



AGENDA
Town Council Meeting-Community Centre
September 20th, 2022
6:00 p.m.

Doc Ref:

1) Call to Order

Municipal Boundary Review Feedback (if applicable)

2) Approval of Agenda

3) Approval of Minutes from the Town Council meeting held on September 6th, 2022

4) Proclamations & Announcements:

- a) Right to Know Week-September 26 to October 2, 2022
- b) National Day for Truth & Reconciliation-September 30th, 2022
- c) Mi'kmaq History Month-October
- d) Breast Cancer Awareness Month-October

5) Delegations:

6) Correspondence:

Action: None

Information:

- a) John Campbell (Email)-Western Regional Housing Authority D23-A61

7) Council Items:

None

8) Committee Reports:

- a) CP&V Committee Minutes- May 26th, 2022 D23-A62
- b) Audit Committee Minutes- July 25th, 2022 D23-A63

9) Staff Reports:

- a) SVFD-Monthly Report (August) D23-A64
- b) Building Inspector-Monthly Report (August) D23-A65
- c) By-Law Officer-Monthly Report (August) D23-A66

10) New Business:

11) In-Camera:

12) Upcoming Meetings/Events:

- a) Accessibility Committee Meeting-September 22nd, 2022-6pm, Lockeport
- b) Town Council Meeting-October 3rd, 2022-6pm, Council Chambers
- c) Insignia Cruise Ship Visit-October 5th, 2022
- d) Seven Seas Navigator Cruise Ship Visit-October 6th, 2022
- e) Shelburne County Giant Pumpkin Festival-October 8th, 2022, Waterfront

13) Adjournment



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers
September 6th, 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

Appellant

Andrew Newstead, Town Resident

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:10pm 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.”

Mayor Locke then proceeded to explain the process for the Dangerous and Unsightly appeal. The appellant identified himself and was then given 10 minutes to present and support his appeal. The Town declined the appellant’s request.

Approval of the Agenda

THAT Council approves the Agenda for September 6th, 2022, as presented

Nickerson-Davis

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on July 18th, 2022, as presented.

Acker-Ringer

CARRIED

Proclamations & Announcement

- a) *Fetal Alcohol Spectrum Disorder Awareness Day/Month-September 9th,2022 and the Month of September*

Fetal Alcohol Spectrum Disorder (FASD) is a lifelong disability that affects the brain and body of people who were exposed to alcohol in the womb. Each person with FASD has both strengths and challenges and will need special supports to help them succeed with many different parts of their

daily lives.

The Government of Canada officially recognized September as FASD Awareness Month in 2020. FASD Awareness Day was first started by three parent advocates from Canada and the United States. They wanted to bring attention to FASD and the impact prenatal exposure to alcohol has on fetal development. They chose to recognize FASD Day on the ninth day of the ninth month to highlight the importance of going alcohol free for the full nine months of pregnancy.

b) Volunteers of the Month-August-Shelburne Events Committee

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 as 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!

c) Volunteer of the Month-September-Darrell Locke

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!

Delegations

None

Correspondence

Action:

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

There was discussion around the signage project among Council and there was also confusion if the ask from the Chamber was \$2000 or \$20,000. Staff will get clarification and report back at the next meeting if \$20,000, but a decision was made to provide some funding and in-kind support presuming the request was for \$2000.

M23-024 *THAT* Council approves \$1000 towards the signage project for the Chamber of Commerce from the Grants to Organizations fund and in-kind support erecting the sign.

Information:

a) Property Valuation Services Corporation (PVSC)

b) Thank you, card from-Clara Jurgenliemk,

THAT Council accepts the above for information.

Council Items

a) CAO Update

Deer Request from Councillor Davis

CAO explained to Council that we are in the process of doing By-Law reviews and wondering if Council is interested in the addition of "Feeding Deer" into the *Feeding Waterfowl & Pigeons By-Law* while we undertake this review. The information we found when researching the request from Councillor Davis regarding birth control options for the deer to control population has many hoops to jump through and before even beginning an application process, we feel it would be best that we have it included in one of our By-Laws already. Council all agreed and directed staff to proceed with the addition of this in the By-Law.

Applications for 1st Generation Landfill Decommission

The Town has two grant applications in and have been approved for the Provincial Grant towards the Decommission of the 1st Generation Landfill. This grant will be providing funding for 50% of the first year of the four-year project. There is also an application in for a Federal/Provincial Grant which we are hoping to hear a decision shortly.

Staffing Update

CAO informed Council and the viewing public that as of August 10th we have hired a new Wastewater Treatment Plant Operator and he is doing excellent in his job to date.

RCMP Staff Sgt.

CAO informed Council that the RCMP Staff Sgt. Will be attending the 1st meeting in October to introduce himself as well as being designated at our Traffic Authority.

b) Amend Motion M23-004 from April 19th, 2022

M23-025 *THAT* Council amends Motion M23-004 from April 19th, 2022, to be:

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 and the Commercial rate stays at \$3.88 per \$100 of assessment.

Davis-Ringer
CARRIED

Committee Reports

a) Audit Committee Minutes-December 6th, 2021

THAT Council approves the Audit Committee Meeting Minutes from December 6th, 2021, as presented.

Acker-Davis
CARRIED

Staff Reports

a) SVFD-Monthly Report (July)

b) Building Inspector-Monthly Report (July)

c) By-Law Officer-Monthly Report (July)

d) Waste Diversion Coordinator Report Q1-FY 2022-23

THAT Council accepts the above reports for information.

e) Staff Report-Wastewater Treatment Plant Budget Overage

23-026 *THAT* Council approves the 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.

Ringer-Acker
CARRIED

f) Staff Report-Fiscal Year End 2021-22

M23-027 *THAT* Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31, 2022.

Acker-Ringer
CARRIED

M23-028 *THAT* Council approves a transfer of \$327,883.16 from General Operating to General Operating Reserve.

Nickerson-Davis
CARRIED

New Business

Councillor Davis

Last weekend Barrington NS was the hosts of the 2022 World Double Bit Axe Throwing Championships and on behalf of Council I'd like to congratulate Felicia Townsend of Shelburne, she made semi finals for women and placed 11th in the world. Also, Suzy Atwood, one of the organizers of the event and from Barrington placed 2nd for Team Canada in the team's competition.

Councillor Acker directed staff to send letters of congratulations to both Felicia and Suzy on their accomplishments in the World Championship.

Councillor Acker

Councillor Acker recognized the Municipality of the District of Shelburne Recreation Department. Since

the Town no longer has a recreation department the program offered by the Municipality benefits many children from the Town and municipality. From all reports Councillor Acker has heard all day camps, senior luncheons, picnics and programming offered have proven to have been very successful and great for our community. There were a variety of opportunities for everyone from ages three to eighty-three. Councillor Acker feels that she could challenge to find another recreation department in this province that offers what MDS Rec Department does. The staff is amazing at what they do, and we are truly lucky to have such a wonderful service. Councillor Acker directed staff to send a letter of thanks to the Municipality of the District of Shelburne's Recreation Department to let them know how pleased we were and all the positive comments we have heard.

Councillor Acker also wanted to inquire if anything has been happening with regards to Housing, Heritage Hall and Courtney House particularly. Councillor Acker directed staff to reach out in regard to the Housing Authority and report back.

Councillor Acker had mentioned a few meetings ago about the need for many groups in our community to have more volunteers as well as the many new residents in our area that are looking to volunteer. Executive Coordinator indicated to Councillor Acker that there is a section of the Fall newsletter that is going out with tax bills soon with all the info she has mentioned. Also, Executive Coordinator will work with Val Kean at the Municipality to do social media posts etc.

Lastly Councillor Acker wanted to mention how great the paving jobs in Town look and how pleased she is with how things are looking. The Mayor agreed.

Councillor Nickerson

Councillor Nickerson also wanted to note how great the paving around Town was looking. Councillor Nickerson wanted to also wish everyone all the best heading back to school and remind everyone about the influx of extra kids as well as stopping for all buses.

In Camera

THAT Council goes in camera at 7:07pm to discuss:
MGA Section 22-2 (e) Contract Negotiations

Council came out of in camera at 7:21pm.
No motions came out of in camera.

Upcoming Meetings/Events

- a) Municipal Boundary Review Open House-September 13th, 2022-6 to 8pm, Community Centre
- b) CP&V Meeting-Thursday September 15th, 2022- 6pm, Council Chambers
- c) Public Hearing-Sale of Unopened Streets-Monday September 19th, 2022-5pm, Community Centre
- d) Town Council Meeting-Monday September 19th, 2022-6pm, Community Centre

Adjournment

THAT the Regular Town Council Meeting of September 6th, 2022, be adjourned at 7:22pm.

DAVIS

CARRIED

Mayor

DRAFT

**PROCLAMATION
RIGHT TO KNOW WEEK
September 26 to October 2, 2022**

WHEREAS the **Town of Shelburne** has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Shelburne**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS **Town of Shelburne** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **Harold Locke, Mayor Locke**, do hereby proclaim September 26 to October 2, 2022 to be Right to Know Week in the **Town of Shelburne**.

Harold Locke, Mayor



PROCLAMATION

National Day for Truth & Reconciliation

September 30th, 2022

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation: and

WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

WHEREAS all Canadians and all orders of government have a role to play in reconciliation; and

WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

WHEREAS the Federal Government announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday.

THEREFORE, BE IT RESOLVED THAT the Council of the Town of Shelburne does hereby commit to recognizing September 30th, 2022, as the National Day for Truth and Reconciliation. The Town of Shelburne recognizes the importance of this day and commits to providing learning to staff throughout the year.

Education is foundational to understanding our role as Canadians, our role as a municipal government, and our role in reconciliation with Canada's Indigenous peoples by sharing the stories of residential school survivors, their families, and communities in the Town of Shelburne, Nova Scotia.

I, Rick Davis, Deputy Mayor of the Town of Shelburne do hereby proclaim September 30th ,2022 National Day for Truth & Reconciliation in the Town of Shelburne.

Rick Davis, Deputy Mayor

Robin Smith

From: Sherry Doane
Sent: September 13, 2022 11:20 AM
To: Robin Smith
Subject: FW: Courtney House (114 Water Street), Shelburne

For council package

From: Campbell, John A <John.Campbell@novascotia.ca>
Sent: September 13, 2022 10:54 AM
To: Sherry Doane <Sherry.Doane@shelburnens.ca>
Cc: Menchenton, Pamela M <Pamela.Menchenton@novascotia.ca>
Subject: RE: Courtney House (114 Water Street), Shelburne

CAUTION: This email originated from an external sender.

Good morning Sherry,

Bonnie Lloyd forwarded your email from yesterday to me, so I am responding on behalf of WRHA. I appreciate the concerns that you raised on behalf of your Town Council and agree that having housing units unavailable during a housing crisis is certainly not ideal.

I can provide you with an update on what has occurred to date regarding the restoration of Courtney House. WRHA applied for, and received approval, for a complete restoration of Courtney House in 2021. While we had consulting engineers examine the building since approval was given, it was determined that in order to conduct a proper assessment, the building should be fully vacant. This was finalized in February 2022.

Design work was conducted by our Building Infrastructure and Asset Management (BIAM) team during the winter, spring and early summer of this year and we receive Issue for Tender documents from BIAM on July 28, 2022. The tender for renovations to was posted to the Provincial Tender Board on August 16, 2022 and the closing date is September 15, 2022. We would be pleased to meet with you once a contract is finalized so that we can provide you with initial details and timelines for the restoration project. I can say that this will be a significant project with much of the building being taken back to structural framing.

I would also like to mention that we are very close to having the 10 units at Northwood Apartments fully restored and ready for occupancy. As you know, the fire in 2020 has a devastating impact on the number of seniors housing units available in Shelburne and it will be a significant development to have these ten units available for occupancy again.

Let me know if you have any further questions or concerns. I will continue to progress updates to you on both Courtney House and Northwood Apartments.

Thank you,

John Campbell, CPA, MHSc.

Director, Western Regional Housing Authority
Director, Cobequid Housing Authority
902-681-3179
john.campbell@novascotia.ca

Document #	D23-A61
Rec'd by	MS
Date	Sept 13/22
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Meeting Minutes
Community Participation & Volunteerism Committee
Thursday May 26th, 2022
6pm- Council Chambers, 168 Water St.

Committee Members Present:

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

Regrets:

- Rick Davis / Council Member
- Deby MacAlpine / Public Member
- Ben Nickerson / Council Member

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Sept. 15, 22	
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Committee	

1. **Call to Order**
 Chair Mahaney called the meeting to order at 6:00p.m.

2. **Approval of Agenda**
Huskilson-Renaud
 THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday May 26th, 2022, be approved as presented.
CARRIED

3. **Approval of Minutes**
Ayer-Bower
 THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on March 24th, 2022, be approved as presented.
CARRIED

4. **Business Arising**
 None

5. **Delegations**
 None

6. **Correspondence**
 None

7. CP&V Items

a) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

b) Volunteer of the Year-Town Representative

The Committee had discussed via email nominating our very own CP&V Committee member Mary Ayer to be the representative for Volunteer of the Year for the Town of Shelburne. Mary will be recognized at the Provincial Event in Halifax that will be held this Fall, as well as our local celebration for Volunteers. The Committee acknowledged Mary deserves this recognition for all she does in our community.

c) Upcoming Summer Events-Town Wide Yard Sale/Dock St. Days

Executive Coordinator informed Committee about upcoming Summer Events. The Town Wide Yard Sale will be held on June 4th and Dock St. Days schedule of events should be out soon. Some of the Shelburne Events Committee met with Council a couple of weeks ago and there will be a schedule of events released soon. Discussion was held around fireworks, and it was suggested that the Town try to communicate some education regarding fireworks and safety of pets/animals prior to the event.

d) Bluenose Youth Run/Push For Your Tush

Executive Coordinator informed the Committee about two upcoming runs that are happening in Shelburne. First, the Bluenose Youth Run is on June 11th and being organized through Our House Youth Wellness Centre. It is for anyone up to age 18 and can be a run or walk, as well a parent can join, there is a 2K and 4K route. Registration is open until June 5th and the organizers are looking for some volunteers to help along the route. Some of the committee expressed interest in helping, Executive Coordinator will send the link to everyone who would like to sign up.

The second run is planned for Saturday June 18th and is a run for Colorectal Cancer called Push for Your Tush. This event is from the Shelburne Community Centre and is using the trail system in Town all the way through to Islands Park. Anyone on the committee that would like to help can also let Executive Coordinator know.

It was suggested to see that the schools have this information to send home as well to encourage the youth to enjoy these events happening right here in Shelburne.

e) Cruise Ship Visits/Bluenose

Executive Coordinator informed the Committee that the Town is scheduled to have five cruise ships visiting our Port this Fall as well as the Bluenose on June 25th. The Town is hosting a "Cruise Readiness Workshop" next week with key stakeholders in the Town. We will stay connected with the Committee for volunteer opportunities when the cruise ships are here as well as the Bluenose visit.

f) SRHS Bursary Application Review

The Committee had received the Bursary applications to review and score prior to the meeting. We had eight applicants this year. Councillor Nickerson did not participate as it was a conflict of interest, as well Committee member Holly Renaud declared a conflict of interest so did not participate. The members gave their top 4 scores, based on the criteria

that was outlined and an average then declared the winner of the bursary. A motion was made,

Bower-Huskilson

THAT Clara Jurgenliemk is the successful recipient of the 2022 SRHS Bursary from the Town of Shelburne in the amount of \$250.

Thank you to all the applicants for the submissions and congratulations to the graduating class of 2022!

8. New Business

Holly inquired about the Islands Park bulletin boards which had been discussed previously. Executive Coordinator will get some information printed and Mary has volunteered to bring over to Islands Park.

Andrea wanted to inform the Committee that NSISP (Nova Scotia International Student Program) is looking for home for five more students in the area. If anyone on the Committee knows of someone that would be willing to host a student, please send them Andrea's way.

Discussion was held regarding another meeting before a summer break. The Committee decided on Tuesday June 21st at 6pm.

Adjournment

Huskilson

THAT the CP & V Meeting for Thursday May 26th, 2022, be adjourned at 7:02pm.

CARRIED



Shelburne Audit Committee

July 25, 2022

4:00 pm – 5:00 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

Regrets:

Town CAO: Sherry Doane

1) **Call to Order** (*Chair Harold Locke*)
Meeting was called to order at 4p.m.

2) **Approval of Agenda**
Mover: Elizabeth Acker, Seconder: Sheldon Ringer

3) **Approval of Minutes from Shelburne Audit Committee meeting of December 6, 2022**
Mover: Rick Davis, Seconder: Sheldon Ringer

4) Committee Items:

a) Update 1st Quarter Revenue and Expenses for 2022/23 fiscal year
Finance Manager, Jane Crowell spoke about the first quarter results whereby General Revenues were 42% of annual and Expenses were at 18% of annual, for this 25% period. For Port budget, Revenues at 17% and 17% of Expenses. Water Utility budget, Revenues at 1% due to first quarter billing not posted until July and Expenses at 22%. In summary, Treasurer reported there were no red flags for the first quarter of the fiscal year (April 2022-March 2023). Expenses and revenue will be monitored closely as several expenses have increased significantly from previous years due to COVID (fuel, insurance, green carts, and paint). Certain areas are expecting to be overbudget. Discussion took place regarding an additional Public Works position which has been advertised for but not included in the 2022/23 Budget, will be discussed at the October meeting when a more accurate picture for the year will be presented. Also discussed the Wastewater GEO bag removal and the unexpected cost for removal of \$15,000 plus which is not included in the 22/23 budget. Audit Committee will meet again in October and will have a clearer picture of how the budget will look at year end as September 30, 2022, will be halfway through the fiscal year.
Mover: Elizabeth Acker, Seconder: Rick Davis

b) Review 3rd and 4th Quarter Council and CAO Expenses and Hospitality Expenses for 2021/22 in addition to 1st Quarter Council & CAO and Hospitality Expenses for 2022/23
Finance Manager, Jane Crowell reported the following Quarter Expenses: **3rd QTR (October to December 2021)** Mayor Locke \$365.00 (NSFM Conference-Registration), Deputy-Mayor Davis \$0, Councillor Acker \$0, Councillor Ringer \$0, Councillor Nickerson \$0, and CAO \$1,562.73 (NSFM Conference-Registration, Meetings, Cell Phone), Hospitality Expense \$316.00 (Lunch-Washington Black Producers Tour)

Document #	D23 A63
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4th QTR (January to March 2022) Mayor Locke \$0, Deputy Mayor Davis \$0, Councillor Acker \$0, Councillor Ringer \$0, Councillor Nickerson \$0, and CAO \$1,120.55 (Cell Phone, Municipal Law Course), Hospitality Expense \$0.

1st QTR 2022/23 (April to June 2022) Mayor Locke \$0, Deputy-Mayor Davis \$0, Councillor Acker \$0, Councillor Ringer \$0, Councillor Nickerson \$0, and CAO \$1,159.68 (Memberships, NSFM Conference-Hotel, Meals and Mileage, Cell Phone), Hospitality Expense \$110.06 (Meal-Cruise Representatives)

Mover: Elizabeth Acker, Seconder: Sheldon Ringer

5) Old Business:

- a) 2022/23 Auditor – April 1, 2021, to March 31, 2022, Audit is in progress. Belliveau Veinotte Inc Auditors are mostly working remotely from their Office. Nothing has come up of concern to date with regards to the Audit.
- b) Review of Credit Card procedure – Jane Crowell, Finance Manager extended apologies for not presenting the report, hoping to present at the October 2022 meeting.

6) New Business:

- a) Asset Retirement Obligation- New mandate for ARO (Asset Retirement Obligation) is a concern due to the deadline of March 31, 2023, for inclusion in the Financial Statements for 2022/23. Staff capacity and time is a concern currently. ARO and Audit requirements to be discussed at the October Audit Committee meeting.

7) Adjournment:

Meeting adjourned at 4:40pm.

Mover: Elizabeth Acker, Seconder: Rick Davis



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 August 2022.

Total number of calls for service: 16

Calls for service within the Town: 9 (2 calls handled by the Chief without calling out the members)

Calls for service in the Municipality of Shelburne protection area: 7 (1 handled by Chief)

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

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

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND,

Document #	D23-164
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Date	Sept 2/22
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Committee	<input type="checkbox"/>
	<input type="checkbox"/>



Naturally Yours

Inspection Department

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

September 7, 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 August, 2022.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	1	2
Number of Permits Issued to Date	13	7
Construction Value	\$ 130,000.00	\$ 100,000.00
Total Construction to Date	\$ 1,954,200.00	\$ 558,683.00

Yours very truly,

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

/aad

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Agenda	✓
Committee	

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



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lewis.chetwynd@shelburnens.ca
www.shelburnens.ca

September 12, 2022

Bylaw Officer Report August 2022

August calls for service:

- 22-74. Service request: Complaint of dog barking constantly at night- RCMP attended this call as it was 11pm.- Followed up the next day with complainant and spoke with dog owner- RESOLVED
- 22-75. Service request: Complaint of household garbage being dumped at exit 28- Removed garbage, placed signage and surveillance camera to help catch future violations- ONGOING
- 22-76. Service request: Complaint of garbage in the ditches by residence- Patrol made, no significant findings
- 22-77. Service request: Complaint of excessive speeding on Water St.- Referred to RCMP
- 22-78. Service request: Complaint of squatter on private land- Referred to RCMP and Tenancy Board.
- 22-79. Service request: Complaint of garbage at exit 28- Cleaned garbage, replaced signage
- 22.80. Service request: Order to clean up garbage issued- Resolved within the time allotment
- 22-81. Service request: Unsightly order issued due to non-compliance of verbal demand- Appealed
- 22-82. Service request: Routine patrol revealed illegal burn- Spoke with owner and fire was extinguished
- 22-83. Service Request: Unsightly verbal order given to resident to clean up yard- Ongoing
- 22-84. Service Request: Complaint of garbage dumped on Morvan Road- Garbage removed- Ongoing
- 22-85. Service Request: Complaint of people camping in "no camping area"- Patrol made, spoke with parties and they moved.
- 22-86- Service Request: Resident called looking for information starting a Taxi business- Information provided.
- 22-87- Service Request: Complaint of dogs barking inside a home "all night long"- RCMP responded. I followed up with dog owner- Warning Issued

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22-88- Service Request: Illegal burning- Patrol on Thomas St. Revealed an illegal burn- Fire extinguished by owner- Warning issued

22-89- Service Request: Complaint of garbage dumped on Jacklin Road- Patrol revealed large pile of household waste- Evidence found – Person contacted, and garbage was ordered to be removed. Warning issued.

22-90- Service request: Report of horses not being properly cared for- Patrol made but no animals were found- Referred to Department of Agriculture

Assignments:

- Daily patrol of areas where garbage been dumped.
- Followed up to garbage complaints. 2 outstanding – 1 is waiting on the dumpster to arrive- COMPLETE
- Working with local club to remove derelict vessels and trailers off town property- ONGOING

Summary of additional bylaw officer duties and outcomes:

August was designated as the month to review and revise the by-laws for the town of Shelburne. We have reviewed ten by-laws and feel that they are ready for review by council. Our goal is to ensure the by-laws are current to the needs of the town, to ensure they are clear and concise, and to ensure the bylaws all have similar format. This process is quite time consuming and will be an ongoing process over the next few months. Our goal in the end is to have by-laws that are consistent with other municipalities, but more importantly, tailored to the needs of the Town of Shelburne and its residents.

Completed the following training courses:

Water Safety for First Responders:

Water Safety for First Responders is designed to provide first responders with the necessary skills and knowledge to conduct a safe water rescue. In addition to reviewing the various types of rescue and safety equipment, this course provides information on how to assess a water-related emergency and determine an appropriate plan of action. It also specifically addresses cold water issues and considerations for missing person and suicide investigations.

This course enables you to:

- Explain why water-related training is vital for front line first responders
- Recall the factors that affect local drowning rates and the scope of the issue nationally
- Identify various types of rescues and safety equipment, their uses, and characteristics for front line responders
- Assess a water-related emergency and determine a plan of action
- Identify alternatives to entering the water to affect a rescue
- Explain the Priorities of Life model
- Identify and understand some of the absolutes in water rescue
- Explain the stages of the panic cycle
- Identify different types of drowning victims and their characteristics
- Identify best practices for rescuing victims given their subject profile
- Outline proven techniques to deal with cold water immersion
- Recall the physiological effects of hypothermia

- Provide treatment for victims who have fallen into cold water
- Recall the characteristics of a moving/swift water environment
- Recognize hazards surrounding moving water and ice rescue conditions
- Explain how to assist in team and self rescue from swift moving water
- Identify clues that may suggest drowning by suicide
- Explain the importance of identifying last seen points and last known activities

Respectfully submitted,

Lewis Chetwynd

