzheimer's Society.

For all that Myrtle DeMings has done and continues to do, the Town of Shelburne's CP&V Committee and the Town Council recognize her as the Volunteer of the Month for May. Thank you!



TOWN OF SHELBURNE
Town Council Meetings Policy

Intent

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

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

Scope

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

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

Terms and Procedures

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

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

Council Meeting Packages: The 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 website for public access on the Friday before the meeting.

Document #	023-ADD
Rec'd by	MS
Date	May 3/22
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Town's Council	✓
Agenda	✓
Committee	

POLICY

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

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

Regular Council Meetings: Regular Council Meetings will be held on the first and third Monday of the month, beginning at 6:00 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; and
- 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 will be excused from participation in the meeting during the time which the topic is under consideration.

POLICY

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the 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: May 16th, 2022

Robin Smith, Executive Coordinator



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 April 2022.

Total number of calls for service: 14

Calls for service within the Town: 5

Calls for service in the Municipality of Shelburne protection area: 4

Calls for Mutual Aid to other Municipality of Shelburne Departments: 4

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 1

Document #	P23-A23
Rec'd by	MS
Date	May 2/22
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	1	1 (Mutual Aid)
MOTOR VEHICLE ACCIDENT	2	1 (Mutual Aid)
STRUCTURE	1	1 (Mutual Aid)
CHIMNEY/FLUE		
VEHICLE FIRE		1 (Mutual Aid)
GRASS, BRUSH, FOREST		3
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1 (Barrington)
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

May 10, 2022

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

Dear Ms., Doane:

Re: Monthly Building Report

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

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	4	1
Number of Permits Issued to Date	4	1
Construction Value	\$ 1,000,400.00	\$ 23,683.00
Total Construction to Date	\$ 1,000,400.00	\$ 23,683.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Document #	023-A24
Rec'd by	MS
Date	May 10/22
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



April 30th, 2022

Document #	1023-A25
Rec'd by	MS
Date	April 30/22
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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

Bylaw Officer Report April 2022

April calls for service:

- 22-18. Service request: Anonymous complaint of dogs barking continually- *Patrol made and dog was located, but not barking. I will continue to monitor.*
- 22-19. Service request: Anonymous complaint of unsightly yard and mobile X2- *Ongoing investigation*
- 22-20. Service request: Complaint of a small black pig running through neighbours yard- *SPCA contacted*
- 22-21. Service request: Complaint of shopping carts throughout the town- *Contacted stores and they sent a truck out to collect them. 14 carts found within the town*
- 22-22. Service request: Resident requested access to property they do not own. *Referred to Public Trustee*
- 22-23. Service request: Complaint of commercial activity taking place in a residential zone. – *Ongoing, as there is a change of ownership and legal process is not completed- To be revisited June 1st, 2022.*
- 22.24. Service request- Complaint of chickens loose causing damages to neighboring property
- 22-25. Service request – Complaint of horses on the trail system- *Spoke with owner, also noted there were no signs prohibiting horses at this time. TOS in the process of erecting new signs.*

Assignments:

- Patrol of areas where animal complaints were made
- Send out orders for remedy for several properties that did not meet the Minimum standards and Maintenance By-law
- Sent out orders to remedy for unsightly x 2
- Contacted SPCA and DNR for assistance with birds trapped and dying within a structure- Owners were contacted and have promised to have a crew clean and board up the entry points.
RESOLVED
- Frequent patrols made near the H-W district and seven (7) warnings have been issued for parking infractions. (Parking in front of hydrant, parking in intersection (within 5M) parking in no parking zone

Summary of additional bylaw officer duties and outcomes:

Followed up to burning complaint near the complex with the assistance of MDS By-Law Officer. No burn site found however, an illegal dump site was found and cleaned up by town staff. Boulders have been placed at the entrance of the path near the corner of Prince and Clements to help prevent further dumping.

Derelict structure was demolished on Water St. (to rectify order to remedy)

Demolition permit obtained for property on George St. X 2 (to rectify order to remedy)

Order to remedy on King St. – Completed

Order to remedy on Dock St. – Completed

Order to remedy on Thomas St. – Not completed, follow up sent to landowner

Order to remedy for civic numbering violations x3- Completed

Thank you,



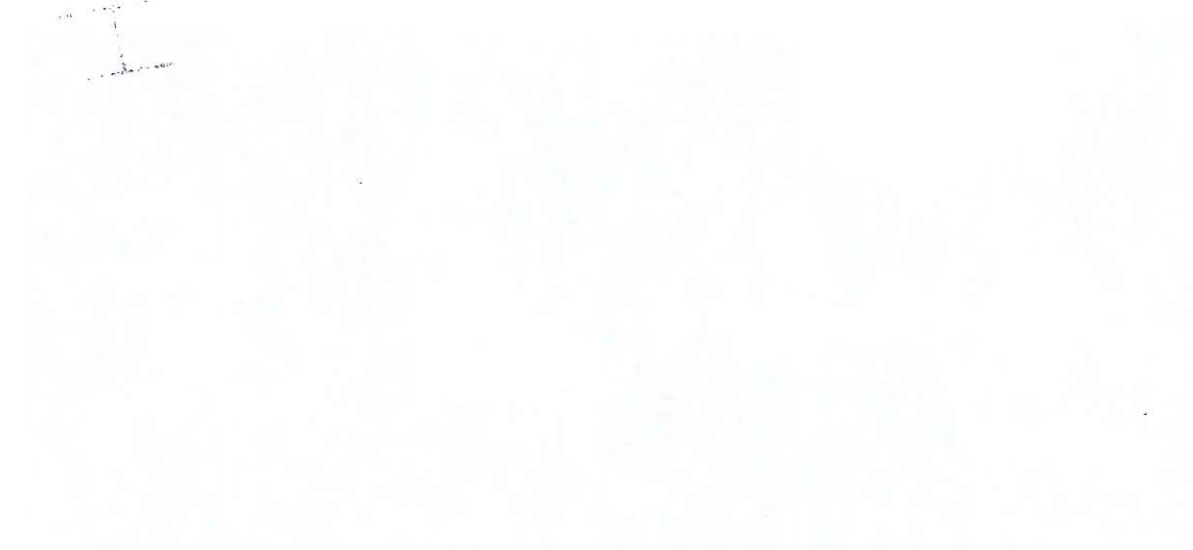
Lewis Chetwynd

By-Law Enforcement Officer



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100/100
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Waste Diversion Officer Report:

February 1, 2022 – April 1, 2022

Document #	D23-A28
Rec'd by	MS
Date	May 9/22
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Waste Diversion Officer Update

Feb.1st – April 1, 2022

HHW

Household Hazardous Waste (HHW) was open for 4 days through this reporting period. The annual report was submitted on February 1st, 2022, please refer to the last quarterly report for a statistical breakdown. Typically, in February/March we have a lower user rate, however in this reporting period we were still steady with anywhere from 10-15 residents attending the site on the days we are open. I attend the site daily to assure there are no items left at the gate by residents. We have had a decline in the “dumping at the gate” over the past 2 years, but with a lot of new residents who are learning our Solid Waste rules it has been manageable, but there has been a recent spike of this behavior.

There will be a Terrapure shipment and paint shipment in the next reporting period as we have 17 lab-pack barrels, 2 Fluorescent bulb boxes, and 2 pallets (48, 5-gallon buckets) to send out as well as our 12 paint boxes full. There have been difficulties with organizing the paint pickup with regards to forklift availability and truck breakdowns however we have a date in April for pickup to assure we are not stock-piling chemicals throughout the site.

We have had 10 battery boxes completed in this reporting period that have been transported to the C&D site. Nicole has taken ownership over the battery packing and has been keeping on top of it to assure limited stockpiling which has been of huge benefit to this writer. There was only 1 additional day that was needed at the HHW site for back-logged packing.

RMRF

The Regional Materials Recovery Facility has been steady throughout the last 2 months with an average of 10-15 customers per day, with the weather getting better we have had up to 34 customers in 1 day. We have been filling potholes from the muddy spring weather and we were able to get Mark Williams to dig a culvert by the metal pile to assure that residents do not get stuck when attending the site.

As previously mentioned, we have completed processing and packaging 10 battery boxes in this time. Staff are certainly looking forward to the addition of an All-Terrain vehicle in this fiscal year to assist with transporting materials from cell to cell as needed. Peter the RMRF Manager is also very thankful for the approval of cell dividing walls to assist with “overlapping” that occurs when the site starts to fill up.

We have purchased the new scale software and after consultation with the Audit and Control Committee/Finance Department we have built in a daily/monthly and annual reporting structure that will replace the handwritten daily sheets we have been accustomed to. This writer is in the process of scheduling the online training component of the software for staff to

use. We will be using the new system in tandem with the handwritten system for the first month as we expect that some “bugs” will need to be worked through during implementation. It would be realistic to say that we will be fully transitioned by mid-June into the beginning of July. The system is very detailed and can certainly be overwhelming for staff but with the goal in mind that this will bring eventual simplicity to our record-keeping in the future.

American Iron & Metals (A.I.M.) took their last load of metals on March 30th, 2022. There were still approximately 2 loads of metal left as well as our offshore pots that are stored across from the brush pile that they were unable to get to before the end of the fiscal year. Although it was mentioned in November 2021 by A.I.M. that they would eventually bring the crusher/compactor to the site however that did not come to fruition. The metal pile as a whole was collected by self-loading picker trucks that were not magnetized. As a result of this, the site was left in quite a mess. Staff have had to go over the fridge/freezers area with the magnet rakes and we had to get the site contractor to re-stack the piles that were left as well as peel back some of the sediment that was left with small pieces of metal that would have contributed to flat tires for site users. There were also additional hidden fees that were not shared with this writer when the contract was discussed, such as a 4000lbs. penalty for each individual propane tank that was found within the metals they recovered. The propane tanks were no longer pressurized and were brought to the site with holes in them and this writer was able to get the penalties removed to our credit as it was never discussed until we received our first invoice. There was twice where AIM’s trucks got stuck and asked writer to get the contractor to assist with pulling the truck out of the mud and assured that they contacted the contractor independently as this was not negotiated nor our responsibility. They continued to show up on days we were not open unannounced, resulting in disruption for this writer, despite the operating hours of operation being provided to the company in advance. This will all be considered when reviewing quotes for the 2022/23 metal processing.

Education, Solid Waste Removal & Enforcement

I have fielded 189 calls and responded to 18 Facebook queries in this reporting period. This has been on average with the last reporting period. The bulk of the phone calls were pertaining to “What item goes where?”, as well as approximately 15-20 being seasonal residents who are returning for the first time since Covid-19 safety measures were put in place, mixed with new residents who bought within the last year but are now fully transitioning to full-time life in Nova Scotia. I have had 5-7 visits attending residences to assist residents who have purchased properties with full woodsheds and basements full of expired chemicals ranging from paint to acids. This being an investment in the resident to foster relationship building through waste accountability.

This writer completed the bi-annual Solid Waste bylaw enforcement report, which was submitted for April 1st, 2022, to region-6 to qualify for our enforcement funding. This reporting

period is from October 1st-April 1st, 2022. This reporting period we have continued to show success through building relationships and proactive education and is reflected in another decrease in illegal dumping. We have only had 7 complaints total, 6 of which were private residents (although in communal waste boxes) and 1 from commercial. There were no fines issued for illegal dumping in this reporting period and all the complaints were dealt with in a timely manner resulting in corrective action from the perpetrator in question.

I have delivered 9 green carts in this reporting period. 6 of the green cart deliveries were to new residents and the additional 3 were replacements from broken carts. We are down to 33 small carts, and we will have to order another 88 within this fiscal year to keep up with repairs and demand.

We have completed the deliveries of the last 3 municipal garbage boxes within this last 2 months and we have identified 3 more that need to be replaced. We have enough materials left to build 1 more box and will have to utilize the monies budgeted for 2 more to be built. Once completed we will have replaced all the existing Municipal garbage boxes and this writer will be reviewing the policy for council to consider moving forward.

UPCOMING:

1. Software upgrades/installation/training at the RMRF (Ongoing)
2. Solid Waste bylaw review with Shared Services (Ongoing)
3. Continued education and conflict resolution provided throughout the Shared Services area.
4. Green cart repairs (Ongoing)
5. Municipality of the District of Shelburne Litter Incentive
6. Spring Metal Collection
7. Earth Day compost give away/Potential School garbage pickup
8. SRHS litter pickup
9. Town wide community litter pickup