



AGENDA
Town Council Meeting-Council Chambers
October 16th, 2023
6:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Special Town Council meeting held on September 27th, 2023 and the regular Town Council meeting held on October 3rd, 2023.
- 4) Delegations:
None.
- 5) Correspondence:
Action:
 - a) Note from Sophia Dyer – Street Safety D23-189
Information:
 - b) Letter to Minister of Public Works D23-190
 - c) Email from Brad and Maeve Wilson D23-191
 - d) Shelburne District Policing Model D23-192
 - e) Accessibility Coordinator Hiring D23-193
 - f) Letter to Jeannette Nickerson D23-173
 - g) NSFAM Advocacy Letter re: cell coverage D23-194
- 6) Council Items:
 - a) Fence Relocation
 - b) Tree Policy D23-195
 - c) Letter from Shelburne Curling Club D23-196
- 7) Committee Reports:
 - a) Eastern Shelburne County RCMP Advisory Board – Minutes D23-197
- 8) Staff Reports:
 - a) By-Law Officer Report – September D23-198
 - b) Building Inspector Report D23-199
 - c) Heritage Advisory Committee Appointments D23-200
 - d) Waste Diversion Officer Report D23-201
 - e) Letters to Minister of Fisheries, Oceans and Canadian Coast Guard D23-202
- 9) New Business:
- 10) In Camera, 22(2)a – acquisition, sale, lease, and security of municipal property.
- 11) Upcoming Meetings/Events:
 - a) Local Volunteer Recognition Reception, October 18th, 2023, 3:30pm, Gunning Cove
 - b) Cruise Ship “Seabourn Quest”, October 30th, 2023, 8am-5pm, Waterfront
 - c) Cruise Ship “Le Dumont-d’Urville”, November 3rd, 2023, 7am-2pm, Waterfront
 - d) Next Town Council meeting, Monday, November 6th, 2023, 6pm, Council Chambers
- 12) Adjournment



Town of Shelburne
Minutes of the Special Council Meeting
Wednesday, September 27th, 2023

Council Members Present

Councillor Ben Nickerson
Councillor Sheldon Ringer
Councillor Rick Davis

Staff Present

Sarah Mattatall, Chief Administration Officer
Jill Webb, Executive Coordinator
Jane Crowell, Manager of Finance
Ken Smith, Interim CAO

Regrets

Councillor Elizabeth Acker
Mayor Harold Locke

Call to Order

Deputy Mayor Nickerson called the Council meeting to order at 6:06pm.

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 September 27th, 2023.

Davis-Ringer

CARRIED

Council Items

a) Staff Report to Council on Presentation of the 2022/2023 Financial Statements by Belliveau Veinotte Inc.

VI23-102 **THAT** Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31st, 2023.

Ringer-Davis

CARRIED

M23-103 **THAT** Council approve a transfer of \$151, 766.75 from General Operating to General Operating Reserve.

Davis-Ringer

CARRIED

b) Deferral of Public Participation Meeting and Second Reading of Roads Trail Designation By-Law
M23-104 **THAT** Council defer the date of the Public Participation Meeting and the Second Reading of the Roads Trail Designation By-Law to a future date.

Davis-Ringer

CARRIED

Adjournment

THAT the Regular Town Council Meeting of September 27th, 2023, be adjourned at 6:11pm
Ringer

Mayor

Executive Coordinator

DRAFT



Town of Shelburne
Minutes of the Regular Council Meeting
October 3rd, 2023

Council Members Present

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

Staff Present

Sarah Mattatall, Chief Administration Officer
Jill Webb, Executive Coordinator
Ken Smith, Interim CAO

Guests

Donald Harding

Regrets

Councillor Ben Nickerson

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:00pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitek, 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 September 18th, 2023.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the regular Council Meeting held on September 18th, 2023.

Davis-Ringer

CARRIED

Proclamations & Announcements

Volunteer of the Month – Roseann Thibeault is being recognized as the Volunteer of the Month for October for her hard work and dedication to our community. Outside of being a busy mom of two, Roseanna goes above and beyond for her community, volunteering for various organizations. For the last three years Roseanna has been the Treasurer for the Parent Teacher Support Group at Hillcrest Academy, helping plan and organize many different events for staff and students at Hillcrest Academy and initiate fundraising ideas for the school. Roseanne also volunteers as a foster mom and team member for Heart and Soil Dog Rescue helping many dogs find their forever homes. On top of all this, Roseanna also co-runs the Shelburne County for the Rescue of Feral Cats

and Kittens, helping take many cats and kittens off the streets and into people's homes. For all that Roseanna 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 October. Thank you, Roseanna!

In Camera MGA 22(2)g, Legal Advice

Delegations: None

Correspondence

Action:

a) Email from Black Loyalist Heritage Museum

Elizabeth commented that it was good to receive the letter with suggestions and feedback.

M23-102 **THAT** Council direct staff to review the suggestions and report back to council.
Acker-Ringer

b) Email Request from Municipality of the District of Shelburne

Ken briefly explained that letter was asking for a signature from the Mayor in support of better cell phone coverage in rural areas.

M23-103 **THAT** Council authorizes the Mayor to co-sign the letter to the Nova Scotia Federation of Municipalities regarding the urgent need to improve rural cell phone coverage for emergency preparedness.
Rick-Sheldon

Information: None

Council Items

a) Shakespear House

Council recognizes that Shakespear House was on the agenda and Council has decided that proper notice needs to be given in accordance to the MGA 236. Council will direct the Development Officer to create a letter of notice and they will defer any decision until after the process is complete.

M23-104 **THAT** Council defer the topic to a future date.
Ringer-Davis
CARRIED

c) Letter of Request – Volunteer Emergency Service Provider Fuel Tax Exemption

M23-105 **THAT** Council authorizes the Mayor to send a letter requesting an exemption of volunteer service providers from new fuel charges to the Minister of the Environment in Climate Change.
Acker-Davis
CARRIED

d) Business of Excellence Award Event

M23-106 **THAT** Council approves Elizabeth Acker to be a representative on the Business of Excellence Award Event planning committee.

M23 -107 **THAT** Council approve the waiving of facility fees for the event as our contribution.
Davis-Ringer
CARRIED

Committee Reports: None

Staff Reports

a) Update – By-Laws

Ken provided a brief update on two by-laws, in process, Councillor Acker asked about the fines. Ken noted that the second reading of the “feeding of deer, waterfowl and pigeons” by-law motion be rescinded and that the second reading be scheduled for November 6th, 2023, to allow for the placement of an ad in a local newspaper in order to meet the requirements of the MGA.

M23 – 109 THAT Council directs staff to prepare a report on establishing fines as part of our By-Laws.

Davis-Acker

CARRIED

M23 – 110 THAT Council rescind the motion regarding the “feeding of deer, waterfowl and pigeons” by-law amendment made on September 18th, 2023.

Acker-Davis

CARRIED

M23 – 111 THAT Council defer the second reading of the “feeding of deer, waterfowl and pigeons” amendment to the November 6th, 2023 Council meeting.

Davis-Ringer

CARRIED

b) Review of Appointments as per MGA

Ken reviewed the appointments of various positions, as per the MGA, in the Town and gave brief descriptions on who they are and who appoints them.

c) Interim CAO Report

Ken gave Council an update on the staffing situation noting that we are short on 3 positions. He told Council we have hired Dana Nash as our new By-Law Enforcement Officer.

New Business

Elizabeth informed Council that she attended a presentation about CORAH (Centre for Rural Aging and Health) and the programs they are offering. She said they are doing a lot for 55+ adults in our community. She asked staff to post on our bulletin board and Facebook their calendar of events.

Upcoming Meetings / Events

- a) Cruise Ship ‘Insignia’ visited on October 2nd, 2023, Waterfront, 7am-2pm – Harold reported all passengers were happy and said they’d be back to visit.
- b) Cruise Ship ‘Seven Seas Mariner’ – October 4th, 2023, Waterfront, 1-9pm
- c) Cruise Ship ‘Vista’ – October 5th, 2023, Waterfront, 11am-6pm
- d) Giant Pumpkin Festival and Regatta, Saturday, October 7th, 2023, Waterfront
- e) Next Town Council meeting, Monday, October 16th, 2023, 6pm, Council Chambers

Adjournment

THAT the Regular Town Council Meeting of October 3rd, 2023, be adjourned at 6:43pm

Ringer

Mayor

Executive Coordinator

to the town. folks
I think we should
have a sign saying
watch out for Drivers

Document #	183-184
Rec'd by	GA. [Signature]
Date	04/9/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Ms. Kim Marsland
 Minister of Public Works
 Department of Public Works
 2nd Floor, Johnston Building
 1672 Granville Street
 PO Box 186
 Halifax, NS B3J 2A2
publicworksminister@novascotia.ca

P.O. Box 670
 168 Water Street
 Shelburne, N.S.
 BOT 1W0
 Phone: (902) 875-2991
www.shelburne.ns.ca

Document # D23-190	
Rec'd by <i>[Signature]</i>	
Date Oct. 11/23	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Re: Safety Concern at the intersection of Highway 103 and Ohio Road.

Ms. Marsland,

Please be advised that at the Town Council meeting held on Tuesday, July 17, 2023, the following motion was unanimously passed by the Council as noted below:

“THAT Council ask staff to contact Public Works with a request for a decrease in speed on Highway 103 around exit 26, with a copy to the Municipality and the Town of Lockeport.”

Outlined below are concerns expressed to Council members by the residents of the town including:

- a) The intersection connecting Highway 103 and the Ohio Road tends to be relatively busy handling traffic moving in four different directions as it is in close proximity to a busy Tim Horton’s location and parking lot. The speed limit allowed at the busy intersection is 100 km/hr which is in contrast to two other 80km/hr speed limit zones in Sable River and Jordan Falls.
- b) Essentially, we have a major street running through the town with a limit of 100km/hr at the north boundary of the town. The stop signs and the lamp posts can create blind spots for those drivers attempting to cross the 103; and
- c) The major concern is the potential severity of a collision as many big trucks tend to “build up” speed, often in the 120 km-140km/hr range, in order to achieve speed before approaching a steep incline past the intersection.

We recognize that alternative methods of speed control could be implemented to ensure the frequency and potential severity of traffic accidents is minimized.

Sincerely,

Harold Locke
 Mayor, Town of Shelburne

cc. Municipality of the District of Shelburne
 Town of Lockeport

Nickerson <Ben.Nickerson@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>
 Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Fence Relocation

Document # 223-191	
Rec'd by gw	
Date Oct 5/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

CAUTION: This email originated from an external sender.

October 5, 2023

To: Mayor and Council, CAO

My compliments to you on the fence erected on the north east corner of King and Water Streets. The new layout sacrifices no parking spots yet clearly defines the parking lot from the MLA's office and park. Furthermore, expanding the lawn/green space is an improvement to that area both aesthetically and environmentally.

I understand there is some discussion regarding moving the fence. I believe this would be an unnecessary expense. There is more than sufficient space between the parking rows – more than at other parking lots in town such as Sobeys and the Yacht Club. Moving the newly built fence would be a waste of time and money when there are plenty of other areas more requiring “beautification”.

Respectfully,

Maeve Wilson

38 Dock Street

Jill Webb

From: Ken Smith
Sent: October 6, 2023 2:38 PM
To: Jill Webb
Cc: Sarah Mattatall; Harold Locke; Rick Davis
Subject: FW: Fence Relocation

Follow Up Flag: Follow up
Flag Status: Flagged

Document # 023-191	
Rec'd by JW	
Date Oct 6/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Jill
We could add this to the agenda with the letter from Maeve and Brad Wilson.
Ken

From: Harold Locke <Harold.Locke@shelburnens.ca>
Sent: Friday, October 6, 2023 11:52 AM
To: Ken Smith <Ken.Smith@shelburnens.ca>
Subject: Fwd: Fence Relocation

Sent from my iPhone

Begin forwarded message:

From: Rick Davis <Rick.Davis@shelburnens.ca>
Date: October 6, 2023 at 7:41:12 AM ADT
To: Bradd & Maeve Wilson <bradd.maeve@gmail.com>, Harold Locke <Harold.Locke@shelburnens.ca>, Ben Nickerson <Ben.Nickerson@shelburnens.ca>, Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>, Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>, Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Re: Fence Relocation

Hello Maeve and Brad,

Thank you for sharing your opinion regarding the fence.

The fence was moved surreptitiously without any knowledge by any council members or staff or consultation with Public Works whatsoever. The moving and reconstruction of the fence was orchestrated in total secrecy by the former CAO, conveniently, and timed to coincide with her holiday to Ontario. And, accomplished by private

contractors, not Public Works employees unbeknownst to any of us until it was too late.

That area has been on our agenda for years, to "repair" the fence, clean up the overgrowth of wild trees, and repair and refurbish the signage thereon. Not move it 20 feet to the East under the guise of creating more green space.

The Town does not need more green space. Staff can barely maintain the green spaces we have, which are plentiful as you know, and restricting or reducing parking space is the direct opposite of our plans, which were, or should have been well known.

If there had have been proper consultation with Council and staff, moving the fence would not have taken place at all. The Sauna Tubes and mounting brackets were already in place. Further direction to Public Works staff to remove the existing concrete also resulted in a damaged sewer line which cost the town likely thousands of dollars in time and equipment use to repair.

Thank you for your input, and I hope this clarifies things.

Warmest regards,

Rick.

From: Bradd & Maeve Wilson <bradd.maeve@gmail.com>

Sent: Thursday, October 5, 2023 8:21 AM

To: Harold Locke <Harold.Locke@shelburnens.ca>; Rick Davis <Rick.Davis@shelburnens.ca>; Ben

Jill Webb

From: Sarah Mattatall
Sent: October 13, 2023 1:39 PM
To: Jill Webb
Subject: FW: Fence Relocation

Document #	D23-191
Rec'd by	gw
Date	Oct 9 2023
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

From: Bradd & Maeve Wilson <bradd.maeve@gmail.com>
Sent: Monday, October 9, 2023 8:06 AM
To: Rick Davis <Rick.Davis@shelburnens.ca>
Cc: Harold Locke <Harold.Locke@shelburnens.ca>; Ben Nickerson <Ben.Nickerson@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Re: Fence Relocation

Hi Rick,
Thank you for getting back to us. We really appreciate the response. However we are still of the opinion that the fence should not be moved. It is securely in place, looks good and moving it would not provide any additional parking spaces. The additional grass created is minimal and only equal to the additional plowing that moving the fence would create. We believe Council has more pressing issues to attend to.
Best regards,
Bradd & Maeve

On Fri, Oct 6, 2023 at 7:41 AM Rick Davis <Rick.Davis@shelburnens.ca> wrote:

Hello Maeve and Brad,

Thank you for sharing your opinion regarding the fence.

The fence was moved surreptitiously without any knowledge by any council members or staff or consultation with Public Works whatsoever. The moving and reconstruction of the fence was orchestrated in total secrecy by the former CAO, conveniently, and timed to coincide with her holiday to Ontario. And, accomplished by private contractors, not Public Works employees unbeknownst to any of us until it was too late.

Shelburne District Policing Model

Document # <i>D23-192</i>	
Rec'd by <i>[Signature]</i>	
Date	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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The following is to make you aware of the pending enhancement to RCMP policing services in Shelburne County as previously discussed. Shelburne RCMP will be merging with Barrington RCMP in August of 2023 to become Shelburne County District RCMP.

This plan has been ongoing for several months now and is supported by RCMP Southwest District Management as well as H Division RCMP in partnership with the NS Dept of Justice. The move to a district policing model will not result in the movement or change of any substantive assets or resources as they now exist. Shelburne and Barrington RCMP will continue to maintain two detachments with current compliment of officers and support staff remaining unchanged. The only changes will be in roles and responsibilities for the S/Sgt in Shelburne and the Sgt in Barrington. Both of these positions will remain in their substantive locations however, the S/Sgt will become the District Commander for both detachments and the Sgt will become the Operation NCO for both detachments. This district model will enhance operations resulting in a better and more streamlined and accountable service. It will enhance communications with elected groups and will result in consistent messaging to officers, residents and all elected groups to ensure efficient and accurate policing operations.

I ask that you please sign below as to your awareness of the pending district policing model so we can move forward.

Respectfully,

S/Sgt Mark Mac Pherson

Notice of Awareness re Shelburne District Policing Model

We are aware of the planned merger of Shelburne and Barrington RCMP Detachments to become the Shelburne County District RCMP. We have been briefed by S/Sgt Mac Pherson and support this move to a more enhanced, efficient and accountable policing model. We are cognizant of the fact that this is an operational decision and does not impact current policing contracts as they now exist.

Mayor/Warden:

Date:

CAO/CFO:

Date:

Jill Webb

From: Ken Smith
Sent: October 11, 2023 1:46 PM
To: Jill Webb
Subject: FW: Accessibility Coordinator Hiring

Document #	
D23-193	
Rec'd by <i>gw</i>	
Date <i>Oct 6/23</i>	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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From: Ken Smith
Sent: Friday, October 6, 2023 2:12 PM
To: Jill Webb <Jill.Webb@shelburnens.ca>
Subject: FW: Accessibility Coordinator Hiring

Information item for Council agenda

From: Adam Dedrick <Adam.Dedrick@municipalityofshelburne.ca>
Sent: Friday, October 6, 2023 2:03 PM
To: Ben Nickerson <Ben.Nickerson@shelburnens.ca>; Frances Scott <lockeportrec@ns.aliantzinc.ca>; Holly Perry <hollyperry@supportinginclusion.ca>; Ken Smith <Ken.Smith@shelburnens.ca>; Kent Balish <kentbalish@hotmail.com>; Warden Penny Smith <Warden@municipalityofshelburne.ca>; Sylvia Snow <sylviasnow1949@gmail.com>; TAGSTACEY@hotmail.com; Wanda Buchanan <wanda_buchanan@hotmail.com>; whbilatwood@gmail.com
Subject: Accessibility Coordinator Hiring

Good afternoon,

I am pleased to announce that Tammy Conway Denning has been hired for the Accessibility Coordinator position. Tammy has over twenty years of experience working with diverse and vulnerable populations, with education and knowledge in equity, diversity, and inclusion. She has fulfilled many impactful roles including Executive Director for a women's shelter, a program supervisor for mental health at an outreach centre, and she is a certified Restorative Justice Facilitator. She has worked with a variety of stakeholders including nonprofits, community organizations and all levels of government.

Tammy will start in the position on October 23rd. We will arrange for her to be at the next committee meeting which will be scheduled soon so keep an eye out for an email.

Thank you to Holly for assisting Frances and I with the hiring process and representing the Advisory Committee. Job well done!

Thanks,

Adam Dedrick
Director of Recreation & Parks
902-875-3544 ext 225
Adam.Dedrick@municipalityofshelburne.ca
414 Woodlawn Drive
P.O. Box 280
Shelburne NS
BOT 1W0



P.O. Box 670
168 Water Street
Shelburne, N.S.
BOT 1W0
Phone: (902) 875-2991

Document # (902) 875-3932
www.shelburnens.ca

DA2
173

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Date	Oct. 13/23
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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October 13th, 2023

Jeanette Nickerson
Eileen Sanderson
Shelburne, NS

Dear Ms. Nickerson & Ms. Sanderson,

On behalf of Council, I'd like to thank you for approaching the Town of Shelburne with your concerns and questions. Your questions have been reviewed and the Town's responses are noted below:

Q: "Will the town have or create a strategic plan towards the protection etc. of seniors and the BIPOC community?"

A: When you ask about seniors or BIPOC community members with reference to protection, there are already several measures in place to address such issues. The RCMP are our police service of choice, and they have several initiatives both locally and provincially that address protection of these diverse and sometimes vulnerable people. With relation to seniors, both Shelburne and Barrington share and fund a Senior Safety Co-ordinator (SSC) to deal with issues related to our aging population. The SSC engages the RCMP and any other agencies or supports to assist seniors in need. For instance, the SSC often calls upon RCMP, Community Services or Elder Abuse to deal with immediate needs or crisis. The support we provide to the SSC also includes access to such programs as the Age-friendly Grant, the Elder Abuse Strategy and the NS Action Plan for an Aging Population. So, you can see that our engagement and funding for our SSC ensures that supports are readily accessible from both a local and provincial level. The RCMP attend various functions or events/presentations regarding crimes against seniors such as the recent attendance to the senior's picnic and plans for upcoming fraud prevention discussions. Furthermore, the RCMP also has an officer who deals with Community Policing issues which includes senior safety talks, visits and community events. With relation to our BIPOC community members and your question on protections, again, the RCMP is our police service of choice, and they have a local initiative for engaging with the BIPOC community. This is written into their local Annual Performance Plan which tracks RCMP engagement with diverse communities. For instance, over the past twelve (12) months, the RCMP has taken part in numerous events at the Black Loyalist Heritage Center (BLHC) and in April they held a community meeting where they discussed policing initiatives, persons rights when dealing with the police, recruitment of BIPOC



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persons and just an overall discussion on policing. Again, as our police service of choice, we support the RCMP in these endeavours, they work hard to be involved. They were present at the BLHC the end of September where they opened themselves up to discussion. They were willing to have a discussion on any topic around policing in this area. In November, the Commanding Officer for the RCMP in NS will be at the BLHC to have a discussion about the "street checks" apology that is forthcoming. They have been working closely with the African NS community to come up with meaningful discussion on topics related to BIPOC persons. The RCMP also have a steering committee in relation to African NS initiatives and one of their national priorities is the engagement with Indigenous peoples.

Q: "Is the town prepared to share community, crime-based statistics and updates to the community when crimes or issues arise that impact the community?"

A: This is a broad question, but we will try to answer as best we can. With relation to sharing crime-based statistics, there are processes in place for quarterly RCMP reporting to our local Police Advisory Board (PAB). The PAB consists of council members from the Town of Shelburne, the Municipality of the District of Shelburne and the Town of Lockeport as well as public appointees. These persons represent the local populace and monitor and collaborate on policing initiatives with the RCMP. At these quarterly meetings, the RCMP discuss crime statistics, significant calls for service as well as answer questions regarding a variety of policing activities. The PAB meetings are open to the public and you can attend and ask questions. Over the past year, the RCMP have held nine community meetings throughout Shelburne County to discuss any police related matters. During these conversations, S/Sgt Mac Pherson, the District Commander, has discussed a new initiative whereby the RCMP would share a monthly or quarterly crime report with all residents. The plan is in its infancy, but the initial discussion was that this reporting would be uploaded or linked to each elected group's web page. This is still under construction and not yet finalized. With relation to sharing updates to the community when crimes or issues arise, there are several facets to that question. Firstly, if there is an ongoing event, the RCMP will issue an Alert Ready warning to local residents. If the crime type is something that will impact the community, then that would be shared through the media channels. Keep in mind, most crimes are of a personal nature and details of those occurrences will not be shared with members of the public as there are privacy issues.

Q: "The impact and history of drugs use and distribution within the community has and will affect all. What steps is the town prepared to take to begin to address these issues and how will this be communicated in the future to the public?"

A: This too is a multifaceted question. Drug and substance abuse is a Provincial Health Care issue. This question might be better answered by Nova Scotia Mental Health and Addictions



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in relation to abuse/use. With reference to distribution, the RCMP Street Crime Enforcement Unit (SCEU) has two local plain clothed officers who work in Shelburne. One of their primary functions is to disrupt and dismantle any drug distribution systems in the area. Further discussions on that or details on what they do and what they are working on is not prevue to the public. In reference to the Town addressing these issues and how this will be communicated to the public is also not something the Town is able to communicate. The Town is not prevue to such information. We entrust the RCMP SCEU to deal with distribution as this is a policing matter. Again, substance abuse is something we recommend you speak to NS Addiction Services about. They will be able to shed some more light on these concerns and what processes they enforce to address the issues.

I hope our responses address your questions above. As with any other issues, we would encourage you to come up with some suggestions or solutions to the above noted topics you raise. We are always willing to be inclusive and communicate with our residents. I encourage you to bring your concerns and suggestions to us here at the Town of Shelburne or to the RCMP so we can have more meaningful discussions. We hope you are willing to contribute as we all move forward.

Sincerely,

Mayor Harold Locke

Town of Shelburne

harold.locke@shelburnens.ca



Municipality of Shelburne
 Adam.Dedrick@
 municipalityofshelburne.ca
 (902) 875-3544 Ext 225



Town of Lockeport
 lockeportrec@ns.aliantzinc.ca
 (902) 656-2565



Town of Shelburne
 cao@town.shelburne.ns.ca
 (902) 875-2991



Town of Clark's Harbour
 charbourrec@eastlink.ca
 (902) 745-2390



Municipality of Barrington
 mjames@
 municipalityofbarrington.com
 (902) 637-2015 Ext 239

October 11, 2023

Nova Scotia Federation of Municipalities
 Suite 1304, 1809 Barrington Street
 Halifax, NS B3J 3K8

Attention: Mayor Brenda Chisholm-Beaton, President, Nova Scotia Federation of Municipalities (NSFM)
 Email: bchisholmbeaton@townofph.ca
 Subject: Urgent Need for Advocacy to Improve Rural Cell Phone Coverage for Emergency Preparedness

Document # D23-194	
Rec'd by [Signature]	
Date Oct 11/23	
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Council	✓
Agenda	✓
Committee	

Dear Mayor Chisholm-Beaton,

I am writing to you with an urgent and critical concern that necessitates immediate action; the lack of reliable cell phone coverage in rural parts of Nova Scotia. Recent events, such as wildfires, floods, and hurricanes, have emphasized the imperative need for robust communication networks in these areas.

While natural disasters have always posed a risk, the increasing frequency and severity of these events make it even more essential for our rural communities to have dependable cell phone coverage. In times of emergencies, many residents do not receive timely alerts or information due to the inadequate or non-existent cell phone signal, endangering lives and properties. Communication is a vital lifeline that can make all the difference in these perilous situations.

The recent initiative in Toronto, where all subway riders will have cellphone service from October 3rd, underscores the vital importance of connectivity for public safety and economic prosperity. Spearheaded by the Federal Minister of Innovation, Science and Industry, François-Philippe Champagne, this move responds to concerns over restricted connectivity, ensuring that riders can promptly access emergency services and maintain consistent communication for both personal and business needs. If such measures can be executed in urban centers like Toronto, it becomes imperative for the government to address similar concerns in rural communities, such as the Municipality of Shelburne. In emergencies like the recent fires, several residents couldn't receive crucial evacuation alerts due to absent cell coverage. Just as Toronto's subway riders are safeguarded with mandated service provisions, residents of rural communities deserve the same commitment to their safety and well-being.

As you are aware, reliable cell phone coverage is not merely a matter of convenience but a critical infrastructure need that impacts the well-being and safety of our residents. Not only does this affect individual households, but it also hampers the efforts of emergency responders who rely on clear lines of communication to coordinate rescue and relief activities.

I urge you, in your capacity as the President of the Nova Scotia Federation of Municipalities, to prioritize and intensify your advocacy towards both the Provincial and Federal Governments through your Public Safety Advisory Committee or possibly creating a dedicated committee on the issue. While it is understood that there are multiple challenges and budget constraints to be managed, the well-being and safety of the citizens should always be paramount.

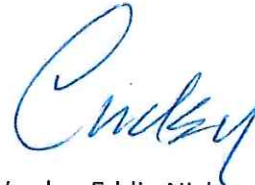
Moreover, improved cellular infrastructure would not only enhance safety but also contribute to the economic and social development of these rural areas. This long-term investment would benefit our communities in multiple ways, making it a "win-win" situation for all stakeholders involved.

Thank you for your attention to this vital issue. Together, we can forge a stronger and safer Nova Scotia for everyone.

Sincerely,



Warden Penny Smith
Municipality of Shelburne



Warden Eddie Nickerson
Municipality of Barrington



Mayor Rex Stoddard
Town of Clark's Harbour



Mayor Cory Nickerson
Town of Lockeport



Mayor Harald Locke
Town of Shelburne

- C: Tim Houston, Premier
Rick Perkins, MP – South Shore – St. Margarets
Nolan Young, MLA – Shelburne
Juanita Spencer, NSFM - Chief Executive Officer
Ellen Desmond, CRTC – Commissioner Atlantic Region & Nunavut
Paul Mason, NSEMO – Executive Director
All Nova Scotia Municipalities



TOWN OF SHELBURNE

Tree Policy

POLICY #	
123-196	
Rec'd by <i>gju</i>	
Date <i>Oct. 11/23</i>	
COPIES TO:	
Council	✓
Agenda	✓
Tree Committee	
Council's	

1. Introduction

The Shelburne Town Council believes that trees are assets which enhance the quality of life in our community. Trees are an important element of our community's natural and cultural landscape. Tree cover is recognized as contributing to human health and quality of life and therefore it is the intent to maintain and enhance tree cover within the Town of Shelburne to maximize the benefits to the community. Preserving our trees will leave a legacy for future generations to benefit from.

2. Benefits of Trees

Trees provide benefits under all four of the Pillars of Sustainability described in the Town of Shelburne's Integrated Community Sustainability Plan:

a) Cultural

- Enhancing street landscape
- Improving community aesthetic
- Protecting heritage features and areas

b) Economic

- Increasing property values
- Reducing energy consumption

c) Environmental

- Reducing airborne pollution and improving air quality
- Preventing soil erosion and protecting well water quality
- Providing habitat for wildlife
- Reducing greenhouse effect

d) Social

- Providing recreational opportunities – Screening traffic noise
- Reducing snow drifting
- Providing health benefits
- Producing food for people and animals

3. Policy Statement

The Town of Shelburne Public Works Department is responsible for the care and maintenance of all trees on all Town property including Town-owned parks. The Town of Shelburne Tree Policy is enacted in order to provide for the protection of trees, control the removal of trees and encourage the planting of trees.

POLICY

It is the policy of the Town to:

- a) Ensure the proper protection and maintenance of Town-owned trees; remove dead, dying or diseased trees on public property; and, plant replacement trees.
- b) Encourage the proper protection and maintenance of privately owned trees in the Town.
- c) Promote the planting of trees of suitable species at desirable sites within the Town.

Areas Covered by Policy

This policy applies to all Town property including: right-of-ways; easements; parks; open spaces; and land covered under lease agreements with third parties.

4. TREE PLANTING

Selection of the best quality tree and the most appropriate location to plant are key factors in the long term success of a tree.

The success of tree planting relies on:

- Choosing the right species for the site
- Creating as much rooting space as possible
- Preserving and establishing good soil quality
- Controlling water availability and drainage
- Planting at the proper depth
- Protecting the ground area around the trunk
- Making allowances for proper maintenance

5. Tree Species Selection

Tree species shall be selected from the approved tree list in Appendix A to be chosen based on site characteristics and design. Street Trees: typically species that will tolerate roadside conditions and will grow to a medium height. Non-Street Trees: typically large stature shade trees with large leaf areas (encouraged as they provide more environmental benefits than small stature trees).

Staff will consider the level of maintenance the tree requires and the ability of the Town to care for the tree. Other considerations will include future rooting demands and the available growing space for the tree canopy. Native species will be used when appropriate for the site-specific growing conditions. The existing populations of trees in specific neighbourhoods must be considered when specifying species for planting. Avoid mass planting of a single species to promote long term sustainability. The potential for widespread disease and subsequent costs associated with removal and replacement of the trees will be considered.

6. Street Trees

The Town's Public Works Department is responsible for the selection, location and planting of street trees in accordance with this policy. The selection of suitable sites for the location of street trees is a difficult process. Species selection is made to ensure the tree lives as long as possible.

POLICY

The spacing and location of street trees varies. Street trees shall in general be spaced 10 to 20 metres apart on major roads where sidewalks are present. On local roads in residential areas where sidewalks are not present trees may be spaced 5 to 10 meters apart where possible.

Trees with similar shape should be matched one side of the street to the other where possible to provide a 'closed canopy' effect at maturity. Trees will be selected to ensure minimal conflict with utilities, driveways, curbs, sidewalks and other trees. No new trees shall be planted directly in front of building entrances, under overhead wires or directly over underground services unless trees so planted are specifically selected to mitigate disruption to this infrastructure. Trees will not be planted within 3m radius of a structure. In commercial areas consideration will also be given to ensuring trees are located so as not to reduce available on-street parking.

Considerations for street tree selection and location include space limitations, diversity of soil, tree species availability and any obstructions such as utility poles or signs. Planting will take place in the spring and fall of each year. The types of plantings selected shall include trees which are adaptable to roadside conditions, resistant to chemicals, quick growing, hard and which blend in well with the surrounding landscape. Species such as poplar and willow are banned for street tree planting. Coniferous needle-bearing trees or other species will not be planted on the right-of-way where they will cause sight line obstructions but may be considered if the location supports placement of this type of tree.

To maximize the likelihood of survival street trees will have a minimum bole diameter of 40 mm at a point 50 cm from the ground and be a minimum of 2 metres in height at the time of planting.

7. Non-Street Trees (Parks and Naturalized Areas)

Where possible, trees will be planted in parks. Large trees are recommended for parks, meadows, or other open areas where their large size will not be restricted, cause damage or become a liability. The trees should be planted in groupings to complement each other and other species. Consideration of respective growth habits must be considered when choosing the trees to be planted at any particular site and preparation of landscape designs must be made prior to commencement of work. The Town of Shelburne Public Works Department has full control over all species planted in park areas.

Although consideration may be given to the planting of trees with edible fruit in non-street locations, trees with large or messy fruit may be planted only in limited situations. Trees with large thorns are not to be planted in any location.

No person shall remove, or cause, or permit the removal of any tree on Town property – including Town-owned parks and naturalized areas – without prior written approval from the Town.

8. Replacement Trees

Subject to budget and available funding, the Town of Shelburne will try to replace all trees that have been removed due to construction, storms, or poor health. Additional trees may be planted, subject to the budget approval. The planting of trees shall be done by the Public Works Department or a qualified contractor. When possible, this will take place within one year of the tree being removed. In the case of street trees the adjacent property owner will be notified in advance and it is possible for them to

POLICY

request a specific tree from the approved tree list in Appendix A; Public Works will make the final selection of replacement trees.

The Town will maintain the character of its mature tree-lined streets by replacing any street tree requiring removal with a new tree planted as close as practical to the location of the original as possible. Each site will be assessed to determine if there is space to replant. If there is insufficient space to locate the replacement trees in the immediate neighbourhood, the replacement tree will be planted elsewhere on Town property. The cost associated with replacement trees which are planted will be borne by the Town of Shelburne or through tree fund donations.

9. TREE MAINTENANCE / REMOVAL

The Town of Shelburne Public Works Department is continually involved in an ongoing tree maintenance program. Town trees are pruned for a variety of reasons including removal of broken, dead or diseased limbs, restriction of growth or removal of obstructions which may interfere with traffic.

Tree maintenance performed on Town-owned lands shall be done by the Town or a contractor under the direction and to the satisfaction of the Supervisor of Public Works, or designate. Upon completion of the tree maintenance operation, brush and debris will be removed and the area raked and swept clean.

a) Objectives

- To ensure an effective tree maintenance program that preserves the integrity of streetscapes and open spaces;
- To ensure that tree maintenance operations are done in a safe and efficient manner;
- To maintain necessary traffic sight lines and street clearance; and,
- To address emergency tree maintenance issues in an appropriately timely fashion.

b) Removal

Trees represent one of the few Town assets which grow in value over time and enhance the natural beauty of our community. Consequently, trees will not be removed from Town property without just cause. Trees will be considered for removal only when they are located on Town property and are found to be dead, in severe decline, damaged beyond the point of repair, interfering with the Town infrastructure or are found to be of poor quality, or undesirable species whose removal is required to facilitate new street tree plantings. Every attempt to preserve the tree (i.e. root cutting) shall be made before removal is considered to be an option. The Town's Public Works Department will determine if the tree is on Town property. Trees determined to be on private property are the sole responsibility of the property owner.

The stumps of trees so removed will be removed only if the Public Works Supervisor deems them hazardous or they interfere with public infrastructure.

Once the tree is removed, the wood is left on site for the adjacent property owner, if requested. If the property owner does not want the wood, it will be left on site for seven (7) days to be collected by the public. If the wood has not been collected after seven (7) days it will be removed by the Public Works Department.

c) Liability

The Town of Shelburne is not liable for failure to remove a diseased or dangerous tree or limb from property, whether publicly or privately owned.

d) Compensation for Damaged Trees

The Town will endeavour to achieve compensation to the full value of any public trees that are willfully damaged or become damaged as a result of an accident. Trimming or removing any tree rooted on Town land without prior written authorization from the Town will be considered as willful damage under this policy. The value of replacement trees will be determined in accordance with this policy.

10. PRIVATE PROPERTY

The Town shall not remove trees from private property unless the owner has granted written permission or an order requiring the removal of the tree has been issued. The Town may remove hazardous, diseased, and/or insect infested trees from private property that overhang the public right-of-way, when it is able to obtain the property owner's written consent to do so or an order requiring the removal of the tree has been issued.

Council hereby authorizes the Chief Administrative Officer or a designated employee to order an owner of land, within thirty (30) days of services of a copy of the order, to remove a tree, shrub or limb that is, in the opinion of the Chief Administrative Officer or a designated employee, hazardous to persons or property or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity. Examples of trees, shrubs or limbs that may be hazardous to persons or property are trees, shrubs or limbs that project into the sidewalk or street which may hit a pedestrian, strike snow-removal equipment, or obstruct the view of a motorist. An order so issued must contain a description of the location of the tree or limb directed to be removed.

If an owner fails to remove a tree or limb described in an order issued under this Policy, within 30 days of service of a copy of the order, a person authorized by the Chief Administrative Officer and/or other designated employee may enter upon the land upon which the tree or limb is situated, without warrant or other legal process, and remove the tree or limb. The actual cost of the tree or limb removal is to be recovered as a debt from the owner of the land upon which it was located, and is a first lien on the real property of the owner of the land and may be collected in the same manner as taxes.

The Town adopts as policy all of the provisions of section 63 of the Municipal Government Act, and its employees shall follow the law and procedures set forth therein.

11. COMMUNITY PARTICIPATION

a) Maintenance

If a property owner wishes to have a contractor perform town-approved maintenance on a town-owned tree adjacent to the Owner's property at the property owner's expense prior written approval citing the exact nature of the maintenance must be obtained from the Town. The Chief Administrative Officer or a designated employee is hereby authorized to approve applications made pursuant to this section;

POLICY

contractors will be required to provide proof of WCB registration and insurance before any application can be approved.

b) Removal

Property owners who wish to have Town-owned trees removed from Town property adjacent to their home for other reasons, including leaves in the fall, problems growing grass under the trees in the summer or they simply do not like the tree in its present location, must receive approval for such a tree removal from the Town Council. Property owners should provide written notice of their request for removal so as it may be placed before Council. These removals, if approved by Council, will be at the property owner's expense, and a suitable replacement tree, as per this policy will be planted at the property owner's expense in accordance with this policy.

c) Planting

The Town will allow residents to apply to have a tree planted on municipal property. Members of the public may apply to have a tree or shrub planted on Town property at their expense. The Chief Administrative Officer or a designated employee is hereby authorized to approve applications made pursuant to this section. All trees planted must conform to the criteria placed on the planting of trees as determined by this policy; requested plantings conforming to the provisions of this policy will be approved wherever possible. All requests will be accommodated within one year, when possible. Any tree or shrub planted on Town property becomes the property of the Town once planted.

d) Donations

Through our Tree Dedication Program, friends and families can create a dedication or memorial by placing a tree in one of the Town's parks, playgrounds or trails. With prior approval, dedications can be placed in any park, playground or walkway in the Town of Shelburne, including Pine Grove Cemetery. A plaque listing the donated trees and names of loved ones will be created and displayed on Town Property to acknowledge Memorial trees and Donated trees. These dedications are attractive additions to our public areas and serve as a lasting reminder or a timeless gift to a loved one. Costs for trees may vary in any given year. Contact the Town Office for more information.

Passed By Council: January 20th, 2020



Document #	
D23-196	
Rec'd by	
[Signature]	
Date	
Sept 26/23	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

September 26, 2023

Jill Webb, Executive Coordinator,
Town of Shelburne,
168 Water Street,
Shelburne, Nova Scotia
BOT 1W0

Dear Jill,

Thank you for your time during our telephone conversation this morning. As discussed during our call, I am sending a request for the Town of Shelburne to partner with the Shelburne Curling Centre in our "Chiller Project".

One of three essential ice-plant components, the chiller has failed and needs replacing at the cost of just under \$50,000. We have made temporary repairs at our own cost, that will get us through this coming season. Our request is for the purchase of the new chiller for the 2024/2025 season. We are contacting other sources of funding, as well as making our own contribution.

The Shelburne Curling Centre serves a varied age demographic, from the youngsters in our school programs to seniors, with both recreational and competitive opportunities. Our membership and programs are growing to meet the demand of long-time residents as well as those coming from "away" who enjoy the physical and social benefits of the growing sport of curling. We are well respected by Curling Nova Scotia as a vibrant centre. In March 2024 we are hosting the High School Finals, and the Provincial Mixed Finals for the second of three years. These events generate a significant amount of traffic for local businesses.

It would be my pleasure to speak to the council regarding this request. I have attached corroborating price quotes.

I look forward to future discussions.

Allan

Allan Mountford, B.A., B.P.E., B.Ed., M.Ed.
Vice-President
Shelburne Curling Centre



George P. King Contracting Ltd
 P.O. Box 151
 Yarmouth, NS B5A 4B2
 P: (902) 742-5874 / F: (902) 742-1125
 E-mail: gpkings@eastlink.ca

June 4, 2023

Shelburne Curling Centre
 144 John Street
 Shelburne, NS
 Attn: **Matthew King**

**RE: Shelburne Curling Club
 "RS-70 Ice Plant Refrigerant Change"**

Document #	
D23-196	
Rec'd by	
[Signature]	
Date	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Dear Matthew,

We are pleased to provide you with a quote to replace the current R-22 refrigerant to R-453A (RS-70) refrigerant in the Shelburne Curling Club ice plant.

Price: \$7,950.00, taxes extra

Included:

- Recover the existing R-22 refrigerant from system into recovery tanks
- Ship recovered R-22 refrigerant away for recycling
- Pressure test the system to make sure there are no leaks
- Evacuate the system
- Charge in new R-453A refrigerant
- Run system so adjustments can be made to suit new refrigerant
- One oil change and liquid line filter dryer change
- One return trip after a few days run time to check over the system

Warranty:

- No warranty on refrigerant or future leaks

Price firm 30 days

Regards,



Blair Richardson

Acceptance of Proposal – Customer accepts terms and conditions as stated above and authorizes vendor to do the work as specified.

Date of Acceptance: _____

Signature: _____



George P. King Contracting Ltd
P.O. Box 151
Yarmouth, NS B5A 4B2
P: (902) 742-5874 / F: (902) 742-1125
E-mail: gpkings@eastlink.ca

June 4, 2023

Shelburne Curling Centre
144 John Street
Shelburne, NS
Attn: **Matthew King**

**RE: Shelburne Curling Club
"New Shell and Tube Evaporator"**

Dear Matthew,

We are pleased to provide you with a quote to replace the shell and tube evaporator (Chiller) at the Shelburne Curling Club

Price: \$34,425.00, taxes extra

Included:

- Recover the remaining R-22 in the system that was left after annual season shutdown.
- Drain the glycol from the chiller circuit
- Disconnect the refrigeration piping and glycol piping from existing chiller
- Remove the existing chiller and arrange disposal
- Boom truck to unload new chiller and load old chiller
- Reconnect the refrigeration piping and glycol piping
- Recharge glycol system and top up surge tank
- Pressure test the refrigeration system to make sure there are no leaks
- Change the liquid line dryer and evacuate the system
- Charge in the existing R-22 refrigeration charge
- Start up and commissioning of the new chiller

Document #	D23-196
Rec'd by	gpk
Date	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Warranty:

- One year parts and labor on new chiller from start up

Price firm 30 days

Regards,



Blair Richardson

Acceptance of Proposal – Customer accepts terms and conditions as stated above and authorizes vendor to do the work as specified.

Date of Acceptance: _____

Signature: _____

**Eastern Shelburne County RCMP Advisory Board
July 20, 2023 Meeting Minutes**
(held at Crescent Beach Centre, Lockeport)

Document #	D23-197
Rec'd by	<i>gsw</i>
Date	
COPIES TO:	
Shelburne Municipality	✓
Lockeport Town	✓
Shelburne Town	
Department of Justice	
Eastern Shelburne County	
Royal Canadian Mounted Police	

MDS = Municipality of the District of Shelburne
 ToL = Town of Lockeport
 ToS = Town of Shelburne
 DoJ = Department of Justice
 ESC = Eastern Shelburne County
 RCMP = Royal Canadian Mounted Police

Attendees:

- Deputy Mayor Dawn DeMings-Taylor – ToL (Chair)
- Councillor Kent Balish – ToL (Vice Chair)
- Community Member Howard Roszel - ToL
- Community Member Bruce Bennett – ToS
- Councillor Sheldon Ringer – ToS
- Community Member Pam Mingo – ToS
- Councillor Heidi Wagner – MDS
- Councillor Ron Coole – MDS
- Community Member Fred Greenwood – MDS

Non-Voting Attendees:

- RCMP Detachment Commander – Shelburne Cpl. Lindsay Powers
- Recording Secretary Jill Cassibo – ToL

Regrets

- Councillor Rick Davis – ToS

Guest

- Councillor Sherry Thorburn - Irvine – MDS

Call to Order

Chair Dawn DeMings-Taylor called the meeting to order at 6:00 p.m.

Approval of Agenda

07-20-23-01

It was duly moved and seconded that the agenda of July 20, 2023 be approved with the addition of Councillors Rick Davis's email under New Business. Motion Passed.

Approval of Minutes

07-20-23-02

It was duly moved and seconded that the minutes of April 20, 2023 be approved as presented. Motion Passed.

Status of Outstanding Business

There was no outstanding business.

RCMP Statistical and Incident Report Q4

Cpl. Lindsay Powers asked if there were any questions in regards to the report that Staff Sergeant Mark Macperson completed. They are now running with a good compliment of staff.

The wildfire was discussed and charges will either be brought from the Provincial Act from the Department of Natural Resources and Renewables or Criminal charges. The RCMP were very busy during this time removing people from their homes and getting them to safe places as well as anything else they were needed to do. There was a huge thank you from the board for the role they played.

It was asked about bicycle patrol and Cpl. Powers remarked that she is the only one trained for bicycle patrol, but even if you had bicycle patrol, you still need a patrol car in the area so it is not useful to Shelburne County.

07-20-23-03

It was duly moved and seconded that the RCMP Statistical and Incident Report for April to June 2023 be accepted as presented. Motion Passed

New Business

Councillor Rick Davis had sent an email asking for a discussion for the intersection at exit 26 on Hwy #103 to be reduced to 80 km/h. There are numerous accidents at that intersection. There was a motion made through the Council meeting at the Town of Shelburne that they ask the Department of Transportation & Infrastructure or Public Work NS. Cpl. Powers had statistics and stated that since January there had been three collisions and no fatalities at that intersection and that is something the province will look at when making that determination to lower the speed limit.

Next Meeting

The next meeting is scheduled for Thursday October 19, 2023 at 6:00 p.m. at the Crescent Beach Centre Lockport.

Adjournment

07-20-23-04

There being no further business, Chair DeMings-Taylor asked for an adjournment. **It was duly moved and seconded that the meeting was adjourned at 6:38 p.m. Motion Passed**



P.O. Box 670
168 Water Street
Shelburne, N.S.
B0T 1W0
Phone: (902) 875-2991
Cell : (902) 875-6482
Fax: (902) 875-3932

dana.nash@shelburnens.ca
www.shelburnens.ca

October 6, 2023s

By-Law Officer Report September 2023

September calls for service (sept 18-sept28):

- 23-001. Service request: Follow up to Dangerous and Unsightly on Thomas st.- Ongoing
- 23-002. Service request: Complaint of obnoxious smell-Resolved
- 23-003. Service request: Follow up dog barking on charlotte ln.-on going
- 23-004. Service request: Complaint of garbage on john-ongoing

Assignments:

- Working on public engagement meeting concerning Grovestine Complex
- Gather more information on Road Trials designation By-law

Summary of additional By-Law Officer duties and outcomes:

- New By-law officer

Respectfully submitted,

Dana Nash

Document #	D23-198
Rec'd by	Oct 6/23
Date	ju
COPIES TO:	
Council	✓
Agenda	✓
Committee	



Municipality of
Shelburne

Naturally Yours

Document #	D23-199
Rec'd by	<i>[Signature]</i>
Date	Oct 4/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Inspection Department

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

October 4, 2023

Town of Shelburne
ATTN: Sarah Whiteway Mattatall
PO Box 670
Shelburne, NS
BOT 1W0

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of September, 2023.

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	0	0
Number of Permits Issued to Date	10	13
Construction Value	\$ 0.00	\$ 0,00
Total Construction to Date	\$ 744,000.00	\$ 1,924,200.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Heritage Advisory Committee

Purpose: To form a Heritage Advisory Committee

Background: At the February 1st, 2021 Council Meeting, the following motion was passed:

Analysis:

Staff reviewed any background information regarding the existence of a Heritage Advisory Committee. At the February 1st, 2021, Town Council meeting, the following was found in the council minutes.

Appointment of Heritage Advisory Committee Members.

Executive Coordinator Robin Smith informed Council that after posting on social media looking for some public members to join the Heritage Advisory Committee there has been some interest. There also is one resident wanting to join after a one-year term is up for the new members. Mayor Locke thanked the public for stepping up for many of our committees.

THAT Council appoints Chris Sharpe and Cady Beradi to the Heritage Advisory Committee as members from the Shelburne Historical Society as well as Sandra Walsh and Nolan Young as members of the public/residents of the Town.

1. Janet Stritychuk had expressed interest and would like to serve on the Committee.
2. The Committee hasn't met, at least prior to 2016.
3. Staff are in the process of contacting the appointees from 2021 to determine if they are still interested in serving on the committee if appointed by Town Council.

Recommendations:

1. A draft Terms of Reference be prepared for consideration by Council; and
2. Appoint _____ and _____ as members from the Shelburne Historical Society as well as Sandra Walsh and Janet Stritychuk as members of the public and Councillor _____ and Councillor _____ as members of Town Council.

Document #	D23-200
Rec'd by	gw
Date	Oct. 13/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Waste Diversion Officer Report:

November 1, 2022 – September 1, 2023

Document #	
D23-201	
Rec'd by	
[Signature]	
Date	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



Waste Diversion Officer Update

Nov.1-Sept.1

HHW

Household Hazardous Waste (HHW) was open for 25 days during this reporting period (Nov.1-Sept.1) and we also held an HHW day in Lockeport bringing it to 26 total days.

The number of customers and volume of hazardous waste received has been consistent with the last 2.5 years, reflecting increases over previous years. We have sent out 2 full shipments to GFL for this fiscal year, once on March 21st, 2023, and again on August 9, 2023. This winter projects we will have 1 more full shipment to go nearing the end of the fiscal year to assure the site is clean and compliant with NSE regulations. This has provided us with data to show that we have had another increase in Hazardous Waste received, which is indicative of the increase of accessibility of the program with the addition of the Lockeport Spring HHW, as well as the Summer Saturday HHW's. Much of the increase in waste was in Lab-pack D, which would be Construction Waste chemicals commonly used in renovations.

The permit to operate for the Household Hazardous Waste site was up for renewal, which was completed and sent to Nova Scotia Environment on February 7th, 2023. The next time our Household Hazardous Waste site is up for renewal will be February 17th, 2023, no directives were provided by Nova Scotia Environment.

We have sent out 31 battery boxes to the Call2Recycle program in the 2022 year and are expect to send a similar amount this year. Currently batteries are taken from the Municipal office, our Household Hazardous Waste site to the C&D site staff to process. This reporting period we have also picked out approximately 3 pickup truck loads of chemical/electronics that have been hidden in loads that residents are bringing to the site.

On May 27, 2023 we held the HHW/Electronic Depot at the Lockeport Firehall which was a great success. We filled the 20ft. trailer that day, it took 1-2 months to get caught up and lab-packed as this was the day before the Barrington/Shelburne fire and we needed to offload the trailer quickly to assist with the resources for the fire relief efforts.

The summer household hazardous waste days started in July this year as the June date coincided with the wildfire/emergency response. We held the first HHW on July 22nd, 2023, which was well attended, we had 27 customers attend the site throughout the day. The second date was August 26, 2023, it rained heavily for the duration of the day, we only received 7 customers and the final one was on September 23rd with 9 customers. I have received a lot of positive feedback about the increase in accessibility and we will look forward to continuing this practice in following years.

RMRF

The Regional Materials Recovery Facility has been consistently busy during the summer months and were averaging 30-45 customers per day. We will be completing the brush cutting/trimming within the month of October/November to provide clear line of sight to the drop cells as well as to assure safety for customers approaching the site.

The scale software has been installed and operational since late March 2023. For the most part it has been a smooth transition. There were and continues to be the occasional bug to work out. In the coming months, this writer will look to develop a formal Policy and Procedure for any new staff as well as to have a reference for current staff at the site. This writer is also hopeful that over the winter months we can start building report structures with the software to be able to better monitor the tonnage/material types to increase accuracy on our datacall reporting.

The Fishing Gear Coalition of Atlantic Canada (FGCAC) partnered with the Municipality of Shelburne in November of 2022 with regards to our rope stockpile. They picked up 18 Metric Tons of rope at our site and we intend on doing the same this year. According to Sonia Smith with the FGCAC the rope was shipped to Norway and was turned into recyclable products such as an Otter Box phone case. The FGCAC pay for all the incidentals with the rope pickup, from the loading fee/staff time and resources and we will be calling them in the next month to set up our next rope pickup. We are accumulating enough annually for 1 full transport truck load.

New C&D regulations from Nova Scotia Environment came into effect in September 2023. We have been granted a variance to extend our permit application until March 30, 2024. To comply with the regulations our site requires updates; A request for proposal has been posted and we are currently awaiting submissions for site re-design. There will be a staff report in the future that will provide more detailed information regarding this item.

In January/February 2023 we hired Dillon consulting to dig test pits to identify if the environmental cap at the RMRF site had been compromised. The findings show evidence of the sediment cap being fully intact. This was a positive result however it has created some challenges with our leaf and yard cell at the site as the area that we are permitted to use is 15X9 meters. With the size restrictions on what we can receive we have been able to get through the summer months, however with the storm in mid-September we will be looking for alternatives to manage the leaf and yard cell. We will be looking at trucking costs to transfer this material in the interim and this component will be included in the RFP that will provide site design based on regulation.

The RMRF site was broken into on July 12th, 2023. The surveillance picked up 2 individuals who had broken into the office of the scale house. Other than the window needing to be replaced there was minimal damage. The computer/printer/scale hardware was intact, and we were

operational the next day. All surveillance was provided to the RCMP, they took fingerprints and footprints from the scene, and it is an ongoing investigation.

In October/November we will be arranging for the annual metal crushing/fridge freezer freon removal/rope loading for FGCAC and exploring options for the leaf and yard cell.

Education, Solid Waste Removal & Enforcement

I have been receiving on average 200-250 calls per month. The calls vary from sorting questions, missed collection pickups to neighbor disputes. We have had an influx of new residents who have been keen to learn the sorting rules for our area and some who have participated in this year's litter initiative.

These numbers were inflated during the wildfire season as we had 2 separate fires resulting in route delays, special pickups as per the need of the residents as well as coordinating with GE Environmental on drop-off bins in the affected areas/supervision of the bins and finally the removal of the bins on the Shore Road Interpretive site. The GE team worked diligently to ensure they were able to safely provide solid waste removal for the areas in need.

Spring Metal collection 2023 was a success. We had an increase in our curbside tonnage and there was minimal need for additional resources to assist with the cleanup. We had an overall reduction in Freon items being put to the curb (as trucks are not permitted to pick them up until the freon is removed) that are now being taken to the site from customers/residents proactively. This writer has been trying to change the messaging on social media to reflect that the Spring and Fall pickups are specifically targeting metal as we have bulky item pickup with every regular collection.

The Enforcement Report for Divert NS, for the period of April-October 2023 was recently completed. This writer and Municipal Bylaw Enforcement Officer has attended 32 residences and 2 businesses within this reporting period for education purpose. This writer also attends residences with bylaw services in the Town of Shelburne in tandem to provide education when needed. It was reported by the Municipal Bylaw Enforcement Officer that there was a total of 2 illegal dumps, with no identifiers found, that is a slight reduction from the last Enforcement Report. There was a total of 116 curbside rejections in this reporting period, which is slightly above the last reporting period, but average with the past few years reporting periods.

We have delivered 91 green carts and 4 backyard composters in this reporting period. Most of these deliveries were May-September, with approximately 35 replacing carts that had burned in the wildfire. Approximately half of the deliveries remaining were replacements for broken carts, with the other half being for new residents to the area. It continues to be a great opportunity to build relationships with new residents and to ensure a seamless transition to the sorting rules for our area local.

On April 1st, 2023, we started promoting the Litter Incentive Program. The Program pays \$150.00 per km of roadside litter cleanup that is completed. The funds are then donated to a charity, or non-profit of their choosing. This year we had 9 groups sign up and participate. It was amazing to see growth in the program as we only had 5 groups last year. There were high school students/parents/grandparents all showing pride in their respective communities while raising money for local charities/non-profit organizations. The program was on its way to completion in record time, however when the wildfire happened, we had 1 group that was displaced who were unable to complete their intended route. We currently have 5.5 km's left in total with multiple groups from the original 9 requesting km's to complete in October/November 2023.

The Shelburne Regional High School pickup was on April 19th, 2023, with the O2 class where we picked up 29 bags of litter on the school grounds and leading up to Spa Road. There was lots of participation and we look forward to our next pickup in the Spring. The Town wide community cleanup was held on April 21st, 2023. The Town of Shelburne Staff/Council went out for the day picking up litter, and totaled 75 bags.

In this year's litter pickup to date, we have picked up exactly 400 bags of garbage, including toilets, propane tanks, paint cans, aerosol cans, tires, and televisions and combined with the SRHS and Town of Shelburne totals we were able to pick up 504 bags of litter out of the ditch an increase of 104 bags from last year. This writer will provide the annual total once the remaining 5.5 km's are completed.

Datacall was completed on September 30, 2023, the results will be available in the coming months once Divert NS has processed the numbers. We are awaiting our totals from our 3 receiving facilities (Barrington, Queens, Yarmouth) before the final numbers are available. Datacall determines the amount of KG (Landfill Waste) produced per capita in your region with our numbers averaging 350-360 per person over the last 5 years while the provincial average is 400kg per person. A lot of factors come into play with regards to these numbers, for instance this year will be greatly affected by the wildfire variances provided by Nova Scotia Environment for removing/landfilling fridge and freezer contents as well as the amount of debris that would have been brought to neighboring facilities such as Barrington/Queens which will increase our overall landfill numbers for the 2023-24 reporting year.

Industry waste is still the topic of conversation with other educators and with the Regional Chairs/Administrative group as it is difficult for Municipalities to impact, and this has been communicated to Divert NS with the ask of providing strategies to assist with the ICI sector as this has been identified as inflating the landfill weight totals.

Extended Producer's Responsibility (EPR) has passed legislation and will be implemented in 2025. There is a data request template that was provided by Divert NS to register and must be completed for January 2024. There will be consultations with every municipality on October 1st, 2024 which will lead to a "readiness report", then implementation on December 1, 2025.

The items that will be added to the list are still in a negotiation phase, but the results of EPR will certainly offset some of the landfill tonnage we currently receive and will assist us in getting closer to the 300kg by 2030 goal as well as reduce overall costs for our Municipal Solid Waste. We will be preparing a staff report on this item in the near future as well as having Christine McClare Administrator of Region-6 present to council on the particulars of the EPR legislation.

We will also be looking to increase waste audits in the Spring when our Landfill numbers typically increase to assure, we are doing our best to mitigate this concern. Angela Taylor with Region-6 will be assisting in Commercial Audits, and we are currently exploring options for a Clean Leadership Intern Program student to assist with the Spring cleanup initiative and waste audits for Spring/Summer of 2024.

Angela Taylor will be attending the McKay Memorial library on October 18, 2023, for a costume swap during waste reduction week where donated costumes are available to pick up or drop-off.

On September 19th, 2023, Angela Taylor (R6 Educator) and this writer completed a sorting presentation for the whole school. There were 2 groups, the Primary-Grade 3 and the Grade 4-6's. Angela prepared 2 different presentations for each age group with a sorting game where kids can identify what stream of waste an item belongs to.

On September 19th, 2023, we also completed a presentation at NSCC with the Continuing Care Aid class, focusing on biohazard waste/what is acceptable for public pickup versus not. We also viewed and discussed the don't be a prick campaign as they work often with sharps. The class were very receptive and had lots of questions.

UPCOMING:

1. Extended Producers Responsibility Registration
2. Solid Waste bylaw review with Shared Services (Ongoing)
3. Continued education and conflict resolution provided throughout the Shared Services area.
4. Fall Lockport Household Hazardous Waste.
5. Litter incentive completion.
6. C&D site Permit to operate (ongoing)
7. Finish Datacall Policy and Procedure (ongoing to reflect changes to the Datacall program 2023)
8. 2024 Waste Pickup Calendar
9. Budget 2024/25

Litter Initiative 2023



SRHS Earth Day Cleanup



Hazardous Waste Materials left at the gate after hours



Partition between the Environmental Cap at the Regional Materials Recovery Facility



13 October, 2023

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
House of Commons
Ottawa, ON K1A 0A6
min@dfo-mpo.gc.ca
(via e-mail)

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Dear Minister Lebouthillier,

First, we would like to congratulate you on your recent appointment as Minister of Fisheries, Oceans and Canadian Coast Guard. We enjoyed regular communication with your predecessor and her staff, and we hope to continue that dialogue with you as you manage this ongoing situation. We all agree that the Federal Government should meet the treaty obligations for which they are responsible, but we believe this needs to be balanced with the potential public safety and economic impacts on our coastal communities. As you are likely aware, South West Nova Scotia is home to many Indigenous communities and is also home to a significant portion of Atlantic Canada's total oceans sectors.

We are writing as the Mayors and Wardens of 11 Municipal units in southwest Nova Scotia to request a meeting with you where we'd like to discuss ongoing challenges around Indigenous and non-Indigenous fishers and the economic concerns of our municipalities and residents. We are working together to ensure efficient coordination and clarity of communication around these significant issues.

In 2021, we had encouraging discussions with Minister Joyce Murray. Those conversations gave us a platform to express the challenges faced by Indigenous and non-Indigenous fishers and their ripple effects on our communities. Those conversations left us optimistic.

However, despite those assurances, illegal fishing and out-of-season harvesting persist, casting a shadow over our communities' safety and economic well-being. It's imperative that these challenges are addressed promptly.

We respectfully request a meeting with you to discuss these enduring issues and your vision to change this narrative. Our communities are genuinely seeking clarity and action.

An in-person discussion, we believe, would be the most effective way to understand and support each other's perspectives. Chris Frotten, Chief Administrative Officer at the Municipality of Barrington will coordinate with your office on our collective behalf. He is reachable at 902-637-2015 or cfrotten@barringtonmunicipality.com.

We look forward to a fulsome discussion with you at your earliest opportunity.

Sincerely,

Warden Danny Muise
Municipality of Argyle

Mayor Rex Stoddard
Town of Clark's Harbour

Warden Eddie Nickerson
Municipality of Barrington

Mayor Ben Cleveland
Town of Digby

Warden Yvon LeBlanc
Municipality of Clare

Mayor Cory Nickerson
Town of Lockeport

Warden Linda Gregory
Municipality of Digby

Mayor Harald Locke
Town of Shelburne

Warden Penny Smith
Municipality of Shelburne

Mayor Pam Mood
Town of Yarmouth

Warden John Cunningham
Municipality of Yarmouth

13 October 2023

Mr. Mike Kelloway, M.P.

Member of Parliament Cape Breton—Canso

Parliamentary Secretary to the Minister of Fisheries, Oceans and the Canadian Coast Guard

House of Commons

Ottawa, ON K1A 0A6

Mike.Kelloway@parl.gc.ca

(via e-mail)

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Dear Mr. Kelloway,

As representatives of the 11 Southwest Nova Scotia municipalities, we are reaching out following our last conversation in 2022. We truly valued the time you took to understand and discuss the fisheries challenges that significantly impact our communities. There continues to be illegal harvesting, wasteful dumping of lobsters and tension in our communities – including arrests recently for violence.

Despite the assurances we garnered from our meetings with the two previous Ministers of Fisheries and Oceans and the Coast Guard, the issues surrounding illegal fishing and out-of-season harvesting remain persistent. These concerns are casting a tangible shadow over our communities' safety, economic well-being, and the harmonious collaboration we aim to achieve.

We have requested a meeting with the new Minister of Fisheries, Oceans and Canadian Coast Guard, Minister Lebouthillier, and hope you can be present. Your insight and experience are critical to this discussion in seeking tangible solutions to this ongoing and extremely serious situation. If Minister Lebouthillier is not willing to meet with us, we would still request a meeting with you to better understand what the Federal Government is doing on this issue.

Please have your office contact Chris Frotten, Chief Administrative Officer for the Municipality of Barrington at 902-637-2015 or cfrotten@barringtonmunicipality.com to consider dates and times that might work for an in-person visit to our region.

Respectfully,

Warden Danny Muise
Municipality of Argyle

Mayor Rex Stoddard
Town of Clark's Harbour

Warden Eddie Nickerson
Municipality of Barrington

Mayor Ben Cleveland
Town of Digby

Warden Yvon LeBlanc
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