



AGENDA
Town Council Meeting-Council Chambers
February 21st, 2023
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 February 6th, 2023
- 4) Proclamations & Announcements:
None
- 5) Delegations:
None
- 6) Correspondence:
Action:
 - a) NS Public Works, Ferry Study parameters D23-A127
 - b) Group ATN Consulting Inc., OHV Pilot Project Evaluation summary D23-A126
 - c) Kids Fair Play Fund, Contribution request D23-A125
Information:
None
- 7) Council Items:
 - a) Recommendations from the Shelburne Port Committee re: 2023 prices D23-A128
- 8) Committee Reports:
None
- 9) Staff Reports:
 - a) By-Law Officer, January Report D23-A118
 - b) Building Inspection, February Report D23-A123
 - c) Shelburne Volunteer Fire Department, January Report D23-A122
 - d) GST/HST Refund on Tipping Fees D23-A124
- 10) New Business:
- 11) Upcoming Meetings/Events:
 - a) Town Council meeting, Monday March 6th, 6pm, Council Chambers
- 12) In-Camera
MGA 22(2)(e), contract negotiations

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Monday February 6th, 2023

DRAFT

Council Members Present

Mayor Harold Locke
Councillor Elizabeth Acker
Councillor Rick Davis
Councillor Sheldon Ringer

Absent

Deputy Mayor Ben Nickerson

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 February 6th, 2023, as presented with the addition of the CP & V committee meeting on February 15th, added under Section 11, Upcoming Meetings and Events.

Acker-Ringer
CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the Town Council Meeting held on January 16th, 2023.

Davis-Ringer
CARRIED

Proclamations & Announcements

a) **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. As 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, Danyelle!

b) Every February 15, we celebrate the **National Flag of Canada Day** across the country. 2023 marks 58 years since Canada's red and white maple leaf flag was selected as the National Flag of Canada. Our national flag is a symbol that unites Canadians and reflects the common values we take pride in — equality, freedom, and inclusion.

c) We wish to recognize the recent passing of former Town employee **Robert Acker**. Robby was an employee of the Town for 14 years, as our cemetery caretaker, highly praised in tending for our loved ones' final resting place in Pine Grove Cemetery before his retirement in 2018. Our prayers go out to his family and friends.

Delegations

Shelburne County Senior Safety & Services, Shawna Symonds & Wanda Mood

A presentation was given to Council on the many services offered by Senior Safety and Services under this programme, from housing and safety to bus tours, wellness checks, tax returns, and more. A request was made for Council to consider increasing the funding as well as allocate this as a budget item rather than a grant.

Mayor Locke and Councillor Davis, Councillor Acker and Councillor Ringer expressed strong support for the work of SCSSS and said they would add the request to budget discussions.

Correspondence

Action:

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

Council considered the exception request made by the property owner as being reasonable, given the location of the stop sign and the visual safety requirements.

M23-052 *THAT* Council allows the fencing exception as requested at 85 King St. with the stipulation that the Town's Traffic Authority gives approval.

Acker Davis

CARRIED

Information:

a) 1792 Project letter, for information.

b) Essex Agricultural Society, Gloucester, Massachusetts – thank you letter and donation.

M23-057 *THAT* Council accepts the above documents for information and asked that a letter of thanks be sent to Essex for their donation towards future tree plantings.

Davis Acker

CARRIED

Council Items

Councillor Ringer

Every year the Shelburne **RCMP** ask for three policing priorities from the Town of Shelburne, Town of Lockport, and the Municipality of Shelburne. Priorities chosen in the past were things like visibility of

Police in the community and combating hard drugs in the community. This year, from recommendation of the Shelburne RCMP I would like to ask the public for their input on the three RCMP policing priorities for the Town of Shelburne. Please contact a Town of Shelburne Council member with any priorities that you believe the Shelburne RCMP should add some additional focus on.

Committee Reports

None

Staff Reports

a) Accessibility Coordinator

M23-056 *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 in Fiscal Year 2023-24.

Acker Ringer

CARRIED

b) General Operating Reserve Transfer

M23-054 *THAT* Council approves the annual 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.

Davis Acker

CARRIED

c) General Special Capital Reserve Transfer

The CAO reminded Council of the purchase from 3-years ago however, the developer did not follow through on the requirement of the deal to build a commercial facility worth at least \$300,000 and the funds were being returned to complete the ownership transfer back to the Town.

M23-055 *THAT* Council approves the transfer of \$26,100 from General Special Capital Reserve to General Operating to conclude the buy-back of 96 Ohio Road.

Ringer Davis

CARRIED

d) Shelburne Volunteer Fire Department's 2022 Annual Report

THAT Council accepts the SVFD 2022 Annual Report as presented.

Davis Ringer

CARRIED

New Business

Councillor Acker indicated that 'Our House' is a valuable asset in our Town and a letter of thanks for their commitment to the youth of Shelburne will be sent from Council.

Councillor Acker received an e-mail from Chris Sharpe of The Shelburne Historical Society asking for help fundraising for maintenance work to be completed on the Cox building steeple specifically as well as windows and more, asking for information to be posted publicly with Chris Sharpe as the contact.

Councillor Acker attended January 28th workshop hosted by The Chamber of Commerce stating it was very successful with representatives from across the county, looking forward to the next one.

Councillor Acker will be attending the virtual consultation on the newly proposed NSFM Code of Conduct for elected members. Once implemented, the Town of Shelburne will pay about \$3,000 (another line item for the budget) for their portion versus if someone breaks the Code of Conduct it

would likely be a minimum cost of \$10,000.

Councillor Acker mentioned the new Heating Rebate as a reminder to residents and that our website has links to the information and applications.

Upcoming Meetings

- a) CP & V Committee meeting Wednesday Feb 15th, location TBD
- b) Source Water Protection Committee meeting, Tuesday, February 21st 10am, in Council Chambers
- c) Town Council meeting Tuesday February 21st 6pm, in Council Chambers

Adjournment

THAT the Regular Town Council Meeting of February 6th, 2023, be adjourned at 6:52pm.

Davis

CARRIED

Mayor

Executive Coordinator

DRAFT

JAN 23 2023



Sherry Doane, Chief Administrative Officer
 Town of Shelburne
 PO Box 670
 Shelburne, NS B0T 1W0

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D23-A127	C.V.	FEB 15 2023		✓	✓	
				Council	Agenda	Committee

Dear Sherry Doane:

As you are aware, the Province is in the process of undertaking a comprehensive socio-economic study on the value and impacts of the investment in a ferry service from Maine to Nova Scotia.

The Province is committed to investing in economic development in every region, and supporting a thriving economy from coast to coast to coast, but this means understanding the return on taxpayer investment, making practical assessments of best investment opportunities and working closely with stakeholders.

In this case, that means having frank discussions about whether a ferry is the best investment or whether there are alternative investments that could generate more significant economic activity.

It is important that we identify any potential steps that can be taken to improve the economic impact on Nova Scotia, but this first means understanding the facts around the current impact of the service so that decisions about long-term economic development investment decisions can be made in a fair and open manner.

The history of the Yarmouth-Maine ferry connections is well known. Suffice it to say that between changing ports, losing time due to vessel issues, losing a season to renovations and losing entire seasons related to COVID-19 border measures, the last few years of this service have been difficult.

Much of the discussion around the impact, positive and negative accounts, have been anecdotal. It is important that the discussion moves to facts. This is the reason that the first formal economic impact analysis of the ferry service is necessary.

We are writing to seek your input on information you think would be beneficial to seek and include in this study. It will be undertaken by a highly qualified, experienced firm (identified through a competitive procurement process) but beyond that, our initial belief is that the study should include a review of:

- All data sources including, but not limited to:

- Ferry ridership information, including source market;
 - NS Visitor Exit Survey information;
 - Direct/indirect economic impacts for employment, household income and GDP generated by those expenditures for the specific industry that received the expenditure from Department of Finance; and
 - Estimated provincial tax revenues generated as a result of personal income taxes and sales taxes paid by workers from the Department of Finance.
- Targeted primary research including:
 - Consultation and interviews with individuals, small businesses and industry groups most impacted and affected; and
 - An analysis of the true impacts to the Southwestern region and the province. It will help to quantify impacts such as changes in income, employment, value-added by local and regional suppliers, government revenues, workforce planning and the travel trade industry.

The Province intends to use the study to bring needed clarity to Nova Scotians pertaining to the overall economic benefits and costs of this ferry. It will assist in answering questions such as:

- Is the Maine-NS ferry service, as currently constituted, a viable operation and worthy of continued tax-payer investment?
- Are there alternatives or complements to achieve or deepen the economic impact that government could consider?
- Can we establish a baseline for visitors taking the ferry to Nova Scotia that equates to an economic benefit and quantify that benefit?
- Are there other tangible societal and community benefits derived from the ferry service that have economic value?
- Are there other, more impactful ways of using public dollars that would achieve an increase in tourism to Southwestern Nova Scotia and the Province?

We welcome your feedback on this approach and look forward to your comments by Friday, February 17th, 2023. Please send your feedback to Derek Harvey, Director of Policy and Legislation with the Department of Public Works at derek.harvey@novascotia.ca.

Yours truly,

A handwritten signature in blue ink, appearing to read 'P. Hackett', written in a cursive style.

Peter Hackett, P.Eng.
Deputy Minister

Document #	D23-A126	
Rec'd by	C.V.	
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NOVA SCOTIA OFF-HIGHWAY VEHICLE
PILOT PROJECT EVALUATION
EXECUTIVE SUMMARY

GROUP
ATN
CONSULTING INC

2022

GROUP ATN CONSULTING INC
www.groupatn.ca

EXECUTIVE SUMMARY

Context

In October 2018, Nova Scotia launched a Pilot Project to test whether four-wheeled off-highway vehicles (OHVs) could safely use the shoulder and paved roadways under specific road and safety conditions. The purpose of the Pilot was to enable OHVs at selected sites, to use provincial roadways to safely travel from one OHV trail to another, or to access amenities such as gas stations and restaurants.

Several established trails were identified that, with designated public roadway access, would provide enhanced trail connectivity or access to services for OHVs. Seven were selected based on safety criteria such as a highway speed of 80 km or less, good sightlines, and low traffic volumes. Rules regarding the safe use of the roadway and shoulder of the roadway were also established for the Pilot.

Objectives

The OHV Pilot Project provides the opportunity to test and evaluate the integration of four-wheeled OHVs on the province's roadways, for the purpose of connectivity and access to amenities. It will help inform whether a safe, permanent solution is viable and under what conditions, to protect the safety of all road users as much as possible.

This evaluation was undertaken to determine if four-wheeled OHVs:

- Safely integrated with other vehicles.
- Impacted the roadway infrastructure.
- Impacted the local economy; and
- Whether the road safety rules of the Pilot were appropriate.

The evaluation will help inform decision-making regarding the rules and conditions associated with the continued access of public highways by four-wheeled OHVs. It will consider the site selection process along with the primacy of ensuring road safety, while giving due consideration to community concerns.

The OHV Pilot Project Evaluation encompasses significant research and multiple lines of evidence including the engagement of stakeholders and community members. The approach included both secondary data analysis and primary research, including two dedicated surveys (i.e., OHV riders and community members), as well as bilateral interviews with key stakeholders and business operators in the vicinity of the OHV Pilot sites.

Summary of Findings

The Pilot was viewed positively by field staff, businesses, riders, and community members. It was seen to enhance trail connectivity and access to services for four-wheeled OHV riders without significant degradation of the pavement surface in most locations.

The Pilot was viewed by many stakeholders to alleviate major safety concerns. The Pilot sites were used appropriately by most OHV riders. **Criteria for site selection, highway signage at the Pilot sites, and road safety rules were seen to contribute to the Pilot's success.** Also, there were no charges for road safety violations, or serious injuries or deaths at a Pilot site.

The Pilot was largely endorsed by local businesses. In general, businesses at the sites designed to permit access to amenities, reported benefiting from OHVs visiting their establishments, as did other businesses in the vicinity of all the sites. However, it is challenging to quantify the economic impact on communities through this evaluation, due to respondent difficulty in providing precise estimates of changes in business levels.

Although not immediately in the vicinity of the existing Pilot sites, some tourism businesses in the Province have a strong niche with OHV riders. Further development of OHV activity would enhance tourism business opportunities (e.g., OHV tour companies, accommodations, campgrounds, restaurants, outfitters, etc.). An example of a destination that has more fully developed this niche was noted in the research and provides a reference point for possible outdoor tourism growth.

Overall, the evaluation evidence suggests that, under the conditions of the Pilot Project:

- The criteria for site selection is appropriate for these four-wheeled OHVs.
- There was not significant degradation of the roadway at the Pilot sites.
- Although not economically quantifiable, most businesses interviewed benefitted and were supportive of OHV use of public highways in their area.
- Under the road safety rules of the Pilot OHVs safely integrated with other road users, and
- There is support for creating additional opportunities for road access. Potential options for future sites were raised by stakeholders and survey participants.

For Future Consideration

The OHV evaluation analysis offers the following for future consideration.

Designate the existing Pilot sites with permanent status.

This option was largely supported by the various evaluation participants. While one stakeholder suggested that OHV driver standards may relax if road access at specific sites

becomes permanent, others countered that the Pilot has provided adequate time for the “bar to be raised” for responsible OHV use. Considerations, however, include the legislative effort and timeline to amend the *Motor Vehicle Act* and the *Off-Highway Vehicle Act*.

Designate additional sites.

Similar to the above, this option was unanimously supported by stakeholders. This approach would scale the benefits – including economic, social, recreational, and quality of life - associated with the initial Pilot sites. Furthermore, expansion would potentially extend the array of businesses in the network to include accommodation and recreation enterprises while increasing the number of fuel and food related businesses. This would enhance the OHV user experience, attract more tourists, and elevate the province’s OHV destination status. **The outreach and engagement process offered numerous options for expansion consideration.** Discontinuance of road access attracted little support through the outreach and engagement discussions.

Support Enhanced Business Measurement.

As noted above, business representatives were unable to attribute quantifiable changes in their business activity to the OHV Pilot. Measuring business impact could be enhanced, if a future study was conducted, by providing businesses with the opportunity to establish a baseline measure of OHV related activity and impacts, along with a tracking tool to capture activity in real time. This would help address feedback where respondents generally found it difficult to quantify their responses, while more precisely connecting business activity with the Pilot. Data collection of this nature could also be configured to enable economic impact measurement of the Pilot specifically, or the OHV sector generally.

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1 INTRODUCTION

1.1 Context

In October 2018, Nova Scotia launched a Pilot Project to test whether four-wheeled off-highway vehicles¹ (OHVs) could safely use the shoulder and paved roadways. This Project enables OHVs at the selected sites to use provincial roadways to safely travel from one OHV trail to another, or to access amenities such as gas stations and restaurants.

The Pilot Project provides the opportunity to test and evaluate the integration of these four-wheeled OHVs on the province's roadways, for the purpose of connectivity and access to amenities. It will help inform whether a permanent solution is viable and under what conditions, to protect the safety of all road users as much as possible. Data from the Registry of Motor Vehicles (RMV) indicates the number of four-wheeled OHV registrations has been increasing an average of 9% annually since 2015, growing from 25,500 to more than 37,000 in 2020.² It is important to remember that OHVs are called off-highway vehicles for a reason. They are not designed for road use. For example, OHVs are equipped with very rugged, low-pressure tires which are designed for un-paved, loose surfaces and thus do not have the same handling characteristics on smooth pavement. Also, OHVs often lack the same road safety equipment as motor vehicles intended for the road (e.g. signal lights). Ensuring the safest use of the roadways for motorists and other users is critical.

An OHV Pilot Project Steering Committee composed of representatives from the Departments of Public Works (DPW), Natural Resources and Renewables (DNRR), and Environment and Climate Change (DECC) were selected to oversee the Pilot and its evaluation.

Pilot sites were selected based on a series of factors including proven benefit in trail connectivity as recommended by the ATV Association of Nova Scotia (ATVANS), distance needed for road access, average daily traffic on roadways, road speed, priorities of OHV riders, and opportunities for community economic benefit. Highway signage would be installed to indicate the possible use by OHVs of the roadway in the areas designated by DPW.

Seven established trails with designated public roadway access were identified for the OHV Pilot Project:

1. Porters Lake, Halifax Regional Municipality (110 meters of Myra Rd. crossing West Brook bridge)

¹ Pilot only included OHVs that have four or more wheels, the tires of which are all in contact with the ground, and either has a steering wheel or handlebar. It does not include dirt bikes or snowmobiles.

2. New Germany, Lunenburg County (Trunk 10 from Maple Dr. to Varner Rd.)
3. Weymouth, Digby County (Trunk 1 from railway trail near Sissiboo Rd. to railway trail near Riverside Rd.)
4. Walton, Hants County (Bancroft Rd. to Shore Rd. to Rte. 215, then either northwest on Rte. 215 to Odd Fellows Hall Rd. or northeast to Walton Woods Rd. and McBurney (Quarry) Rd.)
5. Sherbrooke, Guysborough County (Trunk 7 from near the west end of Bennett's Loop to Main St. and then either Trunk 7 to Old Road Hill, or Main St. to Court St.)
6. Gabarus, CBRM (Oceanview Rd. south of Gabarus Louisbourg Rd., to Rte. 327 and along Rte. 327 to near Mohawk Rd.; and
7. Ship Harbour, Halifax Regional Municipality (West Ship Harbour Rd. from near Ferry Rd. to Trunk 7 and then along Trunk 7 to Bruce Dr.).

Rules regarding the safe use of the roadway and shoulder of the roadway were established for the Pilot. This included requiring riders to have a valid motor vehicle driver's licence (i.e., not a learner's licence), and the OHV to be insured and have a valid off-highway vehicle permit. Requirements also included time of day restrictions, wearing helmets, keeping speeds to below 25 km/hr, using hand signals to make turns, as well as staying on the shoulder as much as possible and using the road portion only when needed. Passengers below the age of 9 were not permitted, among other considerations.

A full summary of the rules of the road for OHV Pilot sites is provided in **Appendix A**.

1.2 Objectives

The OHV Pilot Project gives government the ability to test and evaluate the integration of OHVs on the province's roadways for the purpose of connectivity and access to amenities. It will help inform whether a safe, permanent solution is viable and under what conditions, to protect the safety of all road users as much as possible.

The evaluation was undertaken to determine if four-wheeled OHVs:

- Can safely integrate with other vehicles
- Impact the roadway infrastructure
- Impact the local economy, and
- Whether the road safety rules of the Pilot are appropriate.

The evaluation will help inform decision-making regarding the rules and conditions associated with the continued access of public highways by four-wheeled OHVs. It will consider the site selection process along with the primacy of ensuring road safety, while giving due consideration to community concerns.

The OHV Pilot Project Evaluation encompasses significant research and multiple lines of evidence supporting the full engagement of stakeholders and community members. The evaluation methodology aligned with the working evaluation plan approved by DPW Senior Management and the OHV Steering Committee. The approach included both secondary data analysis and primary research, including two dedicated surveys (i.e., OHV riders and community members) as well as bilateral interviews with key stakeholders (identified by DPW officials) and business operators in the vicinity of the OHV Pilot sites (identified by DPW officials and additional leads generated through this research).

1.3 Methodology

This study employed several research modalities – both quantitative and qualitative – as part of the multiple lines of evidence approach GATN utilized evaluating the OHV Pilot Project. The various research methods are outlined below.

1.3.1 Primary Quantitative Research and Analysis

Three surveys, each targeting specific stakeholder groups were developed and activated as part of this project.

OHV Rider Survey

The link to the OHV rider online survey was shared on social media by Communications Nova Scotia in January and February 2021. The link was also distributed to the members of:

- ATVANS
- Snowmobile Association of Nova Scotia (SANS)
- Nova Scotia Federation of Hunters and Anglers
- NS Trails; and
- Members of the Legislative Assembly.

The survey generated a total of 2,761 responses from OHV riders, which is believed to be predominantly ATVANS members as they have been active supporters of the Pilot Project and who pushed the survey links out to their membership.

Community Survey

A Community Survey was also posted online, specifically intended for residents of Nova Scotian communities with OHV Pilot sites. Community members were asked to provide details about their recent experiences with OHVs, especially in the vicinity of the Pilot sites. Respondents were recruited through a variety of channels including:

- Social media via Communications Nova Scotia
- Email to individuals the interdepartmental OHV Pilot evaluation project team believed live near the Pilot sites.

- Email to Municipal councillors and members of the legislature for distribution to residents through their community networks; and
- Promoting the survey on multiple Facebook pages, including trail associations, ATV clubs and communities.

Community outreach efforts generated 297 responses in total. As hoped, seven in ten (68%) of community respondents reported living in or near a Pilot community. It should be noted however, that three quarters (74%) of the respondents described themselves as OHV riders. Thus, community responses are somewhat swayed to rider's opinions. However, effort was made to illustrate any differences in the data between community members who were riders from those who were not.

Business Survey

The business survey was conducted through telephone interviews in March 2021. Google Maps and stakeholder interviews identified 45 businesses in the vicinity of the seven Pilot sites. Business contact information was assembled through an online search and each operator was contacted a minimum of three times over a two-week period with the following outcome:

- 18 businesses completed the survey (40%)
- 10 businesses declined to participate (22%)
- 12 businesses were not reached after multiple attempts (27%); and
- 5 businesses could not be contacted due to closure or insufficient contact information available through online and supplementary sources (11%).

1.3.2 Secondary Quantitative Data Research and Analysis

OHV related data from Department of Environment and Climate Change (DECC), Department of Justice (DOJ), Department of Health and Wellness (DHW), and DPW were collected and analyzed as part of the evaluation. Data from these departments, however, include information on all off-road vehicle types, including snowmobiles and dirt bikes. Some of these vehicle types were not included in the Pilot Project, but their data cannot be separated from OHV data. Hence, in the administrative data report, references are typically to the broader inclusion of all off-road vehicles (ORV) rather than the more limited type of OHVs involved in the Pilot. Administrative data from these departments was used to infer the effects of the Pilot Project on the safe operation of OHVs on the highways.

The OHV Pilot Project regulations created penalties under the Motor Vehicle Act (MVA) pertaining to improper driving of an OHV at the Pilot site, such as not wearing a helmet, not using hand signals before turning, and child passengers under 9 years of age. Further

penalties already existed under the Off-Highway Vehicle Act (OHVA), such as operating without appropriate registration, permits or insurance; not displaying an identification number; failing to wear a helmet; being underage and/or without supervision and/or safety training as required, among many others.

For the purposes of the Pilot, offences pertaining largely to the safe operation of OHVs were selected for analysis in both the data provided by DECC and DOJ. The complete list is provided in the Administrative Data Analysis Report.

Conservation officers with DECC patrol the roads and trails for violators under the OHVA. RCMP and municipal police officers are also able to charge violators under the OHVA, as well as the MVA. However, it is noteworthy that in 2020, COVID-19 health protocols and related redeployment hampered the ability of officers to patrol as they typically would and enforce the MVA or OHVA with regards to all ORVs. There were also times ORV riders were not permitted to ride the trails, or at least not as they might normally do so. Hence, data from 2020 was not incorporated in the evaluation analysis.

It should also be noted that serious injuries and deaths due to ORV collisions reported in this evaluation has two sources. DPW collects and tracks data specific to ORV collisions "on" public roadways, while DHW collects information for both "on" and "off" public road collisions resulting in serious injury or death.

1.3.3 Qualitative Research and Analysis

Qualitative outreach and engagement involved eleven bilateral interviews with key stakeholders as outlined below. The interviews provided stakeholders with an opportunity to share feedback on various aspects of the OHV Pilot Project including rules of the road, site selections, and future considerations. The confidential interviews lasted between 45 and 60 minutes.

Key Stakeholders and Staff Interviewed as Part of OHV Pilot Project Evaluation	
Organization	Representative
ATV Association of Nova Scotia (ATVANS)	Corey Robar, Trails Coordinator
Snowmobile Association of Nova Scotia (SANS)	Mike Eddy, General Manger
Nova Scotia Federation of Anglers and Hunters (NSFAH)	Harley Conrad, OHV Committee Chair
Nova Scotia Kayak and ATV Outside Adventure Tours (NSOA)	Chris White, Proprietor
Government Department	Staff

Nova Scotia Department of Public Works	Michael Balsom, Area Manager Basil Pitts, Area Manager Tony Harvey, Area Manager Cody Roland, Area Manager
Nova Scotia Department of Natural Resources and Renewables	Lori Blackburn, Senior Strategist Meagan Mahoney, Senior Strategist
Nova Scotia Department of Environment and Climate Change	Jason Cleaves, Regional Enforcement Manager

2 RESEARCH FINDINGS

2.1 Jurisdictional Review

A jurisdictional review conducted by DPW provides valuable context for the evaluation of Nova Scotia's OHV Pilot Project. Nova Scotia and Newfoundland and Labrador are the only Canadian provinces that do not allow some road access for OHV operators. PEI is currently conducting an OHV Pilot similar to Nova Scotia's but only on unpaved, seasonal roads with low traffic volumes and few private residences. Quebec allows OHVs to be operated on roadways where marked by a road sign or signal for a maximum distance of 1 km to reach a trail or service station. British Columbia has a permitting system in place where OHV riders must apply to the RCMP detachment closest to the area they are interested in accessing. Ontario's legislation grants access on all roads unless the road is specifically excluded. Ontario also permits local municipalities to enact by-laws to further outline the operational requirements for OHV riders. New Brunswick, Alberta and Saskatchewan have a process where municipalities can enact a by-law permitting travel for off-road vehicles.

2.2 Outreach & Engagement

Phone interviews were held with 11 key stakeholders knowledgeable about the implementation of the OHV Pilot. Officials from each of the government departments involved, three associations representing OHV riders and one outdoor tour operator were selected. Discussions followed several themes including safety, infrastructure and signage, enhancement opportunities, and next steps regarding OHV use of the roadways.

Safety

The stakeholders generally viewed the Pilot as enhancing safety for both OHV riders and the general public. Safety related protocols set by the Pilot regulations made sense when viewed through a risk management and harm reduction lens as suggested by some stakeholders. OHV riders indicated legalizing risky activities (e.g., using the roadways illegally) was seen to "elevate expectations" and create "positive peer pressure". As noted by

one government official - with the increase in legal riders associated with the Pilot, illegal practices are decreasing. This view was also shared by enforcement officials. ATVANS and SANS were recognized for their efforts to promote compliance and responsible behavior through their membership and chapter activities. Among the OHV stakeholders, the Pilot was acknowledged to be a privilege and to be respected through responsible behavior. It was suggested that the predominance of legal and responsible OHV behavior means that illegal behavior "is conspicuous as an outlier", elevating the standard. The thoroughness and clarity of DPW's OHV permitting, licensing, and registration rules were credited by several stakeholders for contributing to the success of the Pilot.

Interestingly, the DECC officials noted the Pilot facilitated enforcement. Since much of the surveillance is conducted through patrols on OHVs, the Pilot sites also permitted officers to use the road to connect to the next trail.

Stakeholders were unaware of any collisions or safety incidents associated with the Pilot sites. The only safety related concern raised by one stakeholder regarded the optics of a Pilot site providing OHV riders access to a licensed pub.

Infrastructure and Pilot Site Signage

There were no reports from DPW stakeholders of OHV related wear and tear on the shoulder or asphalt at the Pilot sites. However, one submission from a DOT winter maintenance operator noted evidence of OHVs "rutting out the shoulder". Hence, while the road shoulders may experience some degradation, concerns raised prior to the Pilot related to OHV damage of the road surface was largely alleviated.



Most stakeholders indicated that Pilot signage was adequate. However, a couple of association representatives noted opportunities to improve the signage for both safety and navigation. It was observed that the beginning and end of a Pilot zone was not always signed, and in some cases, it was not clear to OHV drivers where they are to reenter the next trail.

Enhancements for OHV Road Use

Several suggestions to enhance OHV road use rules going forward arose from the interviews with associations representing OHV riders. This included allowing OHVs to exceed 25 km/hr. as they are slowing traffic behind them, and it would reduce the potential frustration of motor vehicle drivers. Also, it was proposed to expand the hours beyond sunrise to sunset to provide consistency and predictability, by setting fixed beginning and end times that remain unchanged year-round. There was also a request to launch a snowmobile pilot. These options were offered in the context of opportunities to enhance the next phase.

It should be noted that there are other references in provincial legislation and regulation using sunrise and sunset as time markers. The OHVA and laws around hunting to name two. Sunrise and sunset references make allowances for the seasonal changes in the amount of daylight, which specifying set hours would not do.

Association representatives suggested that the Pilot facilitated additional organized group rides – including those operated and sanctioned by local clubs/chapters. They also speculated that outdoor tour operator businesses would be bolstered because the Pilot enables them to comply with liability and insurance requirements. One stakeholder offered examples of OHV destinations such as the Hatfield and McCoy Trail system in West Virginia that the Pilot could help Nova Scotia communities aspire to.

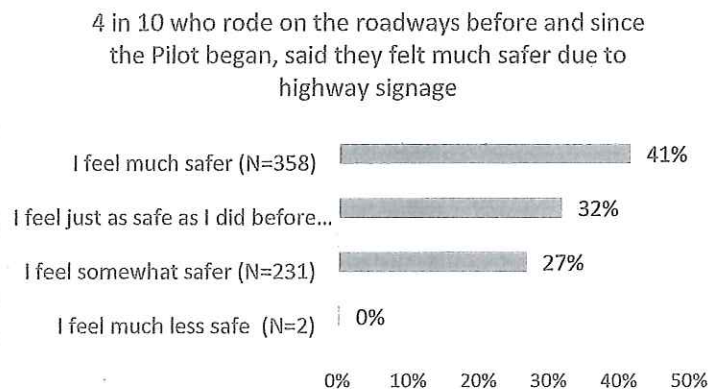
Considerations for Next Steps Regarding OHV Use of the Roadways

In the context of next steps, both government and association stakeholders offered many suggestions to expand and allow other trails to have use of the roadways. A sample of these suggestions included permitting use in Yarmouth (Water Street), Digby (George St.) and “all secondary roads”; as well as extending the areas of existing sites being piloted, such as in Gabarus and New Germany to include more businesses. Similarly, both government and association stakeholders believed that OHV use of more roadways could be done safely. As one government official suggested “the Province’s large network of trails, combined with our low-density population means the Pilot sites are generally not overused”

2.3 OHV Rider Survey

Pilot feedback via the OHV rider survey was very positive. Many riders (41%) who admitted to riding on the road both prior to and since the Pilot began, indicated they felt much safer due to addition of highway signage warning motorists of OHVs at the Pilot area. According to the survey, most OHV riders

feel very safe using the public roadway/shoulder at Pilot areas, although several noted that the significantly slower speed they were to travel when on the roads (25 km/hr.) made them feel vulnerable. Many riders also noted that they are currently driving on or along a public roadway that are not part of as Pilot site (83%).



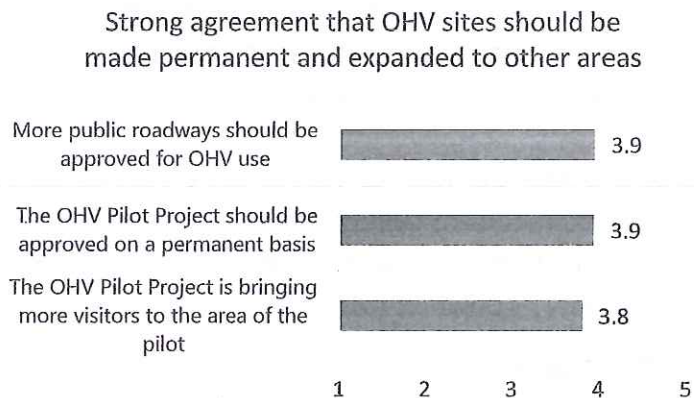
Riders who indicated they did not feel safe using the public roadway/shoulder at Pilot areas cited high traffic volumes, blind crests/bends in the road, poor shoulder conditions, that

sometimes it is not well known that OHVs are allowed on the highway, and the speed at which some OHV riders use the roadways is unsafe (i.e., too fast).

Although half of the riders reported not seeing any OHV highway warning signage for the Pilot, signage at the Pilot sites was considered adequate by riders (ranging from 84% to 94%). Many of the suggestions to improve the highway signage involved improving the visibility of signage by increasing the size and the number of signs. Some respondents commented that signage was inadequate but seemed to be referring to wayfinding issues on the trail instead of the highway. It is possible that there was some confusion as to what signs the riders were assessing.

With regards to the other safety rules, riders noted being aware of the requirements of using a hand signal before turning (90%), and that the maximum speed limit was 25 km/hr. (82%); fewer were aware that children under the age of 9 were not permitted to be passengers when on the roadway (65%).

Average scores on a scale of 1 to 5 indicate there was broad agreement by riders that Pilot areas do create valuable connections to other trails and local amenities. Similarly, there was a strong agreement that the Pilot Project should be made permanent and expanded.

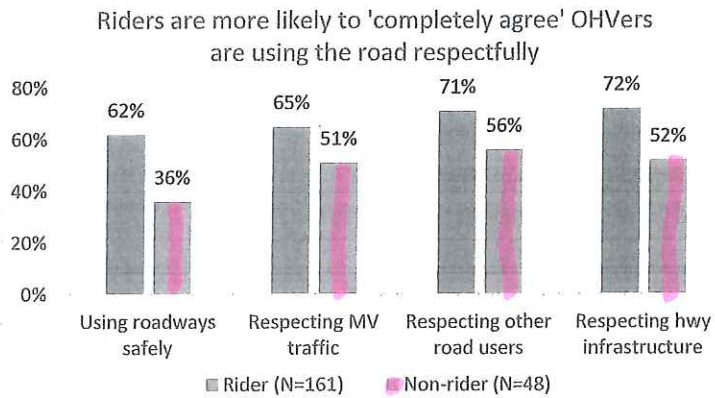


Concerns raised by the riders involved improved signage needed in some areas and the low speed limit while on the roadways being a concern.

2.4 Community Survey

The community survey was developed to capture input from the general public living near the Pilot sites. Despite outreach efforts through established networks, there was only modest survey uptake among non-OHV rider community members. The survey attracted mostly riders (74% vs 26% non-riders) so there may be some overlap between the respondents of the community survey and the OHV rider survey. Two thirds (68%) of the respondents lived near one of the Pilot communities, and almost half of these lived in or near the Porter’s Lake site specifically. The local municipal councillor’s support in promoting the OHV surveys (e.g., posting on 24 Facebook pages) likely contributed to the geographic concentration of responses.

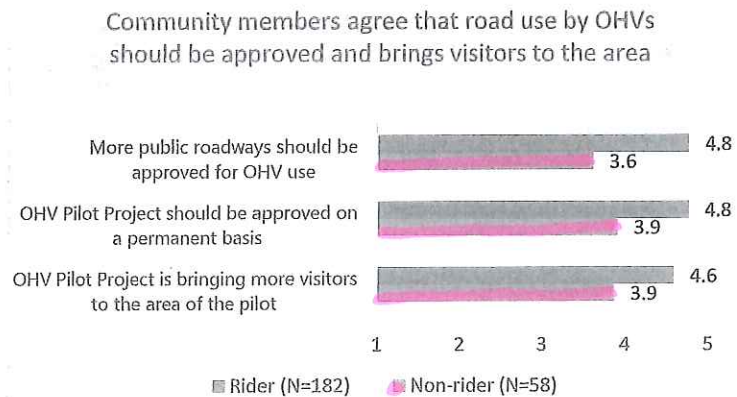
Overall, there was strong support for the Pilot in the community survey. Both riders and non-riders reported that the Pilot created valuable connections to other trails (97% and 83% respectively) and to local amenities (91% and 75%).



The majority of riders that responded to the community survey completely agree they are using the roadways safely (62%); and are respecting motor vehicle traffic (65%), other road users such as pedestrians and cyclists (71%), and highway infrastructure (72%). While non-riders do not feel as strongly that OHVs ride safely (36%), more than half still completely agree OHVs are respectful of other traffic (51% motor vehicles, 56% other road users) and the infrastructure (52%).

Some community members expressed concerns about safety, property damage, substance use and a lack of enforcement. Suggestions for improvement included increasing the visibility of OHV signage, a better public awareness campaign, adding safety features on OHVs, and stronger enforcement of regulations. A small percentage of community survey respondents (6%) revealed they experienced a 'close call' within a Pilot area.

Average scores on a scale of 1 to 5 indicate there was overall community agreement that the Pilot is bringing visitors to the area; and should be approved on a permanent basis and expanded for more roads by both riders and non-riders.



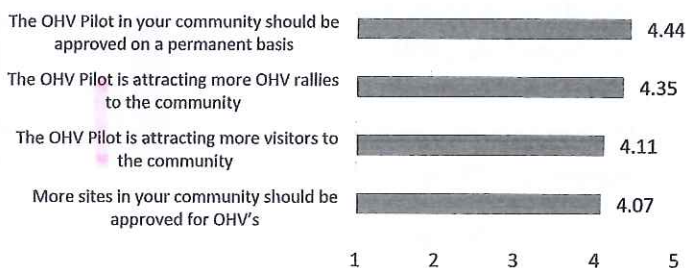
Concerns raised by community members were related to driver behaviour and attitude regarding respect for private property by a minority of riders.

2.5 Business Survey

Overall, representatives of local businesses rated OHV drivers and the Pilot Project positively. While most businesses did not report a change in sales, one grocery retailer speculated that the lack of change in sales might be attributed to the fact that OHVs have always been riding their vehicles in the Pilot areas, even before the Pilot was in place.

There was strong support for the Pilot and OHV drivers as noted by businesses approving the OHV Pilot on a permanent and expanded basis (average score of 4.4 and 4.07 respectively on a five-point scale). Businesses found the Pilot to be beneficial because it attracts visitors and rallies to their communities.

Business members agree that road use by OHVs should be approved and brings visitors to the area

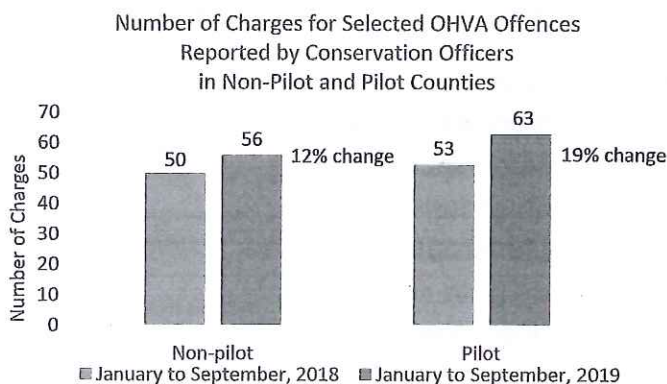


While overall feedback on the Pilot from businesses was very positive, a couple of areas of improvement were noted. Although most businesses did not believe that there were any challenges resulting from the Pilot, 28% were concerned that OHV drivers do not drive safely and 11% wanted to see better enforcement of regulations.

2.6 Administrative Data

Government's administrative data provided insights into several trends in OHVA offences and ORV-related serious injuries or deaths.

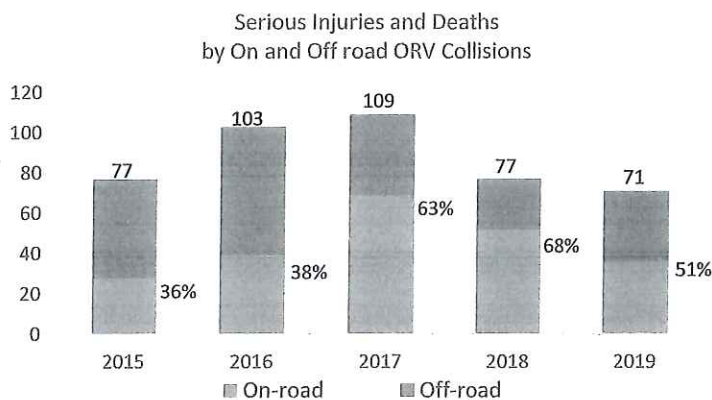
While warnings issued by Conservation Officers across the provinces decreased by 18%, the number of charges issued increased by 16% when comparing the first nine months of 2018 to same time in 2019. Counties with Pilot sites were more likely to experience a higher increase in the number of charges issued (19%). Data from the Department of Justice reflecting select OHVA charges issued by both RCMP, and the Conservation Officers also increased more in counties with Pilot sites, as compared to counties without a Pilot site (84% vs. 36%).



Source: NS Department of Environment and Climate Change

Whether warnings or charges, the top offences of ORV drivers for January to September of 2018 and 2019 were operating on a highway, shoulder or median; not wearing a helmet; driving without a permit; driving without appropriate insurance; and not displaying an identification number.

Although the number of serious injuries and deaths caused by ORV collisions has decreased in the past couple of years, the proportion that are occurring on-roads has increased. On average over the past five years, 62 serious injuries or deaths occurred annually in Nova Scotia. On average, 45 of these occurred on-roads. Riders in the 36 to 55 age group were most likely to experience serious injury or death overall, while those 16 to 25 were slightly more likely than the other age groups to have serious injuries or death when the ORV collision occurred on-roads.



Source: NS Departments of Public Works and Health and Wellness

In summary, the correlation between government's administrative data and the OHV Pilot is inconclusive. For example, while more charges tended to be issued in counties with a Pilot site and for illegally using the shoulder/road, data constraints preclude directly connecting this to the Pilot. The steady increase in the number of OHVs registered in the province is also a consideration. However, it can be definitively stated that there were no serious collisions at the Pilot sites. This positive outcome could be the combined result of Pilot highway warning signs and road safety conditions related to Pilot site selection criteria and the roadway driving rules set by Public Works.

3 SUMMARY OF FINDINGS

Keeping in mind the data nuances previously noted in the methodology section, the Pilot was largely viewed positively by field staff, businesses, riders and community members. It was seen to enhance trail connectivity and access to services for OHV riders without significant degradation of the pavement surface in most locations.

The Pilot was viewed by many stakeholders to alleviate major safety concerns. The Pilot sites were used appropriately by most OHV riders. Criteria for site selection, highway signage at the Pilot sites, and road safety rules were seen to contribute to the Pilot's success. Also, there were no charges for road safety violations, or serious injuries or deaths at a Pilot site.

The Pilot was largely endorsed by local businesses. In general, businesses at the sites designed to permit access to amenities, reported benefiting from OHVs visiting their establishments, as did other businesses in the vicinity of all the sites. However, it is challenging to quantify the economic impact on communities through this evaluation due to respondent difficulty in providing precise estimates of changes in business levels.

Although not immediately in the vicinity of the Pilot sites, some tourism businesses in the Province have a strong niche with OHV riders. Further development of OHV activity would enhance tourism business opportunities (e.g. OHV tour companies, accommodations, campgrounds, restaurants, outfitters, etc.). An example of a destination that has more fully developed this niche was noted in the research and provides a reference point for possible outdoor tourism growth.

Overall, the evaluation evidence suggests that, under the conditions of the Pilot Project:

- The criteria for site selection is appropriate for these four-wheeled OHVs
- There was not significant degradation of the roadway at the Pilot sites
- Although not economically quantifiable, most businesses interviewed benefitted and were supportive of OHV use of public highways in their area
- Under the road safety rules of the Pilot OHVs safely integrated with other road users, and
- There is support for creating additional opportunities for road access. Potential options for future sites were raised by stakeholders and survey participants.

4 FOR FUTURE CONSIDERATION

The OHV evaluation analysis offers the following for future consideration.

Designate the Pilot sites with permanent status.

This option was largely supported by the various evaluation participants. While one stakeholder suggested that OHV driver standards may relax if road access at specific sites becomes permanent, others countered that the Pilot has provided adequate time for the “bar to be raised” for responsible OHV use. Considerations, however, include the legislative effort and timeline to amend the *Motor Vehicle Act* and the *Off-Highway Vehicle Act*.

Designate additional sites.

Similar to the above this option was unanimously supported by stakeholders. This approach would scale the benefits – including economic, social, recreational, and quality of life - associated with the initial Pilot sites. Furthermore, expansion would potentially extend the array of businesses in the network to include accommodation and recreation enterprises while increasing the number of fuel and food related businesses. This would enhance the OHV user experience, attract more tourists and elevate the province’s OHV destination status. The outreach and engagement process offered numerous options for expansion consideration. Discontinuance of road access attracted little support through the outreach and engagement discussions.

Support Enhanced Business Measurement.

As noted above, business representatives were unable to attribute quantifiable changes in their business activity to the OHV Pilot. Measuring business impact could be enhanced, if a future study was conducted, by providing businesses with the opportunity to establish a baseline measure of OHV related activity and impacts, along with a tracking tool to capture activity in real time. This would help address feedback where respondents generally found it difficult to quantify their responses, while more precisely connecting business activity with the Pilot. Data collection of this nature could also be configured to enable economic impact measurement of the Pilot specifically, or the OHV sector generally.

APPENDIX A: SUMMARY OF THE RULES OF THE ROAD FOR OHV PILOT AREAS ONLY

Vehicles Permitted – Four Wheeled OHVs

- All-Terrain Vehicles
- Multi-Purpose Off-Highway Utility Vehicle (i.e., utility side by sides); and
- Recreational Off-Highway Vehicle (i.e., recreational side by sides).

Licensing and Registration

- Registration fees and application processes apply as outlined in the Off-Highway Vehicle Act.
- To operate an OHV on the right of way, the operator must hold a valid driver's license under the Motor Vehicle Act. Drivers holding a learner's licence will not be permitted to take part in the Pilot. For non-residents of Nova Scotia, the equivalent of a Class 5 in their jurisdiction of residence will be required.
- Any OHV accessing Pilot areas must have a number plate affixed to the vehicle; and
- OHVs shall be insured in accordance with Section 15B of the Off-Highway Vehicles Act.

Operation

- When operating in Pilot areas OHVs will be operated at speeds of no more than 25km/h.
- OHVs will only be permitted to travel in Pilot areas from the hours of one-half hour before sunrise to one half hour after sunset; and
- OHVs will be permitted to be driven on the shoulder of the designated highway only in the same direction as traffic using the same side of the highway.

OHVs will be permitted to be driven on roadways in the same direction as traffic using the same side of the highway if:

- One or more of the following exists:
 - There is no shoulder.
 - The shoulder is obstructed.
 - They are preparing to make a left turn across the roadway.
 - The shoulder is not wide enough to be driven with all tires completely off the roadway, or
 - When being driven across a level railway crossing.

- When entering the shoulder or roadway of a designated highway OHVs will be required to yield the right of way to any traffic already using the shoulder or roadway. OHVs will be permitted to enter shoulder only when safe to do so.
- Before commencing a left turn the OHV will be required to (without interfering with traffic) move away from the shoulder or right edge of the roadway and be positioned on the roadway in the position to make a left turn. Upon completing a left turn, the OHV will be required to (without interfering with traffic) move back to the right edge of the roadway or shoulder.
- The Off-Highway Vehicle Act prohibits OHVs from being equipped with turn signals. Therefore, prior to commencing any turn OHVs will be required to indicate the intention to turn following the hand signalling instructions provided in the Motor Vehicle Act.
- OHVs will be required to travel in single file on the shoulders and roadways and are not permitted to pass when riding in Pilot areas; and
- The operation of an OHV on the shoulder or roadway with a passenger younger than 9 years old is prohibited in Pilot areas.

Equipment

- OHVs may only carry passengers aged 9 or older in Pilot areas if the OHV is designed by the original equipment manufacturer to carry both a driver and a passenger; and
- In addition to any other provision in the Pilot regulations, no person will be permitted to operate an OHV in a Pilot area unless it meets all equipment requirements in accordance with the Nova Scotia's Off-Highway Vehicle Act and general regulations.

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Committee	<input type="checkbox"/>
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Proposal:
Kids Fair Play Fund Contribution Increase

Prepared by Adam Dedrick, KFPF Administrator
On behalf of the Kids Fair Play Fund Committee
February 13, 2023

Shelburne County
Kids' Fair Play Fund
Recreation, Sport, Culture for All

The Kids Fair Play Fund Committee is requesting an increase in the total annual contribution to the Kids Fair Play Fund program from the five municipal units of Shelburne County. The Committee has prepared the following proposal for the five units to consider for their upcoming 2023-2024 budget deliberations.

The proposal consists of the following sections:

- Kids Fair Play Fund Program Overview
- The Current Situation
- Program Budget
- Request
- Action Plan
- Appendix: History of Applications, Payments, and Donations 2014-2023

Kids Fair Play Fund Program Overview

Kids Fair Play Fund (KFPF) provides needed financial support to children and youth from Shelburne County to participate in recreation, sport, and cultural activities. Funds can be used for registration fees and equipment. The program is a partnership between all five municipal units in Shelburne County and has existed since 1998.

Oversight of the program is provided by the Kids Fair Play Fund Committee that consists of representatives from each Municipal unit (staff, councilors) and various organizations (i.e. Shelburne Skating Club, Family Resource Centre, Minor Hockey). The committee meets quarterly or as needed for program and finance updates and to address any new business or issues. The KFPF program is administered by the Municipality of Shelburne, which processes the applications and takes care of all related finances including donations and funding payments.

On average, over 100 children are supported by KFPF annually. Each child is eligible for a maximum of \$300 for activities and equipment such as hockey, figure skating, summer camps, dance, school sports, sneakers, skates, baseball gear and more.

The program consists of an application process in which an application form must be filled out either online or paper form. Applicants must provide the name of a Reference who is contacted to validate the request. Proof of income or tax records is not required. It is not always easy for someone to fill out a form asking for assistance. There can be perceived feelings of embarrassment, shame or judgement that could delay a parent or guardian from applying or even cause them not to. That's why it's always been a priority to keep the application process simple and barrier free (i.e. not having to provide proof of income).

One in five children in Nova Scotia live in poverty, which means recreation activities may not be easily accessible to many children due to financial restraints. The KFPF program helps to address this by providing funding to those children and families in need. And there are numerous benefits for children that participate in recreation, sport, and cultural activities. It contributes to their mental, emotional and social development, helps build friendships and develop lifelong relationships, and enables them to have fun, positive experiences.

The Current Situation

Kids Fair Play Fund relies on donations to fund the program, which consists of contributions from the five municipal units in Shelburne County, various organizations, and generous individuals. For several years Canadian Tire Jumpstart subsidized the program substantially and at one time various fundraising initiatives were done by the committee members. For several years KFPF was in the fortunate position that it had a surplus of funds and did not have to actively fundraise or ask for increases in contributions.

However, the CT Jumpstart funding is no longer available, and the amount of donations has decreased over the past several years. As well, over time registration fees for sport and recreation have increased and most recently over the past year or so other related costs have gone up (equipment, gas, food, etc.) which in turn has caused the program demand to go up. With less donations but consistent applications each year, the time will soon come, that if no action is taken the fund will run dry.

Why it's happening in a nutshell:

- Donations have steadily decreased:
 - CT Jumpstart funding was a substantial crutch for the fund until its last year of 2017; have not received any funds since
 - Not getting enough donations to cover the number of applications each year
 - SCMHA has covered all minor hockey applications since 2017 (value of \$8,750) but that will not continue after this year
 - The KFPF Committee does not have the capacity to do fundraising events/activities
- Demand has increased since COVID and is growing:
 - Increase approval amount from \$200 to \$300 per child per year to meet rising costs (registration, equipment)
 - Average number of applications has increased in the two years after COVID (135) compared to the six years before (118); average increase of 17 per year (\$3,400-\$5,100 value)
 - Average funding per child has increased in the two years after COVID (\$177) compared to the six years before (\$141); average increase of \$35 per child; average funding per child in 2022-2023 is \$204
 - Average payments have increased in the two years after COVID (\$24,157) compared to the six years before (\$16,958); average increase of \$7,559 per year (25-38 applications)
 - The rate of payment increases has steadily risen since COVID
 - 2021-2022 compared to 2019-2020: \$3,413 increase (23%)
 - 2022-2023 compared to 2021-2022: \$11,235 increase (61%)

Program Budget

Below is the proposed KFPP Budget moving forward which consists of more than just the funds provided to children (payments) as there are also costs associated with the administration of the program. As noted earlier the Municipality of Shelburne administers the program and absorbs those admin costs which includes staff time (Dir of Recreation, Recreation Coordinator, Executive Assistant, Finance Clerk). Moving forward it will also include Active Net transaction fees for online donations.

BUDGET	\$35,000			
Expenses			# kids at \$300	# kids at \$200
Payments	\$30,000		100	150
Active Net cost (transaction fee)	\$500			
MDS Admin costs (value)	\$4,500			
	\$35,000			
Revenue		% of 30K	# kids at \$300	# kids at \$200
KFPP - Fundraising	\$10,000	33%	33	50
Municipal units	\$20,000	67%	67	100
MDS (in-kind) - Admin/Active Net	\$5,000			
	\$35,000			

The number of children that could potentially be funded depends on the amounts that are approved. \$300 is the max amount that can be approved and \$200 is the average from 2022-2023. However, the approved funding amounts can vary outside of those numbers so there could potentially be more than 150 kids funded.

Comparison:

There is a program called ProKids based out of Lunenburg County that operates almost the same as KFPP. The only difference is that each municipal unit that has the program operates it separately from the other units. This means they are solely responsible for the funding and administration of the program. The Municipality of Chester ProKids program has a budget of \$50,000 and provides a \$5,000 contribution (10%). The remainder of their funding consists of donations from community organizations as it is well established in the community and receives a great deal of support. The Lunenburg United Way also provides annual funding via a grant program. The Municipality of Lunenburg ProKids budget is \$45,000 of which they contribute \$45,000 (78%) with the remaining coming from donations and the United Way.

Request

The Kids Fair Play Fund Committee is requesting the following:

1. An annual total contribution amount of \$20,000 from the five municipal units of Shelburne County.
2. To make the annual contributions a committed budgeted item for each municipal unit (line item or earmarked) so no longer have to put in a formal request annually (i.e. a GTO application or a request letter).

Since 2014 the total municipal unit contribution has been the same, approximately \$3,500 annually. The KFPF Committee has not requested an increase until now. The increase amount is based on the number of applications since 2014 (9 years) and the breakdown of how they are allocated among the five municipal units. The average funding amount for 2022-2023 is approximately \$200 per child and the max amount that can be funded is \$300 so that range is used to show the number of children that could potentially be funded.

The tables below show how the proposed contribution amounts were determined, how they compare, and how they correspond with the number of children to be funded.

Applications Since 2014 (9 years)	Total	Average	% of apps	Share of 20K	Proposed	Current	Increase
Mun of Shelburne	448	50	43%	\$8,600	\$7,500	\$1,000	\$6,500
Mun of Barrington	326	36	31%	\$6,200	\$7,500	\$1,000	\$6,500
Town of Shelburne	184	20	18%	\$3,600	\$3,500	\$500	\$3,000
Town of Lockeport	59	7	6%	\$1,200	\$1,000	\$500	\$500
Town of Clark's Harbour	26	3	2%	\$400	\$500	\$500	\$0
	1043	116	100%	\$20,000	\$20,000	\$3,500	\$16,500

It should be noted that the KFPF program has existed since 1998 and over 2500 applications have been approved.

Municipal Contributions	Proposed	% of 20K	# kids at \$300	# kids at \$200
Mun of Shelburne	\$7,500	38%	25	38
Mun of Barrington	\$7,500	38%	25	38
Town of Shelburne	\$3,500	18%	12	18
Town of Lockeport	\$1,000	5%	3	5
Town of Clark's Harbour	\$500	3%	2	3
	\$20,000		67 total	100 total

It should be noted that the thinking among the KFPF Committee members is that regardless of the size of each municipal unit's contribution, each amount counts and is beneficial as it is a county wide program. For example, the Town of Clark's Harbour has had zero applications this current fiscal year, but their contribution holds value as it is still needed to fund all the applications received and will benefit several children, regardless of where they live in Shelburne County.

Action Plan

Below is the plan to increase funding and provide financial sustainability for the program. You will see that the municipal funding increase is only one of the six action items.

Action	Details	Benefits
Increase program profile	Social media presence, FB page, promotion, recognition Do various promotions throughout the year to tie in with local events and national initiatives	Increase awareness of program and how to donate; people will share good stories like recognizing donations, helping kids, etc. Will direct people to online donation
Enable online donations \$2,500-\$5,000	Through Active Net (MDS), can accept donations online with credit card	Untapped method of getting donations; provides an opportunity for more; currently can only donate by cash or cheque by mail or in person
Implement sponsorship program \$2,500-\$5,000	Through FB page and mailed letters promote program that gives people the chance to sponsor a child (or several); will be mailed to businesses, word spread on FB	Adds the human element rather than just a donation; lots of businesses especially fisherman; smaller donations could add up
Offer donation opportunities at activities and events \$1,000-\$2,000	Have a donation option when registering for recreation programs; have a donation box/jar at in-person events; allocate a portion of registration fees for KFPF	Gives another opportunity to raise funds; promotes the program; people will feel better paying a registration fee knowing a portion goes to KFPF
Seek larger donations (businesses) \$2,500-\$5,000	Contact larger businesses to see if interested in providing a large donation (i.e. \$5000); try to get at least one or two annually; along with a recognition program	Larger donations will help make up the difference as cannot just rely on many small donations
Increase Municipal units contributions \$20,000	Based on the data, request an overall increase for the municipal contribution; has been the same amount since the program started	Provides a base amount of funds to ensure sustainability and lessen the burden on the committee to annually raise funds

Thank you for taking the time to consider this proposal. The KPPF Committee looks forward to working with all the municipal units for the continuation of this important and necessary program in Shelburne County.

Kids Fair Play Fund Committee Members:

Adam Dedrick, Director of Recreation & Parks, Municipality of the District of Shelburne

Frances Scott, Community Coordinator, Town of Lockeport

Misty James, Recreation Director, Municipality of the District of Barrington

Elizabeth Acker, Councillor, Town of Shelburne

Trudy Quinlan, Councillor, Town of Clark's Harbour

Sandy Organ, Program Coordinator, Shelburne Family Resource Centre

Samantha Brannen, Community Member

Appendix: History of Applications, Payments, and Donations 2014-2023

Below are tables that show totals and averages and comparisons. Numbers for Before/After COVID do not include the year of COVID itself (2019-2020) as it is being used as a reference point for comparisons and it has the lowest numbers for applications and donations during the nine-year period.

2014-2023	APPLICATIONS	MDS	MOB	TOS	TOL	TCH
Total	1043	448	326	184	59	26
Percentage		43%	31%	18%	6%	2%
Average (yearly)	116	50	36	20	7	3
Before COVID Total	709					
Before COVID Average	118					
After COVID Total	270					
After COVID Average	135					
Increase of Average	17	\$3400-\$5100				

2014-2023	PAYMENTS	General	SCMHA
Total	\$159,861	\$151,111	\$8,750
Percentage		95%	5%
Average (yearly)	\$17,762	\$16,790	\$1750 (5 yr average)
Before COVID Total	\$99,585		
Before COVID Average	\$16,598		
After COVID Total	\$48,313		
After COVID Average	\$24,157		
Increase of Average	\$7,559	25-38 apps	

2014-2023	DONATIONS	General	Muns	Jumpstart
Total	\$123,477	\$55,493	\$31,500	\$36,484
Percentage		45%	26%	30%
Average (yearly)	\$13,720	\$6,166	\$3,500	\$12,161 (3 yr average)
Before COVID Total	\$107,770			
Before COVID Average	\$17,962			
After COVID Total	\$12,607			
After COVID Average	\$6,304			
Decrease of Average	-\$11,658	39-58 apps		

Kids Fair Play Fund Application

Received: _____

Kids Fair Play Fund provides needed financial support to children and youth (ages 4-18) from Shelburne County to participate in recreation, sport and cultural activities. Funds can be used for registration fees and equipment. Applications can be submitted at any time and up to a max of \$300 per child/per year. Applicants can expect to be contacted with the results of their application within 10 work days of applying. Applications are confidential. For inquiries contact Adam Dedrick, 902-875-3544 ext 225, Adam.Dedrick@municipalityofshelburne.ca


Child Information

Name of Child:	Gender:
Date of Birth:	Age:
Civic address (where the child lives):	

Activity Information

Activity:	Number of weeks:
Organization, Club, School or Instructor offering the activity:	
Mailing address:	Phone:

Funding Request

Registration fee:		Funding can be used for registration and/or equipment costs up to max of \$300 per child/per year	
Equipment:			
Equipment Cost:			
Total request:			

Adult Sponsor (the person submitting this application on behalf of the child)

Name of Sponsor:	Phone:
Mailing address:	
Email:	
Relationship to child:	
Signature:	Date:

Reference

Please provide the name of a Reference (individual) that is familiar with the child/family personal and financial situation and can verify that the child requires financial assistance. This individual should be an adult who knows the child/family but is not a relative or friend. (i.e. teacher, coach, instructor, social worker, clergy member). The Reference will be contacted directly.	
Name:	Phone:
Organization or Occupation:	

How to submit an application:

Mail: P.O. Box 280 Shelburne, NS B0T 1W0 Email: Adam.Dedrick@municipalityofshelburne.ca
 In-Person: 136 Hammond Street, Shelburne Fax: 902-875-1278

*You can also apply online at www.municipalityofshelburne.ca/kids-fair-play-fund.html



Town of Shelburne
DRAFT
Shelburne Marine Terminal Pricing
(effective 1 April 2023)

Type	Rate
Fishing Fleets (includes access to Port dumpster):	
Fishing Vessels under 60 meters ²	\$6.75/day
Fishing Vessels over 60 meters ² to 100 meter ²	\$ 10/day
Fishing Vessels over 100 meters ²	\$ 35/day
+ Self-serve power usage (30 Amp only)	\$21/day additional to berthage, if used
Herring Seiners:	
Seiner Vessels (all)	\$150/day
Offloading and Top Wharfage	Subject to Transport Canada rate plus \$1/tonne
Non-Fishing Fleets:	
Cargo Ships, Tugboats and Barges	\$475/day
Offloading Rate	Subject to Transport Canada rate
Top Wharfage	Subject to Transport Canada rate plus 2.5¢/tonne
Canadian Coast Guard Vessels:	
Vessels under 100 meters ²	\$ 50/day
Vessels over 100 meters ² to 800 meters ²	\$175/day
Vessels over 800 meters ²	\$325/day
Pleasure Crafts*:	
Pleasure Crafts 12 meters long and under	\$35/day
Pleasure Crafts over 12 meters long	\$50/day
Cruise Ship Port Passenger Fees:	
Adults and Children over 12	\$9.25/
Children under 12	free
Other Costs:	
Vessels requiring Gate Security during offload	\$42/hour/ each guard
Dumpsters delivered	\$150/each bin
Contract deliveries	\$550/year per company
Bulk Water	\$10/meter ³ (minimum charge \$50)
Power (50 Amp, 100 Amp, and up)	Actual metered usage
Water or Power connect/disconnect	\$100/connect/disconnect, each event
Surcharge (administration, disposal of any oil rags, old filters, waste oil)	\$50 per invoice

Document #	
D23-A128	
Rec'd by	
CV	
Date	
FEB. 15/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Harmonized Sales Tax (HST) extra
PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE



January 31st, 2023

By-Law Officer Report January 2023

January calls for service:

- 23-001. Service request: Follow up to Dangerous and Unsightly on Anne St.- Ongoing
- 23-002. Service request: Complaint of Unsightly Property Clements St. - Verbal Order Issued-Complete.
- 23-003. Service request: Complaint of a dumped life raft- Ongoing investigation
- 23-004. Service request: Complaint of land-use by-law infraction- Resolved.
- 23-005. Service request: Follow up to unsightly on Clements St.- Further cleanup was needed- Resolved.
- 23-006. Service request: Complaint of a deer injured near the pine grove cemetery. Case was referred to D.N.R.R
- 23-007. Service request- Land use by-law infraction on Cornwallis St.- Resolved
- 23-008. Service request- Complaint vehicle obstructing snow removal- Verbal warning issued.
- 22-009. Service request- Complaint of ATV "tearing up" the Parr St. Park. Patrol made and many large ruts and muck was noted coming from a property on Parr St. into the Park. RCMP / By-law investigation ongoing.
- 23-010. Service request- Public works found many used needles near the Roger G. Complex. – Discarded needles are becoming more and more common place in our community.
- 23-011. Service request- New construction without a permit- Patrol made, building inspector contacted- resolved.

Assignments:

- Daily patrol of areas where garbage been dumped. – *Garbage and needles found at Roger G. Complex*
- Parking enforcement – 1 citation issued, 12 verbal warnings issued and 1 written warning.
- Meeting with building inspector to discuss various unsightly properties.

Summary of additional By-Law Officer duties and outcomes:

- Cross training- Learning front desk duties – Ongoing.
- Completed the Nova Scotia By-law Enforcement Special Constable Certification Program.
- Accessibility committee member

Respectfully submitted

Lewis Chetwynd
Special Constable
By-Law Enforcement

Document # D23-A118	
Rec'd by <i>CV</i>	
Date JAN 31 2023	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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
www.shelburnens.ca

Location
Rec'd by
DATE JAN 3 1953
CO. SEC. 10
Checked
Approved
Completed



Handwritten signature or scribble.



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

February 2, 2023

Document # 123-A123	
Rec'd by C.V.	
Date FEB 2 ND 2023	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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 January, 2023.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	1	2
Number of Permits Issued to Date	16	17
Construction Value	\$ 0.00	\$ 57,000.00
Total Construction to Date	\$ 2,410,200.00	\$ 235,450.00

Yours very truly,

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

/aad



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

Document # D23-A122	
Rec'd by C.V.	
Date FEB 03 2023	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of January 2023.

Total number of calls for service: 11

Calls for service within the Town: 5 (2 handled by Chief)

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

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	1
MEDICAL		
MOTOR VEHICLE ACCIDENT	1	1
STRUCTURE		1 (MUTUAL AID)
CHIMNEY/FLUE	1	
VEHICLE FIRE		1
GRASS, BRUSH, FOREST, SOLID WASTE		1
POWER LINES		
FLOOD CONDITIONS	2	1
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Town of Shelburne
Staff Report to Council
21 February 2023

GST/HST REFUND ON TIPPING FEES

Document #	D23-A124
Rec'd by	C.V
Date	FEB-14/23
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

General Overview:

To inform Council on the status of the GST/HST General refund application on GST/HST paid on Tipping Fees in error of which Council was informed by way of a Staff Report on June 21, 2021.

Background:

The Town of Shelburne was charged GST/HST on Tipping fees by the Municipal Shared Services for the years 2014/15 to December 2020 in error. After several years of communication between CRA and the Municipality of Shelburne, it was determined that Tipping fees were indeed exempt from GST/HST. An application for a refund was submitted to CRA to receive monies paid in error. We were advised CRA normally only refunds any incorrect taxes paid for the previous two years but was hopeful to receive all the incorrectly paid GST/HST.

Financial:

The Town of Shelburne submitted an application for refund in the amount of \$15,557.99 and was recently notified by CRA that the rebate had been adjusted to \$6,433.06 plus \$192.09 interest for a total refund of \$6,625.15, due to the two year limitation. There is an appeal process if the Town chooses to do so, but the chance of success is slim to win the appeal. The money has been deposited to the General Operating Revenue for the 2022/23 fiscal year.

Recommendation:

THAT Council accepts the GST/HST Refund on Tipping Fees paid in error in the amount of \$6,625.15 and no appeal will be initiated on the Town's behalf.

Respectfully Submitted,
Jane Crowell, Finance Manager

