



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**June 20th, 2022**  
**6:00 p.m.**

**Doc Ref:**

---

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Town Council meeting held on June 6<sup>th</sup>, 2022
- 4) Proclamations & Announcements:
  - a) National Indigenous Peoples Day-June 21<sup>st</sup>, 2022
  - b) Canadian Multiculturalism Day-June 27<sup>th</sup>, 2022
  - c) Canada Day-July 1<sup>st</sup>, 2022
  - d) Volunteer of the Month for June-Richard Snow
- 5) Delegations:  
None
- 6) Correspondence:  
Action: None  
  
Information:
  - a) Shannon Stubbs-Shadow Minister for Rural Economic Development & Rural Broadband Strategy D23-A30
- 7) Council Items:
  - a) Municipal User Fees Policy D23-A31
- 8) Committee Reports:
- 9) Staff Reports:
  - a) SVFD- Monthly Report (May) D23-A32
  - b) Building Inspector-Monthly Report (May) D23-A33
  - c) By-Law Officer Monthly Report- (May) D23-A34
- 10) New Business:
- 11) In-Camera:
- 12) Upcoming Meetings/Events:
  - a) Bluenose Visit-June 25<sup>th</sup>, 2022-9am-Port
  - b) Town Council Meeting-July 4<sup>th</sup>, 2022-6pm, Council Chambers
- 13) Adjournment





# Town of Shelburne

## Minutes of the Regular Council Meeting

Council Chambers, 168 Water Street

June 6<sup>th</sup>, 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 6:00pm 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 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 June 6<sup>th</sup>, 2022, as presented.

**Davis-Acker**

**CARRIED**

### **Approval of the Minutes**

**THAT** Council approves the minutes from the Town Council Meeting held on May 16<sup>th</sup>, 2022, as presented.

**Ringer-Nickerson**

**CARRIED**

### **Proclamations & Announcement**

*World Ocean Day-June 8th, 2022*

We would like to recognize the 30th Anniversary of World Oceans Day and support national and international efforts to protect 30% of the ocean by 2030.

*National Pride Month-June*

In June, many across Canada recognize Pride Month. It is a time when we celebrate the diversity of LGBTQ+ communities, while acknowledging their history, the hardships they have endured and the progress that has been made. The Town of Shelburne raised the Pride flag on June 1<sup>st</sup> for the month.

*National Indigenous History Month-June*

June is National Indigenous History Month which is a time to learn about and celebrate the beauty and brilliance of First Nations, Inuit, and Métis People. National Indigenous Peoples Day also takes

place this month, observed on June 21 during the summer solstice.

#### *National Blood Donor Week*

National Blood Donor Week is June 13th-19th. Each year, National Blood Donor Week is an opportunity to celebrate blood donors and thank them for their generosity and commitment to patients. It coincides with World Blood Donor Day on June 14.

#### *Volunteer of the Year Representative-Mary Ayer*

Every year, a representative is chosen from the Town of Shelburne to represent as the Provincial Volunteer of the Year. This year, Mary Ayer has been chosen and we are happy to have such a wonderful community member representing us. We appreciate all that Mary does for the Town, her passion and dedication to welcoming new residents, updating all the community bulletin boards, participating in many Town events as well as serving on many boards and committees over the years. Mary is an asset to the Town, and we are proud to recognize her as Volunteer of the Year for the Town of Shelburne!

There are plans for a provincial ceremony this fall, the past 2 years have been virtual so we hope that happen and Mary can attend. Thank you again Mary for all you do!

#### **Delegations**

None

#### **Correspondence**

None

#### **Council Items**

##### a) Municipal User Fees Policy

Council and staff reviewed the changes that are being proposed to the policy. Many of these fees have not had increases in years. The fees were discussed with Finance and Administration and included in the Council package is the current fees as well as the proposed. The package can be found on our website or if paper copy can be available at the Town Office.

**THAT** Council plans to amend the Municipal User Fees Policy with the proposed changes as shown on June 20<sup>th</sup>, 2022.

**Acker-Davis**

**CARRIED**

##### b) NSFM Survey

Council was provided copies of a membership survey from Nova Scotia Federation of Municipalities a couple of weeks ago and administration has compiled responses. Council and staff reviewed the questions and responses and had discussion regarding some of the topics.

##### c) CAO Update

###### *Visitor Information Centre*

CAO informed Council that we have successfully hired a supervisor and two community ambassadors for the season at the Visitor Information Centre. The supervisor will be starting mid-June and the centre will be open end of June.

###### *Tree Planting*

CAO updated Council that we have started with some tree planting around Town last week. We planted four so far and have 10 more at the nursery which some of those will be going in the

cemetery in the new section in the coming weeks. We are also reaching out to other municipal units for support/information on how they offer memorial tree programs, and we will begin advertising that to the community. CAO did indicate the one tree that has been planted behind the Atlantic House Park on corner of King & Water St. has had some concerns raised about the location of. There are more improvements that will be coming to that parking lot area/park in the future.

#### *Cruise Readiness Workshop*

Last week, the Town hosted an all-day workshop with many different stakeholders, organizations, and municipal leaders to start brainstorming for the five cruise ship visits that are planned for 2022 here in Shelburne. There are already seven cruise ships planned for 2023. The workshop was led by Melanie Colpitts, an executive with Aquila Tours, who has been instrumental in helping communities across the Maritimes prepare for welcoming cruise ships back into ports. From the workshop, we have created an action list of items to execute and have created a smaller "Cruise Crew" Committee. The CAO thanked the many incredible volunteers in the Town who are always supportive and stepping up to help organize and plan for events like this.

#### d) Wastewater Treatment Plant

Councillor Ringer has had some complaints from residents recently about a noticeable smell last week. Councillor Ringer has made many drives down subsequently and checked on the plant recently and feels the staff are doing an excellent job right now at keeping things under control. The CAO noted that this time of year as the weather changes and heat increases there is a transition at the plant. The staff is doing their best everyday and monitoring to keep ahead of the smell. We are also checking in with some other municipal units in regard to others having issues with odours and smells at their Wastewater Treatment Plants. The mayor indicated he is optimistic that our crew can keep things under control and all equipment functioning. The CAO also noted we do have back-up equipment purchased and would not need to wait for shipments from the US like last year.

#### **Committee Reports**

CP&V Committee Minutes

**THAT** Council approves the CP&V Committee minutes from March 24<sup>th</sup> as presented.

**Davis-Ringer**

**CARRIED**

#### **Staff Reports**

##### a) Staff Report-Community Access-Ability Program

**THAT** Council Town Council accepts the Department of Communities, Culture, Tourism and Heritage's funding amount, \$16,314.67 to build a barrier-free washroom at the Community Centre and contributes the additional \$13,200.07 from the General Operating Reserve to complete the task.

**Acker-Nickerson**

**CARRIED**

#### **New Business**

*Councillor Acker*

Councillor Acker would like to say Congratulations to the SRHS Senior Girls Softball team as well as three male athletes who participated in Provincials this past weekend. Excellent job representing Shelburne!

Last week, Councillor Acker, Mayor Locke and Executive Coordinator attended an event put on by the Shelburne & Area Chamber of Commerce. There were many attendees, new faces, new businesses who were all there for a positive re-launch of the Chamber. It was a packed house and

wonderful to see. The keynote speaker was Greg Simpson of Mersey Seafoods who spoke to his purchase of Shelburne Ship Repair and keeping it local, as well as the excellent staff and team he has down there. He also noted his vision for the Shelburne harbour and has an incredibly positive outlook for the future here in the Shelburne. Councillor Acker mentioned the great local food that was there, as well as art on display and local music playing. Thank you to the Shelburne & Area Chamber of Commerce for hosting a successful evening for our community. Any local businesses who wish to become a member of the Chamber of Commerce can visit their website or social media pages.

Councillor Acker also wanted to note that SRHS students are hosting Shelburne's very first Pride Parade this coming Saturday June 11<sup>th</sup> at 12:30. It will begin in the Shelburne arena/community centre parking lot area.

Lastly Councillor Acker wanted to note some of the organizations and boards in the community that are actively seeking members/volunteers. The Shelburne County Arts Council has a call out for board members, the Shelburne County Arena is desperately looking to fill the President and Secretary position, and the Shelburne County Community Health Board & Mental Health & Wellness Association is looking for members. Councillor Acker wanted the viewing audience to know that if you have recently moved here, bored or looking for something to do in the community, please contact any of the mentioned committees or organizations.

**In Camera**

THAT Council goes in camera at 7:14pm to discuss:  
MGA Section 22-2 (c) Personnel Matters

**Acker-Davis**

**CARRIED**

Council came out of in-camera at 7:18pm

**M23-016** *THAT* Council appoints Elizabeth Acker to the Roseway Manor Board Committee as Town of Shelburne's appointed representative effective immediately.

**Nickerson-Ringer**

**CARRIED**

**Upcoming Meetings/Events**

- a) Accessibility Committee Meeting-June 16<sup>th</sup>, 2022-6pm at Community Centre
- b) Push for Your Tush Run-June 18<sup>th</sup>, 2022 at 9am at Community Centre
- c) Town Council Meeting- June 20<sup>th</sup>, 2022-6pm at Council Chambers.

**Adjournment**

*THAT* the Regular Town Council Meeting of June 6<sup>th</sup>, 2022, be adjourned at 7:21 pm.

**Acker**

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator



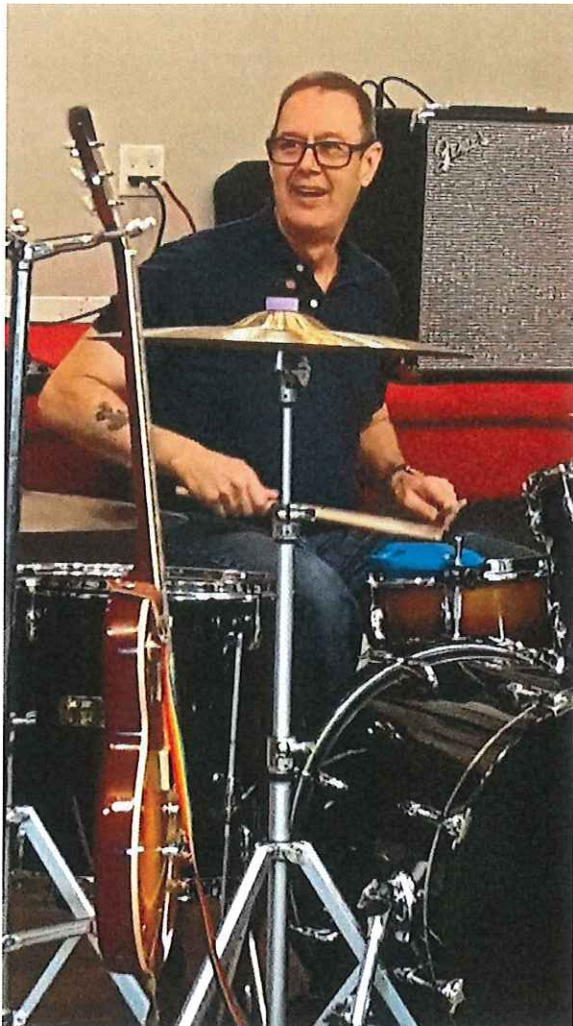
## Town of Shelburne

**June 2022**

### **Volunteer of the Month**

**Richard Snow**

**Community Participation & Volunteerism  
Committee Volunteer of the Month**



Richard Snow has been the Committee Head of the Guild Hall Summer Arts Series since 2019. He spends time putting out calls to musicians that would like to perform at the Guild Hall Summer Arts Series as well as putting in grant applications for funding. With the help of the Committee, Rick gets the summer line up organized as well as producing posters, maintaining the website and social media pages for promoting the upcoming events. Rick spends time each week setting up and tearing down at the Guild Hall, doing sound checks, helping any of the groups, collecting donations which go towards the upcoming concerts and at the end of season completing grant reports from funding.

As a retired Team Lead RN at Roseway Hospital, an instructor of Nursing at Dalhousie University and retired from the VON as well as tutoring, Rick has put all his time into working on music. He was in the Ghost Town Heroes band and The Dave Burbine band, where he also supported Dave when he entertained at the Manor and Bay Side Nursing Homes. Rick is now with One Meter Up and the duo of Bruce Reid and Rick Snow. He has hosted Open Mic at the Seadog and is currently carrying on the tradition of Open Mic at the Ships Galley. Bringing music to the community is where his greatest joy lies.

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





MAYOR HAROLD LOCKE  
 PO BOX 670 168 WATER ST.  
 SHELBURNE NS B0T 1W0

Ottawa, June 2022

Dear MAYOR HAROLD LOCKE and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
 Shadow Minister for Rural Economic Development  
 and Rural Broadband Strategy  
 Lakeland

Damien C. Kurek, M.P.  
 Deputy Shadow Minister for Rural Economic  
 Development and Rural Broadband Strategy  
 Battle River—Crowfoot

Jacques Gourde, M.P.  
 Deputy Shadow Minister for Rural Economic  
 Development and Rural Broadband Strategy  
 Lévis—Lotbinière

Document #	
D23A30	
Rec'd by MS	
Date June 6/22	
COPIES TO:	
Council	✓
Agenda	✓
Committee	



MAYOR HAROLD LOCKE  
PO BOX 670 168 WATER ST.  
SHELBURNE NS B0T 1W0

Ottawa, Juin 2022

Madame. Monsieur, MAYOR HAROLD LOCKE et Conseil,

La contribution économique des collectivités rurales est indissociable de la réussite du Canada. Les régions rurales comptent de nombreuses industries clés comme la fabrication, la foresterie, l'agriculture et l'énergie.

Or, les municipalités comptant moins de 20 000 résidents reçoivent moins de soutien du gouvernement fédéral que les municipalités plus grandes. Les déboulements administratifs et certaines exigences en matière de présentation de demandes ont une incidence disproportionnée sur les petites collectivités, même si elles comptent peu d'employés.

C'est une situation injuste qu'il faut régler de toute urgence. Ainsi, la ministre conservatrice du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale, la députée Shannon Stubbs, de même que deux autres ministres du Cabinet fantôme, les députés Damien Kurek et Jacques Gourde, souhaitent tenir une séance de discussion avec vous afin d'aborder la question du financement fédéral des collectivités rurales.

Les Canadiens des régions rurales doivent faire front commun, de sorte que l'ensemble des collectivités rurales du Canada bénéficient d'un financement plus juste et plus robuste.

Il est primordial, pour favoriser notre économie, que le gouvernement fédéral soit au service de tous, peu importe où ils vivent. Il faut faire entendre la voix des Canadiens des régions rurales. Nous vous prions de nous faire part des trois enjeux les plus importants ayant une incidence sur votre développement économique, en tant que collectivité rurale. Nous utiliserons ces commentaires pour veiller à ce que notre travail pour les régions rurales du Canada soit le plus efficace possible. Vos commentaires nous aideront également à établir l'ordre du jour de la séance de discussion que nous proposons. C'est une excellente occasion de faire du réseautage, de faire connaître vos priorités et de trouver des solutions aux défis que nous devons relever.

Nous attendons de vos nouvelles. Si vous souhaitez participer à notre forum, veuillez envoyer un courriel à la députée Shannon Stubbs à [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), au député Damien Kurek à [damien.kurek@pal.gc.ca](mailto:damien.kurek@pal.gc.ca) ou au député Jacques Gourde à [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Nous vous remercions de votre collaboration.

Sincères salutations,

Shannon Stubbs, députée de Lakeland Ministre du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale

Damien C. Kurek, députée de Battle River—Crowfoot

Jacques Gourde, députée de Lévis—Lotbinière



# TOWN OF SHELBURNE

## Municipal User Fees Policy

**Title and Purpose**

- 1.0 This Policy shall be referred to as the “Municipal User Fees Policy.”
- 2.0 The purpose of this Policy is to provide a convenient place to set out and amend the fees the Town of Shelburne charges for certain applications, permits, licenses, rentals, and services.
- 3.0 This Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in a By-Law, Recorded Resolution, Policy or Resolution of the Town of Shelburne in effect on the effective date of this Policy.
- 4.0 By-Law Penalties for infractions are not listed under this Policy.

**Fees**

- 5.0 The fees to be paid to the Town of Shelburne for each of the following Administrative/Finance Services, Dog Fees, Cemetery Fees, Sewer Fees, Water Fees, Development Permits, Public Works Fees, Rental Fees, and Vending Fees are set in, or amended to, the respective amounts shown in sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 and 5.9.

**5.1 Administration/Finance Services**

The following table applies to Administration and Finance Services currently offered at the Town Hall.

Document #	Description of Administration / Finance Service	Fee Amount
D23-A31	Photocopies	\$0.50/copy (Plus HST)
Rec'd by <i>MA</i>	Tax Certificates	\$50
Date <i>June 15/22</i>	Mortgage Company Listing	\$50/name
<b>COPIES TO:</b>	Zoning/Comfort Letters	\$50.00
Council	<input checked="" type="checkbox"/>	
Agenda	<input checked="" type="checkbox"/>	
Committee	<input type="checkbox"/>	

# Policy

## 5.2 Dog Fees

The following table applies to Dog owners within the Town of Shelburne under the Dog By-Law.

Description of Dog Fee	Fee Amount
Tags – Male & Spayed Female	\$10 / year
Tags – Un-Spayed Female	\$10 / year
Service Dog Tag	\$0
Replacement Tag	\$10

## 5.3 Cemetery Fees

The following table applies to the Town Cemetery as referred to in the Cemetery By-Law. Fees are double for non-residents.

Description of Cemetery Fee	Fee Amount
Resident Single Grave Lot	\$250.00 (Plus HST)
Non-Resident Single Grave Lot	\$1000.00 (Plus HST)
Columbaria – Niche for Town Resident	\$575.00 (Inc. HST)
Columbaria – Niche for Non-Resident	\$1,150.00 (Inc. HST)

## 5.4 Public Sewer Fees

### SET BY COUNCIL ANNUALLY

The following table applies to the Public Sewer as referred to in the Public Sewer By-Law. For construction of new connections to wastewater facilities or storm water systems, refer to the Local Improvement By-Law.

Description of Public Sewer Fee	Fee Amount
Wastewater Hook-Up (Residential)	\$400.00
Wastewater Hook-Up (Commercial)	\$1,000.00
Annual Charge	\$260.00/unit

## 5.5 Solid Waste Fee

### SET BY COUNCIL ANNUALLY

Description of Solid Waste Fee	Fee Amount
Solid Waste Fee	\$276.47/unit

# Policy

## 5.6 Water Fees

The following table applies to the Water Utility for the Town of Shelburne as referred to in Water Utility Distribution Policy and set as per UARB rates & regulations. For construction of new water lines in currently unserved areas, refer to the Local Improvement By-Law.

Description of Water Fee	Fee Amount
Water Hook-Up	\$100.00
Reconnection Charge	\$50.00
Reconnection outside of regular working hours	\$200.00
Disconnection for an extended period of time	\$35.00
Disconnection for an extended period of time outside of regular working hours	\$150.00
Water Haulers	\$8.07/per cubic meter (with a minimum charge of \$50.00)

## 5.7 Development Permits

The following table applies to the Community & Economic Development Department for the Town of Shelburne as referred to in the Land-Use By-Law.

Description of Development Permit Fee	Fee Amount
Application for a Development Permit	\$50.00
Development Agreement	\$300.00
"Non-Substantial" Development Agreement Amendment	\$150.00
"Substantial" Development Agreement Amendment	\$300.00
Zoning / Comfort Letters	\$50.00
Municipal Planning Strategy Amendment / Land Use By-Law Amendment or both (additional advertising costs not included)	\$300.00

## 5.8 Public Works

Description of Public Works Fees	Fee Amount
Camera Use (w/operator) 8am-4pm	\$200/hr

## 5.9 Building Rentals

The following table refers to rates set in the Town of Shelburne's Community Centre and Guild Hall Rental Policies.

Description of Building Rentals	Fee Amount
Community Centre – Meeting Room A General	\$100.00 (Plus HST)
Community Centre – Meeting Room A Non-Profit	\$0
Community Centre – Meeting Room B General	\$75.00 (Plus HST)
Community Centre – Meeting Room B Non-Profit	\$0
Community Centre – Auditorium Commercial or Gov't Organization	\$200.00 (Plus HST) (Plus \$200.00 damage deposit)
Community Centre – Auditorium Personal Event (Wedding/Dance/Birthday)	\$400.00 (Plus HST) (Plus \$400.00 damage deposit)
Community Centre – Auditorium Non-Profit	\$0 (Plus \$200.00 damage deposit)
Fireman / Ladies Aux. Rental	\$0 (Plus \$200.00 damage deposit)
Event Catered by Ladies Aux. Rental	\$0 (Plus \$150.00 damage deposit) or \$100.00 plus HST if Bar Service required, (Damage Deposit of \$350.00)
Guild Hall Wedding Rental	\$500.00 (Plus HST) (Plus \$500.00 damage deposit)
Guild Hall Commercial Rental	\$100.00 (Plus HST) (Plus \$100.00 damage deposit)
Guild Hall Non-Profit Rental	\$0
Guild Hall Market Seasonal Rental	\$400.00 (includes electricity)

## 5.10 Vending

The following table refers to rates set in the Town of Shelburne's Vending By-law.

Description of Vending Fee	Fee Amount
Door-to-Door / Auctioneer vending license	\$50.00/year
Stationary location vending license	\$200.00/year
Auto-Dealing (Non-Commercial Tax Properties)	\$2,500.00/year
Lost or Stolen license replacement	\$25.00

# Policy

Executive Coordinator's Notation for Official Policy Book  
Date of Passage of Original Policy: April 9<sup>th</sup>, 2018  
Date of Passage of Current Policy: June 20<sup>th</sup>, 2022  
I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Robin Smith, Executive Coordinator

\_\_\_\_\_  
Date





**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 May 2022.

Total number of calls for service: 9

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 7

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

Document #	
D23-A32	
Rec'd by <i>MS</i>	
Date <i>June 6/22</i>	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

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

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto: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

June 6, 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 May, 2022.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	6	2
Construction Value	\$ 225,000.00	\$ 30,00.00
Total Construction to Date	\$ 1,225,400.00	\$ 53,683.00

Yours very truly,

**Andrew Goreham, CRBO, CFI**  
**Director of Inspection Services**

/aad

Document #	20 D23-A34
Rec'd by	MS
Date	June 6/22
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

**Andrew Goreham, Manager of Inspection Services**

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)





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](mailto:lewis.chetwynd@shelburnens.ca)  
[www.shelburnens.ca](http://www.shelburnens.ca)

Document # D23-A34	
Rec'd by JS	
Date May 31/22	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

May 31st, 2022

**Bylaw Officer Report May 2022**

**May calls for service:**

- 22-26. Service request: Anonymous complaint of neighbor burning garbage. *This was alleged to be occurring within the neighbor's woodstove- Made patrol and no smoke or smell noted*
- 22-27. Service request: Anonymous complaint of off leash dogs- *Several patrols a week made; no off-leash dogs noted.*
- 22-28. Service request: Complaint of unsightly property in commercial zone- *Inspected the property and noted there was some garbage in the area. The owner agreed to tidy up.*
- 22-29. Service request: Complaint of horses in the town destroying property- *This occurred last year but concerned citizen wanted to ensure that it didn't happen again. Patrol made and fencing noted.*
- 22-30. Service request: Complaint of water running out of the street- *Patrol made and this was confirmed. Public works notified.*
- 22-31. Service request: Complaint of commercial activity taking place in a residential zone. *Spoke with owner, no commercial activity noted.*
- 22.32. Service request- Complaint of garbage in yard. - *Ongoing*
- 22-33. Service request – Complaint of horses on the trail system- *Erected signs reminding people not to use the trail for ATV or horseback riding.*
- 22-34. Service request- Complaint of Land Use By-Law and Noise By-Law Infraction-*This is a duplicate complaint- Ongoing*
- 22-35. Service Request- Inquiry to Land Use By-Law for ponies within the town limits. - *Read the By-law to the realtor who was inquiring for potential clients.*
- 22-36. Service request- Complaint of Unsightly property (garbage)- *Inspected the property, agreed that there needs to be remediation- Offered 14 days to comply. If no action is taken a order to remedy will be sent.*



## Assignments:

- Patrol of areas where animal complaints were made- NO loose or barking dogs noted
- Spoke with landowner and requested civic number be displayed - RESOLVED
- Sent out orders to remedy for unsightly x 1
- Placed signs in several areas on the trail to remind people that horses and ATVS are not permitted
- Patrol of town- Found uncollected waste. Order to Remedy sent to landowner.
- Hand delivered water cut-off notices. X 10
- Went to parks within the town to ensure no smoking signage

## Summary of additional bylaw officer duties and outcomes:

- Worked with the Waste Diversion Officer at MDS to find ways to best educated the public on waste management. We visited 4 properties and educated them on how to sort their solid waste and offered our help for any future concerns.
- Order to remedy on Anne St. X2 – **Completed and one ongoing**
- Order to remedy on St Andrews Lane. – **Completed**
- Order to remedy on Thomas St. – **Ongoing- working with homeowner and waste management**
- Order to remedy for civic numbering violations x1- **Completed**
- Contacted building owner regarding placement of Waste collection bin- **Owner to call back with translator**
- Visited property owner and ordered them to extinguish open flames during burn ban and warned them that burning garbage (coating on wires) is prohibited- **Land owner complied with order.**

**Daily** patrols usually result in the issuance of 3-5 traffic warnings. The primary concerns are the amount of people who park in front of **fire hydrants** and in “**handicapped**” zones.

Thank you,

Lewis Chetwynd  
By-Law Enforcement Officer

