



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**September 6<sup>th</sup>, 2022**  
**6:00 p.m.**

**Doc Ref:**

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- 1) **Call to Order**  
Dangerous & Unsightly Appeal
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Town Council meeting held on July 18<sup>th</sup>, 2022**
- 4) **Proclamations & Announcements:**
  - a) Fetal Alcohol Spectrum Disorder Awareness Day/Month-September 9<sup>th</sup>, 2022 and Month of September
  - b) Volunteers of the Month for August-Shelburne Events Committee
  - c) Volunteer of the Month for September-Darrell Locke, Fire Chief, SVFD
- 5) **Delegations:**
- 6) **Correspondence:**

**Action:**

  - a) Shelburne & Area Chamber of Commerce-request for signage project funding D23-A50

**Information:**

  - b) Property Valuation Services Corporation (PVSC) D23-A51
  - c) Thank You card-Clara Jurgenliemk D23-A52
- 7) **Council Items:**
  - a) CAO Update
  - b) Amend Motion M23-004 from April 19<sup>th</sup>, 2022 D23-A53
- 8) **Committee Reports:**
  - a) Audit Committee Minutes- December 6, 2021 D23-A54
- 9) **Staff Reports:**
  - a) SVFD-Monthly Report (July) D23-A55
  - b) Building Inspector-Monthly Report (July) D23-A56
  - c) By-Law Officer-Monthly Report (July) D23-A57
  - d) Waste Diversion Coordinator Report Q1 FY2022-23 D23-A58
  - e) Staff Report-Wastewater Plant Budget Overage D23-A59
  - f) Staff Report-Fiscal Year End 2021-2022 D23-A60
- 10) **New Business:**
- 11) **In-Camera:**  
**MGA Section 22-2 (e) Contract Negotiations**
- 12) **Upcoming Meetings/Events:**
  - a) Municipal Boundary Review Open House-September 13<sup>th</sup>, 2022-6 to 8pm, Community Centre
  - b) CP&V Meeting-Thursday September 15<sup>th</sup>, 2022- 6pm, Council Chambers
  - c) Public Hearing-Sale of Unopened Streets-Monday September 19<sup>th</sup>, 2022-5pm, Community Centre
  - d) Town Council Meeting-Monday September 19<sup>th</sup>, 2022-6pm, Community Centre
- 13) **Adjournment**



Town of Shelburne  
Minutes of the Regular Council Meeting

Council Chambers

July 18<sup>th</sup>, 2022

DRAFT

**Council Members Present**

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

**Regrets**

Councillor Ben Nickerson

**Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator

**Delegation**

Melissa Strachan, Shelburne County Arts Council  
Alex Balkam, Artist

**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 July 18<sup>th</sup>, 2022, with the deletion of Item 2A.

**Acker-Davis**  
**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the Town Council Meeting held on July 4<sup>th</sup>, 2022, as presented.

**Ringer-Davis**  
**CARRIED**

**Proclamations & Announcement**

a) *Emancipation Day-August 1st, 2022*

On March 24, 2021, the House of Commons voted unanimously to officially designate August 1 Emancipation Day. It marks the actual day in 1834 that the Slavery Abolition Act of 1833 came into effect across the British Empire.

Canadians are not always aware that Black and Indigenous Peoples were once enslaved on the land that is now Canada. Those who fought enslavement were pivotal in shaping our society to be as diverse

Shelburne County and the pieces involve a series of glow-in-the-dark surfaces. The final pieces include a large family of bears, a fisher, and a deer. The Shelburne County Arts Council is now seeking sites within the Town of Shelburne for permanent installation of the project. Melissa and Alex reviewed the art and potential sites with Council and answered their questions. The Shelburne County Arts Council has also committed to maintaining the project at \$1200/per year for 5 years as well as assisting in the installation process.

Council was excited about these new pieces of Public Art and fully support the Shelburne County Arts Council in this project. The mayor directed Melissa and Alex to work with the CAO regarding details of installation etc.

### Correspondence

Action:

- a) Housing NS Invoice

The CAO updated Council on the substantive invoice that is 16% higher than their estimate, in that she had emailed the Deputy Minister why the jump in cost and questioned again why bother giving an estimate for us to budget when the final bill comes in so much higher. He did respond that would investigate and get back to us. No action required at this time.

Information:

- a) Province of Nova Scotia-Environment and Climate Change
- b) Sou'West Nova Transit Update
- c) Property Valuation Services Corporation (PVSC)

**THAT** Council accepts the above for information.

### Council Items

- a) Rescind Motion M23-010 from May 2<sup>nd</sup>, 2022

**M23-021** **THAT** Council rescinds Motion M23-010 from May 2<sup>nd</sup>, 2022, stating "That Council directs administration to write to 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-Ringer**

**CARRIED**

### Committee Reports

None

### Staff Reports

- a) SVFD-Monthly Report (June)
- b) Building Inspector-Monthly Report (June)
- c) By-Law Officer-Monthly Report (June)

- d) Staff Report-SMT (Port) Write-Off's 2022-23

**M23-022** **THAT** Council approves the write-offs for the Shelburne Marine Terminal as recommended.

**Davis-Acker**

**CARRIED**



## Town of Shelburne

**August 2022**

### Volunteers of the Month Shelburne Events Committee Community Participation & Volunteerism Committee Volunteers of the Month



The *Shelburne Events Committee* is being recognized as the Volunteers of the Month for August for their hard work and dedication to many community events.

The Shelburne Events Committee idea began last summer and has been a great success over the past year. Last December, the Committee planned their first event in collaboration with the Municipality of Shelburne and the Town of Shelburne; "Miracle on Dock St.". It was held as a stationary parade of floats, along with a festive Christmas market, fireworks display and was a huge success. In the Spring, the Committee held an Easter Egg hunt with face painting, balloons, and lots of treats for everyone to enjoy. Most recently, this past weekend, they revamped Founders Days into a Shelburne signature summer event, Dock Street Days. It was a weekend jam-packed with entertainment, exciting events for all ages, food, fun and fireworks as well was a chance to explore Shelburne's diverse cultural history along with an opportunity to celebrate the present through reunions with friends and family gatherings. The whole weekend was enjoyed by many, and all their hard work planning was appreciated.

The Committee presently consists of Val Kean, Brendan Pippy, Angie Shand, Danyelle Rapp, Christina Sears, Jamie Matthews, Sylvia Bell & Erika Goulden.

For all that the Shelburne Events Committee has done and continue to do, the CP&V Committee and Town Council recognize them as the Volunteers of the Month for August. Thank you!



**Town of Shelburne**  
**September 2022**  
**Volunteer of the Month**  
**Darrell Locke**

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



Darrell Locke is being recognized as the Volunteer of the Month for September for his many years of hard work and dedication to our community.

For all his adult life, Darrell has been a serving member of the Shelburne Volunteer Fire Department, being 47 years come this November. As the Fire Chief for over 10 years, Darrell has spent countless hours volunteering in our town, community, and county, as well as serving his country. Darrell is looked upon with the greatest respect and admiration. Darrell also serves on the Shelburne County Firefighters Association serving as President.

Darrell's dedication to the community whether it be driving Santa through the streets at Christmas time, organizing BBQ's when the Bluenose is in Town, giving tours to the Elementary school at the Fire station, participating in firefighter training, hosting firefighter competitions with other local departments or responding to numerous calls all year long, night and day, is appreciated and applauded. Darrell can often be found at the Firehall on a Saturday morning washing one of the trucks or doing routine maintenance on them. A true leader that is known for rolling up his sleeves and getting the tasks at hand done. The SVFD is well respected in the firefighting community with Darrell at the helm. Darrell is also known for his thoughtfulness and always goes above and beyond for those that work closely with him through Fire Dept work as well as his By-Law Enforcement job. He is a true gem to know!



For all that the Darrell Locke has done and continue to do, the CP&V Committee and Town Council recognize him as the Volunteer of the Month for September. Thank you!



Daniel Khan  
On behalf of Shelburne and Area Chamber of Commerce

Town of Shelburne

July 22, 2022

Dear Council,

I am following up with you today with our formal request for support as outlined in our in person presentation to council.

The chamber is undertaking some important and large projects in hope of continuing to develop the Shelburne area. One of the key areas of opportunity includes the changing of how our area is presented on the 103 highway.

Currently there are 47 signs in the area representing all aspects of private and public sector marketing. These signs are in different conditions and have very little strength in branding the area or what we have to offer.

The chamber is currently creating a new vision for these signs and we are continuing to work with all councils to create the new first impression of the area and to showcase what we have to offer.

There are a few key points to the project;

1. Working with current sign owners (business operators and other) to showcase the new vision and get buy in for those to be updated
2. Create a new sign for the town of Lockeport specifically
3. Create the overall branding of the area and build out numerous signs to direct travelers to the area. We anticipate this outline to be completed in the coming weeks. We hope to have a completed plan ready for execution Aug 1. 2022

Document #	D23-A50
Rec'd by	MJ
Date	July 25/22
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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August 2, 2022

Municipal Mayors and Wardens  
Nova Scotia Municipalities

Dear Mayors and Wardens:

**Re: PVSC Municipal Consultation**

Since 2007, Property Valuation Services Corporation (PVSC) has provided an Assessment Roll each year to Nova Scotia's municipalities, in accordance with the *Nova Scotia Assessment Act*.

Engagement with municipalities is central to achieving our mission to provide essential, world-class property assessment services that enable our clients to make sound decisions. With the current economic and social challenges facing Nova Scotia today, we want to hear directly from you, our clients, about our services and any challenges and priorities your municipality may have.

We have contracted Jimmy MacAlpine as a Government Relations Officer to assist in our consultations. You may already know Jimmy from his 20 years of service with the Municipality of the District of Digby as Warden and Councillor. Jimmy is very familiar and well-versed with the operating context and pressures placed on municipal governments.

Over the next couple of months, Jimmy will be reaching out to you directly to connect and gather your input and insights. This information will help inform our client engagements, communications, and services moving forward.

We look forward to engaging with each of you, sharing information, and finding new ways to better assist our province's municipalities in the months and years to come.

Sincerely,



Kathy Gillis  
Chief Executive Officer

cc: Chief Administration Officers and Directors of Finance/Revenue Officers/Tax Clerks  
Jimmy MacAlpine, Government Relations Officer, PVSC  
Rebecca Vorstermans, VP, Stakeholder Relations, PVSC  
PVSC Board of Directors

Document #	
D23AS1	
Rec'd by	
MS	
Date	
Aug 5/22	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

# Annual Report 2021-22



## *Taking the Long View*

Document #	
D23-AS1	
Rec'd by	
MS	
Date	
Aug 5/22	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
Property Valuation Services Corporation	

## Indicators of Assessment Quality

### Appeals and Adjustments

In 2021, we received 5,964 assessment appeals, representing a total account value of \$7.03 billion of assessment. After the appeal process concluded, the Assessment Roll was adjusted downward by \$184.35 million, which represents 0.16% of the total Assessment Roll value.

### Quality Standard Measures

Our annual Ratio Study statistically measures market value assessment accuracy and uniformity in compliance with Section 42 of the *Nova Scotia Assessment Act* and mass appraisal acceptance criteria set by the International Association of Assessing Officers (IAAO). Ratio Study results are published in the PVSC Roll Quality Report prepared for the Nova Scotia Department of Municipal Affairs and Housing.

Market value **accuracy** is measured by Mean Assessment to Sale Ratio (ASR), Weighted Mean ASR, and Median ASR.

The IAAO standard acceptance criteria for Median ASR is between 90% and 110%.

**The 2022 Assessment Roll achieved a Median ASR of 99%.**

Market value **uniformity** is measured by Coefficient of Dispersion (COD), Price Related Differential (PRD), and Price Related Bias (PRB).

The IAAO standard acceptance criteria is less than 20% for COD, between 98% and 103% for PRD and between -10% and 10% for PRB.

**The 2022 Assessment Roll achieved a COD of 10%, a PRD of 102% and a PRB of -0.4%.**

The IAAO recommends the Median ASR be used to report the General Level of Assessment (GLA), and in the appeal setting, the uniformity measure within the valuation standard set out in the *Nova Scotia Assessment Act* is established, pursuant to the *Act* and case law from Nova Scotia courts, to be the GLA. PVSC reports GLA by municipality for both residential/resource and commercial properties. PRB and COD are not calculated at the municipal level where there is not a statistically significant number of sales.

Commercial GLA has been calculated for ten municipalities with more than 11 sales. As recommended by the IAAO and IPTI, the GLA for municipalities with fewer than 11 sales is deemed to be 100% as there is insufficient sales information to reliably calculate a GLA\*.

**Based on the results of the Ratio Study, it is PVSC's opinion that the 2022 Assessment Roll values meet and comply with our legislative mandate and industry standards.**

\* The International Property Tax Institute (IPTI) recommends that in cases where there are fewer than 11 qualified sales for use in analysis for either the residential/resource or commercial assessment roll in a municipality for a given year, there is insufficient data to reliably calculate General Level Statistics. For GLA reporting herein, for municipalities with fewer than 11 qualified sales respecting either the Residential/Resource or Commercial assessment rolls, the General Level Statistics are reported as deemed 100%, the practice of which has previously been accepted before the Nova Scotia Utility and Review Board in the appeal setting.

## Commercial GLA by Municipality

Municipality	Sales	COD	PRB	GLA	Municipality	Sales	COD	PRB	GLA
County of Annapolis	14	7%	-1.4%	98%	Town of Berwick	1			100%
Town of Annapolis Royal	3			100%	Town of Kentville	4			100%
District of Digby	6			100%	Town of Wolfville	4			100%
Town of Digby	5			100%	District of Chester	6			100%
Town of Middleton	2			100%	District of Lunenburg	10			100%
County of Antigonish	6			100%	Town of Bridgewater	12	7%	-1.8%	99%
Town of Antigonish	2			100%	Town of Lunenburg	3			100%
District of Guysborough	0			100%	Town of Mahone Bay	0			100%
Town of Mulgrave	1			100%	County of Pictou	3			100%
District of St. Mary's	1			100%	Town of New Glasgow	12	11%	-0.7%	95%
CBRM	43	15%	-2.3%	99%	Town of Pictou	6			100%
County of Colchester	17	8%	-0.8%	95%	Town of Stellarton	3			100%
Town of Truro	9			100%	Town of Trenton	0			100%
Town of Stewiacke	0			100%	Town of Westville	2			100%
County of Cumberland	7			100%	District of Barrington	8			100%
Town of Amherst	13	13%	-2.0%	101%	Town of Clark's Harbour	2			100%
Town of Oxford	1			100%	Region of Queens	9			100%
HRM	96	13%	-3.3%	94%	Town of Lockeport	3			100%
District of East Hants	11	12%	2.0%	98%	District of Shelburne	3			100%
West Hants Regional Municipality	12	5%	-5.6%	99%	Town of Shelburne	0			100%
County of Inverness	4			100%	District of Argyle	3			100%
Town of Port Hawkesbury	1			100%	District of Clare	5			100%
County of Richmond	5			100%	District of Yarmouth	1			100%
County of Victoria	3			100%	Town of Yarmouth	5			100%
County of Kings	13	25%	5.6%	91%					

PROGRAM 1027  
AUG 26 2022

To everyone at the Town of Shelburne  
officer

I wanted to thank you for the very  
generous scholarship I received. It  
will be much appreciated as I begin  
my studies in psychology at UBCO.

All the best,  
Ciana Jungblut

Document #	
D23-ASA	
Rec'd by Ms.	
Date Aug 26/22	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

April 19, 2022

**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

Document #	023-153
Rec'd by	MS
Date	11 Aug 29/22
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	
Councilor 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.	



# Shelburne Audit Committee

December 6, 2021

6:00 pm – 6:30 p.m.

## Minutes

**Present:**

Chair: Town Mayor Harold Locke

Town Council: Elizabeth Acker, Rick Davis, Ben Nickerson, and Sheldon Ringer

Public Representative: Bruce Bennett

Town Treasurer: Jane Crowell

Town CAO: Sherry Doane

1) **Call to Order** (*Chair Harold Locke*)  
*Meeting was called to order at 6p.m.*

2) **Approval of Agenda**  
*Mover: Elizabeth Acker, Seconder: Ben Nickerson*

3) **Approval of Minutes from Shelburne Audit Committee meeting of August 31, 2021**  
*Mover: Sheldon Ringer, Seconder: Ben Nickerson*

4) **Committee Items:**

a) Approval of the 2<sup>nd</sup> Quarter Council and CAO Expenses and Hospitality Expenses  
Finance Manager Jane Crowell reported the following expenses: Mayor Locke \$366.04 (Electronic Notebook), Deputy-Mayor Davis \$0, Councillor Acker \$366.03 (Electronic Notebook), Councillor Nickerson \$0, Councillor Ringer \$0, and CAO \$938.65 (AMANS conference registration, IMPAC Annual General Meeting, cellphone), Hospitality Expense \$1420.38 (Town Council Barbecue and Volunteer Reception)  
*Mover: Elizabeth Acker, Seconder: Ben Nickerson*

b) Approval of the 2<sup>nd</sup> quarter of Fiscal Year Results

Finance Manager, Jane Crowell spoke about the second quarter results whereby General Revenues were 86% of annual and Expenses were at 40% of annual, for this 50% period. For Port budget, Revenues at 48% and 33% of Expenses. Water Utility budget, Revenues at 20% and Expenses at 28%. In summary, Treasurer reported there were no red flags for the second quarter of the fiscal year (April 2021-March 2022).

*Mover: Elizabeth Acker, Seconder: Sheldon Ringer*

5) **Old Business:**

a) Approval of amended Terms of Reference for Audit Committee to be recommended to Council.  
*Mover: Sheldon Ringer, Seconder: Ben Nickerson*

Document #	D23-154
Rec'd by	MS
Date	AUG 28/22
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	



**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 July 2022.

Total number of calls for service: 14

Calls for service within the Town: 6 (5 calls handled by the Chief without calling out the members)

Calls for service in the Municipality of Shelburne protection area: 8

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-ASS	
Rec'd by	
MA	
Date	
Aug 4/22	
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Council	✓
Agenda	✓
Committee	

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		3
MEDICAL		2
MOTOR VEHICLE ACCIDENT	1	1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST	4 (Handled by Chief)	2
POWER LINES	1 (Handled by Chief)	
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**



Naturally Yours

**Inspection Department**

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

August 8, 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 July, 2022.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	3	2
Number of Permits Issued to Date	12	5
Construction Value	\$ 38,800.00	\$ 370,000.00
Total Construction to Date	\$ 1,824,200.00	\$ 458,683.00

Document # D23-1954	
Rec'd by MS	
Date Aug 8/22	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Yours very truly,

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

/aad

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)

July 31, 2022

**Bylaw Officer Report July 2022**

Document #	
D23-A57	
Rec'd by MS	
Date July 31/22	
COPIES TO:	
Council	
Agenda	
Committee	
	No dogs

**July calls for service:**

- 22-57. Service request: Assist RCMP with dog related complaint- SCPA not available on weekends- transferred dog to Yarmouth SPCA
- 22-58. Service request: Complaint of Dogs running at large on the Jackson lane - **Made patrol - No dogs found**
- 22-59. Service request: Neighbor called looking for follow up to horse complaint - RESOLVED
- 22-60. Service request: **Assist SPCA with investigation of animal welfare issue- SOT Issued**
- 22-61. Service request: Complaint of dogs and people trespassing onto private property- spoke with the resident and turned the file over to the RCMP
- 22-62. Service request: Complaint of gravel encroaching onto neighbor's yard from active construction- Referred to CAO
- 22-63. Service request- Complaint of unsightly yard. - **Requested owner to mow- Resolved**
- 22-64. Service request - Complaint company vehicles parking on sidewalk- **Final** verbal warning has been issued to this business. Further infractions will result in a Summary Offence Ticket(s)
- 22-65. Service request- Complaint of dog barking and disrupting the neighborhood- Spoke with the dog's owner and issued a verbal warning. ONGOING- RCMP involved
- 22-66. Service Request- Resident with questions surrounding the sign by-law- RESOLVED
- 22-67. Service Request- Complaint boats and trailers parked in a fire lane- Patrol made- Ordered issued to remove the items- RESOLVED
- 22-68. Service Request- Complaint of vessel parked near boat ramp- Spoke with owner and vessel removed- RESOLVED

- ***Basic Investigation Skills.***

The *Basic Investigation Skills* course focuses on key areas of crime investigation including case management, responding to a crime scene, interviewing, statement taking, gathering evidence, search warrants, and file presentation.

The course features an enhanced, multi-media case study of the "Big Ben" investigation. Video, audio, and pictures of the interrogation and crime scene, as well as case law and other documentation in relation to the investigation, are used to reinforce learning objectives.

The *Basic Investigation Skills* course is designed to prepare officers to manage a major case and deliver testimony in court proceedings. It is a basic overview of the critical components and procedures of a criminal investigation and is designed as an introduction for junior front-line officers or as a refresher for more experienced officers.

**Key aspects of this course:**

- A. Understand the importance of case management in the law enforcement process
- B. Understand the role and responsibilities of the first responding officer at a crime scene
- C. Apply basic interviewing techniques when taking statements during a criminal investigation
- D. Identify the process for gathering evidence in the context of a criminal investigation
- E. Understand the rationale and process involved in the preparation and use of a search warrant
- F. Apply case management principles for efficient file presentation

- ***Deception Detection for the Frontline Officer.***

Police, first responders, and other frontline public safety workers communicate with other people every day and sometimes will be lied to. Knowing when and where you are being told the truth and when you are being lied to will help you get to the key aspect of the issue at hand and what you need to know.

This course covers various aspects of detecting deception, including body language and how it can differ between cultures as well as genders. This can help you build rapport with various groups and know specifics of deception within these groups.

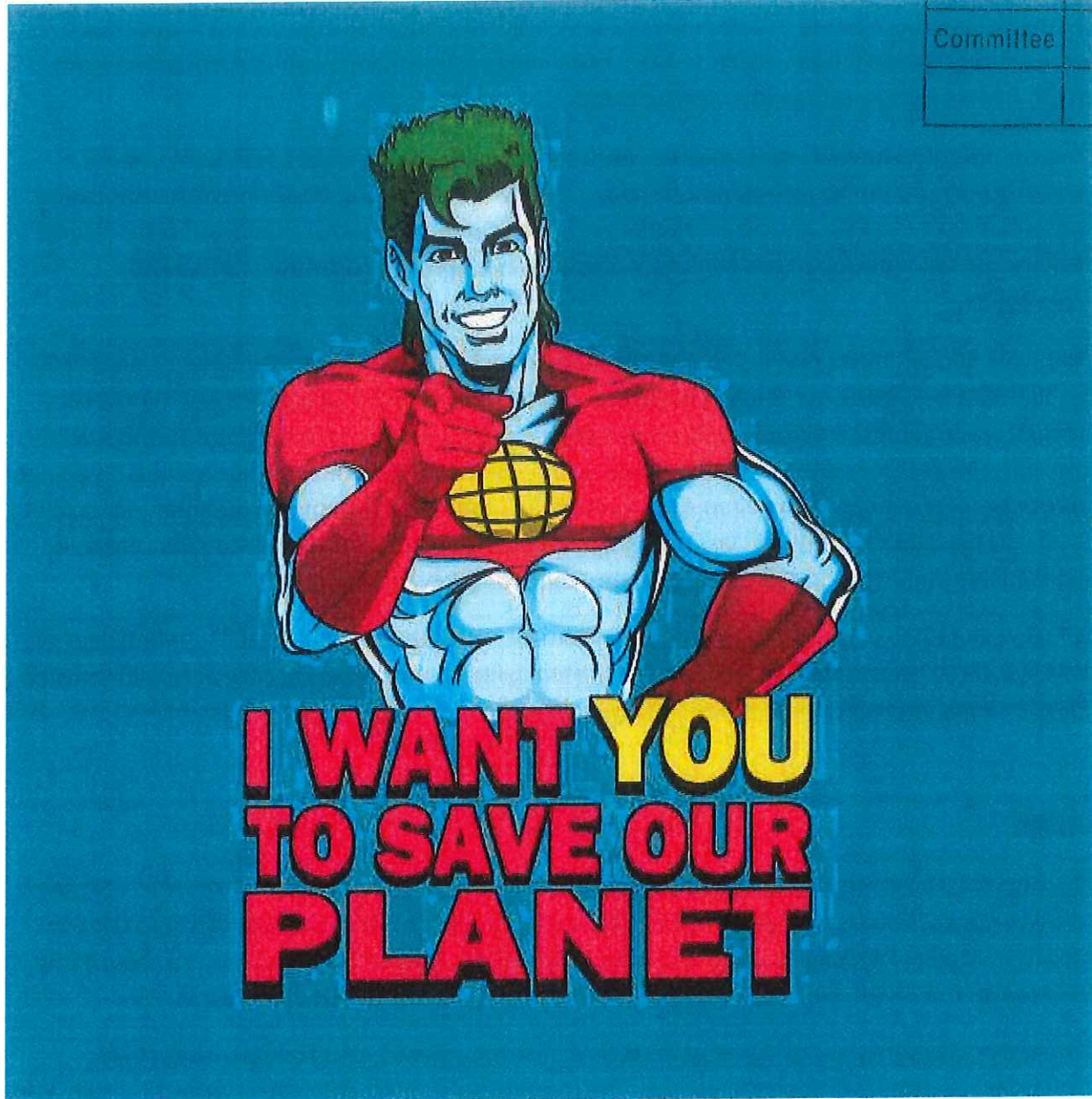
**Key aspects of the course.**

- A. Identify indicators of deception
- B. Identify micro-expressions of emotional deception
- C. Differentiate between truthful and deceptive patterns
- D. Recall cultural differences in body language
- E. Identify variations of indicators of deception in specific situations

Waste Diversion Officer Report:

April 1<sup>st</sup>, 2022 – July 1<sup>st</sup>, 2022

Document #	D23-ASB
Rec'd by	MS
Date	July 21/22
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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realized that the reporting system that was done in consultation with Claude Lachance (Weigh-tronix) in advance of the training date had not been pre-loaded into the software. Nicole who has experience with accounting software assisted with entering individual customer accounts as well as with our product types/costs and other configuration.

The next opportunity for training due to schedules was May 9<sup>th</sup>, 2022. Again, we had full attendance, and everyone was excited (within reason) to get the training underway as we were going to have the ability for 1 employee drive on and off the scale for mock weights and spend the day just weighing/printing tickets and configuring the software to our needed specifications. The computer we had on site which was working perfectly on the 25<sup>th</sup> suffered a catastrophic failure that did not allow for the training. After 1.5-2 hours of attempting to reboot, and troubleshoot we were not able to complete any training. This writer works the HHW on 2 Mondays of the month which only leaves 2 Monday's a month that we can schedule the training, paired with it being the busiest time of year for both this writer and the RMRF site we are looking to push the training back until all employees who need the training until September/October when things start to settle down and there is more availability. Once this software is in place this writer intends on spending 2 weeks at the site to assure the reporting structure is "fine-tuned" and that all staff who operate the scale are proficient to do so as it will be a learning process with some trial and error to fully transition.

The RMRF has seen a lot of new users within the last few months, and this has been causing for an increase of education at the site with Peter and Nicole having to turn customers away due to not having acceptable materials (materials that could go curbside/HHW material). And we have pulled over 2 truckloads of HHW/Electronics that residents are hiding in their loads and this writer has picked up at the site to take to the Enviro-Depot or HHW to process. This is a decrease from before having 2 employees at the site, but it has been an overall increase from the past few reporting periods.

This writer has been in consultation with Sonia Smith (Fishing Gear Coalition of Atlantic Canada) regarding the rope we receive at the site. She has sent writer pictures of specific types of rope they would like for us to stockpile for future recycling. In the next reporting period this writer will attend the site with the pictures to assist staff in identifying which rope to keep separate. We will have to designate a new drop area for the recyclable rope and this writer plans to do so within the next reporting period.

Although its for the next reporting period it should be noted that on July 7<sup>th</sup>, 2022, the Regional Administrators received a letter from Don MacQueen describing the regulatory changes for the Management of Construction & Demolition Debris in Nova Scotia. Within the letter states that: "Chemically treated timbers will no longer be permitted for burial at C&D Disposal sites. Only landfills will accept after July 5<sup>th</sup>, 2023." Also, within the letter it states that C&D Transfer Stations will now require permits to operate, will not be able to stockpile materials, be subject of leachate analysis and will have to operate under fire code. All of which will be impactful on every C&D site across the province. This writer will be attending a meeting on July 27<sup>th</sup>, with

On April 21<sup>st</sup>, 2022, Angela Taylor with R-6 and this writer attended Shelburne Regional High School and with Kelli Wolfe-Enslow and the O2 class we picked up 21 bags of garbage. There was a competition for the prized Yeti Mug to see which group picked up the most masks and 1 group picked up over 40 within the small stretch from SRHS to Hillcrest Academy. We had great participation, minimal complaining and a great afternoon outside in the sun contributing to our Earth Day/Spring litter pickups.

On Earth Day this year, this writer took his kids and participated in the Town of Shelburne, Town wide cleanup and picked up litter from the Tim Horton's to Spencer's Garden Centre. There was a lot of participation and laughs with residents and the Shelburne Town Council within the community. There were 100 bags picked up on that Friday with the kids participating in the Town litter scavenging hunt. The kids' pictures were featured on Facebook and received almost 100 likes.

In April of this year, we started our Litter incentive program, that pays \$150.00 per km of roadside cleanup. We were able to complete 27km of the 30km, with 4 different groups participating. The additional 3km is spoken for and will be completed in October when the foliage in the ditches subside. This was a very productive and positive experience as this was the first time, we were able to run the program with this writer in the last 3 years due to Covid-19. With the Town wide cleanup, the SRHS cleanup and the litter incentive combined we retrieved approximately 350 bags of litter from local ditches, stretching from Sable River, Sandy Point, through to Churchover area. When this writer attended the Educator's meeting at Whitepoint beach lodge on May 30<sup>th</sup>/31<sup>st</sup> R-6 featured our litter pickups success at the meeting which is a highlight of the success of the initiative and our program.

The Saturday after Earth Day (April 23<sup>rd</sup>) we held our Compost giveaway at the C&D site with over 30 customers attending the site to get their composting soil. Councilor Wagner stopped by with some cookies to the delight of staff and this writer. It was a great day to socialize with residents and provide some education while shoveling soil into their buckets. This event is one that the residents certainly appreciate.

On May 12<sup>th</sup>, 2022, this writer and Angela Taylor attended Hillcrest Academy and I was Angela's assistant for her compost worm presentation. The children were engaged, curious and of course itching to play in the dirt. We provided the kids soil in used Keurig pods that this writer cleaned out from the Municipal lunchroom and planted Sunflower seeds for the kids to take home for their parents. This was successful and a lot of fun watching the kids' expressions while playing with worms and the curiosities of seeing a worm egg (which can birth up to 100 worms). This will be a presentation that we do more of in the next school year and possible at some day-camps this summer along with some sorting games.

This writer attended a Datacall education session on June 21<sup>st</sup> as the Datacall system has been revamped. Divert NS are now going to be processing Datacall as opposed to The Department of

### ***Program Overview:***

The waste department has seen increases in every aspect of the department from RMRF with upcoming permits looming, HHW with a 50% or more increase of users/product and curbside complaints/mediations increasing drastically over the course of the last 2 years. We may be looking into changing some of the Waste truck routes for the 2023 year to keep up with increasing pickup stops to service which may impact all districts.

It proves difficult to find time to provide ample educational experiences/presentations with operational need being top priority. This writer has reported increases in all aspects of the position now for 2 years running. At first it seemed like an anomaly due to Covid-19, but now with the surge of new residents the scope of the position is ever-changing and will continue to change with the implementation of Bill-57 "Environmental Goals and Climate Change Reduction Act". Future education, enforcement, and responsibilities in all Municipalities will continue to increase.

This writer will continue to do their best to keep up with the demand, but for optimal service and for additional education in schools/residents and businesses the current model may have to be revisited in the future. Staff continue to prioritize duties, requirements and objectives as best they can.

### ***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 (To be completed in October)
6. Datacall



HHW product left at the gate after hours.



1 day of HHW waste (30-40 5-gallon totes) 8 lab-pack barrels of product needing to be itemized.



SRHS Litter pickup, April 21, 2022



SRHS O2 class, April 21, 2022.

“Canada Wildlife Service (CWS) recommends that activities that are likely to cause disturbance to Piping Plovers should be avoided between April 15<sup>th</sup> and September 30<sup>th</sup>.”

“Both adult birds and flightless chicks can become entangled in debris left on beaches, including gear used in the fishing and aquaculture sectors. To retrieve lost gear, **ECCC-CWS recommends planning of beach clean-up activities outside of sensitive breeding periods for migratory birds.**”

Additionally, the sites visited appeared to be in good condition in terms of litter and Abandoned, Lost or otherwise Discarded Fishing Gear (ALDFG). We didn't assess the full length of these beaches, but visual inspection from the access points indicated minimal concern overall.

### **Conclusion**

With all the above considerations in mind, it was determined that none of the visited shorelines warranted, or allowed, for a beach clean up event during the 2022 summer season when Region 6 has the capacity available for planning support. In the event a site is identified in the Municipality of Shelburne that has become a problem area for ALDFG or litter in the future, Region 6 would be interested in discussing options for a clean up event outside of the April 15<sup>th</sup> – September 30<sup>th</sup> dates. Region 6 is also in discussion with Ryan on other areas the Clean Intern can provide support and advice this season.



**Town of Shelburne**  
**Staff Report to Council**  
**6 September 2022**  
**Wastewater Plant Budget Overage**

Document #	
D23-AS9	
Rec'd by	
MS	
Date	
Aug 31/22	
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Plant, in the Committee Robichau's Pumping	

**General Overview:**

This staff report is intended to inform Council of the budget overage of the Wastewater Plant, in the maintenance category and gain their approval to do pay the outstanding invoice from Robichau's Pumping Services (1992) Ltd.

**Background:**

The annual budget set for the Town of Shelburne Wastewater Plant (not including wages) for maintenance, power, water, insurance, water testing, and chemicals/additives is **\$124,100**. Costs to date sit at \$30,578 for the first five months of the year (or 25% of the allotment although 42% of the year has passed). Particularly in the maintenance line item, we have spent \$9,398 of the \$25,000 budget. Only the cost of water testing is at predicted levels – all others are below the anticipated use.

As you are all aware, the weather globally and in Shelburne in particular, is not reaching the extremes we one did. Snowfall levels on average are lower, temperatures are not as hot/cold as they once were, rainfall levels are no longer normal, in the historical sense. Some years are worse than others, some are reflective of the averages of yesteryears. But in general, the changes are having an impact on a variety of items that directly impact the Town of Shelburne's budget. One such item is the Wastewater Plant's processing system whereby at the final stage, the geobags require two winters' worth of freezing the biosolids to cause the required reaction to reduce the contents to manageable levels that, with minimal additional polymers, can be pumped out, at a budgeted cost and every 2-4 years (depending on how much processing is done). This process basically eliminates most of the water (it drips out of the bottom into gravel then is fed back into the "racetrack").

**Analysis:**

The geobags at the Shelburne Wastewater Plant have not been exposed to the required winter conditions to optimally process the biosolids within. This year it resulted in having to not only add greater quantities of polymers but instead of the more cost friendly pump out, water was added and therefore the yardage volume far exceeded expected levels. The cost (and extended "stink period" while it occurred) for this removal alone was \$23,228 (calculating the anticipated HST recovery into the \$25,599.98 invoice). Per the ODRC review and the wastewater plant expert, we are likely to be required to do this activity **every two years** (versus the prediction of every 2-4 years).

**Recommendation:**

**THAT** Council approves payment of the unbudgeted invoice of \$25,599.89 and directs staff to ensure the anticipated cost for the reduced removal cycle is budgeted for bi-annually (every two years) going forward.

Respectfully Submitted,  
 Sherry Doane, CAO



**Town of Shelburne**  
 September 6, 2022  
**Staff Report to Council on Fiscal Year 2021-22**  
**Financial Statements and Year-End Transfer**

**General Overview:**

This staff report is intended to gain Council approval of the Financial Statements, as presented by Belliveau Veinotte Inc. to the Audit Committee, for the fiscal year ending March 31, 2022, as well as to have Council approve a year-end transfer.

**Background:**

Ron Chute, CPA, CA, from Belliveau Veinotte Inc., reviewed the audited 2021-2022 Financial Statements with the Town of Shelburne Audit Committee on September 6, 2022.

The Audit Committee approved a motion to recommend that Council approve the Financial Statements as presented for the fiscal year ending March 31, 2022.

Further, the Audit Committee also approved a motion to recommend Council approve the transfer \$340,464.42 from the General Operating budget to the Operating Reserve, per:

The \$340,464.42 represents the surplus for the General Operating year ending March 31, 2022. This larger-than-normal surplus is a result of the Province of Nova Scotia doubling the Capacity Grant to local municipalities in 2021/22. The Town of Shelburne therefore received \$719,290 instead of the budgeted \$359,645.

As guided by the Province of Nova Scotia, a municipality's general operating reserve balance should be 20% of its yearly operating budget. The 2022/23 General Operating Budget for the Town of Shelburne is \$3.9M, and therefore to be looked upon favourably by the Province, our Operating Reserve should be at least \$780,000.

If this transfer is approved, our General Operating Reserve will increase from \$677,032 to \$1,017,496 (26% of the yearly operating budget).

**Recommendations:**

**THAT** Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31, 2022.

**THAT** Council approve a transfer of \$340,464.42 from General Operating to General Operating Reserve.

Respectfully Submitted,  
 Jane Crowell, Finance Manager

Document # D23-160	
Rec'd by MJ	
Date Aug 31/22	
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