



AGENDA
Town Council Meeting-Council Chambers
December 5th, 2022
6:00 p.m.

Doc Ref:

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Town Council meeting held on November 21st, 2022**
- 4) **Proclamations & Announcements:**
 - a) International Day of Persons With Disabilities-December 3rd, 2022
 - b) National Day of Remembrance and Action on Violence Against Women-December 6th, 2022
 - c) Human Rights Day-December 10th, 2022
 - d) Volunteer of the Month for December-Diann Langley
 - e) Holiday Wishes from Council & Staff
- 5) **Delegations:** none
- 6) **Correspondence:**
Action: none

Information: none
- 7) **Council Items:**
 - a) Town of Shelburne Christmas cards
 - b) CAO Update
 - i. Community Centre Accessibility Grant
 - ii. Heritage Hall Project
- 8) **Committee Reports:** none
- 9) **Staff Reports:**
 - a) Staff Report-Waste Diversion Officer, Quarterly
- 10) **New Business:**
- 11) **Upcoming Meetings/Events:**
 - a) Town Council Meeting-Tuesday January 3rd, 2023, 6pm, Council Chambers
- 12) **Adjournment**

D23-A99

D23-A100



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers
November 21st, 2022

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, 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 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.”

Approval of the Agenda

THAT Council approves the Agenda for November 21st, 2022, as presented.

Davis-Ringer
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on November 7th, 2022, as presented.

Acker-Nickerson
CARRIED

Proclamations & Announcement

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 21-27th, 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.

Correspondence

Action:

- a) Letter-Longboat Society-further grant request

M23-042 **THAT** Council agrees to have the Shelburne Longboat Society's structure added under the Town insurance policy.

Acker-Davis
CARRIED

- b) Letter-Roseanna Thibeault-Grovestine's Complex

THAT Council direct staff to communicate with Ms. Thibeault that the Grovestine's Complex will be looked at in budget discussions.

Davis-Nickerson
CARRIED

Information:

- a) Email-Dept. of Municipal Affairs-Office of Healthcare Recruitment Fund (OHPF)

THAT Council accepts the letter from the Department of Municipal Affairs, for information.

Acker-Davis
CARRIED

Council Items

- a) Amend Motion M23-034 from October 17th, 2022

M23-043 **THAT** Council amends the motion M23-034 from October 17th 2022 to be: 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 up to \$80,000 be provided to the Shelburne County Arena Association *from the General Operating Reserve*.

Nickerson-Ringer
CARRIED

- b) Amend Motion M23-037 from November 7th, 2022

M23-044 **THAT** Council amends Motion M23-037 from November 7th to be: THAT Council agrees to grant an additional amount *from Grants to Organizations expense account* up to \$1,000 towards SASI Works funding request for AEDS.

Acker-Davis
CARRIED

- c) Municipal User Fees Policy Amendment

M23-045 **THAT** Council amends the Municipal User Fees Policy with the proposed changes in the Water Fees section 5.6 as set by the UARB.

Davis-Nickerson
CARRIED

Committee Reports

- a) Accessibility Committee Meeting Minutes-November 2nd, 2022

THAT Council approves the Accessibility Committee Meeting Minutes from November 2nd, 2022, and endorse the concept of pursuing a one-year pilot project to jointly hire an Accessibility Coordinator in light of the mandate to move these plans forward.

Ringer-Davis
CARRIED

b) CP&V Committee Meeting Minutes-October 12th, 2022
THAT Council approves the CP&V Committee Meeting minutes from October 12th, 2022.
Davis-Nickerson
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.
Acker-Ringer
CARRIED

d) Staff Report-Public Sewer By-Law
THAT Council directs administration to amend the Public Sewer By-Law, Section 8, to connect any facilities discharging sanitary sewage direct with the proper public sewer at the property line.
Davis
DEFEATED

New Business

Councillor Davis

Councillor Davis wanted to inform Council that Roy O'Donnell thanked the Town and Public Works for having the memorial bench moved for him.

In-Camera

THAT Council goes In-Camera at 6:28pm to discuss
MGA Section 22 (e) Contract Negotiations, and
MGA Section 22 (c) Personnel Matters
Acker-Ringer
CARRIED

Council came out of in-camera at 7:38pm

M23-046 **THAT** Council of the Town of Shelburne authorize the CAO to negotiate and sign an MOU with those other interested municipal units and/or First Nation band for the purpose of engaging Alternative Resource Energy Authority to prepare a solar farm proposal as and when the Province of Nova Scotia re-opens the Solar Electricity for Community Buildings program. The Council of the Town of Shelburne further authorizes the CAO to negotiate a participating interest under the terms of such MOU to as much as \$22,000 to come from the General Operating Reserve. The Council of the Town of Shelburne further authorizes the CAO to take such steps as are necessary to facilitate the engagement of AREA under the terms of such MOU. Should the proposal produced by AREA under the terms of the MOU be successfully awarded a power purchase agreement by the province, that the Council of the Town of Shelburne authorize the CAO to take such steps as necessary to negotiate and sign an inter-municipal agreement that accurately reflects the terms of the MOU, and such other steps as are necessary to complete the construction of the solar project.

Acker-Ringer
CARRIED

Upcoming Meetings/Events

- a) Who-Ville/Shelburne Celebrates Christmas-November 25th-27th 2022 5:30-7pm
- b) Miracle on Dock St.-Saturday December 3rd, 2022, 6-8pm
- c) Town Council Meeting-December 5th, 2022, 6pm, Council Chambers

Adjournment

THAT the Regular Town Council Meeting of November 21st, 2022, be adjourned at 7:41 pm.

Davis

CARRIED

Mayor

Executive Coordinator

DRAFT

Memorandum

To: Sherry Doane, CAO, Town of Shelburne
 From: Jamie Eyers, Development Consultant, Compass NS
 Re: **Heritage Hall - Project Update**
 Date: November 28, 2022
 cc: Karen Brodeur, CHF Canada, Compass NS - Board of Directors

Document # D23-A99
 Rec'd by Cordy
 Date 2022-11-28
COPIES TO:
 Council ✓
 CHF Canada ✓
 Agency
 Committee

1. Background

The Community Housing Management Network (The Network) is working with Compass Nova Scotia Co-operative Homes Ltd. (Compass NS) to realize the development of affordable co-operative housing at 28 John Street, Shelburne, Nova Scotia.

2. Project Update

2.1 Overview

Compass NS and The Network have been actively working together since 2018 to finalize the feasibility assessment and business plan for the proposed development, prepare applications for grant funding and assist in securing capital financing.

This work has involved developing the site plan and preliminary building design, closing the Agreement of Purchase and Sale with the Town of Shelburne, and establishing a preliminary project schedule.

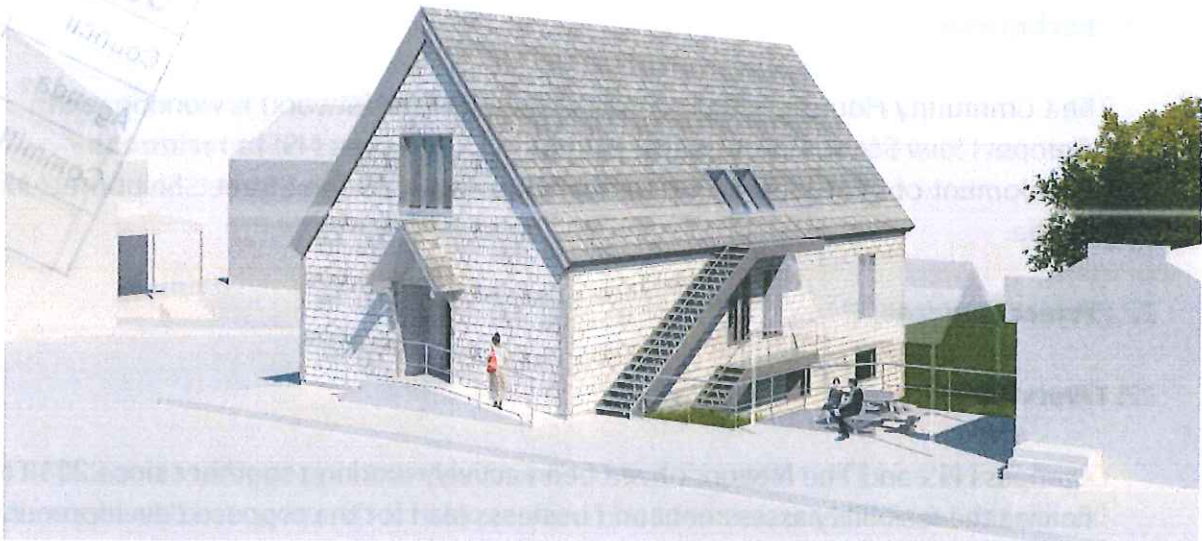
2.2 Building Design

TEAL Architect was selected as the project architect in April 2019. TEAL has developed preliminary schematic drawings for the development. The following reports have been completed:



2.3 Building Site Plan

The project will deliver 5 units of affordable housing through the rehabilitation of the former heritage Hall into a 2 story apartment style housing development



3 Funding Sources:

SOURCES	Heritage Hall
Efficiency NS	\$ 48,375.00
Green Infrastructure	\$ 1,080,283.00
League Savings	\$ 260,000.00
*Interest Adjustment Date estimate September 2022 at 4.5%	
Other Grants	\$ 28,125.00
TOTAL SOURCES	\$ 1,416,783.00

4. Project Schedule & Next Steps

A projected timeline of next steps is summarized below:



Waste Diversion Officer Report:

July 1 – November 1, 2022

Document #	D23-A100
Rec'd by	Cery
Date	2022-11-30
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>



Waste Diversion Officer Update

July 1st- Nov. 1st

HHW

Household Hazardous Waste (HHW) was open for 12 days through this reporting period and we did the October 15th, fall Lockeport HHW/Electronics pickup bringing it to 13 total days.

The number of customers and volume of Hazardous Waste received has been consistent with the increases reported over the last 2 years. On July 11th, 2022, we had a shipment that went out bringing our annual totals to 40 lab-pack barrels, 7 fluorescent light bulbs and 3 pallets of 5-gallon pales (72 pales). Currently we are in the process of setting up another shipment where it is anticipated that we will send out another 17 lab-pack barrels, 4 more pallets of chemical, and we have approximately 16 paint boxes that are full and ready to go.

There was a delay in shipping out our current paint inventory due to the recent hurricane (their trailers were stranded in Truro), then with late afternoon shipments being available, however we are not able to coordinate a forklift for loading past 3:00pm. In the next 2 weeks we will ship out our current paint inventory as well as our lab-packs.

We had a propane tank pickup in this reporting period, where we shipped out 132, 20lbs. propane tanks.

The Summer Household Hazardous Wastes are on Saturday, the 3 Saturdays that fall under this reporting period were on par with the last reports figures (20-30 customers per day). This writer has received positive feedback from site users who are happy with the increase of accessibility.

We have filled 29 battery boxes in this reporting period at the C&D site, we have also picked out approximately 1.5 pickup truck loads of chemical/electronics that have been hidden in loads that residents are bringing to the site, for instance a dryer was brought in that once opened was full of propane tanks.

Our Fall HHW/Electronic Depot at the Lockeport Firehall was a great success this year. We brought back a full 20ft. trailer load of chemical/electronics. Writer assured that within 1 working day the trailer was emptied, and all chemical was brought inside the retaining wall to assure compliance. This is such a great opportunity for face-to-face education with residents participating.

This writer will be reaching out to The Department of Environment in mid-November to start the renewal process for our permit to operate as it will expire in February of 2023 and it has been mentioned to writer that the renewal parameters have changed and it is far more in depth than in previous years.

RMRF

The Regional Materials Recovery Facility has been consistently busy during the summer months and were averaging 25-35 customers per day. We completed the brush cutting at the site to assure the drop cells stay visible from the office and we trimmed down the road and around our sign to assure visibility for customers arriving to or departing from our site.

The scale software has been delayed as mentioned in the previous report due to technical difficulties, competing priorities and scheduling conflicts. Our RMRF Manager returns from annual vacation on December 6th, which is within 2 weeks of our Christmas leave, therefore Weigh-Tronix has been notified that we will start training mid-January. This allows for a soft transition for staff to become familiar with the software as well as work out any bugs in the reporting structure to finance in time for the 2023/24 fiscal year. The one training day that we lost due to the software not being set up (as was negotiated on purchase) has been restored so we will have 4 training days provided. We will have to do the upgrade on the Monday's that the site is closed to assure that it does not conflict with regular operations.

This writer has been in consultation with Sonia Smith (Fishing Gear Coalition of Atlantic Canada) regarding the rope we receive at the site. Currently we are working on what will be for now a 1-time pickup of the rope we have at site, where they will drop off a bin and the rope will be taken for recycling. The FGCAC will coordinate for the rope to be recycled and are hoping for future Federal funding to continue this project in the future. We entered our "Partnership in kind" December 2021 with the goal of rope recyclability and if the FGCAC received additional funding in the future we will look to find a new drop area for rope specifically. The RMRF staff will contact the site contractor as the trailer will be dropped for 4 hours in which we will have to load it and tarp it for travel. Any additional costs including staff time (although in this instance we do not require staff time) for future processing/contracting fees would be covered by FGCAC. The rope pickup for our site will be in late November/Early December.

On November 16th, 2022, there is a meeting this writer will be attending with "C&D site" permitting, where we may be receiving our first draft of what our future permit to operate will entail. This will come into effect in July 2023, with a 1-year window of grace to reach full compliance. The biggest impact that this writer can see for our site will be separating regular lumber from pressure treated lumber. This writer and others at the July meeting voiced concern as there are multiple sites in the province that do not have the equipment to pull contaminants (pressure treated lumber) from the regular wood pile amongst other costs that may be associated with meeting compliance.

The other concern comes with the receiving facility where we truck our C&D materials to. DOE stated in the July meeting that "grace" will be given with respects to non-compliance on a case-to-case basis and that a "certain amount of contamination" would be acceptable depending on

the situation, but unless this is defined, we will be at risk of having loads rejected at our receiving facility. To assure we meet compliance and avoid rejections at the receiving facility it would be extremely beneficial to add an additional drop cell for pressure treated lumber to avoid cross/contamination with our cells. Because we do not have equipment on site to sort through the piles (loader/excavator) we will come up with an education strategy to assure that customers at the site will have to separate their wood loads to assure we keep the pressure treated lumber isolated. Once the regulations are confirmed (we are in the consultation phase) this writer will prepare an education strategy to inform customers/residents of the changes to our site operation.

The other big item that was discussed was stockpiling of materials. We have yet to see what materials they are referring to as well as what is the definition of "stock-piling". This may mean that we will have to empty our cells out more frequently and may come at the cost of additional trucking fees.

This continues to be a top priority for this writer and any definitive information that could impact operations/costs will certainly be relayed to the Director of Operations as well as council.

Education, Solid Waste Removal & Enforcement

I have fielded 513 calls this 4-month reporting period, which is a much-welcomed decline from the last report (3-month reporting). We responded to 46 Facebook queries in this reporting period, which is a slight increase from the last report.

This writer and the Director of Corporate services held 2 meetings with GE Environmental in the month of July regarding the increase of missed collection stops that had been an ongoing concern since April 2022. The solution to the slowed service/missed stops were getting our regular driver back who was out of commission for 4-5 weeks, paired with an additional striker for the Solid Waste/Organics truck. The procedure for that truck specifically in the past was that bulky items (couch/bed) were loaded on the truck with a striker/truck driver, now they have 2 strikers they switch out periodically to assure they always have a "fresh" striker at curbside and the driver does not have to leave the vehicle to load bulky items. The curbside complaints subsided in the 3rd week of July and operations have normalized since then. The true test came on the Fall Metal collection and the GE team completed the full 2 weeks with no delays. This Fall metal collection was successful, we reduced the number of complaints and there was a big decline with residents putting out items that were not acceptable for the metal collection.

This writer has attended 26 residences and 2 businesses within this reporting period for education purpose, or with either the Municipal bylaw and Town of Shelburne bylaw services to assure education and compliance. The Enforcement report for Divert NS was completed for the reporting period of April-October. It was reported by Bylaw services that there was a total of 3

illegal dumps, with no identifiers found that is on par with the last Enforcement Report. There was a total of 91 rejections this reporting period, which is slightly below average with our previous reporting over the past few years.

I have delivered 41 green carts in this reporting period. 8 of the green cart deliveries were to new residents and the additional 33 were replacements from broken carts. This writer has not been offering the large (50gallon) carts anymore as the costs were over \$250.00-300.00 per cart on average, this "phase-out" has been in the works for 3 years, there has not been any complaints with transitioning to the 20 Gallon carts which we currently offer. We have also provided 3 Backyard composters this reporting period.

In April of this year, we started our Litter incentive program, that pays 150.00\$ per km of roadside cleanup. We have completed an additional 3km, bringing our totals completed to 27km, with 1 group who anticipates they will finish in the month of November. Once the additional 3km is completed we will have reached our 30km for the year which should catapult our annual total to just over 400 bags of waste retrieved from the ditches within the Municipality. This writer will start promoting the next annual litter pickup initiative mid-March with an April 1st start date.

Datacall was completed in September of this reporting period. Our annual totals are up slightly in all 3 streams, with comparative percentage increase amongst all 3. The concerning numbers that have been increased over the last 2-3 years is Commercial (ICI) waste. These numbers are generated from private industry haulers, in the form of dumpster bins typically used in new construction/renovations or when residents are cleaning out a house they just purchased. There have been notable increases at our C&D site with regards to wood/shingles/drywall that mirror our overall increases in curbside pickup, that is also being mirrored with regards to increases of ICI waste received at Barrington Landfill/Queens Facility/Yarmouth Landfill.

Industry waste with regards to private pickup is difficult to target as it is the haulers/company's discretion as to what they pick up and what stream they dispose of it in. For instance, if someone rents a bin and the bin has unsorted waste upon pickup, this writer has not known of any loads that are being rejected. ICI waste can affect our Diversion credits as the total amounts of weight we receive in the solid waste category is then divided by our reported census population which determines our KG/weight per capita. Its also difficult to assure complete accuracy with regards to the receiving institution, with regards to the 2021 Datacall, this writer requested the tonnage reported from the 3 receiving facilities and found errors from 2 facilities that were marring our overall KG per capita. These discrepancies in weight may have resulted in us receiving less for diversion credits in the past. The Director of Corporate Services, Chief Administrative Officer and Waste Diversion Officer met with R-6 to bring attention to these concerns and to assist with possible solutions to this issue.

This year Divert NS for the first time are receiving our numbers and calculating the totals on their end, this writer has been in contact multiple times with Christine McClare (R-6

Administrator) to assure accuracy moving forward. Along with this change, DivertNS created an online portal that we now report our numbers to directly as opposed to the past where our totals were tabulated and submitted to R-6. The online portal was a far different model than we completed in years past and is far more in depth with its reporting structure. This year as writer completed the new Datacall, this writer also started to create a policy and procedures guideline that will serve to be a template for anyone who is inputting our data in the future which should be in place for the 2023 Datacall. The 2022 Datacall took 1.5 weeks to complete, this writer hopes to have the time for completion reduced to 1 week with the new reporting structure once a procedural guide is in place.

On October 10th, Angela Taylor (R6 Educator) completed a sorting presentation for 1 hour at Lockeport Elementary school, she also attended some of the day camps with Lockeport Recreation and played sorting games with the kids, this writer was not able to attend due to scheduling conflicts.

During Waste Reduction week this writer and Angela Taylor completed a presentation at the Shelburne NSCC to the Continuing Care class. They thoroughly enjoyed the "Don't be a Prick" campaign videos and it opened some great dialogue with the class. This writer was able to dispel some Waste world myths for the class and we look forward to presenting for their group in the future.

On October 18th during Waste Reduction week, we partnered with The McKay Memorial Library and held a costume swap for residents to bring their kids in for a "new to you" costume from 2pm-7pm. It was a great way for us to contribute and celebrate the waste reduction initiative through reusing otherwise discarded costumes. This writer took the leftover costumes to Hillcrest Academy for the Pre-K classes to use for dressing up throughout the school year.

UPCOMING:

1. Software upgrades/installation/training at the RMRF (January)
2. Solid Waste bylaw review with Shared Services (Ongoing)
3. Continued education and conflict resolution provided throughout the Shared Services area.
4. HHW Permit to operate (with some additional lab-pack dates to catch up since our influx from the Lockeport HHW)
5. Municipality of the District of Shelburne Litter Incentive (To be completed in November)
6. C&D site Permit to operate
7. Finish Datacall Policy and Procedure
8. Christmas Tree Pickup/Set the online R6 Recycles Calendar/2023 Waste pickup calendar
9. Budget 2023/24