



**AGENDA**  
**Town Council Meeting-Council Chambers**  
February 6th, 2023  
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 January 16th, 2023**

**4) Proclamations & Announcements:**

- a) Volunteer of the Month, Danyelle Rapp
- b) February 15<sup>th</sup> National Flag of Canada Day
- c) Passing of former Town employee, Robert Acker

**5) Delegations:**

Shelburne County Senior Safety & Services, Shawna Symonds

**6) Correspondence:**

**Action:**

- a) Land-Use By-Law re: fencing exception request, PID 90146251 D23-A121

**Information:**

- a) 1792 Project, Ships to Sierra Leone D23-A119
- b) Essex Agricultural Society, thank you D23-A120

**7) Council Items:**

RCMP 2023 Priorities – community feedback

**8) Committee Reports:**

None

**9) Staff Reports:**

- a) Accessibility Coordinator D23-A114
- b) General Operating Reserve Transfer D23-A115
- c) General Special Capital Reserve Transfer D23-A116
- d) Fire Department Annual Report D23-A117

**10) New Business:**

**11) Upcoming Meetings/Events:**

- a) Source Water Protection Committee Meeting, Tuesday February 21<sup>st</sup>, 10am (location TBD)
- b) Town Council meeting, **Tuesday** February 21<sup>st</sup>, 6pm, Council Chambers

**12) Adjournment**





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Tuesday January 16th, 2023

**Council Members Present**

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

**Staff Present**

Sherry Doane, CAO  
Candy Venning, Executive Coordinator

**Call to Order**

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

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 16, 2023, as presented.

**Davis-Ringer**  
**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the Minutes from the Town Council Meeting held on January 3rd, 2023, with the minutes amended to say Deputy mayor Ben Nickerson, (not Councillor Acker as listed).

**Acker-Ringer**  
**CARRIED**

**Proclamations & Announcements**

- a) We would like to recognize the recent passing of former Town employee **Donald Shortliffe**. Donnie was an employee of the Town for over 30 years and was a cornerstone with the public works department, seeing through many projects over his tenure before his retirement in 2009. Our prayers go out to his family and friends.
  
- b) We would like to recognize January 17th through 23rd as National Non-Smoking Week. Smoke free outdoor spaces help keep our communities healthy and safe and help to de-normalize smoking and vaping while also keeping outdoor places like parks, sidewalks, and parking lots freer from litter. Many of our public parks now have signage up since the passing of the Smoke Free Outdoor Spaces Policy.
  
- c) We would like to recognize January 26th as Bell Let's Talk Day. Bell Let's Talk Day is an opportunity to start a conversation in your workplace, with a friend or colleague, and help decrease the stigma

surrounding mental health.

d) 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.

We encourage residents, businesses, and community groups, to participate in the activities and celebrations as well as taking the opportunity to reflect on the stories of Nova Scotia's vibrant African Nova Scotian communities.

#### Delegations

None

#### Correspondence

**Action:** none

#### **Information:**

a) Construction/Demolition Debris Regulation & Guideline changes  
Councillor Acker recommended the document be posted on the Town website.

**THAT** Council accepts the Municipal Affairs and Housing letter for information as these changes will be communicated and promoted through the Solid Waste Division partner.

**Acker - Nickerson**

**CARRIED**

#### Council Items

##### **Consideration of Renaming Street(s)**

The Mayor received a letter from Margaret Knickle asking the Town of Shelburne rename Cornwallis Street. The Mayor highlighted his response to Ms. Knickle that given the street was named after **Charles** Cornwallis, we were not considering renaming it at this present time but now would like to put it out for Council and community discussion as a future consideration.

Previously, administration had invited the Town Historian, Lewis Jackson, to discuss a concern that was raised before, asking us to consider taking down the street name Cornwallis, as was occurring across the province, including most recently on a Coast Guard vessel. In that discussion, Mr. Jackson reminded us that Cornwallis Street in Shelburne was named after Charles Cornwallis (DOB 31 December 1738), NOT his brutal uncle, Edward Cornwallis (DOB 5 March 1713). General Charles Cornwallis fought in the first battle against the Americans in NY, securing it as a peaceful place for Loyalists to live. Charles was also instrumental in the diplomatic exodus of British Loyalists from NY at the end of the American Revolution. The Mayor went on further by reminding everyone that Shelburne was earmarked to be the capitol of Nova Scotia which, back then, included what is now New Brunswick and PEI, and that the Town named streets after those aligned to the Loyalist cause and Charles Cornwallis was one of them. Other street names included Parr, Carleton, Morris Ham(m)ond, Mowatt, Digby, Rodney, Elliot and Fanning.

The Town has been asked about our street named Cornwallis by others previously and once they were made aware of the actual Cornwallis that was commemorated in the street naming, they seem to have respected the decision to have it remain. The Mayor brought this forward to Council today, as he stated it is an important topic for us to discuss in the open and look to understand if the community wish to consider renaming one or all the street names. This was followed by an open discussion by all the Council members. Some Council stating they didn't think there was any reason to change any of

them, to others suggesting everyone educate themselves with factual history. A further suggestion was to consider naming one or more streets that reflects the Mi'kmaq heritage or historical Black Loyalists in our community

The CAO further mentioned that perhaps there was an opportunity for adding Mi'kmaq and Black Loyalist names as there are a few duplicate street names; it would not only be a more inclusive outcome but would also increase safety from an emergency perspective.

Council agreed that at minimum, a communication to property owners on the duplicated streets should be sought and that this topic should be open to public engagement/feedback.

**M23-050** **THAT** we put out information on our social media and our website with regards to the history of Charles Cornwallis and ask our staff to contact via mail or email the residents who live on Rodney Lane, Rodney Street, Charlotte Lane, Charlotte Street, about the possibility of looking at a name change.

**Acker-Davis**

#### Committee Reports

None

#### Staff Reports

- a) SVFD Reports for November and December 2022
- b) By-Law officer Report for December 2022
- c) Building Inspection Report for November and December 2022

**THAT** Council accepts the above Staff Reports, as presented.

**Nickerson -Ringer**

- d) Shelburne Longboat Society, Report

CAO summarized the correspondence received from the Longboat Society looking for a portion of the insurance expenses, sighting that there is no official owner of the building as it was built from funds from grants and locals and volunteers etc. Council agreed that the longboats are a regional asset and supported the request.

**M23-049** **THAT** Council will increase The Shelburne Longboat Society grant by \$1167.48 in next fiscal year's budget.

**Acker Davis**

- e) Tri-County Regional Planning Initiative

The administration has researched the Town's previous efforts on the Municipal Planning Strategy (MPS) and could find no review thereof since its writing in 1986. The province is requiring municipalities to not only ensure that a review is completed by 31 March 2023 (including the Land-Use By-Law [LUB]) but that at minimum, this is done every 10 years.

In the meantime, eight municipal units in the tri-county area had previously applied for (and gained) a grant to study the state of our MPSs and LUBs and a consulting firm had proposed what that would look like, what their mandate should be, the cost, etc. What was important to note is that this would not be done in time to meet the provincial requirement, so the CAO asked for and gained an extension to Dec 2024. Further, it was suggested that there is great value in doing this in partnership with other municipalities versus each of us hiring a specialist in silos.

**M23-051** **THAT** Council of the Town of Shelburne authorize the CAO to negotiate and sign an Intermunicipal Agreement with those other interested municipal units for a Tri-County Regional Planning Initiative in order to meet the mandated provincial requirements

**Davis-Ringer**

#### New Business

Councillor Acker mentioned the 'Free Skate' at the Shelburne County Arena & wanted to thank the

various businesses and individuals who have supported it.

The Mayor mentioned that there was a great turnout at the free skate that we sponsored, and encouraged any businesses or organizations that would like to sponsor or a 'free skate' to get in touch with the arena

**Upcoming Meetings**

- a) CP & V Committee The CP&V meeting has changed from Jan 11 to Feb 8th, 2023
- b) Town Council Meeting- is February 6th, 2023, at 6:00pm at Council Chambers

**Adjournment**

**THAT** the Regular Town Council Meeting of January 16th, 2023, be adjourned at 6:33pm.

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

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

DRAFT



**Town of Shelburne**  
**February 2023**  
**Volunteer of the Month**  
**Danyelle Rapp**

**Community Participation & Volunteerism**  
**Committee Volunteers of the Month**

Danyelle Rapp is being recognized as the Volunteer of the Month for February for her hard work and dedication to our community.

Danyelle has served on several committees and groups over the years. Even though Danyelle is a busy mom, you can always count on her to raise a hand when it comes to volunteering in our community.

She most recently took over as the Shelburne County Arena President after serving on the Board prior. She is currently President of the Shelburne County Basketball Association where she also helps to coach two teams - SRHS Senior Girls Basketball team as well as the U16 SCBA Queens Team.

Danyelle is a member of the Shelburne Regional High School's School Advisory Council and serves on the Shelburne Events Committee, helping to plan, organize and execute the many events in our community. If this wasn't enough, Danyelle also serves on the board of Our House Youth Wellness Centre.

For all that Danyelle has done and continues to do for this community, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for February. Thank you!



JAN 26 2023



**Application  
Request for Delegation/Public Presentation to  
Council/Committees**

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.town.shelburne.ns.ca](http://www.town.shelburne.ns.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Shawna Symonds  
Address: 2447 Hwy 3 Barrington  
Phone: 902 6037-8158 Email: ssymonds@barringtonmunicipality.com

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

*presentation to council regarding Shelburne County Senior Safety & Services Society funding and funding agreement - Feb 6, 2023*

Date of Council/Committee meeting at which you wish to appear:

Are you representing:

Yourself

An Organization/Society/Club (Name): Shelb. Co. Senior Safety & Services Society

A Business (Name): \_\_\_\_\_

Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your

presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

**Please return the completed form to:**

Robin Smith, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS,  
[robin.smith@shelburnens.ca](mailto:robin.smith@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

  
\_\_\_\_\_

**For Office Use Only:**

Date Request Received:

26 January 2023

Approved

Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

1 February 2023

If Approved, Date of Presentation:

6 February 2023

Signature of Executive Coordinator/Committee Secretary

 CAO

18 January 2023

Town of Shelburne CAO  
Attn: Sherry Doane  
168 Water Street  
Shelburne, NS  
BOT 1W0

Document #	D23-A121
Rec'd by	C.V.
Date	JAN 19/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	



**RE: FENCING FOR PROPERTY ON THE CORNER OF KING AND CLEMENTS (FOR 85 KING ST)**

Dear Ms. Doane

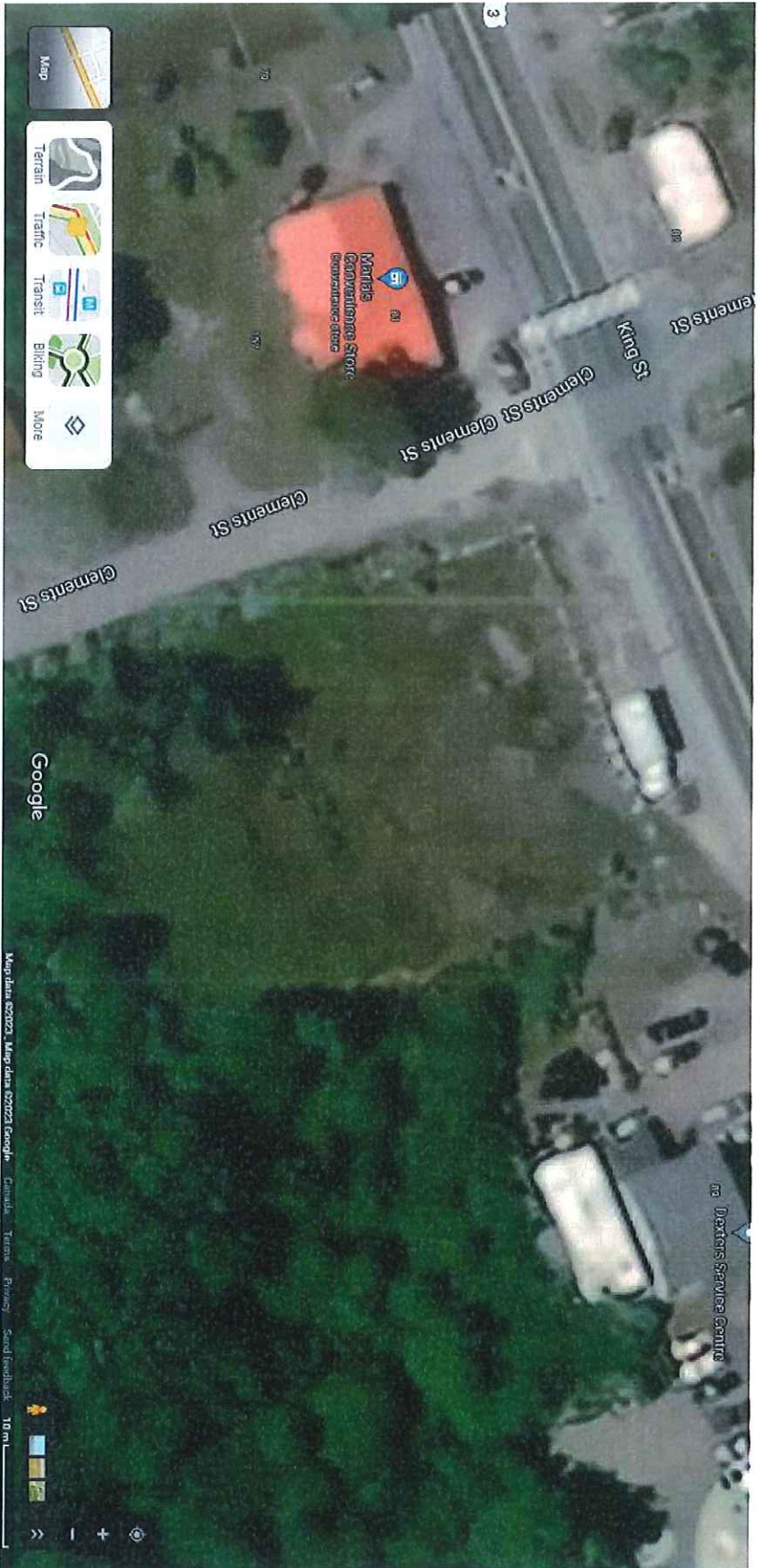
As the new property owners of the above address, we would like to have an exception considered by Council regarding the Town of Shelburne's Land-Use By-Law, Part 5 General Provisions, Section 14. This section calls for us to have our fence no taller than 2 feet as I believe you want to ensure drivers can see over it in order to pull their vehicles out onto King Street.

The By-Law requires us to put the fence back 20 feet from the 40-foot marker street line of King Street on the south side. In our case, the stop sign is much closer to middle of the road, to be frank. Where we want to put the 6-foot chain-link fence is approx. 6 feet back of this sign. Believing that the by-law is to ensure clear line of sight for the drivers, we believe our request for an exemption is reasonable. To reiterate, the fence will be chain-linked and therefore also less of a visual issue. The 20-foot requirement takes away too much of our usable space and why we would appreciate your support. Otherwise, we will consider 2-foot rocks which will not be as secure as a fence.

Regards,

Andrew King  
902-874-6429





Map

Terrain

Traffic

Transit

Biking

More

Google

Map data ©2023, Map data ©2023 Google, Canada, Terms, Privacy, Send feedback 10m





Document #	B23-A119
Rec'd by	C.V.
Date	JAN 13/23
COPI TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Dear Mayor and Council,

Thank you for your participation in the #1792Project . Many of you shared information regarding the Black Loyalist journey to Sierra Leone from Halifax Harbour in 1792. Across Canada, communities issued proclamations to commemorate the largest, single return by African descendants to the continent of Africa.

**January 15, 2023** marks the 231st anniversary of the Black Loyalist voyage. This date is shared with Black Excellence Day and marks the birthday of the Rev. Dr. Martin Luther King Jr. Educating and learning about our histories builds better communities. Our goal, as #1792Project is to connect the commemoration of the 15 Ships to Sierra Leone to education and reparations.

We would like to share an update of our project. Students at Auburn D. H. S. continue to gather letters for the "Book of Letters". These letters reflect on their lives and connect to a Black Loyalist and their experiences leaving for the unknown. As one student said, " This important part of history is not being taught in our schools." To date over 800 letters and artwork have been entered in the 'ledger' and the goal is to have 1,196 letters in total - one for each of the Black Loyalists that left for Sierra Leone. The Maritime Museum of the Atlantic is supporting the #1792Project through various public events and student workshops. How exciting to see a grassroots effort bloom.

Hopefully a monument will one day grace our Halifax Harbour commemorating 15 ships that held so many stories yet to be told. Thank you once again for your interest and your amplification of #1792Project.

Sincerely,

#1792Project Team Members: Karen Hudson, Principal, Megan Meaves, Teacher, Kathrin Winkler, (retired teacher) Carol Millett, (florist)

As a maritime province, ships and the ocean stir our imagination - the Betsey, the Mary, the Eleanor, the Felicity, the Morning Star, the Venus, the Sierra Leone, the Beaver, the Brothers, the Prince William Fleury, the Prince William, the Catherine, the Lucretia, the Somerset and the Parr have their stories. Let's listen to them.

I acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

As descendants of Africans stolen from their homeland of Africa, Black Nova Scotians are owed reparations for centuries of inter-generational trauma from anti-Black racism rooted in chattel slavery, and for the systemic denial of opportunities to create wealth. Both continue to the present day.

White people benefit from these wrongs and as such have a responsibility to do their part to right these wrongs. We all will be stronger. Be brave.

We can't afford to do anyone harm

Because we owe them our lives

Each breath is recycled from someone else's lungs

Our enemies are the very air in disguise

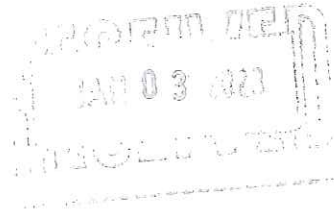
Ani Difrancio, Looking for the Holes





Clifford J. Taylor  
PRESIDENT

James P. O'Brien  
GENERAL MANAGER



November 7, 2022

Town of Shelburne, NS  
168 Water Street  
P. O. Box 670  
Shelburne, NS, BOT 1WO

Document #	
D23-A120	
Rec'd by C.V.	
Date JAN 10/23	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

To whom it may concern:

*Please accept this donation on behalf of the Essex Agricultural Society and Bruce Tarr for the 2022 Christmas Tree donated by the Town of Shelburne, Nova Scotia, to the City of Gloucester, Massachusetts. We hope that this donation will also help plant trees in the down town area of Shelburne.*

*We are once again pleased to be able to contribute toward this occasion.*

Regards,

James P. O'Brien  
General Manager

Cc: Bruce Tarr

Essex Agricultural Society

P.O. Box 134, Topsfield, Massachusetts 01983-0234 • 978/887-5000 • Fax 978/887-3016  
www.topsfieldfair.org





Town of Shelburne  
Staff Report  
6 February 2023  
**Accessibility Coordinator**

Document #	D23-A114
Rec'd by	C.V.
Date	JAN 26 / 2023
COPIES TO:	
Council	✓
Agenda	✓
Committee	

### Objective

The creation of an Eastern Shelburne County Accessibility Coordinator contract position, for a one-year term, which would be a non-union joint position for the three municipal units (ToS, ToL and MDS) and would be responsible for the implementation of the “year one” priorities of the Joint Accessibility Plan. The Accessibility Advisory Committee has identified five core goals and actions to be completed in a one-year time span. A draft job description has also been developed. The position would be cost-shared by all three units and subsidized by a grant. The position would be considered a pilot project followed by an evaluation.

### Background

The following are several reasons for why the position is being recommended:

1. **Implementation of the plans are mandatory.** It’s been mandated by the province and there will be monitoring of progress and penalties for not complying.
2. **The plans contain a lot of work to be done.** The three plans have lots of action items related to numerous focus areas that require a lot of work to be done. And it’s a long-term plan that will take several years to make accomplishments.
3. **Existing staff have limited capacity to take on the additional work.** Current staff involved with the plans have limited capacity to make the plans a priority and effectively implement them.
4. **A dedicated joint position would make the plans a priority.** Implementation of the plans would be the sole focus of the position, which will ensure progress can be made over the long term.
5. **A dedicated joint position would be more feasible.** Grants and contributions for the three units for a single position is more feasible than each unit trying to fund their own. And it would be more streamlined and consistent for the action items, as there are many that are shared by all three units.
6. **Several other municipal units have the position.** There are six other municipal units in NS that have an Accessibility Coordinator. One of those is responsible for a joint accessibility plan, just like ours (if approved).

### Core Goals & Actions

The Accessibility Advisory Committee and respective staff advisors identified core goals and action items that they felt were the most important to complete in the first year of the plan’s implementation. These items have been identified as those that require immediate attention, carry a greater workload and are the most impactful to each municipal unit at the front end of plan implementation. A dedicated staff person would tackle them more effectively in a one-year time span, than existing municipal staff that have many other priorities and projects.

The following are the Core Goals and Actions for year one, which are included in the job description. It is important to remember that all these items are to be completed for all three municipal units.

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives,
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services,
3. Ensure that all persons with disabilities can receive, understand, and share information and communication provided by the three municipal units,
4. Ensure that all employment practices and workplaces at each municipal unit are accessible for both new and existing employees, and
5. Conduct accessibility audits for all required infrastructure of all three municipal units.

### Financials

The salary range is based on our ability to attract qualified applicants and feasibility among municipal units when it comes to contribution amounts. Contribution percentages are based on population (Census 2021); however, other options have been provided to consider.

The grant that currently aligns the most with the project is the Community Works Program, which is an annual, provincial grant that covers up to 50% of the project cost or a max of \$25,000. It usually opens in May of each year. The Accessibility Coordinator position is directly named under the eligibility criteria and priority is given to employment opportunities demonstrating a direct link to the development of Municipal Accessibility Plans. Projects must be completed after one year of the date of the approval letter so funding would only be available for one year as it is project based.

Salary	VP/MERC	Expenses	Total	Grant	With Grant	MDS	ToS	ToL
\$45,000	\$6,280	\$1,000	\$52,480	\$25,000	\$27,480	\$18,412	\$7,145	\$1,923
\$50,000	\$7,200	\$1,000	\$58,200	\$25,000	\$33,200	\$22,244	\$8,632	\$2,324
\$55,000	\$7,920	\$1,000	\$63,920	\$25,000	\$38,920	\$26,076	\$10,119	\$2,725
					No Grant	MDS	ToS	ToL
					\$52,480	\$35,162	\$13,645	\$3,673
					\$58,200	\$38,994	\$15,132	\$4,074
					\$63,920	\$42,826	\$16,619	\$4,475

Census 2021		
<b>MDS</b>	4,336	<b>67%</b>
<b>ToS</b>	1,644	<b>26%</b>
<b>ToL</b>	476	<b>7%</b>
<b>Total</b>	6,456	

### Logistics

It is being proposed that the position be administered by the Municipality of Shelburne (hiring, payroll, office). The new Municipal administration building will have extra office space available

that could be used to host a temporary position. The Accessibility Coordinator will primarily work out of the Municipal building but will be required to work at the other two units as well from time to time.

### **Municipal Units with an Accessibility Coordinator**

Based on some general research the following municipal units were identified to have an Accessibility Coordinator position fully funded by their respective governments.

1. Municipality of the County of Kings – full-time, unionized
2. Municipality of the County of Inverness – full-time, includes Senior Safety Coordinator duties
3. Region of Queens Municipality – full-time, includes anti-racism initiatives
4. Municipality of Chester (Accessible Lunenburg County – 5 units)
5. Halifax Regional Municipality
6. Municipality of the County of Annapolis

### **Recommendation**

**THAT** the Town of Shelburne Council approves a one-year pilot project to jointly hire an Accessibility Coordinator for Eastern Shelburne County and approves up to \$16,619 be applied to the Operating Budget.

Respectfully Submitted,

Lewis Chetwynd  
Special Constable  
By-Law Enforcement





Town of Shelburne  
Staff Report to Council  
6 February 2023

**General Operating Reserve Transfer**

Document # D23-A115	
Rec'd by C.V.	
Date JAN 26 2023	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**General Overview:**

To inform Council on the need to transfer funds from General Operating Reserve to General Special Capital Reserve for committed Capital items.

**Background:**

The General Operating Reserve (#91-02612) has a balance of \$1,047,037 as of end January 2023. The optimal balance that the Town of Shelburne should hold in General Operating Reserve to remain in the "low risk" category as determined by the Province, is approximately \$783,000. This number changes annually, dependant on the Operating Revenues. This is anticipated by the Province to "be enough" for future unforeseen/emergency event/item. Per our present balance, we have \$264,037 available in the General Operating Reserve above this minimum. Subsequently, Council has agreed to undertake/fund a number of additional items that will fully utilize this available balance in this fiscal.

**Financial:**

Amount above minimum in General Operating Reserve is \$264,037.

**2022/23 Council agreed items.**

King Street Centre Facility Upgrades	20,021 (our portion of yr 2 of project)
Landfill Decommission	108,632 (our portion of yr 2 of 5-yr project)
SVFD Fire Truck	75,000 (2022/23 catch-up)
Shelburne Arena Additional Grant	80,000 (non-operational urgent needs)
Solar Farm Project Investment	22,000 (joint investment venture)
63 King Street Barrier-Free Washroom	13,200 (our portion of project)
<b>Total</b>	<b>\$318,853</b>

It is recommended that the annual \$75,000 for SVFD Fire Truck be transferred to the General Capital Reserve, noting that the purchase will now occur in the 2024/25 fiscal year.

The other listed items to be earmarked in the General Operating Reserve for transfer as needed. The availability difference of \$54,816 could be delayed to next fiscal year.

**Recommendation:**

**THAT** Council approves the transfer of \$75,000 from General Operating Reserve to General Special Capital Reserve, allocated to the Town of Shelburne's share of the future purchase of a fire truck.

Respectfully Submitted,  
Jane Crowell, Finance Manager





**Town of Shelburne**  
Staff Report to Council  
6 February 2023  
**General Special Capital Reserve Transfer**

Document # D23-A116	
Rec'd by e.v	
Date JAN 26 2023	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**General Overview:**

To receive approval from Council to transfer an amount from General Special Capital Reserve to General Operating Reserve for upcoming buy back of 96 Ohio Road.

**Background:**

The Town of Shelburne sold 96 Ohio Road in 2020 with the requirement of development within a specific period or the Town of Shelburne would have the option to buy back the land. As the deadline for development is approaching and Council has agreed to buy back the property, the Town will need to transfer a portion of the purchase price which has been held in General Special Capital Reserve to General Operating.

**Financial:**

The property located at 96 Ohio Road was purchased for \$29,000 and those funds deposited to account #91-03015 at the time of sale. To buy back 96 Ohio Road, the sale agreement states that only 90% of the sale price is required to buy back the property.

Sales price \$29,000 @ 90% = \$26,100

Town Council needs to approve the transfer from General Special Capital Reserve #91-03015 to General Operating #91-00512.

**Recommendation:**

**THAT** Council approve the transfer of \$26,100 from General Special Capital Reserve to General Operating to conclude the buy-back of 96 Ohio Road.

Respectfully Submitted,  
Jane Crowell, Finance Manager

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JAN 28 1923	
TO: [illegible]	
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**SHELBURNE VOLUNTEER FIRE DEPARTMENT**  
**63 KING STREET, PO BOX 880**  
**SHELBURNE, NS**  
**BOT 1W0**

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Committee	

## **FIRE DEPARTMENT ANNUAL REPORT - 2022**

The Shelburne Volunteer Fire Department provides emergency response service to the residents of the Town of Shelburne as well as a large portion of the Municipality of Shelburne. The Town of Shelburne provides this service through a Fire Service Agreement with the Municipality.

The Fire Department is one part of the First Responder Team for the Shelburne area. We work very closely with our partners at the Shelburne RCMP Detachment and the EHS Paramedics. Thank you to both groups for another year of support and cooperation. Also, a big thank you to employers for continuing to allow their employees to leave work, sometimes for extended periods to respond to calls, the Volunteer Fire Department could not function without this contribution by local businesses.

Recruitment and retention of members continues to be challenge for all Volunteer Fire Departments, this is a Provincial and National challenge. Being an active participating member of a Volunteer Fire Department is not for everyone, it is a huge commitment and responsibility. Not only are there sacrifices for the member, but the families of the members live the life also. Thank you to all of the Firefighters and their families for another year of commitment and sacrifice.

We began 2022 with 35 names on our roster and ended the year with 37.

Our call volume balanced out in 2022 with the membership responding to 108 calls for service with the Chief or other Fire Officers dealing with an additional 14 calls without having to call out the membership. Over the last years the volume has generally been increasing, 2016 – 81, 2017 – 99, 2018 – 106, 2019 – 137, 2020 – 76, 2021-148 and 122 in 2022.

Attached is a statistical break down of the calls and you will see that 37 (30.3% of total or 37.8% of Shared Service Agreement) were from the Town of Shelburne, 61 (50% of total or 62.2% of Shared Service Agreement) were from the Municipality of Shelburne. Additionally, we answered 8 calls (6.6%) for mutual aid from other Municipality of the District of Shelburne's Fire Departments and 2 calls (1.6%) to assist other Shelburne County Fire Stations.

Drought conditions didn't seem to be as critical last year with minimal low or dry wells reported.

Community support continues to amaze us, our citizens are so kind and supportive, we really can't thank you enough for your kind words, smiles and waves, and your very thoughtful donations. Our Mayor, Council and Town Staff are very supportive and we also appreciate everything that you do for us.

With the continued support of our partners and of course the citizens that we protect, we look forward to a Fire Safe 2023.





**SHELburnE VOLUNTEER FIRE DEPARTMENT**  
**63 KING STREET, PO BOX 880**  
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## CALL STATISTICS 2022

- **CALLS FOR SERVICE IN THE TOWN OF SHELburnE (ToS): 37 (30.3% overall, 37.8% of ToS & MDS)**
- **CALLS FOR SERVICE IN THE MUNICIPALITY OF THE DISTRICT OF SHELburnE (MDS): 61 (50% overall, 62.2% of ToS & MDS)**

**TOTAL CALLS FOR SERVICE AS PART OF SHARED SERVICE AGREEMENT: 98**

- **CALLS FOR MUTUAL AID TO OTHER MDS DEPARTMENTS: 8 (6.6%) \*see note 1**
- **CALLS FOR MUTUAL AID TO FIRE DEPARTMENTS OUTSIDE OF MDS: 2 (1.6%)**
- **MISCELLANEOUS CALLS: 14 (11.5%) \*see note 2**

**MEMBERSHIP RESPONDED TO A TOTAL OF 108 CALLS, WITH AN ADDITIONAL 14 CALLS HANDLED BY THE CHIEF OR OTHER FIRE OFFICERS ONLY**

**TOTAL OVERALL CALLS FOR SERVICE: 122**

### CATEGORY BREAKDOWN OF TOTAL CALLS FOR SERVICE, INCLUDING MISC. AND MUTUAL AID

	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	12	13
MEDICAL	8	16
MOTOR VEHICLE ACCIDENT	8	14
MOTOR VEHICLE FIRE	0	1
STRUCTURE FIRE	5	11
CHIMNEY/FLUE	2	0
SOLID WASTE, GRASS, BRUSH, FOREST	2	7
POWER LINES	0	1
FLOOD CONDITIONS	0	0
BOATS, WATER RESCUE	0	5
ASSIST POLICE	1	2
MISCELLANEOUS	8	6

CALLS FOR SERVICE BETWEEN 7:00 AM – 7:00 PM	78	72.22%
CALLS FOR SERVICE BETWEEN 7:00 PM – 7:00 AM	30	27.78%
AVERAGE NUMBER OF MEMBERS PER CALL:	19	

*NOTE 1: These calls are NOT included in the Calls for Service in the Town of Shelburne or the Municipality of the District of Shelburne.*

*NOTE 2: Miscellaneous calls such as: burning during restricted times, direct calls to Chief, stand down issued before department responded, wrong department pages, etc.*

