



AGENDA
Town Council Meeting-Council Chambers
November 7th, 2022
6:00 p.m.

Doc Ref:

- 1) **Call to Order**
Queen's Platinum Jubilee Medal awarding ceremony
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Town Council meeting held on October 17th, 2022**
- 4) **Proclamations & Announcements:**
 - a) Remembrance Day-November 11th, 2022
 - b) Volunteer of the Month for October-Gavin Rolland
- 5) **Delegations:**
 - a) 3050001 Nova Scotia Limited-Wendy Davis
- 6) **Correspondence:**

Action:

 - a) SASI Works-funding request letter D23-A80

Information:

 - a) Dept. of Municipal Affairs & Housing/Dept. of Education & Early Childhood
-Payment of Invoices D23-A81
 - b) Dept. of Municipal Affairs & Housing-Housing Governance Restructuring D23-A82
- 7) **Council Items:**
 - a) Council Committee Appointments-November 2022-October 2023 D23-A83
 - b) 2nd Reading- PID #80143399
-Rezoning from Residential Mobile (R-M) to Residential General (R-1) D23-A84
 - c) Municipal Users Fees Policy Amendment D23-A84
 - d) CAO Update
- 8) **Committee Reports:**
 - a) Accessibility Committee Meeting Minutes (Mar 17, 2021-June 16, 2022) D23-A85
- 9) **Staff Reports:**
 - a) Staff Report-Cemetery Investments D23-A86
 - b) Staff Report-Tax Sale D23-A87
- 10) **New Business:**
- 11) **In-Camera:**

MGA Section 22 (e) Contract Negotiations
- 12) **Upcoming Meetings/Events:**
 - a) CP&V Committee Meeting-November 9th, 2022, 6pm, Council Chambers
 - b) Remembrance Day Ceremony-November 11th, 2022, 11am, Cenotaph (pending weather)
 - c) Town Council Meeting-November 21st, 2022, 6pm, Council Chambers
 - d) Who-Ville/Shelburne Celebrates Christmas-November 25th-27th 2022
 - e) Miracle on Dock St.-Saturday December 3rd, 2022, 6-8pm
- 13) **Adjournment**



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers
October 17th, 2022

DRAFT

Council Members Present

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

Staff Present

Jane Crowell, Acting CAO
Robin Smith, Executive Coordinator

Call to Order

Mayor Harold Locke called the Council meeting to order at 6pm 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 October 17th, 2022, as presented

Davis-Nickerson
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on October 3rd, 2022, as presented.

Acker-Ringer
CARRIED

Proclamations & Announcement

- a) On behalf of Council and staff I would like to send our sincere condolences to the family of Edgar Allison. Edgar has been a member of the Shelburne Volunteer Fire Department for the past 53 years, and many of those years serving as Chief or Deputy Chief. Edgar has also provided various valuable services to the Town for many years, and he will be greatly missed. Our community has lost an icon.

I would also like to send condolences to the family of Wilmont Hardy, who recently lost their wife and mother, Diane. Wilmont was the Town Clerk/Treasurer for many years, and we are thinking of him and his family during this time.

Delegations

None

Correspondence

Action:

- a) Letter-Shelburne County Arena

Discussion was held amongst Council regarding the equipment situation at the Shelburne County Arena as well as the current contract we have signed with shared operating costs. Councillor Acker discussed the financial situation the Town is in and the many upcoming expenses we must consider, as well as acknowledging what an asset the arena is to our community. Councillor Nickerson noted the arena is a cornerstone of our community and there are many other economic benefits to restaurants, motels, and businesses. Mayor Locke did note that there is a possibility of the chiller being repaired, and not needing to be replaced.

VI23-034 *THAT* following the receipt of a letter from the Shelburne County Arena Association requesting financial assistance from the Town of Shelburne that Council approves a maximum amount of \$80,000 be provided to the Shelburne County Arena Association.

Nickerson-Ringer
CARRIED

Information:
None

Council Items

- a) Land Use By-Law First Reading of PID #80143399

VI23-035 *THAT* Council gives first reading to the proposed Land Use Bylaw and Municipal Planning Strategy for the Town of Shelburne be amended to include revisions allow 73 Annapolis Road (PID#80143399) to go from being zoned Residential Mobile (R-M) to Residential General (R-1).

Acker-Davis
CARRIED

Committee Reports

- a) CP&V Committee Meeting Minutes-September 15th, 2022

THAT Council accepts the CP&V Committee Meeting Minutes from September 15th, 2022, as presented.

Nickerson-Ringer
CARRIED

Staff Reports

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

THAT Council accepts the above reports for information.

- d) Staff Report-Bank Transfer

M23-036 *THAT* Council approves a transfer of \$4709.95 from General Operating Reserve to Capital.

Davis-Nickerson
CARRIED

New Business

Councillor Acker

Councillor Acker noted the Housing Needs Assessment is now taking place, where the government is

trying to assess the housing needs in our communities. Councillor Acker encouraged the viewing audience to complete the survey as the government will only be able to help if they are aware of the issues and needs. The survey has been posted to our website and social media pages. Once the surveys all done, the information will be provided back to the Housing Coalition.

Councillor Acker also asked if Executive Coordinator or CAO could follow up with the Western Regional Housing Manager regarding Housing at Courtney House as we have not heard anything yet.

Councillor Nickerson

Councillor Nickerson wanted to note what a great event the Shelburne County Giant Pumpkin Festival and Regatta was last weekend. It was a very well attended event and amazing to see. Councillor Nickerson mentioned he had spoke to some local businesses and they were all very happy with how busy they were. He gave his congrats to the organizers, Val Kean and Bob Sinden, as well thanked the Shelburne Volunteer Fire Department and Yacht Club for being in the water, and congratulated Ryan Foley on winning the first ever regatta here in Shelburne.

Mayor Locke

Mayor Locke reminded that as we are presently at the halfway point of Council's term, and that we will look at Committees and review if any changes are to be made in the upcoming while. Mayor Locke asked the Executive Coordinator to email a current list to Council to review.

Upcoming Meetings/Events

- a) Le Bellot (Ponant) Cruise Ship-October 27th, 2022, 1pm-7pm
- b) Le Dumont d'Urville (Ponant) Cruise Ship-October 31st, 2022, 1pm-7pm
- c) Trunk or Treat-Shelburne Community Centre Parking Lot-October 31st, 2022, 5:30-7pm
- d) Accessibility Committee Meeting-November 2nd, 2022-6pm, Lockeport
- e) Town Council Meeting-November 7th, 2022, 6pm, Council Chambers

Adjournment

THAT the Regular Town Council Meeting of October 17th, 2022, be adjourned at 6:20 pm.

Davis

CARRIED

Mayor

Executive Coordinator



Town of Shelburne
November 2022
Volunteer of the Month
Gavin Rolland

Community Participation & Volunteerism
Committee Volunteers of the Month



Gavin Rolland is being recognized as the Volunteer of the Month for November for his many years of hard work and dedication to our community.

Gavin is presently a grade 6 teacher at our local elementary school, Hillcrest Academy and has been teaching for 14 years. He always goes above and beyond to help all students and helps with keeping the school's Facebook page current with information for students and families.

Gavin has been coaching soccer in our community for 12 years. He has coached with the Barrington Area Soccer Association (BASA) for the past 7 years, coaching many youth in the area. He also spent time coaching junior and senior teams at Lockeport high school. Gavin can always be found at the start of the season helping to get the fields ready, lined and nets hung. His four children have all been a part of the BASA soccer program, as well as his wife who holds the president position on the association.

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



SHELBURNE ASSOCIATION SUPPORTING INCLUSION

PO Box 59, 71 King Street
Shelburne, NS B0T 1W0
Phone (902) 875-1083
Fax (902) 875-1056
sasi@supportinginclusion.ca
www.supportinginclusion.ca



October 11, 2022

Mayor Harold Locke & Council,

Regarding: Fundraising for five (5) Automated External Defibrillator's (AED)

Shelburne Association Supporting Inclusion (SASI) is a non-profit organization that has supported individuals with intellectual, physical and mental health disabilities in both residential and vocational settings since 1989. SASI's mission statement is *"Working with persons with disabilities to improve the quality of their lives"*.

SASI operates five (5) locations throughout Shelburne County: Beech Street Studio in the Town of Lockeport, SASI Works and the Shelburne Group Home in the Town of Shelburne, MayFlower Place and the Barrington Developmental Residence in the Municipality of Barrington.

The well-being, health and safety of individuals supported as well as those who provide the support are our priority. SASI is committed to providing a healthy and safe work environment for all. At this time SASI feels that having AED's at all five (5) locations is necessary to fulfill our commitment. In an emergency AED's can save lives.

I am writing today to ask for your financial help of this endeavor. Currently SASI is fundraising to purchase AED's for each of the five (5) locations, each device will cost \$2492.05.

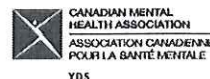
SASI thanks you in advance for giving this request your consideration.

Sincerely,

Marilyn Johnston, Chairperson
SASI Board

Document #	P23-AED
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Proud Member of



YDS

To: Municipalities and Regional Centres for Education

From: Department of Municipal Affairs and Housing and Department of Education and Early Childhood Development

Re: Payment of Invoices by RCEs

The Department of Municipal Affairs and Housing (DMAH) and the Department of Education and Early Childhood Development (EECD) have been working collaboratively to get a better understanding of the charges municipalities and villages have invoiced to the Regional Centres for Education (RCEs), particularly considering *Education Act* amendments made in 2018 and what impact these amendments might have on charges being levied under the *Municipal Government Act* (MGA).

A long-term approach is under development; however, it is not ready at this time. In the short-term, outstanding invoices for municipal charges such as fire, sewer and wastewater will continue to be paid by RCEs without interest charges and, until a long-term approach is in place, new invoices from municipalities and villages will continue to be paid, as appropriate. As the long-term approach is determined, municipalities will be kept apprised through the appropriate methods outlined in the MGA.

I trust this letter and the plan outlined clears up any confusion about the payment of municipal charges.

Sincerely,

DM LaFleche

DM Penfound

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Robin Smith

From: Sherry Doane
Sent: November 1, 2022 3:36 PM
To: Robin Smith
Subject: FW: Housing Governance Restructuring

For Council's information.

From: Barr, Nick <Nick.Barr@novascotia.ca> (on behalf of Mark Peck)
Sent: October 20, 2022 12:50 PM
Subject: Housing Governance Restructuring

Hello,

I am writing to provide you with an update.

The 5 Housing Authorities, along with the Department of Municipal Affairs and Housing (DMAH), are making organizational changes that will aim to benefit Nova Scotians already living in, or waiting for, access to public housing. To do this, we have commenced the work required to establish a new entity responsible for provincial housing.

A new Crown Corporation, with the proposed name "Nova Scotia Provincial Housing Agency", will be established to provide oversight and accountability for public housing in Nova Scotia. What does this mean?

- This means that the current 5 Housing Authorities will join together to become one new Crown Corporation. We anticipate that the Crown Corporation will be operational by the end of this year but is dependent on the new Legislation being approved (which was introduced today).
- The Crown Corporation will be solely focused on improving public housing from one end of the province to the other, by standardizing and streamlining operations.
- DMAH will provide strategic oversight to the Crown Corporation while continuing to maintain responsibility for other housing-related programs, agreements, and initiatives.
- In terms of staff movement, most staff from the Housing Authorities will transfer employment to the Crown Corporation. The Housing Authorities Rent Supplement Program Staff (Responsible for administering rental subsidies to low-income families and seniors) will transfer employment to DMAH. The DMAH Public Housing Leadership Team (Executive Directors, Directors, Managers and Support Staff) will transfer employment to the Crown Corporation.
- For those employees who will be transferring employment, their pension, benefits, and salaries will be kept whole (i.e., no one will be receiving less compensation than they do today).
- Regional offices will be maintained, and no staff will be relocated at this time.
- The 5 Housing Authority boards will be dissolved and their review function will be undertaken by staff of the Crown Corporation. Staff processes & guidelines will be developed and will ensure fairness, consistency, transparency, and accountability for the review of decisions.
- Existing financial agreements will not change as a result of the establishment of the new Crown Corporation.

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Ultimately, our clients deserve better oversight, accountability, and consistent client service. This change will ensure policies and processes are uniformly applied in the same way for all Nova Scotians currently accessing, or waiting for, our housing.

We know this is a lot of change, and that this change will take time to implement. We ask for your patience as we continue to work through the details. If you have any questions, please do not hesitate to reach out.

Thank you,

Mark Peck

Associate Deputy Minister
Municipal Affairs and Housing



Nicolas A. Barr, B.Sc., J.D.
Director, Governance & Advisory Services

Maritime Centre, Floor 8 North, 1505 Barrington Street
PO Box 216, Halifax, NS B3J 2M4

Committee Appointments 2022: (Updated Nov 2022)

Internal:

- 2- Community Participation & Volunteerism: Rick Davis & Ben Nickerson
- 2- Asset Management: Elizabeth Acker (Chair) & Rick Davis
- 5- Audit Committee: All Council

External:

- 2-Marine Terminal: Rick Davis & Harold Locke
- 1-Water Resource Protection Committee: Elizabeth Acker
- 2-Arena Commission: Harold Locke & Sheldon Ringer
- 1-Region 6 Waste Management: Rick Davis
- 1-Library Western Zone Committee: Elizabeth Acker
- 2-Police Advisory Committee: Rick Davis & Sheldon Ringer
- 2-Roseway Manor: Ben Nickerson & Harold Locke
- 1-Shelburne & Area Chamber of Commerce: Elizabeth Acker
- 1-Accessibility Committee: Benjamin Nickerson
- 1-Housing: Elizabeth Acker

It was noted that Elizabeth Acker would participate in the Kids Fair Play Fund Committee and Sheldon Ringer would sit on the Roseway Hospital Charitable Foundation

Rick:

- Asset Mgmt
- Port
- RCMP
- Region 6
- Audit

Harold:

- Audit
- Roseway Manor
- CP&V
- Port

Elizabeth:

- Asset Mgmt
- Source Water Protection
- Library
- Chamber of Commerce
- Kids Fair Play
- Audit
- Housing

Ben:

- CP&V
- Roseway Manor
- Accessibility
- Audit

Sheldon:

- Arena
- RCMP
- Roseway Hospital
- Audit

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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, 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.

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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.

Description of Administration / Finance Service	Fee Amount
Photocopies	\$0.50/copy (Plus HST)
Tax Certificates	\$50
Mortgage Company Listing	\$50/name
Zoning/Comfort Letters	\$50.00

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	\$180.00 (Plus HST)
Non-Resident Single Grave Lot	\$360.00 (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 (due to suspension)	\$50.00
Reconnection outside of regular working hours	\$200.00
Disconnection for an extended period of time	\$50.00
Disconnection for an extended period of time outside of regular working hours	\$200.00
Water Haulers	\$8.32/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 9th, 2018
Date of Passage of Current Policy: June 20th, 2022
I certify that this Policy was adopted by Council as indicated above.

Robin Smith, Executive Coordinator

Date

DRAFT



#1

Eastern Shelburne County Accessibility Advisory Committee

Nominating Committee Meeting

Minutes of March 17, 2021

1. Call to Order:

Meeting was called to order at 6:05pm

2. Agenda Approval:

There were no additional agenda items added.

3. Minutes of Last Meeting:

Being the first meeting, there were no previous meeting minutes.

4. Business:

a. Accessibility Planning Toolkit for Municipalities

Adam did a brief overview of the toolkit, highlighting the above three specific areas: Accessibility Act overview, municipal obligations and Advisory Committee launch.

b. Committee Terms of Reference/Mandate

The terms of reference were reviewed and any questions were addressed and discussed.

c. Public member applications – review and recommendations

Six applications were reviewed from the following individuals: Holly Perry, Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey.

Motion: It was duly moved and seconded to recommend to the three Councils that the following individuals be appointed as members of the Eastern Shelburne County Accessibility Advisory Committee: Holly Perry,

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Date	Nov 2/22
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Agenda	✓
Committee	

Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey. Motion Carried.

d. Next steps

- i. The recommendations for the appointment of the community members will go to the three Councils at their next respective council meetings.
- ii. Each community member will be contacted to confirm their membership and invited to attend an orientation session.

5. Other:

Fran noted that moving forward any information sessions or training should be forwarded to all of the committee members.

6. Next Meeting Agenda Items:

- 1) New members orientation
- 2) Determine the length of terms for the community members
- 3) Appointments of Chair and Vice Chair

7. Next Meeting Date:

The next meeting will be the public member orientation, scheduled for April 14th, 6pm. Location to be determined.

8. Adjournment:

The meeting was adjourned at 7:02pm.

Eastern Shelburne County Accessibility Advisory Committee
April 21, 2021 Orientation Session

Minutes

The meeting was called to order at 6:00 p.m., April 21, 2021, in the Shelburne Community Centre by Adam Dedrick, who welcomed everyone and thanked them for coming. Frances Scott agreed to record minutes for the session. Adam then stated that he was the staff liaison to the Committee for the Municipality of Shelburne and invited each person to introduce themselves around the room. The introductions proceeded as follows:

Frances Scott - staff liaison to the Committee for the Town of Lockeport;
Robin Smith - staff liaison to the Committee for the Town of Shelburne;
Holly Perry - volunteer community member of the Committee;
Wanda Buchanan - volunteer community member of the Committee;
Terry Stacey - volunteer community member of the Committee;
Ben Nickerson - Council representative for the Town of Shelburne;
Kent Balish - Council representative for the Town of Lockeport;
Sylvia Snow - volunteer community member of the Committee;
Elizabeth Chute - volunteer community member of the Committee;
Bil Atwood - volunteer community member of the Committee;
Ron Coole - Council representative for the Municipality of Shelburne.

Agenda:

Prior to the meeting Adam distributed packages to all present, which contained an agenda for the meeting, a print copy of power point slides for the meeting, and copies of both the work plan and the finished plan for Lunenburg County. Volunteer community members of the Committee also received a copy of the Accessibility Planning Toolkit for Municipalities in their packages (Council and staff representatives had previously received copies of this document).

Adam then asked everyone to look at the agenda and the group agreed that it would follow the agenda circulated.

Accessibility Planning Toolkit for Municipalities:

Adam took a few moments to outline the Accessibility Planning Toolkit for Municipalities, which was developed by the Province as a guide to undertaking the creation of accessibility plans.

Accessibility Advisory Committee Orientation:

This portion of the meeting involved the use of a power point presentation. Adam first reviewed some statistics relating to the number of persons with a disability in Canada by province and the

number of people over the age of 65 in Nova Scotia presently (20%) and the number projected to 2030 (25%). Next he spoke about the Nova Scotia Accessibility Act and Provincial standards. The key requirements for municipalities were noted to be to establish an Accessibility Advisory Committee, which is why we have come together, and to develop a plan within one year (by April 1, 2022). The role of the Committee, composition of the Committee and basic elements of how the Committee should function were reviewed. From here Adam went on to provide detail as to the process we will be following in undertaking the tasks of the Committee.

Terms of Reference:

Adam outlined the process by which terms of reference for the Committee were developed. The Committee is made up of a Councillor members and staff liaison (support person) from each of the three municipal units partnering for the plan, along with six community volunteer Committee members.

The terms of reference indicate that of the six community volunteer Committee members, two will serve a one year term, two will serve a two year term and two will serve a three year term. Those present were asked if they had a preference for their own terms and the responses led to the following motion being put forward.

It was duly moved and seconded that the terms of service for the members of the Eastern Shelburne County Accessibility Advisory Committee be three years each for Sylvia Snow and Terry Stacey; two years each for Bil Atwood and Wanda Buchanan; and one year each for Elizabeth Chute and Holly Perry. Motion carried.

Appointment of officers:

It was pointed out that staff liaisons from each municipal unit will not be voting members, but they will attend meetings and work closely with the Committee to support their work. Adam asked if anyone was interested in serving in one year terms as Chair and Vice Chair. One person showed interest in serving for each of the positions, which led to the following motion.

It was duly moved and seconded that Terry Stacey serve as Chair, Town of Shelburne Councillor Ben Nickerson serve as Vice Chair, and Holly Perry serve as Recording Secretary for the Eastern Shelburne County Accessibility Advisory Committee. Motion carried.

Meeting schedule:

After a brief discussion about what might work for everyone moving forward, it was generally agreed that for now, the group will meet monthly on the third Wednesday of the month, with meetings alternating between Shelburne and Lockeport. The next meeting was scheduled to take

place at 6:00 p.m., Wednesday, May 19 in the Lockeport Recreation Centre (10 Spruce Street).

Next steps:

Adam asked if there were any questions or comments. Here is some of what was said:

- Wanda Buchanan volunteered to carry out research to identify statistics relating directly to the number of persons with disabilities and seniors in our own area. Elizabeth Chute pointed out that Sou'west Nova Transit has been collecting information from riders through self-identification;

- Sylvia Snow stated that while we are working on municipal infrastructure and services, she would like to know what about other public spaces that are not part of municipal infrastructure;

- Wanda voiced concern about certain provincial programs that are not accessible, in particular the fact that while the province offers 2/3 funding for community groups to undertake accessibility initiatives, the groups need to have the financial means to pay for the work up front before they will receive the last half of the funds they have been approved to receive, which often creates barriers for small groups;

- Bil Atwood pointed out that an important point he realized quickly in carrying out audits of the municipal built environment in Lockeport is that it is very important to look at the "whole journey" when examining accessibility. For example, a wheelchair ramp is not very valuable if the building's door threshold is too high to get in over, it is difficult to open the door, or the washroom is not accessible;

- Several individuals indicated that they would like to receive a contact list for the group.

Next Adam pointed out that at our next meeting it will be important to develop a work plan and Adam suggested that we all review the work plan provided for Lunenburg County, which we can use as a template from which to develop our own work plan.

Adjournment:

Adam agreed to circulate a meeting notice for the next meeting. That said, the meeting adjourned at 7:43 p.m., April 21, 2021.

Respectfully submitted,

Frances Scott
Recorder for the meeting

#3

Accessibility Advisory Committee Meeting Minutes

Wednesday May 19, 2021
Start time: 6:00 pm
(Virtual Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Elizabeth Chute, Kent Balish, Ron Coole, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Wanda Buchanan

Regrets: Ben Nickerson

Call to Order: Meeting was called to order by Adam Dedrick at 6:12pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Ron and 2nd by Sylvia .

Minutes of Previous Meeting: Meeting minutes from April 21, 2021 orientation session were posted online for community members to be able to access and show interest if they wanted an invitation to this meeting.

There was a motion to approve the minutes which was moved by Kent and 2nd by Ron with the amendment to reflect that Wanda and Bil will be serving 2 year terms and Holly and Elizabeth will be serving 1 year terms on this committee.

Business:

- a) **Community Consultation Process:** It was suggested that a working group be formed around the consultation process. This working group would also be in addition to reviewing the option of hiring a consultant to assist with this area of work. This would have to be done through an RFP (request for proposal) process. The RFP process would be led by the staff on this committee and aim to be completed by June of 2021 with the goal of hiring the consultant by end of summer.
- b) **Working Groups/ Sub Committees:** Wanda, Terry and Sylvia expressed interest in being a part of the consultation working group. Fran, Robin and Adam will also be part of the consultation working group as they have funds available and hope to access grants for this work.
- c) **Draft Workplan and Timeline:** The project has an end/ completion date of March 31, 2022. If a consultant were to be hired, the consultation piece could be completed roughly by September. This work would be followed by

developing a draft in November and presenting a rough Plan for counselors to review in January. The final draft of the plan could then be completed and approved by the committee and 3 municipal units by March 2022.

A Workplan document breaking down steps, dates, and primary leads on the action items to create this plan was reviewed (starting in May 2021 and ending in March 2022). **See attached document for reference.**

A motion was made to approve the use of this timeline/ workplan document. This motion was moved by Bil, 2nd by Ron

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) Review a draft consultation plan
- b) Review a draft of the RFP (request for proposals) to hire a consultant

A motion to adjourn the meeting was made by Sylvia and 2nd by Ron.

Meeting Adjourned at 7:20pm

Next meeting will be held on June 16th, 2021 at 6pm (this will likely be a virtual meeting as per COVID-19 restrictions)

#4

Accessibility Advisory Committee Meeting Minutes

Wednesday June 16, 2021
Start time: 6:00 pm
(Virtual Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Elizabeth Chute, Kent Balish, Ron Coole, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Wanda Buchanan, Ben Nickerson

Regrets: none

Call to Order: Meeting was called to order by Adam Dedrick at 6:03pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Adam and 2nd by Kent.

Minutes of Previous Meeting: Meeting minutes from May 19, 2021 were reviewed.

There was a motion to approve the minutes which was moved by Kent and 2nd by Ron

Business:

- a) **Review of RFP for Accessibility Plan:** The consultation working group made the decision to move forward with hiring a consultant as discussed by the whole committee at the previous May meeting. The Request for Proposal for this scope of work created was reviewed by Adam. A draft of the Request for Proposal is attached for reference. The RFP submissions will be due July 16, 2021 and will be initially reviewed by the Working Group. They will then bring their recommendations to the whole Committee at the next monthly meeting for a final determination on which submission to accept.

A motion to accept the proposed Request for Proposal was made by Terry. This motion was moved by Ron and seconded by Kent.

- b) **Funding to Support Cost of RFP:** There is grant money available which could possibly cover half the cost of this project.
- c) **Learning Opportunities for Committee Members:** In the planning toolkit that has been sent to all committee members, there is several suggestions for areas in which committee members can access some learning opportunities. Everyone is encouraged to contact Adam if there is interest in this.

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) Review submissions for the Request for Proposal

A motion to adjourn the meeting was made by Ron and 2nd by Bil.

Meeting Adjourned at 6:42pm

Next meeting will be held on July 21st, 2021 at 6pm

#5

Accessibility Advisory Committee Meeting Minutes

Wednesday July 21st, 2021
Start time: 6:00 pm
Shelburne Community Centre

In Attendance: Adam Dedrick, Robin Smith, Kent Balish, Sylvia Snow, Terry Stacey, Wanda Buchanan, Ben Nickerson

Regrets: Frances Scott, Elizabeth Chute, Ron Coole, Holly Perry, Bil Atwood

Call to Order: Meeting was called to order by Adam Dedrick at 6:05pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Wanda and 2nd by Ben.

Minutes of Previous Meeting: Meeting minutes from May 19, 2021, were reviewed.

There was a motion to approve the minutes which was moved by Ben and 2nd by Sylvia.

Business:

- a) **RFP for Accessibility Plan Recommendation:** We received 2 proposals, one from CBCL and the other from Chauvin Resource Development. Adam explained that the Working Group had reviewed and scored each submission. CBCL scored 90/100 and Chauvin Resource Development was 83/100.

A motion to accept and reward the recommendation to award CBCL by the Accessibility Working Group was made by Kent. This motion was seconded by Sylvia.

- b) **Next Steps:** The next steps will be to notify both who submitted proposals and arrange the first meeting date with CBCL as well as post the successful submission on the NS Procurement site.
- c) **Review Workplan:** The committee reviewed the workplan and it appears we are on track.
- d) **Check-In:** Some of the committee members expressed their appreciation of having the staff members guidance throughout this project.

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) TBD once we talk to CBCL re: Kick Off Workshop

A motion to adjourn the meeting was made by Adam and 2nd by Wanda.

Meeting Adjourned at 6:40pm

Next meeting: TBD

#6

Accessibility Advisory Committee Meeting Minutes

Thursday March 31st, 2022

Start time: 6:00 pm

(In Person Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Ben Nickerson

Regrets: Kent Balish, Wanda Buchannan

Call to Order: Meeting was called to order by Adam Dedrick at 6:03pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Sylvia and 2nd by Robin.

Minutes of Previous Meeting: Meeting minutes from June 16th, 2021 were reviewed.

There was a motion to approve the minutes which was moved by Robin and 2nd by Sylvia

Business:

- a) **Review of Draft Accessibility Plans:** The Eastern Shelburne County Accessibility Plan was reviewed and discussed by the group as a whole. After the review of this document, the committee broke off into groups to individually review and discuss the Accessibility Action Plans for the Municipality of the District of Shelburne, Town of Lockeport and Town of Shelburne
- b) **Next Steps:** Some editions/ omissions need to be edited on all of the Action Plans reviewed. It was decided that these edits would be made by the staff members of the committee. Upon completion of the editing, the final drafts will be sent out to all committee members for review and a final motion to accept the documents as presented will be conducted via email.

A motion was made that upon completion and acceptance of the final drafts of each Accessibility Action Plan, that the committee will recommend to each council group that they accept the Eastern Shelburne County Accessibility Plan as presented. This motion was moved by Bil and seconded by Sylvia.

Other Business:

- a) There is no other business

Next Meeting Date: the next meeting date will be established via email

A motion to adjourn the meeting was made by Bil and 2nd by Sylvia.

Meeting Adjourned at 8:00pm

#7

Accessibility Advisory Committee Meeting Minutes

Thursday June 16th, 2022
Start time: 6:00 pm
(In Person Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Ben Nickerson, Kent Balish, Wanda Buchanan, Penney Smith

Regrets: none

Call to Order: Meeting was called to order by Adam Dedrick at 6:00pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Sylvia and 2nd by Kent.

Minutes of Previous Meeting: Meeting minutes from March 31st, 2022 were reviewed and approved electronically.

Business:

- a) **Promotion of the Plans:** All 3 units (Shelburne , Municipality, Lockeport) have submitted the final drafts of the Accessibility Action Plans to the province and they have been approved. These plans have also been promoted on all 3 affiliated websites. It was proposed that a sub-committee be formed with the focus of raising public awareness and promoting the plans. This committee will meet in July (date TBD) to discuss an action plan.
- b) **Accessibility Coordinator Role:** Robin has taken on the task of seeking information from other municipal units in the province on whether or not they have an Accessibility Coordinator assisting with their action plans. This will help determine roles, responsibilities and how to get started on implementing this position. There will also be some research done by the staff members of this committee on Funding Options for this role.
- c) **Role of the Committee Moving Forward:** This committee will act as an Advisory Committee. It will also work closely with all 3 municipal units on obtaining an Accessibility Coordinator, keeping the 3 municipal councils informed on the work being done and assisting with implementing the plan.
- d) **Meeting Schedule:** Quarterly meetings appear to be working at this time but are subject to change. Next scheduled meeting of the full committee will be September 22nd, 2022 at 6pm. This meeting will be held in Lockeport.

Other Business:

- a) There is no other business

Next Meeting Date: September 22nd, 2022 at 6pm in Lockeport

A motion to adjourn the meeting was made by Bil and 2nd by Sylvia.

Meeting Adjourned at 7:10pm



Town of Shelburne
Staff Report to Council
November 7, 2022
Pine Grove Cemetery Investments

Document # P23-A86	
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General Overview:

To receive approval to transfer Pine Grove Cemetery Investments with CIBC to Cemetery Operating Account to pay Town General for Capital Projects completed at Cemetery.

Background:

The Cemetery has completed several Capital projects over several years' time span. There has been expansion, road extension, new fence and columbarium installation at the Pine Grove Cemetery. These projects were paid up front by the General Operating Fund as the Cemetery Operating Fund did not have the money to pay for projects. It was previously approved by Council that the funds would come from Cemetery Investments.

Financial:

Cemetery Operating owes General Operating \$33,829.24. Cemetery Investment amount is \$58,840.50 with \$41,181.62 earmarked for Perpetual Care, which leaves \$17,658.88 available to withdraw and pay to General Operating. Funds can be withdrawn yearly from Perpetual Care to pay for Cemetery Maintenance. Withdrawals from Perpetual Care each year are averaging \$5,000 to \$10,000. In the future when Perpetual Care is not adequate to maintain the Cemetery Operations, then Town General would be responsible for the cost of maintaining the Pine Grove Cemetery. The Pine Grove Cemetery has an investment of \$18,820.98 coming due for renewal on December 5, 2022. I would like Council's permission to redeem the investment and renew the balance of \$1,162.10 (\$18,820.98 less \$17,658.88) with CIBC for the highest interest possible. Subsequent to this payment from the Cemetery Fund to the General Fund, the amount owing will be reduced to \$16,170.36 (\$33,829.24 less \$17,658.88).

Recommendation:

THAT Council approves the withdrawal of \$17,658.88 from Pine Grove Cemetery investments to pay General Operating Fund.

Respectfully submitted,
Jane Crowell, Finance Manager



Town of Shelburne
 Staff Report to Council 2022/23 Tax Sale Proceedings
 November 7, 2022

General Overview:

This report is to update Council on the Tax Sale proceedings for the fiscal year 2022/23 to be held Tuesday March 14, 2023.

Background:

Pre-Tax Sale Notices were prepared and mailed out August 17, 2022, to all property owners in arrears of taxes for the two preceding taxation years (2020/21 and 2021/22) and prior as per the Town of Shelburne Tax Sale Policy adopted December 3, 2015. They were advised to pay the 2020/21 taxes outstanding to halt the Tax Sale process or make payment arrangements. Notices were mailed to fifty-one (51) properties. There are eleven (11) properties remaining on the Tax Sale List.

Financial Analysis:

The following properties are proceeding to Tax Sale:
 (Amounts outstanding as of November 1, 2022)

Atwood, Marilyn Annette	Morvan Road	\$ 98.40
Aylward, Glen William	53 John Street	\$ 5,682.21
Bradley, Peter J.E. & Shelley	68 Clements Street	\$ 587.91
Buchanan, David Samuel	70 Thomas Street	\$ 5,637.27
Buchanan, Vincent	12 Second Street(mobile)	\$ 1,442.21
Dinh, Dung Trung	18 Ann Street	\$11,858.49
Harding-Deschamp, Linda Glee	8 Second Street(mobile)	\$ 1,087.34
Jacklyn, Leon	95 Charlotte Street	\$ 1,314.87
Jacklyn, Michelle	95 Brewhouse Lane	\$ 4,520.61
Keating, John Joseph	194 Rodney Street	\$ 1,689.46
Oickle, Erin Rochelle	5 Second Street(mobile)	\$ 1,169.40

There is an expectation that some of the above properties will be removed from the above list as Tax Sale proceedings progress. Properties can still be brought up to date and removed from Tax Sale as long as any legal fees and/or expenses incurred are also paid prior to Tax Sale.

Recommendation:

THAT Council approve the above properties marked for tax sale.

Respectfully submitted,
 Jane Crowell, Finance Manager

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