



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**November 21<sup>st</sup>, 2022**  
**6:00 p.m.**

**Doc Ref:**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Town Council meeting held on November 7<sup>th</sup>, 2022
- 4) Proclamations & Announcements:  
Municipal Awareness Week November 21-27<sup>th</sup>, 2022
- 5) Delegations:
- 6) Correspondence:  
Action:
  - a) Letter-Longboat Society-further grant request D23-A88
  - b) Letter-Roseanna Thibeault-Grovestine's Complex D23-A89Information:
  - c) Email-Dept. of Municipal Affairs-Office of Healthcare Recruitment Fund (OHPR) D23-A90
- 7) Council Items:
  - a) Amend motion M23-034 from October 17<sup>th</sup>, 2022 D23-A91
  - b) Amend motion M23-037 from November 7<sup>th</sup>, 2022
  - c) Municipal User Fees Policy D23-A92
- 8) Committee Reports:
  - a) Accessibility Committee Meeting Minutes-November 2<sup>nd</sup>, 2022 D23-A93
  - b) CP&V Committee-Meeting Minutes-October 12<sup>th</sup>, 2022 D23-A94
- 9) Staff Reports:
  - a) SVFD-Monthly Report (October) D23-A95
  - b) Building Inspector-Monthly Report (October) D23-A96
  - c) By-Law Officer-Monthly Report (October) D23-A97
  - d) Staff Report- Public Sewer By-Law D23-A98
- 10) New Business:
- 11) In-Camera:  
  
MGA Section 22 (e) Contract Negotiations  
MGA Section 22 (c) Personnel Matters
- 12) Upcoming Meetings/Events:
  - a) Who-Ville/Shelburne Celebrates Christmas-November 25<sup>th</sup>-27<sup>th</sup> 2022 5:30-7pm
  - b) Miracle on Dock St.-Saturday December 3<sup>rd</sup>, 2022, 6-8pm
  - c) Town Council Meeting-December 4<sup>th</sup>, 2022, 6pm, Council Chambers
- 13) Adjournment





# Town of Shelburne

## Minutes of the Regular Council Meeting

Council Chambers  
November 7<sup>th</sup>, 2022

**DRAFT**

### **Council Members Present**

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

### **Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator

### **Delegation**

Wendy Davis, 3050001 NS Limited

### **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 Kespukwitik, 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.”

### **Queen’s Platinum Jubilee Medal Awarding Ceremony**

Mayor Locke, Council and staff gathered to recognize two of the Town's dedicated employees and the Mayor presented the Queen Elizabeth II’s Platinum Jubilee Medal to Jane Crowell and Stephen Rennehan.

Stephen has been an employee with the Town of Shelburne for 43 years and has dedicated his career for the betterment of the Town of Shelburne and community as a whole.

Jane is celebrating 30 years of loyal service to the Town this month and has been an integral leader in ensuring the financial integrity of the Town is upheld.

Thank you to both Stephen & Jane for their years of service.

### **Approval of the Agenda**

**THAT** Council approves the Agenda for November 7<sup>th</sup>, 2022, as presented

**Davis-Ringer**

**CARRIED**

### **Approval of the Minutes**

**THAT** Council approves the minutes from the Town Council Meeting held on October 17<sup>th</sup>, 2022, as presented.

**Acker-Ringer**

**CARRIED**

### Proclamations & Announcement

The Remembrance Day Ceremony will be held at 10:45, on Friday November 11th at the Cenotaph pending weather. There will be chairs at the Cenotaph for those who need and if the weather is inclement, the ceremony will be held at the Community Centre.

### Volunteer 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

### Delegations

*3050001 Nova Scotia Limited-Wendy Davis*

Delegate Wendy Davis presented her concerns to Council regarding the sewer hook up process at her property on Elliott St. She also explained her issues with the sale of the unopened streets and the subdivision process.

Council requested a staff report with the information to date and what could be done for the next meeting. Councillor Ringer also suggested inquiring with the province regarding assistance with builds for multiple houses.

### Correspondence

Action:

- a) SASI Works-funding request letter

**M23-037** **THAT** Council agrees to grant up to \$1000 towards SASI Works funding request for AEDS.

**Acker-Ringer**

**CARRIED**

Information:

- a) Dept. of Municipal Affairs & Housing/Dept. of Education & Early Childhood  
-Payment of Invoices
- b) Dept. of Municipal Affairs & Housing-Housing Governance Restructuring  
Councillor Acker made note that she spoke with someone from Housing last week while at the AMANS Conference in regard to the questions Council had re: Courtney House. Councillor Acker was given a name and contact info for the person in charge, the CAO also indicated there was an update coming from her this meeting.

**THAT** Council accepts these letters for information.

**Council Items**

- a) Council Committee Appointments

Council reviewed the changes that were made for the year going forward. Executive Coordinator will send out an updated list for everyone.

- b) 2<sup>nd</sup> Reading PID #80143399

CAO informed Council that there were not attendees at the Public Hearing held on November 2<sup>nd</sup>.

**M23-038** **THAT** Council accepts the second and final reading of the 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).

**Davis-Nickerson**

**CARRIED**

- c) Municipal User Fees Policy Amendment

CAO informed Council that when we did the Policy update this spring, the rates that had been set by the UARB were missed so an update to the is Policy is required.

**M23-039** **THAT** Council plans to amend the Municipal User Fees Policy with the proposed changes in the Water Fees section as set by the UARB on November 21st, 2021.

**Acker-Ringer**

**CARRIED**

- d) CAO Update

CAO informed Council that the Heritage Hall building has received ICIP Funding, and their application has been approved at the provincial level and is now awaiting the federal approval which can take 8-20 weeks.

CAO spoke with Housing regarding the Courtney House which Council concerns of which council recently raised. They had planned on doing renovations this fiscal year, but when they started; they uncovered major structural issues. They had all tenants move out due to safety concerns. A tender was put out for the structural improvements but no received no responses. Therefore, there has been no work done. Housing NS is looking at other options. The rumour of the Courtney House being torn down is untrue.

**Committee Reports**

- a) Accessibility Committee Meeting Minutes (Mar 17, 2021-June 16<sup>th</sup>, 2022)

Executive Coordinator spoke to these meeting minutes and apologized that they had not been put through to Council after the meetings occurred.

**THAT** Council approves the Accessibility Committee Meeting Minutes from March 17, 2021, April 21 2021, May 19 2021, June 16, 2021, July 21 2021, March 31 2022 and June 16 2022.

**Nickerson-Ringer**

**CARRIED**

**Staff Reports**

- a) Staff Report-Cemetery Investment

**M23-040** **THAT** Council approves the withdrawal of \$17,658.88 from Pine Grove Cemetery investments to pay General Operating Fund.

**Davis-Nickerson**

**CARRIED**

- b) Staff Report-Tax Sale

**M23-041** *THAT* Council approves the above properties marked for tax sale.

**Acker-Ringer**

**CARRIED**

**New Business**

**Councillor Acker**

Councillor Acker wanted to wish Dana & Wendy Dares all the best on their retirement after 35 plus years operating Video Focus in Shelburne. Their contributions to the business community as well as community events over the years. Thank you for all you've done and Happy Retirement!

Councillor Acker also highlighted as a resident of Mowatt St., how wonderful it was having the two blocks closed off on Halloween night to provide a much more relaxed and safer evening for families and children. Mayor Locke also noted he had received many positive comments as well. Councillor Acker mentioned that maybe next year we could consider a shorter time frame of 5:30-7:30 as most homes run out of treats within that timeframe.

**Councillor Ringer**

Councillor Nickerson wanted to also send his congratulations to Dana & Wendy Dares of Video Focus and wished them all the best in their retirement.

**Mayor Locke**

Mayor Locke informed residents and the viewing audience that this morning he had the privilege to attend the tree cutting for Gloucester, Massachusetts which was donated this year by Wayne Butler of Sandy Point. This is a tradition that has been taking place for approximately 30 years, started as an arrangement between P.G. Comeau and Senator Tarr of Massachusetts. Gloucester and Shelburne became sister cities, and the tradition has always been that we supply them with a Christmas tree and Ringo and his crew come to pick it up. We look forward to continuing this tradition.

Mayor Locke acknowledged the success of the 2022 Cruise Ship season. As most of you know, the 2022 Cruise Ship season came to a close last Thursday with an extremely positive review from the seafaring tourists on the Seabourn Quest. Those that came to the Shelburne shore were blown away with our east coast hospitality, some even saying it was their favourite stop so far on their itinerary. Shelburne is now on their radars as a preferred port.

This was a year of learning for us and in a few weeks, a lesson's learned session will take place for the countless volunteers to participate in. There are so many folks to thank for the success and hopefully I miss none when I highlight:

- The Chamber of Commerce for their goliath efforts, too many to list!
- The Shelburne Museums by the Sea for opening their doors and giving tours.
- The Black Loyalist Heritage Centre for opening their doors to teach about our diverse history.
- The George Street Shipyard Mill for adding to the stories of Shelburne past.
- The CP&V Committee for being the welcome desk greeters.
- Becky Williams for organizing the vendors that attended the vendors market in the Guild Hall.
- Pat Melanson, our Town Piper who welcomed tenders with the sound of the bagpipe.
- Jeanette Nickerson of Acadia First Nations for demonstrations.
- Shelburne Stevedores for many extra efforts.
- The Shelburne Harbour Yacht Club for hosting.
- The plethora of restaurants and businesses who opened their doors (even on a Monday!)
- The countless community members/volunteers who greeted our visitors and made them feel

so very welcomed.  
Every one of you contributed to our success. On behalf of the Town of Shelburne, Thank you!

**In-Camera**

THAT Council goes In-Camera at 6:55pm to discuss  
MGA Section 22 (e) Contract Negotiations.

**Ringer-Davis**

**CARRIED**

Council came out of in-camera at 7:02pm

**Upcoming Meetings/Events**

- a) CP&V Committee Meeting-November 9th, 2022, 6pm, Council Chambers
- b) Remembrance Day Ceremony-November 11th, 2022, 10:45am, 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

**Adjournment**

**THAT** the Regular Town Council Meeting of November 7<sup>th</sup>, 2022, be adjourned at 7:04 pm.

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

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





**PROCLAMATION**  
**Municipal Awareness Week**  
**November 21-27<sup>th</sup> 2022**

**WHEREAS** Municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

**WHEREAS** dedicated Mayors, Wardens, Councillors and Staff are essential for the effective government of their municipalities; and

**WHEREAS** citizen involvement is essential for an active community; and  
**WHEREAS** it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

**THEREFORE** BE IT PROCLAIMED that the week of November 21-27<sup>th</sup>, be known as Municipal Awareness Week in the Town of Shelburne in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

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Harold Locke, Mayor



November 9, 2022

PO Box 562  
Shelburne, NS  
B0T 1W0

Town of Shelburne

PO Box  
Shelburne, NS  
B0T 1W0

Attention: Sherry Doane

Dear Sherry:

**Re: Shelburne Longboat Society**

I am the vice chair of the Shelburne Longboat Society.

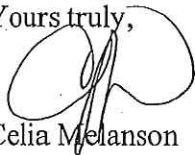
The Society is struggling to meet its financial commitments with respect to insurance which are becoming increasingly more difficult to manage. Currently the Society has insurance on the building itself which is located on the land of the Town of Shelburne. The cost of this policy currently is \$97.29 monthly. The policy to cover the longboats is \$131.66 monthly. We have a third policy for directors' insurance which is \$927 per year.

We have been advised that we could be in jeopardy if we do not have sufficient coverage on the building. The current coverage is \$104,000. The appraiser has advised that we should have \$230,000 coverage.

Unfortunately, our membership is small and we are trying to cut costs. Insurance is our largest expense. The building insurance is due by November 30<sup>th</sup>. Since the building is on property of the town of Shelburne, we are wondering if the building can be covered under the town insurance.

I look forward to hearing from you.

Yours truly,



Celia Melanson

Vice-Chair, Shelburne Longboat Society

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September 15, 2022

Good afternoon Mayor Locke, Councillor's and CAO;

I'm writing you on behalf of many, many, concerned citizens. We are upset at the condition of the Grovestein Complex. There are people from all over Shelburne County who cannot believe the state of the grounds of the Complex. As a child, I remember making great memories there, playing ball and watching my parents play. I (along with a few friends), are trying to start a women's soft ball team from Shelburne. We would be joining the Barrington Women's League, but we want to have a home field in Shelburne. The league needs to vote on whether they would travel to Shelburne and allow us to have our home field in Shelburne. Right now, the Grovestein field is barely useable, with the lights not connected, no washroom facilities open, no canteen, it makes it hard to get other teams to want to come play. Shelburne currently has two men's softball teams who use the Grovestein field throughout the summer, their spouses often bring their children, who have found broken glass and splintered wood on the tennis court multiple times. Not having bathroom facilities open is causing these adults and children to have to use the washroom in the woods.

On behalf of the ball players, their friends and families, I am requesting that you help us restore the Grovestein Complex back to its original glory, so it will bring more opportunities to our community. I have a group of volunteers who are ready to step in to help maintain the field, clean and monitor the washrooms and to look after the canteen.

We would love to be able to fundraise for funds so the power can be restored, which would be donated for the power bill and grounds maintenance. The canteen can also be a great tool for funds to be raised for the field. We would like permission to host a large tournament at least once a year to help with the costs. Holding tournaments for fundraisers at the Grovestein complex would also bring business into the town.

We have a rough draft of businesses to ask for donations to get the field back to its original glory. We want to get the field in amazing shape, to replace the benches, have the washrooms in clean/working order, and upgrade the score board. We have more visions to help restore the glory of the Grovestein complex, but we need the Town on Shelburne's approval, and assistance.

The Shelburne Minor Ball Association has agreed that if the Grovestein field is back in a safe state, they will move back to the field as their home field. Our group also has people who are interested in reaching out to SRHS to see if there is interest in starting a junior and senior, female and male softball teams. Community members are stepping up to help coach these teams if there is interest. We want to bring baseball back into our community for our generation, the older generations and the generations to come.

With the town behind us, working with us, and helping us with applying for grants, I believe we can all rally together to make the Grovestein field thrive again.

I look forward to hearing from you.

Sincerely,  
Roseanna Thibeault

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**Robin Smith**

**From:** Barr, Nick <Nick.Barr@novascotia.ca>  
**Sent:** November 14, 2022 11:34 AM  
**To:** AMA Maritime List Serve  
**Cc:** Juanita Spencer; Hashish, Mina; Wagg, Amy  
**Subject:** New Fund for the Recruitment and Retention of Healthcare Professionals

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**New Fund for the Recruitment and Retention of Healthcare Professionals**

This Government is committed to ensuring all Nova Scotians have a healthcare system that is ready, responsive, and reliable. To do this, we need the right healthcare team members in place to ensure Nova Scotians get the healthcare they need.

The Office of Healthcare Professionals Recruitment (OHPR) was formed to develop innovative approaches to the task of recruiting and retaining the right mix of healthcare professionals to optimize the delivery of healthcare in Nova Scotia.

We know that some of the most successful recruitment efforts happen at the local level. We have seen this with our successful applicants for the Culture Innovations Fund’s Healthy Community Stream.

This is why the Government is investing even more in communities and providing funding to increase local participation in the recruitment and retention of healthcare professionals. OHPR will work with communities across Nova Scotia to provide the support needed for the successful recruitment and retention of healthcare professionals.

The new fund has expanded criteria so even more types of projects can be funded, with higher funding limits, so communities can do even more to recruit and retain healthcare professionals.

Although, the funding for communities’ healthcare recruitment and retention initiatives is moving to the Office of Healthcare Professionals Recruitment, those who have received funding through the Culture Innovation Fund’s Healthy Communities Stream will continue to be supported jointly by the teams at the Department of Communities, Culture, Tourism and Heritage and the Office of Healthcare Professionals Recruitment.

Through the new **OHPR Community Fund**, Nova Scotia communities will be provided with the opportunity to access the tools that they need to enhance attraction and retention efforts. Funding is available under two different streams: **Community Identified Projects** and **Community Readiness Supports**. Groups may request funding from either or both funding streams. Funding is available up to \$100,000 per group.

**Community Identified Projects** funding is available for projects developed by community groups to fit their recruitment, retention, and welcoming community needs. This may also include projects that aim to reduce social and cultural barriers to recruitment and retention of healthcare providers in our Nova Scotian communities through initiatives that advance equity, diversity, and inclusion. **Community Readiness Supports** are projects focused on developing the



capacity of communities and community groups to be successful in the recruitment and retention of healthcare professionals.

All successful applicants will receive an invitation to the OHPR-hosted Community and Partner Collective conference in winter 2023 focused on recruitment and retention of healthcare providers.

The Government made the commitment to create a fund to help communities recruit healthcare professionals and that is exactly what we are doing.

Even if your organization is currently receiving funding through the Healthy Community Stream, we encourage you to consider applying for financial support through the OHPR Community Fund subject to eligibility criteria.

For all information related to the **OHPR Community Fund** including eligibility criteria, program guidelines, and funding levels - please visit <https://novascotia.ca/ohpr-community-fund>.

If you have any questions, please do not hesitate to contact us. Our e-mail address is [OHPRCommunityFund@novascotia.ca](mailto:OHPRCommunityFund@novascotia.ca).

Sincerely,


Mina Hashish  
Senior Strategist  
Office of Healthcare Professionals Recruitment



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

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

 (902) 424-4656

 [Nick.Barr@novascotia.ca](mailto:Nick.Barr@novascotia.ca)

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Oct-17/22

**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.

**M23-034** **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

**M23-035** **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 15<sup>th</sup>, 2022

**THAT** Council accepts the CP&V Committee Meeting Minutes from September 15<sup>th</sup>, 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

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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, and, where the fee amounts in this Policy differ from those set out in a By-Law, Recorded Resolution, Policy or Resolution of the Town of Shelburne in effect on the effective date of this Policy.
- 4.0 By-Law Penalties for infractions are not listed under this Policy.

**Fees**

5.0 The fees to be paid to the Town of Shelburne for each of the following Administrative/Finance Services, Dog Fees, Cemetery Fees, Sewer Fees, Water Fees, Development Permits, Public Works Fees, Rental Fees, and Vending Fees are set in, or amended to, the respective amounts shown in sections 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8 and 4.9.

**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	\$40
Mortgage Company Listing	\$10/name
Customer Account Statement	\$5/customer account

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# Policy

## 4.2 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

## 4.3 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)

## 4.4 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	\$200.00
Annual Charge	\$219.00/unit

## Solid Waste Fee

### SET BY COUNCIL ANNUALLY

Description of Solid Waste Fee	Fee Amount
Solid Waste Fee	\$210.18/unit



## 4.5 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 USRB 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)

## 4.6 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	\$20.00
Development Agreement	\$200.00
"Non-Substantial" Development Agreement Amendment	\$100.00
"Substantial" Development Agreement Amendment	\$200.00
Zoning / Comfort Letters	\$50.00
Municipal Planning Strategy Amendment / Land Use By-Law Amendment or both (additional advertising costs not included)	\$300.00

## 4.7 Public Works

Description of Public Works Fees	Fee Amount
Camera Use (w/operator) 8am-4pm	\$100/hr



## 4.8 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	\$75.00 (Plus HST)
Community Centre – Meeting Room A Non-Profit	\$0
Community Centre – Meeting Room B General	\$50.00 (Plus HST)
Community Centre – Meeting Room B Non-Profit	\$0
Community Centre – Auditorium Commercial or Gov't Organization	\$150.00 (Plus HST) (Plus \$150.00 damage deposit)
Community Centre – Auditorium Personal Event (Wedding/Dance/Birthday)	\$350.00 (Plus HST) (Plus \$350.00 damage deposit)
Community Centre – Auditorium Non-Profit	\$0 (Plus \$150.00 damage deposit)
Fireman / Ladies Aux. Rental	\$0 (Plus \$150.00 damage deposit)
Event Catered by Ladies Aux. Rental	\$0 (Plus \$150.00 damage deposit) (\$100.00 plus HST if Bar Service required, Damage Deposit of \$350.00)
Guild Hall Wedding Rental	\$400.00 (Plus HST) (Plus \$400.00 damage deposit)
Guild Hall Commercial Rental	\$75.00 (Plus HST) (Plus \$100.00 damage deposit)
Guild Hall Non-Profit Rental	\$0
Guild Hall Market Seasonal Rental	\$200.00

## 4.9 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 / Farmer's Market license	\$200.00/year
Auto-Dealing	\$1,500.00/year
Lost or Stolen license replacement	\$25.00



# Policy

Clerk's Notation for Official Policy Book

Date of Passage of Original Policy: April 9<sup>th</sup>, 2018

Date of Passage of Current Policy: November 21<sup>st</sup>, 2022

I certify that this Policy was adopted by Council as indicated above.

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

\_\_\_\_\_  
Date

DRAFT



# Accessibility Advisory Committee Meeting Minutes

Wednesday November 2<sup>nd</sup>, 2022  
Start time: 6:00 pm  
(In Person Meeting)

Document #	
P23-A93	
Rec'd by	
MS	
Date	
NOV 5/22	
<b>COPIES TO:</b>	
Holly Perry, Council	✓
Agenda	✓
Committee	

**In Attendance:** Adam Dedrick, Robin Smith, Frances Scott, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Kent Balish

**Regrets:** Ben Nickerson, Wanda Buchanan, Penny Smith

**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 Terry and 2<sup>nd</sup> by Sylvia.

**Minutes of Previous Meeting:** Meeting minutes from June 16<sup>th</sup>, 2022 were reviewed and approved electronically. This was moved by Sylvia, 2<sup>nd</sup> by Terry

**Business:**

- a) **Sub Committee Update:** a meeting was held by the Sub Committee in July. Lots of good discussion took place on how to move forward with raising awareness in the community and at community events however due to timeline restraints a booth has not been set up at events as of yet
- b) **Accessibility Coordinator Position:** the proposal/terms around this position were reviewed. Funding for this position could have the potential to be grant based. It was agreed by all that creating a focus that is project based for the first year would allow for more grant opportunities and also better accommodate budget commitments. This position needs one person to commit to a full time one year pilot project. Several grant options were discussed and Adam will continue to look into these. A formal job description will be created for units to present to their councils for review/ approval. A discussion was held highlighting what all committee members would like to see as a main focus for the first year of this pilot project. These areas of focus were as follows ...
  - Built in environments
  - Community/ council/ staff education
  - Federal mandates/ discussions being held at federal level (Kent is following this)

- Having municipal units take the lead
- Awareness

A motion was made to make a recommendation to councils that they endorse the concept of perusing a one-year pilot project to jointly hire an Accessibility Coordinator in light of the mandate to move these plans. This motion was moved by Sylvia and 2<sup>nd</sup> by Bil

**Other Business:**

- a) There is no other business

**Next Meeting Date:** December 1<sup>st</sup>, 2022 at 6pm in Shelburne

A motion to adjourn the meeting was made by Kent and 2<sup>nd</sup> by Sylvia.

Meeting Adjourned at 7:15pm



**Meeting Minutes**  
**Community Participation & Volunteerism Committee**  
**Wednesday October 12<sup>th</sup>, 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
- Deby MacAlpine / Public Member
- Rick Davis / Council Member

**Regrets:**

- Holly Renaud / Public Member
- Andrea Huskilson-Townsend / Public Member
- Ben Nickerson / Council Member

Document #	
D23-A94	
Rec'd by	
MA	
Date	
NOV 10/22	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**1. Call to Order**

Chair Mahaney called the meeting to order at 6p.m.

**2. Approval of Agenda**

**Davis-MacAlpine**

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for October 12<sup>th</sup>, 2022, be approved as presented.

**CARRIED**

**3. Approval of Minutes**

**Davis-Bower**

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on September 15<sup>th</sup>, 2022, be approved as presented.

**CARRIED**

**4. Business Arising**

None

**5. Delegations**

None

**6. Correspondence**

Executive Coordinator informed Committee that a Thank You Card had been received from Clara Jurgenliemk and was put through at the last Council meeting for the SRHS Bursary Award.

**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) Fall Event Recap to Date**

The Provincial Volunteer Awards Ceremony has been rescheduled to November 7<sup>th</sup> due to Hurricane Fiona. Mary is looking forward to attending.

The local volunteer awards recognition ceremony was held October 4<sup>th</sup> and went well. It was well attended and a great celebration for all in our community.

**c) Cruise Ship Welcoming Committee**

The first cruise ship visit was on October 5<sup>th</sup> and went very well, there were lots of positive comments. Discussion was held on the upcoming cruises and who was able to help with the information booth. One suggestion to put forward was for there to be more shuttles if possible and to maybe suggest the "lobster experience" to happen right down on the waterfront to entice/attract more to do.

**d) Halloween/Fall Decorating Contest**

There was discussion to hold this again as it was a great success last year. Executive Coordinator will get the post and info out. It was decided to do keep it open to accept photos until October 31<sup>st</sup> and allow voting to happen till November 2<sup>nd</sup> as some people do not decorate until a day or two before Halloween.

**e) Shelburne County Giant Pumpkin Festival/Corn Boil**

The Committee all agreed what a great success the Shelburne County Giant Pumpkin Festival was on Thanksgiving weekend. Although we were not able to do the corn boil as had originally discussed last meeting, it's something we will look to doing next year and obtain the permits that are needed. The Committee all agreed they will assist Val next year with the festival as it will be sure to be a bigger event with more categories etc.

**f) Who-Ville/Shelburne Celebrates Christmas**

Executive Coordinator reported to the Committee that she did have one quote back on getting the electrical upgraded at Atlantic House Park and was going to get one more quote. The Committee all agreed it would be very beneficial for many to get that done so the park can be used more for other events etc. As Andrea wasn't at this meeting, we did not have any other discussion on Who-Ville. We will discuss more at the next meeting.

**8. New Business**

None

**Adjournment**

**Ayer**

THAT the CP & V Meeting for Wednesday October 12<sup>th</sup>, 2022, be adjourned at 6:50pm.

**CARRIED**



**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 October 2022.

Total number of calls for service: 7

Calls for service within the Town: 1

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

Calls for Mutual Aid to other Municipality of Shelburne Departments: 2

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		
MEDICAL	1	2
MOTOR VEHICLE ACCIDENT		1 (Mutual Aid)
STRUCTURE		2
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1 (Mutual Aid)
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

Document #	D23-1115
Rec'd by	MS
Date	Nov 3/22
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

DARRELL LOCKE, FIRE CHIEF

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

MIKE SHAND, PRESIDENT





Municipality of  
**Shelburne**

Naturally Yours

**Inspection Department**

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

November 1, 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 October, 2022.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	0	6
Number of Permits Issued to Date	13	14
Construction Value	\$ 0.00	\$ 2,100,566.00
Total Construction to Date	\$ 1,954,200.00	\$ 2,667,249.00

Yours very truly,

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

/aad

Document #	
D23-AG16	
Rec'd by	
MS	
Date	
NOV 3/22	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Andrew Goreham, Manager of Inspection Services

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





November 9th, 2022

Document #	D23-197
Rec'd by	MS
Date	NOV 9/22
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
<b>By-Law Officer Report October 2022</b>	

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)

**October calls for service:**

- 22-104. Service request: Complaint of camper trailer being skirted for habitation in R1 Zone- Ongoing
- 22-105. Service request: Attempted to issue warning on John St for parking in Handicapped Zone- Driver became irate and drove off
- 22-106. Service request: Conversation with Vehicle Compliance regarding oversized tires and loud exhaust. DOT will increase enforcement.
- 22-107. Service request: Follow up to demolition permit- Owner cannot secure a company to remove house until next spring.
- 22-108. Service request: Verbal warning issued to business for parking in front of fire hydrant
- 22-109. Service request: Complaint of two dogs running at large near charlotte St- Several patrols have been made with no dogs found.
- 22.110. Service request: Inquiry to "New no parking sign on Charlotte Lane"- Confirmed that was the TOS who erected the sign. This was done to help stop traffic flow issues on the lane.
- 22-111. Service request: Patrol revealed that a certain courier company is consistently parking in handicapped parking to unload for extended periods of time. Verbal warnings were issued, and driver was irate. Discussed with CAO and it was decided to remove the no stopping sign and erect a "No parking- Loading Zone" near TLC
- 22-112. Service request: Complaint of pigs destroying property in MDS- Referred complainant to MDS
- 22-113. Service Request: Complaint of Fridge left on Water St. – S/w property owner and resolved
- 22-114. Service Request: Complaint of dogs attacking neighbours chickens- Referred to MDS as this was in Gunning Cove

22-115. Service request- RCMP looking for information on dangerous and unsightly property- Provided

22-116. Service request- RCMP Looking for data from surveillance cameras- Provided

22-117. Service Request- RCMP wanted clarity on the SOT's they can enforce for the town. More specifically the noise by-law- Provided

**Assignments:**

- Daily patrol of areas where garbage been dumped. - No new occurrences, Cameras will be setup in different locations
- Working with group regarding a lengthy clean up effort of a Dangerous / Unsightly- Ongoing
- Parking enforcement

**Summary of additional By-Law Officer duties and outcomes:**

- Had meeting to the Region of Queens Special Constable. She provided us with a pair of Dog Control gloves and provided some training with the animal catch pole.
- Summary Offence Tickets have been received from the Department of Justice can be issued as needed.
- Parking Tickets have been ordered- This will allow for a more streamlined ticketing process. If these tickets are not paid, we are to send them to the Department of Justice, and they will prevent the accused from registering their vehicles.
- A suggested uniform and patch have been designed and is pending review.
- By-Law revisions have slowed but are still ongoing.

Respectfully submitted,

Lewis Chetwynd

Special Constable  
By-Law Enforcement



**Town of Shelburne**  
 Staff Report to Council  
 November 21, 2022  
**Public Sewer By-Law**

Document # D23-A98	
Rec'd by MS	
Date Nov 18/22	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**Objective:**

To inform Council on the present by-law and the impact to changing such an order for Council to decide on next steps.

**Background and Discussion:**

Since at least 1980, the *Public Sewer By-Law*, section 8, requires “the owner of any dwelling house, shop, store, office or other building, the nearest of which is not more than one hundred feet (100’) from any portion of the public sanitary or combined sewer of the Town, is hereby required, at his expense, to connect any facilities’ discharging sanitary sewage direct with the proper public sewer...”.

The average cost of installing a wastewater lateral between the “proper public sewer” (sewer line or combined sewer line) and a property line on the same side of the road, at 2022 prices is approximately \$1,500 (not including public work labour) and the cost of connecting such when it is on the other side of a road is approximately \$6,500, as this included the additional material and road cutting/repaving. Once installed however, the lateral becomes the Town’s responsibility for any future maintenance.

At present, there is no annual line item in the Town’s capital project budget for this and the four subsequent fiscal years for wastewater laterals however, there has been little, if not no new housing on properties previously taxed as resource.

Given the continuation of the housing crisis in Nova Scotia, including Shelburne, priority number five of the Town of Shelburne’s Council Priorities is “support organizations (private and public) wanting to build more house options”, Council may want to consider amending this by-law to cover the cost of installing wastewater laterals between the property line and the main sewer line. That said, future budgets, unless a tax rate increase is applied, will require Council to reduce funding for other services/facilities or reduce the annual transfer amount to reserve budgets. With such a change, Council as well will need to take into consideration the ramifications of any future developments, such is the case with the recent Prince Street land sales, and the subsequent contractual development obligations placed on the purchasers.

**Recommendation:**

That Council leaves the *Public Sewer By-Law* as is (requiring no motion) or passing the following motion:

**THAT** Council requests Administration to begin the process of amending the *Public Sewer By-Law* to cover the cost of the installation of wastewater laterals to property lines for all new dwelling houses, shops, stores, offices or other buildings.

Respectfully Submitted,  
 Sherry Doane, CAO

