



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**April 17th, 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 April 3rd, 2023**

**4) Proclamations & Announcements:**

- a) National Volunteer Week-April 17th-23rd
- b) Lyme Disease Awareness Month, May
- c) Mental Health Week, May 1st-7th

**5) Delegations:**

None

**6) Correspondence:**

**Action:**

None

**Information:**

None

**7) Council Items:**

None

**8) Committee Reports:**

None

**9) Staff Reports:**

- a) By-Law Officers Report, March D23-A141
- b) Building Inspector Report, March D23-A142

**10) New Business:**

**11) Upcoming Meetings/Events:**

- a) Council Budget Meeting, April 26th, 5-7pm at the Community Centre
- b) Public Hearing May 1st, 3pm, at the Community Centre, re: rezoning 37 Bulkley St.
- c) Public Hearing May 1st, 3:30, at the Community Centre, re: Pocket Community
- d) Town Council meeting, May 1st, 6pm, Council Chambers

**12) Adjournment**





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Monday April 3rd, 2023

**Council Members Present**

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

**Staff Present**

Acting CAO Jane Crowell  
Candy Venning

**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 April 3rd, 2023, as presented.

**Nickerson-Davis**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the Minutes from the Town Council Meeting held on March 20th, 2023.

**Acker-Ringer**

**CARRIED**

**Proclamations & Announcements**

a) We are all saddened by the news and privileged to recognize former mayor William (Bill) Cox tonight.

We recognize Bill tonight for his stalwart service to his community and decades of devotion that continue to impact the Shelburne of today. Bill served as Town Councillor from 1954 to 1957, as Mayor of Shelburne from 1958 to 1963 and for a second term as Mayor from 1977 to 1985. During the latter term, he and the Town Council procured funding for the construction of the town water and sewage treatment systems which were ahead of their time for such a small community.

Bill's other community services were many: volunteer and later Chief of the Shelburne Fire Department, member of the Kinsmen Club, member and Chairman of the Town School Board, member and Chairman of the Shelburne Board of Trade, member and Warden of Christ Church, founding member of the Shelburne County Golf and Country Club, lifelong member of the PC Party of Nova

Scotia, Nova Scotia Housing Committee appointee, sat on the Board of Directors of the Historical Society, proud donor to NS Blood Services for many years and volunteer with the local Meals on Wheels program with his wife Olive until they were well into their 90's.

Bill was awarded the Queen's Silver Medal in 1977, the Queen's Gold Medal in 2002, the Queen's Diamond Jubilee Medal in 2012 and the Queen's Platinum Jubilee Medal in 2022 – for his many years of service to town, province and his country.

Bill was a visionary, never dwelling on the past but always anticipating the future. He will be fondly missed by all who knew him.

b) The Town of Shelburne was incorporated on April 4th, 1907, 116 years ago. In 1907 the leaders of the day looked to the future and the possibilities that being a Town could bring. In that day the two major industries were shipbuilding and fishing, and Dock St. was a busy shipbuilding area and a port for fishing. Today in 2023 we continue to be influenced by the ocean. Boat building continues, fishing is the number one industry, and our community and business provides many services to the fishing industry.

Tourism has become an important economic driver in Shelburne as well. We have so many assets that bring visitors to our area. Whether it's a hockey tournament at the Arena, sailing classes at the Marina, hosting world sailing championships hosted by the SHYC, provincial curling championships, a fabulous historical district with wonderful museums and activities, let's also include our walking trail. We have wonderful independent business owners who continue to show faith & support in our town.

As we move forward, it is the desire of this Council that our Town continues to be a safe and welcoming community. We, your Council, will continue to be a safe and welcoming community. We, your Council, will continue to ensure that we do just that.

So tomorrow, April 4<sup>th</sup>, do we say happy birthday or happy anniversary? Whatever you choose, let's continue to move forward in a positive manner.

c) On internationally recognized Earth Day, we show our support for the planet and make pledges to do our part in protecting it while promoting solutions for a sustainable future. All of us can contribute to improving our environment by planting trees, cleaning up waste, and reducing our dependence on non-renewable resources.

d) I am pleased to announce the volunteer of the month, for the month of April, Charlene Harris, is being recognized as the Volunteer of the Month for April for her hard work and dedication to our community.

For years, Charlene ran her own successful business. Now that she's retired, Charlene fills her days spending time with her 13 grandchildren, volunteering, and spearheading many projects and initiatives in our Town and surrounding communities.

Charlene is the acting President of the Chamber of Commerce, where she organizes and plans many events in the community. She works closely with the Cruise Ship Committee and most recently has been working on the project to create new highway signs to entice visitors. Charlene also serves as President of the Lower Ohio Hall and Recreation Centre, volunteers for the Shelburne Exhibition and sits on the Community Health Board.

For all that Charlene 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 April. Thank you!

### Delegations

None

### Correspondence

Action:

a) Letter requesting a memorial plaque from Yvonne Colbert  
Executive Coordinator explained that the process is being researched, could be tree, a bench with a plaque. There will be a charge, to the bench, tree with a plaque we'd like to remain consistent, still looking at numbers.

b) Letter requesting re-zoning, PID #80144355 / 37 Bulkley St.  
(Harold) This request will be addressed in Council Items below.

#### **Information**

None

#### **Council Items**

a) First Reading for an Amendment to the *Land-Use By-Law* re PID #80144355 zoning  
Under the *MGA, Part VIII Planning and Development, Section 210 Amendment of Land-Use By-Law*, Part (2) states that the procedure for adoption of an amendment to a land-use by-law allows for council discretion of our public participation program policy however, precedence for the Town of Shelburne have been such that Council requests a public hearing occur prior to second reading. With first reading being today, April 3rd, double notices will be advertised in the Tri-County Vanguard on April 12th and April 19th with the public hearing occurring on May 1st. Second reading will then occur at the Council meeting also on May 1st whereby consideration will be given to any submissions made or received at the public hearing earlier that day.  
This will be the case for both the requested amendment for PID# 80144355 shown here as well as the amendment for the inclusion of Pocket Communities into Residential-General and Residential-Mobile zoning shown in the agenda, Staff Report. Item a) below.

**M23-065 THAT** Town Council gives first reading of the *Land-Use By-Law* proposed amendment to include a revision allowing 37 Bulkley St., PID #80144355, to change from being zoned Residential (R-1) and Commercial (C-1) to fully Commercial (C-1).

**Davis – Nickerson**  
**CARRIED**

b) Rescind Motion M23-052

**THAT** Council rescinds Motion M23-052 of 6 February 2023 regarding a fencing exemption request by the landowner as the now installed fencing meets the *Land-Use By-Law*, Section 14 requirements.

**Nickerson-Davis**  
**CARRIED**

#### **Committee Reports**

a) Community Participation & Volunteerism minutes for February's meeting

**THAT** Council accepts the above Committee Report, as received.

**Davis-Nickerson**

#### **Staff Reports**

a) First Reading for an Amendment to Land-Use By-Law re Pocket Communities  
This item will be second item of the public hearing set for May 1st. The CAO has taken into consideration the by-laws of other NS municipalities that have similar cluster-type housing as well as working with the Shared Services Development Officer/Manager of Inspection Services, Andrew Goreham, in the development of this amendment.

**M23-066 THAT** Town Council gives first reading of the *Land-Use By-Law* proposed amendment to allow the option of Pocket Communities in Residential-General (R-1) and Residential-Mobile (R-M) zones.

**Acker-Davis**

**CARRIED**

**New Business**

Acting CAO Jane Crowell spoke regarding Procurement in Emergencies

Under the Town of Shelburne Procurement Policy, Exceptions to Methods of Procurement, Procurement of Emergency section, when an emergency has occurred, Staff are required to report to Council the circumstances they deemed qualify as an emergency and the financial sources to pay thereof.

On January 26, 2023 it was urgently brought to Staff attention, the southeast corner of the approach suffered damage as a result of a storm. The corner supports had broke off and were floating in the harbour. Delaying the repair would further weaken the structure and therefore the repairs were deemed an emergency. A quote was requested and verbally received on 27 January, approved by the Treasurer, CAO and the Mayor, and the repairs were completed that same day. The expenditures made under such conditions were valued at \$4530 plus tax.

This will not affect the Port Operating Budget or bring it into a deficit as there are funds in the legal and engineering services in the amount of \$10,000 that were not spent this year.

**Upcoming Meetings**

a) Town Council meeting, April 17th, 6pm, Council Chambers

b) CP&V meeting April 12th, 6pm, Council chambers

c) Spring Clean-up / Earth Day, April 21<sup>st</sup>, rain date April 24th

Town Staff and available Council members will be out and about, cleaning up litter that Friday. We encourage community participation and will have bags available at the front desk of the Town Office before April 21st as the Town Office will be closed for the day. Rain date is April 24th,

A reminder to residents that the Town office is closed this long Easter weekend, Friday April 7th and Monday April 10th.

**Adjournment**

**THAT** the Regular Town Council Meeting of April 3rd, 2023, be adjourned at 6:18pm.

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

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



Document #	D23-A141
Rec'd by	C.V.
Date	April 12/23
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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April 13, 2023,

**By-Law Officer Report March 2023**

February calls for service:

- 23-023. Service request: *Complaint of deer being fed in town- Ongoing – New by-law to be proposed*
- 23-024. Service request: *Complaint of unsightly yard/garbage bin- Order to Remedy sent.*
- 23-025. Service request: *Follow up to demolition permit on George St. – Cancelled*
- 23-026. Follow up-- *ATV in Parr St. Park. Ongoing surveillance by RCMP and By-Law Enforcement*
- 23-027. Service request: *Complaint of feeding birds causing noise- Monitoring*
- 23-028. Service request: *Complaint of sawmill within town- Spoke with both parties, no violation.*
- 23-029. Patrol: Solid waste violation – *Garbage roadside before By-Law permits- Resolved*
- 23-030. Service request- *Complaint of aggressive of leash dog- Visited with homeowner and dog,- no aggression noted- owner reminded of Dog By-Law and a file was generated*
- 23-031. Service request-*Complaint of unsightly refuse near collection container- ongoing*
- 23-032. Service request-Complaint of dangerous and aggressive dog- No violation however, a file has been generated and referred to SPCA
- 23-033. Follow up to Order To Remedy- Outstanding – Enforcement action to follow
- 23-034. Follow up to Order to Remedy – Outstanding – 7 day extension granted.
- 23-035. Service request- Complaint of dangerous and abandoned dogs in municipality- Referred to MDS and SPCA

**Assignments:**

- Daily patrol of areas where garbage been dumped- Lots of litter near the Complex and carpool
- Parking enforcement – *3 citations issued, 15 verbal warnings issued and 2 written warnings.*
- Co-op student from SRHS started on March 22nd- She has been working with By-law enforcement every Wednesday from 9-4 until 80 hours are reached.

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

Accessibility committee member- attended two virtual workshops that outlined key concepts including:

- What are disabilities?
- Types of disabilities
- Check your privilege self-reflection
- Inclusive language for disabilities

Respectfully submitted.

Lewis Chetwynd, Special Constable By-Law Enforcement





Naturally Yours

**Inspection Department**

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

April 4, 2023

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 March, 2023.

Document #	D23-A142
Rec'd by	C.V.
Date	APRIL 11/23
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	1	2
Number of Permits Issued to Date	18	22
Construction Value	\$ 30,000.00	\$ 110,000.00
Total Construction to Date	\$ 2,600,200.00	\$ 3,038,749.00

Yours very truly,

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

/aad

Andrew Goreham, Manager of Inspection Services

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

