



AGENDA
Town Council Meeting (via Zoom)
Tuesday January 17th, 2022
6:30 p.m.

Doc Ref:

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on January 4th, 2022**
- 4) **Proclamations & Announcements:**
 - a) National Non-Smoking Week- January 16th-22nd, 2022
 - b) Bell Let's Talk Day-January 26th, 2022
 - c) African Heritage Month- February 2022
 - d) Volunteers of the Month-Tottie's Crafts
- 5) **Delegations:**
 - a) None
- 6) **Correspondence:**

Action:

 - a) Sustainable Fisheries Solutions and Retrieval Support Contribution Programme (SFSRSCP) D22-A101

Information:

 - a) Shelburne Longboat Society-Thank You D22-A102
 - b) Sou'West Nova Transit-Thank You D22-A103
- 7) **Council Items:**
 - a) Grants to Organizations
 - b) ACCA 2022 Membership Approval
 - c) PVSC Property Assessment 2022
- 8) **Committee Reports:**
 - a) Audit Committee-July 23rd,2021 D22-A104
- 9) **Staff Reports:**
 - a) SVFD Monthly Report-December D22-A105
 - b) Building Inspection Monthly Report-December D22-A106
- 10) **New Business:**
- 11) **Upcoming Meetings:**
 - a) Town Council Meeting- February 7th, 2022-6:30pm-Location TBD
 - b) Budget Workshops-begin January 31st, 2022-Location TBD
- 12) **Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting

Via Zoom

Tuesday January 4th, 2022

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:30pm.

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 January 4th, 2022, as presented.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on December 4th, 2021, be approved as presented.

Davis-Nickerson

CARRIED

Proclamations & Announcements

- a) We would like to recognize January 12th as *Pay It Forward Day* in the Town of Shelburne in memory of Carmen Huskison.

- b) December Volunteers of the Month-The Whirligig Festival Volunteers
This past September the Whirligig & Weathervane Festival was back on the waterfront thanks to some very dedicated community members that made it happen!

Andrew & Britt Newstead along with Therese Cruz got the committee and board going along with Becky Williams coordinating the vendors for the event. The weekend was a very well attended festival that many enjoyed!!!

Thank you to Andrew Newstead, Britt Newstead, Therese Cruz, Becky Williams, Mary Ayer,

Marta Stork, Kelly- Ann Callaghan, Catherine Jones, Zoe Newstead, Guido Kuip, Rosemary Cheetham, Rachel Yellin, Andrea Witzke, Ben Pooley and Dale Clark for working together to make this event happen again.

For all that the Whirligig Festival Volunteers have done and continue to do for us, the Town of Shelburne's CP&V Committee and the Town Council recognizes them as the Volunteers of the Month for December. Thank you!

Delegations

None

Correspondence

Information:

a) WCRL

THAT Council accepts the newsletter from WCRL for information.

Nickerson-Acker

CARRIED

b) Region 6 Approved Budget

THAT Council accepts the Region 6 approved budget for information.

Acker-Nickerson

CARRIED

Council Items

a) CAO Update

Roseway Hydro System- at the December meeting Council inquired whether NS Power had intentions to re-activate the plan, the CAO has heard nothing back yet.

Roseway Hospital Charitable Foundation- the CAO inquired as requested by Council if all five municipal units were sent the letters regarding short-term locum funding and the student sponsorship program and reported back that all were included. The funding discussions for the Town will be during budget in the upcoming months.

Christmas/Public Works- The CAO reported to Council that it was a relatively quite holiday season for Public Works with snow removal etc. The roof did get replaced on the Water Plant building over the holidays which was part of this year's budget.

Upcoming Movie Production- As Council already know but for the viewing audience there is an upcoming movie/series being filmed in Shelburne and we have put a post out today on social media seeking accommodation applications for anyone in the county. The news of this movie looks fantastic for the community for tourism, accommodations, restaurants etc. The CAO mentioned that all covid guidelines/public health measures will be observed when the time comes, this is a preliminary call-out to start the process of looking for possible accommodations for all involved in the production.

Committee Reports

a) Western Counties Regional Library Board Minutes-September

THAT Council accepts the WCRL September Minutes as presented.

Acker-Ringer

CARRIED

b) Audit Committee Minutes-August

THAT Council accepts the Audit Committee Minutes from August 2021.

Nickerson-Davis

CARRIED

- c) Monthly Building Report-November

THAT Council accepts the monthly building report from November.

Acker-Nickerson

CARRIED

- d) SVFD Monthly Building Report

THAT Council accepts the SVFD Monthly report from November.

Ringer-Davis

CARRIED

New Business

Deputy Mayor Ringer wanted to thank staff for all their hard work the past few months.

Upcoming Meetings

- a) CP&V Committee Meeting- January 8th has been cancelled
- b) Town Council Meeting- January 17th, 2022, at 6:30pm at Council Chambers (TBD)
- c) Port Committee-Date TBD

Adjournment

THAT the Regular Town Council Meeting of January 4th, 2022 be adjourned at 6:50pm.

Davis

CARRIED

Mayor

Executive Coordinator



PROCLAMATION African Heritage Month

WHEREAS February is recognized internationally as African Heritage Month -a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world and here in the Town of Shelburne in the Province of Nova Scotia, We honour and pay tribute to a time of greater understanding.

WHEREAS we are in the 8th year of the International Decade for People of African Descent

WHEREAS this year's theme: "Through Our Eyes: The Voices of African Nova Scotians" promotes all the ways and all the voices of African Nova Scotians who blazed the trail for change despite anti-black racism.

THEREFORE, be it resolved that I, Harold Locke, do hereby proclaim the month of February to be African Heritage Month in the Town of Shelburne. I encourage residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

Harold Locke, Mayor



PROCLAMATION African Heritage Month

WHEREAS, the African American people have made significant contributions to the history, culture, and development of the United States; and

WHEREAS, the month of August is a time to honor the achievements and struggles of African Americans; and

WHEREAS, it is the policy of the State of North Carolina to recognize and celebrate the contributions of African Americans to the state and the nation;

THE STATE OF NORTH CAROLINA, by and through the Governor, do hereby proclaim the month of August as African Heritage Month, and encourage all citizens to observe this month with appropriate activities and programs.

IN WITNESS WHEREOF, I have hereunto set my hand and the Great Seal of the State at Raleigh, North Carolina, this _____ day of _____, 20____.

Governor

Governor



Town of Shelburne

January 2022

Volunteers of the Month

Tottie's Crafts

Community Participation & Volunteerism
Committee

Volunteers of the Month



Tottie's Crafts Society has existed since 1977 and was created to foster interest in 18th century crafts and to raise money to maintain and help the continued growth of the Historic Complex on Dock Street.

Since its inception, the group had donated at least \$150,000 to various waterfront projects such as the upgrading the old Guildhall, the Cox warehouse, the Tourist Bureau, the Orderly Room on Ann St and 'market square'. The group has helped the Ross Thomson House, Dory Shop and with Founders Day support. Recently \$15,000 was donated to the Shelburne Fire Department and for 2022, there is major work planned for the Coyle House on Dock St, our present location.

Volunteers have come and gone over our forty plus years of existence, but this past year, we were grateful for the support of Mona Foged, Judith O'Brien, Ellen Miller, Holly Renaud, Donna Jeffery, Verna Roache-Williams, Linda MacLachlan, Lorin Hesse, Claudia Lorenson, Pierrette Tremblay, Shirley Crockett and Germaine Osborn.

For all that the Tottie's Crafts volunteers have done and continue to do for us, the Town of Shelburne's CP&V Committee and the Town Council recognizes them as the Volunteers of the Month for January. Thank you!

To the Mayor and Council for the Town of Shelburne

Titan Maritime requests a meeting with Council to discuss its work under the Federally funded Ghost Gear Fund, aka the **Sustainable Fisheries Solutions and Retrieval Support Contribution Programme. (SFSRSCP)**

The presentation's aim is to explain the techniques for identification and removal of Ghost Gear, and discuss its negative impact on the marine environment. At the conclusion Council will have an opportunity to ask questions.

The \$8.3 million dollar fund, established in 2020, supported 26 pilot projects on Canada's East and West coasts.

In September 2021 Titan was granted monies by the Federal government to carry out Ghost Gear removal projects. Their trained crew was able to act on this opportunity at short notice, as they had already identified potential sites.

Under SFSRSCP guidelines, removal of Ghost Gear must finish on November 30, 2021 and all funding terminates on March 31, 2022.

The main ask is for Council to write a letter to the Honourable Joyce Murray, Federal Fisheries Minister supporting the continuance of the fund to at least 2027.

This term will allow for:

- an opportunity to collect a significant amount of the gear remaining;
- the proper training of staff;
- a return on equipment investment; and
- the establishing of a recycling program.

Not only is Abandoned, Lost, and Discarded Fishing Gear a threat to the health of our tidal waters, but it can also affect the livelihood of many residents who rely on the fishing industry in the coastal communities.

Thank you for your consideration of these requests.

Titan Maritime

Please visit www.facebook.com/TitanMaritime/ for more information.

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Ghost Gear Removal carried out by Titan Maritime

Abandoned Aquaculture Site gear retrieved at North West Cove, St. Margarets Bay.



200 lobster traps recovered in the Tusket Islands.



Polypropylene lines removed from derelict trawlers in Bridgewater.





Shelburne Longboat Society

"Pulling Together"

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To: Shelburne Town Council

31st December 2021

Dear Mayor and Town Council,

As 2021 draws to a close so does my eight year tenure as Chair of the Society.

I am writing to sincerely thank you, along with your predecessors and all your staff, on behalf of the Directors and all our members for the assistance proffered to the Society during those years.

Your very generous financial support over that time has gone a significant way in addressing our overall running costs and helped to boost the Society in achieving all of its goals.

Indeed, in the first year of my tenure (2014) and in the last two very testing years of Covid restrictions, your support has been crucial in literally keeping the Society afloat.

I am proud that as head of SLS we took on new challenges and represented this wonderful community of ours with gusto and a smile.

I wish our new Chair Pat De Molitor and Co-Chair Celia Melanson every success in taking SLS forward and in keeping the Society where they belong – on the waters of our beautiful harbour. They have lots of innovative ideas for SLS's future and I am sure you will give them your full support as they build a new Board and steer us into new adventures. (Susan Oswell will continue as Treasurer and she, Pat and Celia will be available on the same e-mail details i.e shelburnelongboats@gmail.com).

We will endeavour to continue our work in promoting our Town, of which we are all very proud, and can assure you that your continued financial support goes a long way in helping us to achieve that.

With sincerest thanks and best wishes to you all for 2022 - a year in which I hope that we can all innovate to help keep all our wonderful community activities alive – activities that have done so much to promote and improve the physical and mental wellbeing of our fellow residents, friends and neighbours.

Phil Crosbie.

Chair, Shelburne Longboat Society 2014 - 2021.

1822 Sandy Point Road , RR#2, Shelburne BOT 1W0, Nova Scotia Canada

1 902 875 2039

info@shelburnelongboats.com

<http://www.shelburnelongboats.com/>

To the Town of Shelburne Council:

We were so pleased to hear that we had been approved for funding to help us continue to support riders in need by reducing fares for essential travel! We so appreciate your continued partnership with us!

*Thank You for
your generous support.*

From the Southwest Nova Transit Association

Document #	D22-A103
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Shelburne Audit Committee

23 July 2021

3:30 pm Community Centre

Minutes

Present:

Chair: Town Mayor Harold Locke

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

Town Treasurer: Jane Crowell

Town CAO: Sherry Doane

Regrets:

Public Representative: Bruce Bennett

1) **Call to Order** (*Chair Harold Locke*)
Meeting was called to order at 3:27pm by the Chair

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

3) **Approval of Minutes from Shelburne Audit Committee meeting of 14 April 2021**
Mover: Rick Davis, Seconder: Sheldon Ringer

4) **Committee Items:**

a) Review of Amended Terms of Reference (ToR) for Audit Committee

Treasurer Crowell spoke to ToR draft as proposed by PR Bennett (with committee thanking Bruce for his efforts). Council Davis asked about why all council were included as members of committee and Treasurer Crowell clarified why and the value thereof. Treasurer then suggested frequency of meetings to be four times a year, members all take basic audit committee training and that passing of any recommendations were to, at minimum, require the PR and at least two council members. Finally, the audit period would be November 1st to October 31st.

THAT the Terms of Reference draft be updated to include frequency of meetings to four times a year, members all take standard training and that any recommendations by the Audit Committee need the PR and at least two council members before being passed. With these changes, the Audit Committee recommends the Audit Committee Terms of Reference to Town Council for approval.

Mover: Rick Davis, Seconder: Elizabeth Acker

b) Approval of the first quarter of Fiscal Year Results

Treasurer Crowell spoke about the first quarter results whereby Revenues were 40% of annual and Expenses were at 19% of annual, for this 25% period. Expenses included PW truck repairs at 50% of annual, Revenues included MDS' \$6k grant (\$1k for Guild Hall music and \$5k towards \$18.2k operating expenses of Graham's Park). For Port budget, Revenues at 15% and 47% of Expenses (without Phase I project, Expenses at 23% of annual amount). Water Utility budget,

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Revenues at 1% and Expenses at 21% (roof replacement). In summary, Treasurer reported there were no red flags for the first quarter of the fiscal year (April 2021-March 2022).

Mover: Elizabeth Acker, Seconder: Ben Nickerson

Approval of the first quarter Council and CAO Expenses and Hospitality Expenses

Treasurer Crowell reported the following expenses: Mayor Locke \$0, Deputy-Mayor Acker \$0, Councillor Davis \$0, Councillor Nickerson \$0, Councillor Ringer \$0, and CAO \$608.98 (NSFM conference, AMA membership, cellphone). The CAO was reminded to submit her gas expenses for out-of-town meetings.

Mover: Sheldon Ringer, Seconder: Ben Nickerson

5) Old Business:	None
6) New Business:	FY 2021 audit is going okay. Anticipate conclusion and submission from Auditors by third quarter.
7) Adjournment	Meeting adjourned at 4:16pm. <i>Mover: Rick Davis</i>
	Agenda
	Committee



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of December 2021.

Total number of calls for service: 9

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 7

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

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

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND,

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Naturally Yours

Inspection Department

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

January 11 2022

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
BOT IWO

Dear Ms., Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of December 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	17	15
Construction Value	\$101,500.00	\$ 30,000.00
Total Construction to Date	\$2,798,749.00	\$178,450.00

Yours very truly,

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

/aad

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Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca

