



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

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the regular Town Council meeting held on October 16th, 2023.
- 4) Proclamations and Announcements
 - a) Municipal Awareness Week – November 6th – 12th, 2023
 - b) Volunteer of the Month
- 5) Correspondence:
Action:
 - a) Shakespear House Appeal Letters D23-189
 - b) Shakespear House – Other D23-190
Information:
 - c) Letter from Nova Scotia Fisheries and Aquaculture, Bruce Hancock D23-191
 - d) Sarah McClure Email D23-192
 - e) Letter – Office of the Premier D23-193
- 6) In Camera, MGA 22(2)g, Legal Advice.
- 7) Delegations/Presentation:
 - a) Staff Sergeant Mark MacPherson
- 8) Council Items:
 - a) Scotiabank Closure D23-194
 - b) Source Water Protection Committee – Terms of Reference D23-195
 - c) Financial Support – Business of Excellence Awards D23-188
 - d) Letter – Dr. Peter Jeffrey D23-196
 - e) Second Reading – “Feeding of DEER, Waterfowl and Pigeons” by-law. D23-197
 - f) Letter regarding Cookes – reference letter. D23-198
- 9) Committee Reports:
 - a) RCMP Report D23-199
 - b) Community Participation and Volunteerism Committee Meeting Minutes D23-200
 - c) Shelburne County Mental Health and Wellness Committee Meeting Minutes D23-201
 - d) Source Water Protect Committee Meeting Minutes D23-202
- 10) Staff Reports:
 - a) Community and Participation and Volunteerism Committee D23-203
 - b) Tax Sale Report D23-204
 - c) Election Report D23-205
 - d) Cruise Ship Update
 - e) Hiring Update
- 11) New Business:
- 12) In Camera, MGA 22(2)a – acquisition, sale, lease, and security of municipal property, MGA 22(2)e – contract negotiations.
- 13) Upcoming Meetings/Events:
 - a) Remembrance Day Ceremony, Saturday, November 11th, 2023, 11am, Cenotaph
 - b) Next Town Council meeting, Monday, November 20th, 2023, 6pm, Council Chambers
- 14) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
October 16th, 2023

Council Members Present

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

Staff Present

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

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 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 October 16th, 2023.

Acker-Davis

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the special Town Council Meeting held on September 27th, 2023 and the regular Council Meeting held on October 3rd, 2023.

Davis-Ringer

CARRIED

Delegations: None

Correspondence

Action:

a) **Letter from Sophia Dyer**

Harold explained to Council that it was a letter from a young lady wanting to have street signs saying "watch saying watch out for bikers". Elizabeth thanked Sophia for writing the letter.

M23-114 THAT Council refer to our local traffic authority for consideration.

Davis-Nickerson

Information:

a) **Letter to Minister of Public Works**

b) **Email from Brad and Maeve Wilson**

- c) Shelburne District Policing Model
- d) Accessibility Coordinator Hiring
- e) Letter to Jeanette Nickerson
- f) NSFAM Advocacy Letter re: cell coverage

V23-115 *THAT* Council accepts items as presented.

Acker-Ringer
CARRIED

Council Items

- a) Fence Relocation

Mayor Locke explained that we are still waiting for information regarding costs before a decision is made and that there is already a motion on the table.

- b) Tree Policy

Elizabeth asked why this was coming forward and Ken explained that with the recent major storms, there have been some grey areas when it comes to tree/limb removal.

M23-116 *THAT* Council direct staff to prepare a report on the policy in terms of addressing cleanup after major storms.

Acker-Davis
CARRIED

- c) Letter from Shelburne Curling Club

M23-117 *THAT* Council requests the Shelburne Curling Club to make an application under our Grants to Organizations Program. Councillor Acker also stated that the Town will provide a letter of support.

Acker-Davis
CARRIED

Committee Reports:

- a) Eastern Shelburne County RCMP Advisory Board – Minutes

M23-118 *THAT* Council accepts the minutes as received.

Davis-Ringer
CARRIED

Staff Reports

- a) By-Law Officer Report – September

- b) Building Inspector Report

M23-119 *THAT* Council accepts the reports as received.

Acker-Nickerson
CARRIED

- c) Heritage Advisory Committee Appointments

Ken explained to Council that from his research it looks like the committee has not met at least before 2016. He said back in 2021 there were names put forward to serve on the committee, so he contacted everyone on that list to see if they were still interested.

M23-120 *THAT* Council direct staff to prepare a draft term of reference for the Heritage Advisory Committee for consideration by Council.

Acker-Davis
CARRIED

M23-121 THAT Council appoint Chris Sharpe and Cady Beradi as members from the Historical Society as well as Sandra Walsh and Janet Stritychuk as members fo the public and Councillor Nickerson and Councillor Ringer as members of Town Council.

Davis-Acker

CARRIED

d) Waste Diversion Officer Report

Elizabeth commented on how thorough the report was and that if anyone has any questions about where our garbage goes to read this report.

e) Letters to Ministers of Fisheries, Oceans, and Canadian Coast Guard

V23-121 THAT Council authorize the Mayor to sign the letter.

Acker-Davis

CARRIED

New Business

Harold asked all Councillors if any of them had any new business.

Elizabeth spoke about Fetal Alcohol Spectrum Disorder and that it was a lifelong brain based and health disability that occurs in an individual who was prenatally exposed to alcohol. 4% of the population is affected. Fetal Alcohol NS (FANS) is a grass roots organization. Services for FASD are sorely lacking in NS and this organization seeks to change that. For further info, contact the Town Hall and they will put interested persons in contact with this organization.

Elizabeth also stated that renovations have started at the NSLC for the Cannabis Outlet.

She mentioned that Town Council will also be holding 2 free skates again this year, and we will announce dates shortly.

And lastly, Elizabeth wanted to congratulate TLC Pharmacy as they were selected and honoured this past weekend as the Pharmacy Team of the Year by the Pharmacy Association of Nova Scotia.

Upcoming Meetings / Events

- a) Local Volunteer Recognition Reception, October 18th, 2023, 3:30pm, Gunning Cove
- b) Cruise Ship 'Seabourn Quest' – October 30th, 2023, Waterfront, 8am-5pm
- c) Cruise Ship 'Le Dumont-d'Urville", November 3rd, 2023, Waterfront, 7am-2pm
- d) Next Town Council meeting, Monday, November 6th, 2023, 6pm, Council Chambers

Adjournment

THAT the Regular Town Council Meeting of October 16th, 2023, be adjourned at 6:48pm

Davis

Mayor

Executive Coordinator



PROCLAMATION
Municipal Awareness Week
November 6-12th, 2023

WHEREAS Municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated Mayors, Wardens, Councillors and Staff are essential for the effective government of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and
WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE BE IT PROCLAIMED that the week of November 6-12th, 2023, be known as Municipal Awareness Week in the Town of Shelburne in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Harold Locke, Mayor



Town of Shelburne
November 2023
Volunteer of the Month
Harold Doane

Community Participation & Volunteerism
Committee Volunteers of the Month



Harold Doane is being recognized as the Volunteer of the Month for November for his hard work and dedication to our community.

At the age of eight, Harold moved to Shelburne from Yarmouth with his family some 80 years ago and has been volunteering in this community ever since.

Years ago, Harold helped care for the Fishers' Memorial and assisted the then Harbour Master with various shipping activities. Nowadays, Harold can be seen transporting people to and from Sobeyes, TLC and the Roseway Hospital and helping housebound community members keep their independence by shopping for them, mowing their lawns and shoveling their driveways among other things. Harold also helps his community by delivering meals-on-wheels to local clients, who, most times, are younger than himself.

On top of all this, Harold is regularly called upon to help at the Sandy Point Lighthouse, assisting them in cooking totes of lobsters for festivals and events.

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

RECEIVED
OCT 24 2023

October 17 2023

Mayor and Council
Town of Shelburne.

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Rec'd by gw	
Date Oct 24/23	
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Committee	<input type="checkbox"/>
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We, being the owners of 113 Water Street in the Town of Shelburne, wish to formally appeal the granting of a variance to the current owners of the new structure erected at 17 George Street.

The reasons for our appeal include what we see as a potential invasion of privacy for our own back yard which we have gone to considerable expense to ensure is maintained including a wooden fence and maintenance of trees including a planted cedar hedge. The newly constructed residential building, which we have been informed by the current owner of 17 George Street, is to be a short term rental which again raises concerns for our privacy and security. The current owner of 17 George Street has also stated her desire to have several large old trees located on Town property adjacent to her own removed and we can only assume this is to provide individuals who might rent the newly constructed residential site an increased view of the harbour and surrounding area. The removal of these trees would further impact our own property with increased exposure to wind and other inclement weather conditions.

The newly constructed residential structure at 17 George Street as it currently stands does not appear to meet the bylaws as we understand they are written, allowing the height variance although after the fact, impacts our neighborhood and property values in a negative way and appears to raise questions of by law enforcement or lack there of in the Town of Shelburne not to mention protection to those who have abided by the rules and regulations in an effort to maintain the atmosphere of our community.

Thanking you in advance for your time and consideration.

Regards

Don & Liz Leggett
113 Water Street, Shelburne.

Town of Shelburne
PO Box 670
168 Water Street
Shelburne, NS B0T1W0

Document #	D23189
Rec'd by	JW
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Council	✓
Agenda	✓
Committee	

OCT 23 2023

October 13, 2023

Attention: Shelburne Town Council
Re: Variance Process – 17 George Street

Dear Council:

I wish I could understand how something so simple could become so complicated and complex, but the new house construction at 17 George Street gives more reasons for appeal than Councillors may be willing to read, but please indulge me.

To begin and to be clear, this is not a renovation and it isn't a shed or accessory building. It is clearly a new house. How many sheds do you know that have kitchens, washrooms with showers, and balconies? The balcony door is also a glass panelled door. The owner of 17 George have repeatedly stated the design of the new house is consistent with the historic nature of Shakespear House. I don't see glass panelled doors on Shakespear House. Someone is interpreting any accessory building by-law in their favour and that interpretation needs to be stopped now and for any future projects. Accessory buildings are intended for storage and maybe a sleeping bunk, not fully kitted houses. She said in her letter to Council that she, "Devised my plan to turn my out building into a fully serviced sleeping cabin."

A sleeping cabin requires temperature control and a bed. It doesn't require a kitchen, 4 piece bathroom and a balcony. It shouldn't require a second floor. What Ms. Bell is describing isn't a sleeping cabin, she is describing a dwelling.

What a dangerous precedent Council sets if it continues to allow this new house, whose construction has given the finger to our town's by-laws, the spirit and intended purpose for those by-laws, and the historic relevance of the property and neighbourhood where this new house is being built.

Permit 2.1 Every application for a permit shall:

A) identify and describe IN DETAIL, the work and occupancy to be covered by the permit for which application is made

F) state the names, addresses and telephone numbers for the owner, architect, professional engineer or other designer or constructor.

May we please go back to the application for permit? The by-law doesn't stutter: every application for permit shall. Not some, not a few, but every application for permit shall.

I think it is critical that these plans provide in detail the design and measurements for this new house. Architects, according to the Architect Association of Nova Scotia are responsible for creating drafts that consider local by-laws. We will be needing the name, address, and phone number for the architect that was used. This information is required for every application. This information should also include the drawings for the project that were submitted with the application and the drawings for the new dimensions causing the variance.

If Ms. Bell failed to provide this information at the application stage, she was clearly in violation before she began. If she did provide it, we have a right to see it.

My medical records show that I am 5 feet 9 inches tall. It would be correct but not accurate to say I am around 3 feet tall. The development officer failed to provide the exact height measurement at the September Council meeting and said the new house is around 15 ft tall. What do the original architectural drawings call for the height to be? Why is the variance asking for a height of 21 feet, if the building was around 15 feet on September 5. I have watched the construction of the new house from my window and it had reached its final height well before September 5. Again, we will need to see what height the architectural drawings that every permit application needs and the revised drawings that show the height and dimensions requested in this variance.

The owner of 17 George Street has been careful of her privacy, but could not care less of that for her neighbours. The only windows in the new joint only face into my house and Willa Magee's house. The Only Shed in Shelburne With a Balcony, will have a balcony that can only see directly into my house and Willa's.

It needs to be said that Willa's, and Kevin and Jan's homes will not have to wait until 2044 for the next full solar eclipse. They are, since August, under permanent eclipse due to the excessive height of Ms. Bell's new house. The owner's lack of consideration for others' privacy, views and personal enjoyment of their properties needs to be stopped. We should not set a precedent where builders can ask forgiveness rather than permission which is clearly the case in this development. Rather than approaching neighbours before pursuing the construction of her new home, Ms. Bell chose to hide her building permit on her back door, contrary to the bylaw which states it needs posting in plain view on her front door.

She should not be rewarded for her deception, manipulation and ignorance of Shelburne's by-laws and rules.

As Council knows, there has been considerable opposition to this project. My money is on Council not allowing this permit if consultations had occurred before construction. If they wouldn't have allowed it before construction, they should not allow it now. At the very least, the owner should not be allowed a kitchen, washroom, and balcony on the permit to renovate her shed. If the original drawings specify a 15 foot height, Council should force her to limit her shed to that height. Mansion Impossible under our rules and by-laws.

Ms. Bell has shown she has been adept at deflecting blame from her responsibilities and almost making it seem like this is all the town's fault. She claimed she did everything according to what she was told. That simply isn't true. It's the responsibility of her architect to

plan with by-laws in mind and to help her through the process. I am sure the lawyer she has retained for the project would have been happy to review the by-laws and advise her. This isn't on the town at all, the responsibility lies with Ms. Bell. Like I said, her responsibility was initiated at the time of application when she submitted her engineering drawings.

According to the responsibilities of a building inspector, in the Nova Scotia building code:

Responding to inquiries

50 A building official must answer all reasonable questions with respect to the provisions of the Act, these regulations or the Code when requested to do so, *but must not assist in the laying out of any work or act in the capacity of a designer.*

Ms. Bell keeps insisting that she proceeded on advice provided by the building inspector. It is clearly not his job to provide such advice. It is certainly not an obligation nor a requirement or responsibility of his position. This leads us to understand and be aware that any and all violations in this project are the responsibility of Ms. Bell and her representatives and not those of the town. My taxes are paying the inspector to inspect, not to design and advise on Ms. Bell's new house.

I came across this while learning about building codes in Nova Scotia:

16 *An owner must not deviate, nor authorize a deviation, from the Code or from the conditions of a building permit without first obtaining permission in writing for the deviation from a building official.*

It doesn't say the town must not. It doesn't say the inspector must not. It says the owner must not deviate from the code or from the conditions of a building permit without first obtaining permission IN WRITING, for the deviation from a building official. This proves the onus is on the owner and no one else to have all documentation in writing. If a building official says you can, it seems the first question the owner should ask is, "Can I get that in writing?" If it isn't in writing, then the owner is in violation of this statute. So, owner of 17 George Street, builder of the Only Shed in Shelburne With a Balcony, let's see your permission to deviate in writing.

Oh, and to be clear, that permission letter cannot be retroactive or obtained after the deviation was made. Clearly, and I insist there is no other way to interpret the words in the code "without first obtaining". Based on this statute alone, the town may, without successful legal recourse from the owner of 17 George Street, use this opportunity to insist that Ms. Bell contravened the building code by proceeding to increase the height of her new house without having WRITTEN permission, and that she be held to her original height requested, which we will see in the architectural drawings she provided at time of application.

I am opposed to allowing the variance without the presentation of the necessary documentation, as required by the building codes. If it isn't written, it didn't happen. It would be impossible for Council to make a proper decision without these documents. And they are required according to the law.

It shouldn't be this difficult. We have by-laws that Council upholds. We have a process that is clear and easy to follow. I muddled my way through the by-laws and building code and it is clear that the process insists on everything in writing, to avoid the conflicts between neighbours that we are now experiencing. The rules are designed to minimize interpretation using terms such as 'always, must not,' and the by-laws always always always put the onus on the owner to be sure these rules are followed. There can be no interpretation or deviation from these rules or Council sets dangerous precedents for future development. The owner at Shakespear House was required to provide drawings and the name, address, and phone number of her architect, who by the way is paid to be sure the plans don't offend any by-laws. Please have her provide this information.

The owner of Shakespear House was required to have permission for revisions to her original plans IN WRITING before proceeding with the project with those revisions .

The owner of Shakespear House was required to post her building permit in a conspicuous place. The front door is conspicuous, the rear door, where it was posted, is about as inconspicuous a place as they could find.

The owner stated in her letter to Council, "I did every thing possible I knew to be in compliance." It took me 15 minutes of online research to show that she isn't in compliance.

I have done my best in this letter to point out various contraventions and manipulations of provincial and town by-laws in the construction of the new house at 17 George Street, keeping the personal aspects as far away from my appeal as possible, but those cannot be avoided or overlooked. And there has to be a spirit in the by-laws. The town has been very careful in protecting our heritage, recognizing of course the tourist attraction to this feature of Shelburne that makes us unique in Canada, arguably in North America. I think this is a consideration that must be addressed in deciding the fate of the new house at 17 George Street. Not only is the owner in contravention of several by-laws and building codes, she is in contravention of the spirit of the rules of the Historic District of Shelburne. Please do the correct thing and adhere to the by-laws on this project. The landscape of our historic town depends on it.

P.S. I want to be sure, from this moment going forward, that Council and any town employees responsible for the care of trees can assure us that the 2 town owned trees on the western edge of the property at 17 George Street are protected. We need to be sure of public and professional consultation before any maintenance or destruction of these trees takes place. Let's please stay ahead of any issues that may affect the trees and the benefits they provide.

Regards,

Steve Hirchak
14 George Street

OCT 23 2023

Town of Shelburne
PO Box 670
168 Water Street
Shelburne, NS B0T1W0

Document #	D23-189
Rec'd by	gw
Date	Oct 23/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

October 13, 2023

Attention: Shelburne Town Council
Re: Variance Process – 17 George Street

Dear Council Members:

As a homeowner at 14 George Street, I am writing to appeal the decision of Council to grant a retroactive variance permitting an increase to the height of a shed at 17 George Street to 21 feet. The owner bypassed community consultation in the planning stage, obviously because she knew her proposal would have been rejected by her neighbours as it now stands. This has impaired relationships, sown division, and caused strife in our community.

A letter received yesterday from Andrew Goreham, Development Officer for Shelburne, states “this height has been permitted in various locations over the years.” It is hoped that in those cases, due process was followed and close neighbours were consulted before construction was allowed to begin. Had that been the case here, perhaps an alternative could have been found to allow for compromise that suited everyone. If I had been consulted, I would have objected to the balcony placement that will give her short term rental guests a clear view of my bedroom window. I would also have supported the residents of 108 and 109 Water Street, whose views, privacy, and access to sunlight are now greatly impaired. I would also express concern about the owners’ interest in cutting branches on two mature, healthy trees that border town property, solely to offer her guests a clearer view from the balcony. I am certain Shelburne citizens in the past have had to make such amendments to their proposals in the interest of respect for their fellow community members, before construction could be permitted. The same consideration should apply here.

We were informed by the Building Inspector at Council meeting that the current height is “about 15 feet”. This is obviously not the case or a retroactive variance to 21 feet would not be necessary. I am deeply concerned with a system that allows some people to enrich themselves at the expense of their neighbours’ quality of life, especially when safeguards were already in place to prevent this happening. This should be a letter of feedback on a proposed construction project, not one to appeal the construction of a building already nearing completion, and on which work has still not been paused, despite clear opposition.

In my considered opinion this shed should be restored to its original height, not only because that is the most ethical decision, but also to maintain the integrity and fairness of democratic rule of law in our town. Thank you for your attention to this matter. I will be interested to hear your decision.

Regards,


Kristen Hirchak

From: kevin mcaleer kpmcaleer2540@gmail.com
Subject: Fwd: 17 George Street Variance Appeal Letter
Date: Oct 25, 2023 at 3:42:40 PM
To: wmagee@gmail.com

RECEIVED
OCT 26 2023

October 25, 2023

Council Members Town of Shelburne:

Please consider this our appeal to the height variance of 21 feet at 17 George Street, Shelburne, Nova Scotia. ie the height variance that has gone from 12 feet 17 feet to 21 feet.

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When demolition/construction started in May 2023 at 17 George Street we were advised that a replacement shed was being built to similar dimensions as the previous shed. What we now have is not a shed/accessory building.

Why were we never served at the time of these variance authorizations per MGA regulations which are time stamped at 7 days? Should an appeal notice also be issued in regard to building square footage related to lot size? We are unhappy that due process has not been followed.

We are not in favour of a building of the height and size being constructed at 17 George Street. Our sight lines have been compromised. This new building and the manner in which Ms Bell misrepresented what she was actually building has resulted

in a lot of anger and turmoil among town residents in particular many of Ms Bell's closest neighbours.

Sincerely,

Janet and Kevin McAleer
108 Water Street
Shelburne, Nova Scotia

Delivered by hand on Oct. 26
W Shaffle

Oct 25/23

①

To: Mayor + Council

Re: 17 George St. Appeal

(Cover Page)

RECEIVED
OCT 26 2023

Document #	D23-189
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Date	Oct. 26/23
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Council	<input checked="" type="checkbox"/>
do our Appeal	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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REASONS TO PAY ATTENTION TO BY-LAWS, REGULATIONS, POLICIES AND ADVICE FROM HERITAGE ADVISORY COMMITTEE

The main tourist attraction of Shelburne is its historic district. If we don't best to try to preserve it and honour it, then Shelburne will lose a lot of its for tourists, visiting cruise ships and potential films.

The Shakespear House is a prime example of a typical pre-1800 heritage property in Shelburne.

Its Heritage value and that of surrounding properties has been devalued by the "development" at 17 George Street.

The privacy of at least two neighbours has been severely compromised by the placement of windows in the new HOUSE. Two windows on the south side totally invade my privacy at 109 Water. There is almost nowhere on my property that I can go where I cannot be seen or Ms Bell's family or renters cannot look into bedroom and other windows.

The window on the western side overlooks Steve's house and invades their privacy.

The new construction has compromised the rock wall. On my survey it looks as though the wall belongs to Ms Bell, but either way, whether it belongs to her or me, she is the one who is destroying it AND WHO NEEDS TO REPAIR IT AT HER COST!

It also looks as though she has tried really hard to make the south side of the house as ugly as possible with the lack of quality in the materials being used. There is also a new red wire that looks as though she may be planning a heat pump on my side. I AM TOTALLY OPPOSED TO THAT!

Delivered by hand Oct 26/23
Whalley

"Concerned Citizens" have had to seek legal counsel in the absence of responses to our requests for information. That has resulted in a legal fee that no one should have had to pay. That amount is \$1,569.75

So the value of our properties has been dropped thanks to Ms Bell. My privacy and that of others has been severely compromised.

The new building is uglier than sin with no redeeming factors.

The rock wall dividing our properties has been damaged and compromised as well. Since there is no cement slab, crawl space or basement, and only the four corner posts imbedded in cement, I would argue that a building that high with not much support could easily fall into my property during a hurricane or a nor'easter which could cause great damage to cars, trees, my house After all, because the new house is so close to the rock wall, she had to ask for permission for her carpenters to work out of my driveway!

Ms Bell is obviously not the ideal neighbour she purports to be.

Will Kape

P.S. Also an extremely bad precedent!

P.P.S. She has built a house which will not be available to anyone local to live in full-time.

PPPS - The trees (Town's) that block the view from the second-floor-deck to be - SHOULD NOT BE CUT DOWN!

They are good, healthy trees!

October 25, 2023

To: Shelburne Town Council

From: Willa Magee (owner of 109 Water Street)

Re: Appeal regarding construction at 17 George Street

Ms Bell, owner of 17 George Street (do not know if she is the only owner or not) applied for a Building Permit on April 12, 2023.

She applied for an "accessory building for storage" that was to have the following dimensions: Length 12'3". Width 8'5". Height 12'.

The actual built dimensions are much closer to 16' by 10' by +21' although, even after repeated requests, we have never been given actual measurements.

The square footage was to be 107 sq. ft.

Do not know what the actual square footage is now that outside construction is complete because no one will supply that information despite repeated written requests by concerned residents.

She planned to add sewage to the building.

I believe that sewage pipes have been installed. Do not know if she has been connected to the sewer yet.

She was applying for: additions, renovations, renovating and expanding accessory building.

She demolished the existing shed right away. It is impossible to renovate something that no longer exists!!! Nor can you expand something that no longer exists!

Type of project: Save, renovate and expand accessory building, adding services i.e. plumbing, sewer, and electrical.

She did not "save or renovate". She built a brand new building (otherwise known as a new HOUSE!) Accessory buildings don't always require plumbing or sewer.

Adam Firth is listed as the contractor.

He is not.

"Existing" use: shed

New use: HOUSE with kitchen, bathroom, bedroom, second floor deck/balcony (not a heritage feature!)

4

Corner lot: yes

Hallelujah! It is still a corner lot!

Proposed use: sleeping cabin and storage.

A cabin is a one-storey building. Also described in dictionaries as a "small house built of logs" or a small one-storey building. Synonyms: hovel, hutch, shack, camp.

A "cabin" is not a two-storey HOUSE behind a pre-1800 heritage house on a heritage lot in the Historic District of the Town of Shelburne, NS.

Nova Scotia Building Code

Minimum information required in an application.

14. (1) An application for a building permit MUST, at a minimum, MEET ALL OF THE FOLLOWING CRITERIA:
- a) it MUST identify and describe in detail the work and occupancy to be covered by the permit being applied for;
 - b) it MUST describe the land by including either
 - (i) if Nova Scotia mapping exists for the property, the unique PID or
 - (ii) if Nova Scotia mapping does not exist for the property, the assessment account number and a description that will readily identify and locate the building lot;
 - c) it MUST include plans and specifications, as required by Subsection 2.2.2. of Division C of the National Building Code;
 - d) it MUST state the valuation of the proposed work and be accompanied by the required fee;
 - e) it MUST state the name, address and telephone number of the owner and each of the following who will perform work under the permit:
 - (i) architect
 - (ii) professional engineer
 - (iii) interior designer or other designer
 - (iv) constructor
 - (v) inspection or testing agency that has been engaged to monitor the work or part of the work
 - f) it MUST describe any special building systems, materials and appliances;
 - g) it MUST include any additional information that is required by a building official.

5

Deviations from Code or Permit

16 An owner MUST NOT deviate, nor authorize a deviation, from the Code or from the conditions of a building permit without first obtaining permission in writing for the deviation from a building official.

Despite repeated requests from concerned citizens, no one has supplied any such requests or approvals, therefore we can assume that there are none.

Required Permits and plan reviews

26 (1) An owner MUST obtain all required permits or approvals before starting the work that they relate to.

We have no knowledge of any of this.

Plans and permit at site

29 (1) An owner MUST ensure that the plans, specifications and related documents that a building permit is based on are available at the site of work for inspection during working hours by a building official.

They may be posted somewhere out of sight or they may not be. We do not know.

(2) An owner MUST ensure that the building permit, or true copy of it, is posted conspicuously at the site during the entire execution of the work.

No one would give us a copy of the building permit. It has been posted on Ms Bell's back door since the beginning and there is no way anyone can go and look at it without being accused of trespassing!

Definitions

2 (1) In these regulations, the following definitions apply:

“Act” means the Building Code Act;

“heritage building” means a registered heritage property, registered under the Heritage Property Act by the Province or by a municipality;

Shakespear House and the Property are both heritage sites.

“heritage conservation district” means a heritage conservation district designated by a municipality in accordance with the Heritage Property Act.

The Historic Waterfront or Historic District is recognized as such.

The MUNICIPAL GOVERNMENT ACT

Variances are dealt with under the MGA and after more than 6 months after her building permit was approved, and more than 4 months after the outside of the new HOUSE was completed, and after repeated requests for measurements by concerned citizens, on October 12/23 the Development Officer obeyed the Council and sent out letters (2 days too late) of notification to neighbours within 30m of Ms Bell's property.

In a letter about a variance notification dated December 6, 2006, written by Wilmot Hardy, Town Clerk, he states:

"Any property owners served with a notice may appeal this decision directly to Town Council within 14 days after service of the notice. **A Development Permit CANNOT BE ISSUED UNTIL THE APPEAL PERIOD HAS ELAPSED OR ANY APPEALS HAVE BEEN DISPOSED OF.**

Anyone who lived in Shelburne during Wilmont's reign as Town Clerk knows that he was a stickler for the rules and by-laws being obeyed.

THERE ARE ACTUALLY THREE (3) DIMENSIONS THAT HAVE BEEN INCREASED SOMEHOW WITHOUT PROOF OF HOW THAT WAS APPLIED FOR OR APPROVED

That said, in many ways, although it feels extremely complex at times, this is a very simple example of applying for one thing and somehow ending up with something completely different and with no proof of how one managed to get there

Since the outside construction of the new HOUSE at 17 George was completed more than four (4) months ago (last week of June) and there is no proof that there was an application or approval for a 15' height variance (an increase of 3 feet which was mentioned at the Town Council meeting on September 5/23) and no notification of any increase before construction reached the current June height (despite verbal claims that the height prior to September 5 was 15 feet), **there can be no further discussion about variances since a "development permit cannot be issued until the appeal period has elapsed or any appeals have been disposed of" or, conversely, the MGA regulations were not adhered to resulting in no notification of neighbours and no opportunity to appeal any variances.**

The width is longer than applied for.

The length is longer than applied for.

The height went from 12 feet to 21 feet or higher.

All that with no written requests for variances.

No written approvals.

No notifications to neighbours PRIOR to construction.

Therefore, no variances can be approved or accepted by neighbours, Town Council or the Development Officer since nothing was requested or approved in writing prior to it being built.

Ms Bell had planned the design and dimensions of her new "sleeping cabin" in the Fall of 2022. She has accomplished that mission.

TOWN OF SHELBURNE LAND USE BY-LAW

Accessory Buildings

9 (1) Accessory buildings and structures shall be permitted in any zone within the Town of Shelburne but: SHALL NOT

(f) exceed fifteen (15) feet in height.

The design and placement of the enlarged building are both terrible. Because the new HOUSE is near the rock wall separating her property from mine, the actual height of the new building looks like +21 feet plus the height of the rock wall (which is uneven and ranges between 33" and 37").

That means that the total height of the new HOUSE near the rock wall is 24 feet - including the rock wall.

Exemption from Height Regulations

20 The height regulations of this By-Law shall not apply to church spires or steeples, water reservoirs, elevator enclosures, silos, flag poles, television or radio antennae, ventilators, barns, chimneys or clock towers.

Which means that they apply to everything else including Ms Bell's "sleeping cabin".

25 Nothing in this By-law shall exempt any person from complying with the requirements of any other By-law in force within the Town or from obtaining any license, permission, permit, authority or approval required in any other By-law of the Town of Shelburne.

Where the provisions of this By-law conflict with those of any other municipal or provincial requirements, the higher or more stringent regulations SHALL PREVAIL.

Development Standards

56 No development permit shall be issued for a use in a Historic Waterfront (H-W) Zone except in conformity with the following requirements:

- Minimum lot area 4,200 square feet
- Maximum lot coverage 35%

Since no measurements for the lot size (excluding Town property which runs through the front of the Shakespear House, etc) have been provided on the permit application or in response to written requests from concerned citizens), we can only surmise that the new house and Shakespear House comprise more that 35% of the heritage lot high would mean that no development permit should have been issued.

Special Requirements

57 (1) In addition to all other requirements, where a new development or redevelopment is proposed on a lot, any part of which is visually related to an existing historically significant building, designated pursuant to the Heritage property Act, the major architectural features of the proposed development or redevelopment shall be similar to one of the buildings to which it is visually related with respect to: (within 100 feet)

- (a) roof shape
- (b) window, porch and door style
- (c) window area to wall area ratio
- (d) building length to width ratio
- (e) exterior cladding

There are several things wrong here.

Lack of respect on the part of Ms Bell for the historic heritage of Shelburne.

- (a) The roof shape is not right.
- (b) The initial plan was to have two windows on the south side of the new house. Those two initial windows were "sliders" which are not a heritage style. That was the first hint of her total disregard for the Town's heritage. Apparently those two windows were to be the only windows so that Ms Bell's privacy would not be impinged upon. Since no drawings were provided on the permit application we cannot know about window, porch or door style until they are installed. The front door is not wood and is not a heritage style. We have no idea what the porch or deck (completely not heritage) will look like. The "deck" door is also non-heritage in style. Several more windows were installed prior to September 18 at the suggestion of either Mr Goreham or Mr Ken Smith (neither of whom should be assisting in the design of the new build!) when Ms Bell was to make her presentation to Council

- (c)(d) No idea what these ratios should be but I imagine that there is something wrong with one or both
- (e) exterior cladding: the best one can say is that it is wood cladding. The first floor is board and batten. Rough wood. On the rock wall side, the wood is very rough, there are carpenter marks written in several places and the battens have not been installed. The second floor cladding is shingles and under the roof pitch there is a different style of shingle (according to Ms Bell's recently crafted drawings).

A deck off the second floor is definitely not a heritage feature.

PART 12 ADMINISTRATION

65 This By-law shall be administered by the Development Officer for the Town of Shelburne

Scope of Application

- 66 (1) Every application for a Development Permit shall be accompanied by two copies of a plan or sketch of the proposed development drawn to an appropriate scale and showing:
- (a) the true shape and dimensions of the lot to be used
 - (b) the proposed location, dimensions and height of the building, structure or work to be developed on the lot,
 - (c) the location of every building or structure already erected on the lot and the location of every building on adjacent lots,
 - (d) the proposed location and dimensions of any parking spaces, loading spaces, driveways and landscaped areas,
 - (e) the proposed use of the lot and each building or structure to be developed and
 - (f) any other information which the Development Officer deems necessary to determine whether or not the proposed development conforms with the requirements of this By-law.
- (2) Where the Development Officer is unable to determine whether the proposed development conforms to this By-law or other By-laws and regulations under his administration, he may require that the plan submitted under subsection (1) be based on an actual survey certified and stamped by a Nova Scotia Land Surveyor.

No Exemption from Requirements

69 Every development shall be subject to the requirements of this By-law regardless of whether or not a permit is required to be issued.

Penalty

71 In the event of any contravention of the provisions of this By-law, the Town of Shelburne may take action as provided for in Sections 108, 109 and 110 of the Planning Act.

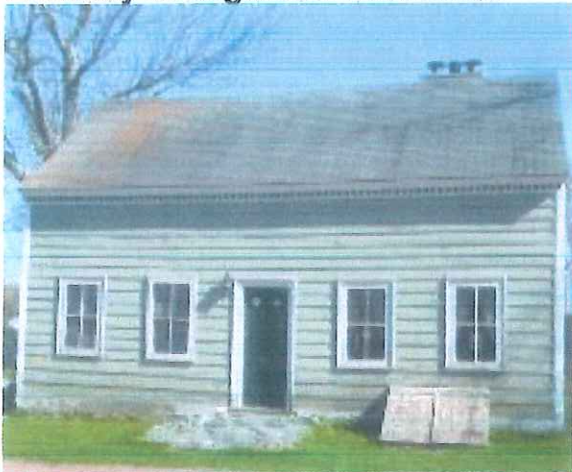
If Ms Bell failed to provide the measurements and drawings of the proposed new house at the application stage, she was clearly in violation before she even began construction.

On April 18/23 permit application we can see that she applied for 12'3" length, 12' high and 8'3" wide. If Ms Bell did subsequently provide different, expanded measurements than originally planned for, then requested variances (if appropriate) should have resulted in notifications to neighbours within 100'. This was not not done until it was more than 4 months too late. ERGO, no legal variances in height, width or length can have been approved.

11

HISTORY OF THE SHAKESPEAR HOUSE

17 George Street, Shelburne, Nova Scotia, B0T, Canada
Formally Recognized: 1987/03/04



LISTED ON THE CANADIAN REGISTER: 2007/06/14

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

Shakespear House is a one-and-one-half storey private home located on the corner of George and Water Streets in Shelburne, Nova Scotia. It was built by merchant Stephen Shakespear, a Loyalist who fled New England during the American Revolution in 1783. The building and property are included in the municipal designation.

HERITAGE VALUE

Shakespear House is valued for its architectural style, age, and relationship to other pre-1800 wooden buildings in this area of Shelburne.

Shakespear House was built around 1784 by Stephen Shakespear. Shakespear was commissioned in 1783 in New York by Sir Guy Carleton to lead a company of Loyalists, who were fleeing the American Revolution, to settle in Port Roseway, now Shelburne. This undertaking was organized by several hundred Loyalists who joined together to form the Port Roseway Associates, aimed at settling in Nova Scotia. Shakespear and nine others chosen by Carleton were given 500 acre lots along the Port Roseway River and a one acre lot in the town plot. By February 1784 over one thousand houses were built in the area, and over eight hundred were known as 'log houses'. These were pieces of timber, framed together at the ends and sometimes covered with clapboard. Shakespear operated a store from this house for a short time.

Constructed from vertically set logs, Shakespear House is a fine representation of the construction techniques and design used by Loyalist craftspeople upon arriving in Nova Scotia.

The original form of the house was a plain, rectangle with a gabled roof set flush with the ground on a granite foundation. An extension was added to the rear giving it a salt box appearance as the roof line was altered. It has a five bay symmetrical façade with some minor dentil decoration on the front façade. The original large stone chimney remains.

Except for an addition to the south side of the home, Shakespear House has retained its original design for over two hundred years.

Source: Town of Shelburne, Heritage Property files, no. 4, Shelburne, Nova Scotia.

CHARACTER-DEFINING ELEMENTS

Character-defining elements of Shakespear House include:

- all evidence of original log construction;
- original stone chimney;
- wooden clapboard siding;
- location in original town plot;
- cedar shingles on roof;
- stone hearths;
- five bay symmetrical façade;
- simple façade with no decoration with exception of dentils.

JURISDICTION

Nova Scotia

13

RECOGNITION AUTHORITY

Local Governments (NS)

RECOGNITION STATUTE

Heritage Property Act

RECOGNITION TYPE

Municipally Registered Property

RECOGNITION DATE

1987/03/04

HISTORICAL INFORMATION

SIGNIFICANT DATE(S)

n/a

THEME - CATEGORY AND TYPE

Peopling the Land

Settlement

FUNCTION - CATEGORY AND TYPE

CURRENT

HISTORIC

Residence

Single Dwelling

LOCATION OF SUPPORTING DOCUMENTATION

Town of Shelburne Office, Water Street, PO Box 670, Shelburne, NS,

FED/PROV/TERR IDENTIFIER

51MNS0004

NOTE: The storage shed that existed at 17 George Street prior to its demolition after April 18/23 was built prior to 1995. I am not sure of the actual date it was built. However, the design was appropriate for the pre-1800 built heritage of the property



A photo of 17 George Street with the storage shed that was demolished by Ms Bell in the Spring of 2023.

Demolishing the shed was the first part of her plan to build a two-storey “accessory building” (a.k.a. HOUSE) in her backyard. As per her September 18th presentation to Council, she had been planning this since the Fall of 2022.

THE HISTORIC DISTRICT OF SHELBURNE, NS.

The town was founded in 1783. Several of the original houses have survived the 240 years since that historic settlement of black and white Loyalists from the US. The Historic District is the main attraction for tourists coming to Shelburne - as well as many others who have CHOSEN to make Shelburne their “new” home.

THE HERITAGE PROPERTY BY-LAW

THE HERITAGE ADVISORY COMMITTEE

4.1 There **SHALL BE** a Heritage Advisory Committee which may advise the Town respecting :

- (a) the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;

- (b) an application for permission to alter substantially or demolish a Town Heritage Property;
- (c) building or other regulations that affect the attainment of the intent and purpose of the Heritage Act;
- (d) any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act.

“The Heritage Advisory Committee SHALL BE composed of 6 members, all of whom shall be residents of the town. All members will be appointed by Town Council. Two of these members shall be appointed from within Council. Two shall be members of the Shelburne Historical Society or individuals who have otherwise demonstrated active concern for the preservation of buildings of historic significance; and two members of the Committee shall be appointed at large.”

HERITAGE ADVISORY COMMITTEE

PROBLEM :

There has not been a Heritage Advisory Committee for at least the past 10 years. That leaves a huge void in ensuring that the town’s heritage is being looked after by concerned citizens and Council members.

There is also a “disconnect” between some town residents and the people who live in the Historic District. When concerned residents attended the September 3 Council Meeting, there were derisive remarks about people in the audience being from the Historic District (HD) or Historic Waterfront District (H-W).

The reality is that people who live in the HD usually pay higher taxes, maintain their properties so that tourists can enjoy heritage tours or just walking around the district, participate in events that take place along Dock Street (Xmas decorations, house tours, pumpkin events, Dock Days, Parade of Lights, donating flower pots for the lamp posts, volunteering to water all those flower pots every day in spring, summer and fall, having their neighbourhood inundated by crowds for events, etc). Several residents of the HD have written letters to Council enumerating their love of the area, the cost of living there, their dedication to maintaining their properties (often at great cost to themselves) and their commitment to maintaining the heritage of the area.

We have had several films come to Shelburne to avail themselves of the basically uninhabited other side of the harbour and the old buildings along Dock Street and in the area.

Disrespecting said heritage will diminish the historical value of Shelburne and result in fewer tourist dollars being spent in town.

116



**BUILDING/DEMOLITION
PERMIT GRANTED
PERMIT # 20230041**

Property Owner: SANDRA BELL
Location: 17 GEORGE STREET
Date Issued: APRIL 18, 2023
EXPIRY DATE: APRIL 18, 2024
Project: RENOVATIONS

NO PERSON SHALL DEVIATE FROM THE PLANS AND SPECIFICATIONS FORMING PART OF THIS PERMIT WITHOUT THE APPROVAL OF THE BUILDING OFFICIAL.

NO PART OF THIS BUILDING SHALL BE OCCUPIED PRIOR TO A FINAL INSPECTION AND THE ISSUANCE OF AN OCCUPANCY PERMIT.

[Signature]
BUILDING OFFICIAL

THE FOLLOWING INSPECTIONS ARE REQUIRED FOR PERMIT # 20230041

1. FOOTING IN PLACE
2. FOUNDATION BEFORE BACKFILL
3. FRAMING AND ROOF
4. INSULATION/VAPOUR BARRIER
5. FINAL BEFORE OCCUPANCY

INSPECTIONS ARE COMPULSORY AND FORTY-EIGHT (48) HOURS NOTICE IS REQUIRED FOR INSPECTIONS.
PHONE (902) 875-3454

PLEASE DISPLAY THIS NOTICE SO IT IS VISIBLE AT ALL TIMES

Form # _____
Date: April 18/23

DEVELOPMENT PERMIT APPLICATION

TYPE: New Construction Additions Demolition Swimming Pool
 Alteration Extensions Sign Other *Secondary Accessory Bldg.*

FINISH: Partial Wall Ground Roof
 Projecting Wall Porch Other: _____

OTHER: Water Disconnection? Sewer Disconnection

APPLICANT: Name: Sandra Bell
Address: 17 George St.
Phone: 902-512-1212 Cell: 902-512-1212 Email: wordsmithing.sb@gmail.com

OWNER (if different than applicant): Name: _____ Address: _____ Phone: _____ Cell: _____ Email: _____

PROJECT INFORMATION: Type of project: Save, renovate & expand accessory building, adding water to plumbing, replace electrical
 Location: 17 George St (back of property)
 Contractor Name: Adam Firth
 Contract Phone: 902-874-1696
 Proposed Use: shed
 Proposed Unit: sleeping cabin & storage
 Are there any known encroachments on the property? If yes, describe in comments below. Yes No
 Census Loc. No. C No. _____ Assn. 0371628

BUILDING/DEMOLITION PERMIT GRANTED # 20230041

FORM OFFICIAL ISPEC

STRUCTURAL BUILDING DETAILS: Square Footage of Building: 107 sq. ft. Lot Coverage: _____
 Sewer Connection: Sewer N
 Structural Dimensions: 12' 3/2" x 12' h x 8' 5/4" Commercial Floor

COMMENTS: Accessory Bldg. for storage. Looking to add sewer to that building "Current"

DIAGRAM OF PROPOSED STRUCTURE RELATIVE TO PROPERTY LINES: *[Hand-drawn diagram showing building footprint on a lot with dimensions and property lines.]*

NOTES FOR PLOT PLAN: 1. Show the location, site, and outline of all existing and proposed buildings to be located on the property and give all applicable dimensions of the building, the addition, the lot and yard distances. Also show the points of any existing streets. 2. Use a separate sheet if necessary to show other buildings, signs, storage, parking, water mains, right of way encroachments on or abutting property.

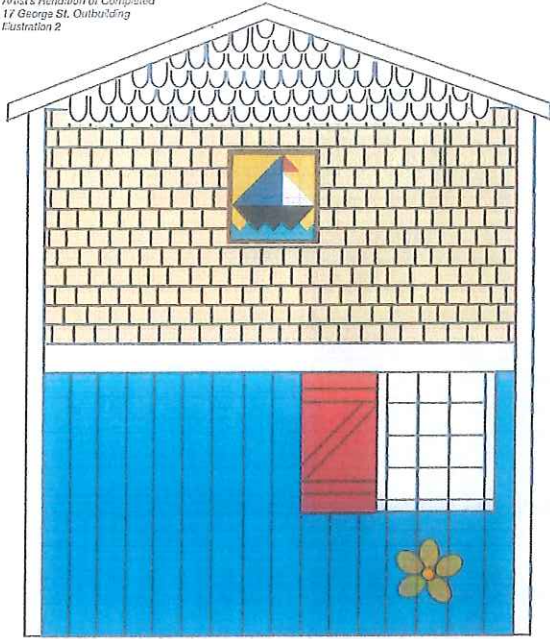
Date Permit Issued: _____
 Approved By: _____
 SIGNED: _____
 *Demolition Permits are valid for one year from date of issue unless work has commenced.

NOTES: THE permit applicant must: 1. Show the professional seal of the architect or engineer in application for a permit where required. 2. Show the documents were prepared in the real application for use and made with full knowledge of the circumstances connected with the same. 3. Show the plan and specifications submitted are prepared for the construction or alteration of the building or buildings described. 4. Show the cause of the matter why the permit should not be granted in the possession of the said qualifications, and making the development application by reference to the law.

[Signature]

17

Artist's Rendition of Completed
17 George St. Outbuilding
Illustration 2



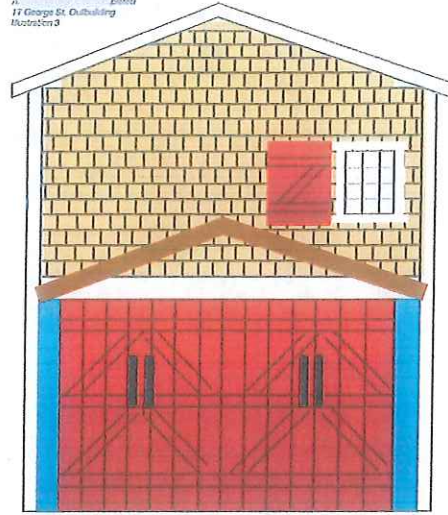
GEORGE STREET FACING/FACES DON & LIZ LEGETT'S BACKYARD

FEATURES: 1 vertical vented window w/grills & white trim; barn-style window shutter painted red; rough-cut board & batton siding (below) painted heritage-style blue; natural cedar shake shingles (above); fish scale shingles in the gable; white soffit; white house trim; custom art (wooden flowers X 3 & a barn quilt; removable).

2:53



47 of 82
A. 17 George St. Outbuilding
Illustration 3



WATER STREET FACING

FEATURES: 1 vertical vented window w/grills & white trim; barn-style window shutter painted red; shingle eaveboard for gables; 1 implement w/ 2 sets of barn doors painted red and main exterior; rough-cut board & batton siding (below) painted heritage-style blue; natural cedar shake shingles (above); house trim painted white.

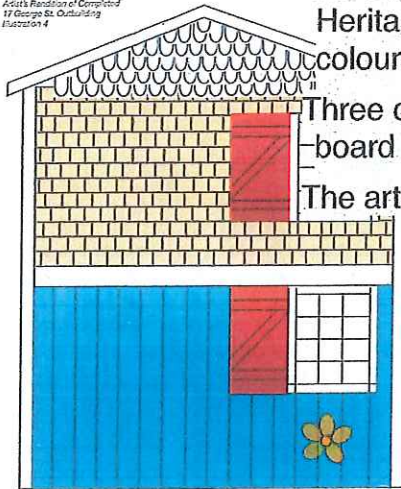
shelburnens.ca



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Artist's Rendition of Completed
17 George St. Outbuilding
Illustration 4



FACES WATER ST. & WILLA MCGEE'S SIDE YARD

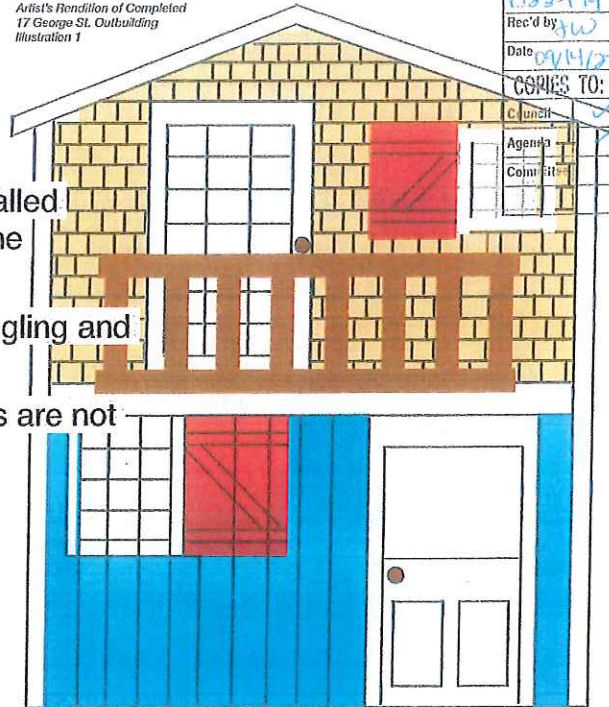
FEATURES: 2 vertical vented windows w/grills & white trim; barn-style window shutters painted red; rough-cut board & batton siding (below) painted heritage-style blue; natural cedar shake shingles (above); fish scale shingles in the gable; house trim painted white; custom-created art (wooden flowers X 3).

The design can hardly be called Heritage and neither can the colours!

Three different types of shingling and board and batten.

The art work and the flowers are not

Artist's Rendition of Completed
17 George St. Outbuilding
Illustration 1



FACES DOCK STREET & THE HARBOUR

FEATURES: Single hung 96" doors/top floor full light w/grills; 2 vertical vented windows w/grills; barn-style window shutters painted red; rough-cut board & batton siding (below) painted heritage-style blue (same opacity and colour family as main house paint); cedar shake shingles (above) *left natural to weather like the main house; house trim painted white; copper lantern below & light upper deck.

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Church	<input checked="" type="checkbox"/>
Agency	
Comm. Unit	

18



19



20



Some photos of the new house and the rock wall.

NOTE: writing on the wood and roughness of the wood.





21

~~In conclusion~~....

Shelburne Historical Society

P. O. BOX 39, SHELburne, NOVA SCOTIA BOT 1W0
PHONE: (902) 875-3219 FAX: (902) 875-4141



Document #	D23-190
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

19 October 2021

To the Mayor, Chief Administrative Officer, and Council of the Town of Shelburne.

The Shelburne Historical Society owns three properties in the Historic-Waterfront Zone. None of them is within 30 metres of the boundaries of 17 George Street, so the Society didn't get a letter requesting a response to the town's intention to grant a variance permitting an accessory building height of 21 feet in the rear yard of that property. However, our mandate is to "preserve and protect the rich and evolving heritage of Shelburne County", and one of the ways we can discharge that mandate is to insist that all the municipal and provincial requirements governing new construction in the H-W Zone are met. With that in mind I'm writing to reinforce some of the salient points that I raised in my presentation to the Town Council on September 5th. The Historical Society has two principal concerns. The first is that due process was not followed in the initial consideration of the application for the building permit. The second is that, according to the best information we have been able to obtain, the building currently under construction differs significantly from the one that was approved.

Council has responded to the criticism that due process was not followed when the building permit was approved in April. As required by the MGA, the adjacent property owners have now been given the opportunity to comment on the zoning variance that was formerly only implied. They have been asked to approve a variance that would permit the height of the building to exceed the permitted maximum height by six feet. However, the second matter has not yet been addressed, as far as we know, and we want to express our concerns in the hope that Council will take them into consideration when evaluating the opinions of adjacent property owners.

The Town of Shelburne's Building Code Bylaw requires that "every application ... shall ... include plans and specification as required by the Building Code...", and the Building Permit itself stipulates that "no person shall deviate from the plans and specifications forming part of this permit without the approval of the building official." (original emphasis)

Policy 34 of the Municipal Planning Strategy and Section 57(1) of the Land Use Bylaw require that any new building related to an existing, historically-significant building, must be similar to it in respect to roof shape; window, porch and door style; window area to wall ratio; building length to width ratio; and exterior cladding. On September 8th, I sent a letter to the CAO asking for a copy of the plans that I assumed had been submitted at the time of application, so they could be added to the Society's archives. The reply did not address that request so we don't know if there has been any effort to ensure compliance with the two stipulations noted above. An artist's renditions of the four sides of the building were included in the applicant's presentation to the Council on September 18th. They were received in the town office on September 14th, not at the time of application as required. Furthermore, they are not drawn to scale, so the dimensions of the building cannot be ascertained. (see page 3)

The application for a building permit was completed on April 12th, submitted on April 14th and approved on the 18th. The dimensions of the proposed structure were described as 12' 3" long, 8' 5" wide and 12' tall. However, during her presentation to Council on 18th September, the applicant described the "highlights" of the proposed building as: extending the height of the existing outbuilding by 5' (bringing it from 12' 7" to 17'), and extending the width of the building by 7' 5" (from 8' 5" to 16')

She also reported an undated, on-site conversation with the development officer in which she alleges that he told her that:

“If, no longer working around pre-existing walls or ceiling heights or requiring a dormer, we could modify the initial building height extension beyond the 17’ to allow for two full stories plus the roof and increase the width slightly.”

Furthermore, according to her presentation, the development officer told her that “there was no restriction on the number of floors on (sic) an accessory building, or height restriction per say; (sic) we could even build three stories.”

No one from the Society was present during the reported conversation so we don’t know what was said. But evidently, at some point after the submission of the original application, the dimensions of the proposed building were drastically altered. According to her presentation, the length had now been increased by almost four feet and the height by 2 feet – in clear violation of the town’s universal restriction on the height of accessory buildings to 15 feet. Nowhere in her presentation to Council was there any suggestion that the final height of the building would be 21 feet – the height proposed in the zoning variance under discussion.

The Society has a simple question. Was a revised building permit application submitted to the town after April 12th, and approved? *If not, then the building currently nearing completion is not the building that was approved on April 18th.* It is too long, too high, and it has not been shown to be stylistically compatible with the 18th century buildings that surround it, as required by our Municipal Planning Strategy and Land Use Bylaw.

We have seen no evidence that the latter requirement was ever given serious consideration, although the applicant noted in her presentation to Council that she was told

“since my property is in the Historic District and designated as such, I must keep the materials similar to the main house and ensure that the accessory outbuilding ‘looks historic’ in keeping with the neighbourhood. I assured him (the development officer) that it will.”

In our opinion, Council and the residents of Shelburne are now confronted with a situation far more serious than just a belated request for a zoning variance. Anyone in possession of a building permit is required to conform to the stipulations attached to that permit. Non-compliance with that fundamental requirement cannot be tolerated, but that appears to be what has occurred. This sets a dangerous precedent. One of the defining characteristics of the Shelburne townscape is the large number of well-maintained historic properties in the H-W Zone and many visitors to our museums comment on it. If we lose that cachet through careless enforcement of the bylaw designed to preserve the characteristics of this area, Shelburne would be just another small, nondescript town on the south shore of Nova Scotia, and visitors would have no reason to linger.

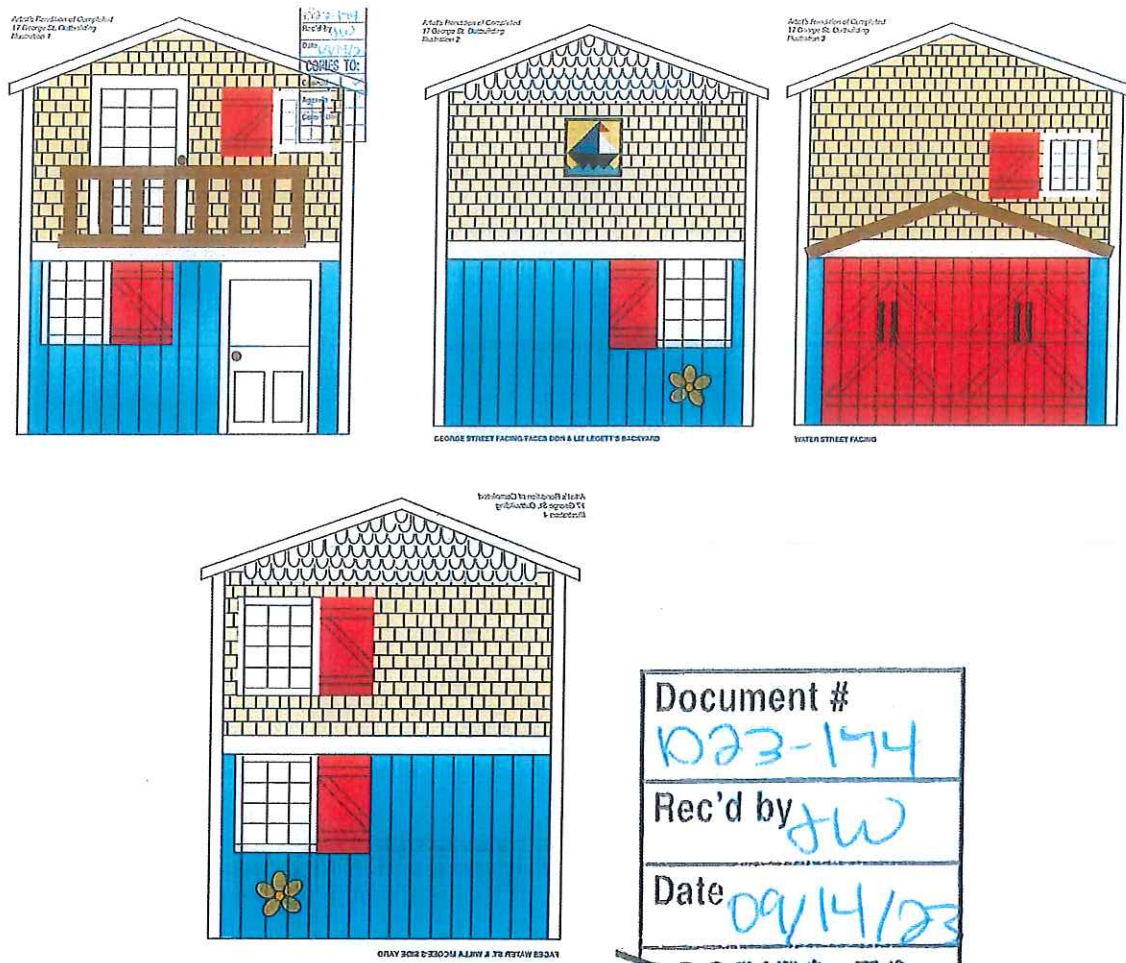
I would appreciate acknowledgement of receipt of this letter, and your serious consideration of its content.

Respectfully,



Christopher Sharpe
President.

Artist's Conceptions of the Four Sides of the Accessory Building



Date stamp on the artist's conceptions



The Shakespear House and the original shed

Jill Webb

From: Lorin Hesse <lorinbemodern@gmail.com>
Sent: October 26, 2023 1:32 PM
To: Harold Locke; Ben Nickerson; Elizabeth Acker; Rick Davis; Sheldon Ringer; Sarah Mattatall; Jill Webb
Subject: Shakespear House New Build (17 George St)
Follow Up Flag: Follow up
Flag Status: Flagged

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Rec'd by [Signature]	
Date Oct 26/23	
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Agenda	✓
Committee	

CAUTION: This email originated from an external sender.

Wednesday, October 25th, 2023

Re: New build at Shakespear House (17 George Street)

Dear Mayor Locke, CAO Mattatall, and Shelburne Town Council Members,

I recognize that making choices for our community is always a complicated process. Thank you for the hard work you do to represent our Town's best interests and thank you for including this letter in your decision-making process. I would appreciate being on the record.

The recent request for a build variance at 17 George Street, including letters to homeowners within 30 meters, is too late. The situation requires a rewind to the first request for a permit to build:

There are no indications in the property owner's permit application that her intention was to replace her small shed with a two story second dwelling. Town was misled. By stating that the proposed use was for, "storage and sleeping cabin" the applicant significantly downplayed her objective. What has been built is a *second residence* suitable for short term habitation, ie AirBnB. The property owner stated her intent to rent it during Council's open meeting after opposition was voiced. (Equally disturbing is that it has no aesthetic relationship to the Historic District whatsoever. My first letter to you addresses this issue.)

I do not imply that the owner concealed her intentions with malice. I assume the possibility she was ignorant of the requirement to disclose her true purpose in the application. Ignorance,

however, does not negate responsibility. Nor would an argument for having changed one's mind mid-project. That is what the variance procedure is for. What stands now at 17 George is *not* what the original permit application asks permission to build. And there has been no variance issued yet to allow what is there.

The applicant stated in Council's open meeting that she was given a verbal go-ahead to exceed the scope of the original permit. But a variance without due process (notifying nearby property owners, etc) and without official paperwork is, simply, *not* a legally binding variance. It does not exist in the eyes of the law.

It is not the Town's responsibility to make sure every new build has legally binding permissions. The onus is fully on property owners to have written and approved variances giving permission to override bylaws and restrictions. If she does not have written permission from the Town, she remains bound by the bylaws.

The owner's recent application for variance and letters to property owners within 30 meters does *not* fix the problem of the missing first variance. If none exists, then the build is illegal in several ways that others have thoroughly researched and articulated for you. This latest variance request amounts to a Band-Aid over gangrene.

Town was misled on the initial build application. If there is no supporting paperwork for the alleged first variance, you may legally require a modification of the structure to conform to the bylaws as they applied to the first permit to build.

It's not too late to put the integrity of the Historic District first in this matter. Currently it is our biggest draw for tourists, and tourism is vital for Shelburne. We are counting on you to do the right thing.

Sincerely,

Lorin Hesse & Rob Wallace

40 Dock Street, Shelburne

Jill Webb

From: Ken Smith
Sent: October 27, 2023 2:14 PM
To: Bradd & Maeve Wilson
Cc: Sarah Mattatall; Jill Webb
Subject: RE: Shakespeare House Construction

Bradd & Maeve

Please be advised that your e-mail has been received and will be placed on the Nov.6 agenda under the topic of Shakespeare House.

Ken

Document #	
D23-190	
Rec'd by	
[Signature]	
Date	
Oct. 28/23	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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From: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Sent: Wednesday, October 25, 2023 9:53 AM
To: Ken Smith <Ken.Smith@shelburnens.ca>
Subject: FW: Shakespeare House Construction

From: Bradd & Maeve Wilson <bradd.maeve@gmail.com>
Sent: Wednesday, October 25, 2023 8:40 AM
To: Harold Locke <Harold.Locke@shelburnens.ca>; Rick Davis <Rick.Davis@shelburnens.ca>; Ben Nickerson <Ben.Nickerson@shelburnens.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>
Subject: Shakespeare House Construction

CAUTION: This email originated from an external sender.

Dear Mayor & Council

We do not live within 30 meters of the subject property and therefore were not invited to comment on the subject building; however we are residents of the Historic Waterfront Zone and built a new home and shed in compliance with the Bylaws and Restrictions of this area in 2017. I believe that the process which we were required to follow is relevant since it was deemed important in preserving the aesthetics and appearance of this area :

Prior to completion of a building permit, we were directed to Gerry Locke, Development Officer for the Town who presented us with several pages of Building Requirements; design, roof pitch, window style and % of building to be covered by windows. The siding material and style, distance from the street and lot coverage were also dictated. Any "unique" features had to be present in at least 4 other properties in the area so our "five-sided Scottish dormer" had to be sited elsewhere in town. We met all requirements and were approved to proceed.

We then had a design concept which was presented and discussed with the head of the Historic Society, Louise Lyndsay who approved of our concept drawings.

The next step was to hire an architect for formal drawings. These drawings were presented to Andrew Goreham, the Building Inspector who issued a Building Permit.

Our home was then constructed using licensed tradesmen with inspections at the appropriate intervals to ensure that we strictly adhered to the Permit Design.

On completion we constructed an "auxiliary garden shed" which was too small to require a permit. We were careful, however, to mirror the design, roof pitch and siding materials of the main house.

I am telling you all of this to emphasize the importance **demand**ed of us to comply with the Bylaws and Building restrictions of the Historic District. We took the time, effort and expense to preserve the essence of this historic district.

Clearly, the new structure built at the Shakespeare House has broken the letter of several Bylaws and local restrictions. It replaces a 6ft X 10 ft wood shed with a residence – not an auxiliary building but a complete, self-contained residence, with kitchen, bathroom, parlor and at least one bedroom. It is a HOUSE! But even that is not my objection. What irks me is the total disregard for this small town's bylaws, rules and regulations. The perpetrator of this monstrosity said whatever it would take to get permits, then built whatever she wanted in this, Shelburne's only Historic Waterfront District. The building has the architectural style of 2 shipping containers . stacked one atop the other with a minimal roof and windows. Just enough to rent out as a profitable Air B&B in "the heart of Shelburne's Historic District".

I don't believe that this council or the staff intended to allow this travesty to unfold as it has. You were all just being accommodating and welcoming to a new-comer but, in hind-sight, you have been deceived and have allowed a simple repair/expansion of a woodshed to change not only this property but possibly the entire district. What is now to stop every other homeowner from erecting absolutely any new self-contained dwelling where a woodshed, garage or garden shed stands now. Do the right thing: uphold your own bylaws, stop this deceit, call out the violations and remove this non-compliant structure.

Bradd & Maeve Wilson,

38 Dock Street, Shelburne, NS

Jill Webb

From: Sarah Mattatall
Sent: November 3, 2023 1:26 PM
To: Jill Webb
Subject: FW: 17 George

Document #	
D23-190	
Rec'd by <i>gw</i>	
Date <i>Oct 26/23</i>	
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Committee	<input type="checkbox"/>
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From: Jane Muir <janeemuir@gmail.com>
Sent: Thursday, October 26, 2023 11:07 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: 17 George

CAUTION: This email originated from an external sender.

Dear Sarah ,

As more information has come to light , I feel that I must again write to express my absolute chagrin that the structure at 17 George not only continues to stand but move ahead . There is no need for me to reiterate what we now all know ie; that developmental bylaws and historical bylaws and variance laws have been completely ignored by Ms.Bell and by Mr. Goreham who was well aware of them despite his claim that he was not . The fact that the HAC was not active does not mean that the bylaws had been rescinded . And the resurrection of the HAC to insure that this does not happen again , in no way mitigates what has happened now . Over fifty years ago Mary Archibald recognized what a treasure we had in the historical district of Shelburne. With that vision she was unrelenting in her quest to obtain local and provincial funding in order to preserve and restore the buildings that are the heart of Shelburne . Past councils have striven to maintain this unique district with the most stringent of bylaws . It would certainly be a perilous step backward to allow something of this magnitude to blot that for which was so hard fought .

Sincerely,

Jane

Document # D23-191	
Rec'd by <i>[Signature]</i>	
Date Oct. 30/23	
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Agenda	<input checked="" type="checkbox"/>
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To The Town of Shelburne

I would like to personally thank you for the Town's support of the inaugural United Way Harbour Swim in Shelburne.

The use of the Guild Hall and town wharf was critical to its success.

Thanks to the 20 swimmers, generous sponsors and numerous volunteers, we were able to raise over \$4,700 for the 'We Rise Again Fund'.

Thank you again for your support, and we hope to do it again next year!
 Best regards, Bruce Hancock
 Nova Scotia Fisheries & Aquaculture

Friday, September 29,
& Tuesday, October 17,
Shelburne, Nova Scotia

Document #	D23-192
Rec'd by	gw
Date	2023 Oct 17/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
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Dear Elected Representatives on Council,

I am Sarah and am writing with concern for the protection of all children within our community and beyond.

In preparation for attending one of the council meetings last May, when studying the agenda for the Municipality of Shelburne, I read that some local councillors had recently attended a meeting in Halifax where presentations were made by **Engage Nova Scotia** with regards to **Nova Scotia Quality of Life Initiative**.

I was led to the name of **Blair Crawford**, a program director of Engage Nova Scotia at that time. I learned that he had been an organizer of a 'camp' of sorts that took place at the **Ross Creek Centre** near Canning for high school students. This 'camp' that took place last May 2023 involved small groups of students gathered from the high schools throughout our province. Two other adults: **Calendula and Rae** of the **Youth Project** were involved in the leadership at these 'camps'.

How these students were selected, I am not certain. That question could be answered by **BMHS, SRHS, or Our House** of Shelburne.

Also, what actual activities took place and what discussions were led in that space remains unknown. I am certainly led to ask questions about this programme. I also feel it is of outmost importance for all people, especially parents in our community to know the intentions behind these gatherings.

What I do know from my research is that Blair Crawford has specific interest and training in sexual orientation and gender identity. I also know that Calendula and Rae, for whom no family surnames can be found, are also focused on this **SOGI curriculum/agenda.**

This small gathering of youth who consisted of the so-called **2SLGBTQIA+** and other young adults experienced this 'special camp' in a beautiful natural setting, I believe paid for by our Nova Scotia government for a long weekend in May... just in time to come back to the schools and be empowered to lead other students in **PRIDE** activities for June, which is now known as Pride Month.

In Shelburne, a **PRIDE** parade had been scheduled for June 4 or 5th, the same day as the longstanding tradition of the 'town wide yard sale'. Due to our being immersed in the chaos of wildfires at that time, this parade was cancelled. There were many folk concerned with the town's decision to schedule these events together. What consideration is there for families who are in no way in alignment with what is now going on with the **PRIDE movement?** In the very least, there needs to be an open conversation with the people about how we feel and what real concerns there might be.

A **PRIDE parade** is no innocent affair these days. For some, it is an innocent expression of colour and expression. For others, it is an opportunity to express sexual perversion and deviance. This is not okay at a traditional family event in a small rural Nova Scotian town. I strongly suggest that you, as councillors and members of government, make it easy for people and let them choose instead

of spoiling events for people who have values that honour the **innocence of the children.**

In the same time period last Spring, I heard from a Mother in Ontario, that in her son's school, suddenly in late May and early June, the playground had been filled with many children waving 'Pride' flags. And not just the original rainbow flag. (there are now 32 of them, including flags for pansexuality, drag, genderfluidity....) Her son, who is a kind young man, along with many of his friends who are from Muslim faith families, were very confused by this flag-waving frenzy.

I began to wonder, hmMMM, is this a nationwide project going on penetrating the elementary and high schools? And if so, where is this coming from? It does not feel at all to me that it is coming from a true place of love, inclusion, and innocence.

And will any Mother, Father, Teacher, Villager who asks questions about this or raises a Voice in concern, will she or he be named a Hater? A transphobic?

On October 12th, I was shown that **Our House** in Shelburne is now hosting two **free** weekends in November (10-12 and 24-26). Their Facebook publicity reads as follows: *a healing retreat experience for **female-identifying and gender diverse youth** age 13-15.* The retreats are taking place locally at Boulder Cove. Funding is through **Mental Health Foundation of Nova Scotia.**

Who will be the youth attending? Who are the families that are supporting this? Is it not natural for parents and people in our community to be concerned about this invitation? I ask you this in

all gravity. Are people remaining silent and not asking any questions about this?

Two years ago, I prepared a proposal for Our House for a dance/movement workshop that was to take place in Yarmouth for girls across the Tri-County. I was to receive employment for my gifts as an educator and dancer. Dance and movement has been a huge part of my healing journey and creative expression. This is something near and dear to my heart to share with children and especially young women who often are going through great awkwardness as they mature.

I am in no way in alignment with offering my gifts in a place that has been taken over by adults pushing their agendas influencing children and their sexuality. This is interference. This is not right. And in my eyes, it is criminal.

Allow me to return to the subject of the **Youth Project** with **Calendula and Rae**. Go to their page and see for yourself that one of their sponsors and supporters is the **Nova Scotia Department of Health and Wellness**. Proceed to their site and you will find on their list: **Gender affirming care**.

Gender affirming care sounds gentle and sweet, does it not? Did you know that the sole policy writer for this is **Riley Nielson-Baker**, a native of Cape Sable Island, I learned, as I met and spoke with Riley at West Dublin market where she was asking folk to sign a petition for gender affirming care back in the summer of 2022.

Go there to gender affirming care for NS and you will find information on **oophorectomy, penectomy, orchioectomy, vaginoplasty, phalloplasty, breast reduction, breast**

augmentation..... Are we people innerstanding what all of these mean?

Essentially, on this Nova Scotia government site, you will learn how to proceed, if you are a Nova Scotian who wants to change your body to become a man if you are a woman and vice versa; a woman if you are a man...all through the multiple surgeries or hormone therapy...

But no, this has nothing to do with Boulder Cove weekend, nor the Ross Creek gathering.....
Bull crap. It is all connected.

Furthermore, **GSA** which up until before last May used to stand for **Gay Straight Alliance**, somehow magically became called **Gender Sexuality Alliance**. Hmmmmmm.

Also, last May and early June, while everyone was innocently flying and waving colourful flags, the Town of Shelburne proudly proclaimed they were declaring May 17th **International Day against Homophobia, Biphobia, and Transphobia**. I attended the meeting where this was announced by councillor Elizabeth Acker. She read from the UN's global proclamation. Bowed heads and silence from many around the council chamber table in Shelburne spoke volumes.

Who are the brave souls to speak up on these matters, lest they get pitchforked to death in the parking lot?

Also, last May, I learned that a young Grade 3 child arrived at school at Barrington's **Forest Ridge Academy** declaring she was **pansexual**.

Really?

And recently, a war rages in Barrington as **Christy Conrad** dared present at council a few weeks ago questions regarding **Barrington Municipality's** decision to align with flying a different pride flag from June to October, nearly half the year. Members of the **Southwest Nova Pride** delightfully state that one of your councillor's (Shaun Hatfield) is an 'ally' when I am guessing they know nothing about this man and how he operates in council and in the community.

Meanwhile, in the neighbouring county of Queen's, at a Liverpool school, it is found out that sex toys such as strap-on penises and gender altering items such as 'strapping' used to bind down your breasts are being passed around to 12 year olds to explore and learn about just in case they are feeling uncomfortable in their body.... All this, totally unbeknownst to their parents or caregivers. (Well, until it was too late when one parent spoke up bravely).

Yes, this happened in a Liverpool Public school last early June during Pride. And, yes, this was part of **GSA** club indoctrination.

On September 29, dear friends, when I began the draft of this letter, when I went to 'search' Blair Crawford under Engage Nova Scotia he cannot be found.

I do not know if he has been moved on after, thankfully, many upset parents and community people raised their voices in outrage at what is taking place in the schools. Has he been 'disappeared' for a good reason? We will find out.

I am writing to you all because it is right for every single one of us to have the protection of the innocence of children held on high. There has been great manipulation and deception going on. And the worst of its kind is one that violates the innocence of children.

I feel a personal responsibility to **voice** and share the pieces of the puzzle that I hold.

Many people are remaining in silence on these issues and out of fear, are not taking a stand.

I watched this silence and obedience happen at a Municipality of Barrington council meeting last month when **Kimberly Sweeney** of Nova Scotia Legal Aid, Yarmouth showed up in the gallery for the meeting and spoke out, uninvited, threats to Barrington Municipal council that she was a lawyer and would sue your council for supporting hate speech on your website.

I do not support her behaviour. I in no way support her using her position as lawyer, and using the names of **Nova Scotia Barristers' Society** and **The Canadian Bar Association** to wield power over elected representatives.

I question whether Yarmouth Legal Aid has received federal funding for the activism that took place that night under her leadership.

Research this woman yourself, and you will find out that she, as well, has special training in **SOGI, sexual orientation and gender identity**.

This is all I have to say on this matter today.

I know for certain in the future, there will be challenges everyday to make decisions that either align with or question and go against this agenda which is very much part of the **SDG** movement. How many people in our community even have any clue about what SDG or CSE stands for or means? How many people when they give it a quick glance: **Sustainable Development Goals or Comprehensive Sexuality Education** consider it a creation for the higher good? (Consult WHO documents).

May the people rise up and do what is natural: ask questions!
May the people develop deeper discernment and be able to read past manipulative and deceptive language and seek truth.

And may you as elected representatives choose wisely and stand up for what is right, good, and true.

Wishing us all courage in the fight for what is good...and this is not a matter of opinion.

Thank you for taking the space and time to read what I share and giving consideration to all that I raise here.

With kindness,

Sarah McClure
Shelburne, Nova Scotia

PS I welcome your response and I welcome sitting with each of you to speak on these matters.



OFFICE OF THE PREMIER

PO BOX 726
HALIFAX, NOVA SCOTIA
B3J 2T3

Document # D23-193	
Rec'd by gws	
Date Oct 25/23	
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October 25, 2023

Dear Councillor,

I wanted to reach out following very productive meetings in Ottawa last week with Minister Wilkinson, Minister Fraser and Minister LeBlanc around the future of energy security in Nova Scotia.

I am excited about the potential for our Province in renewable energy. This starts with ensuring reliable, affordable and clean energy for our future.

Wind, both on- and off-shore, is an important part of our future. We need wind to help us ensure reliable energy sources at affordable rates for Nova Scotians. We also need wind to reach our 2030 targets. I know these are goals you share.

This morning, I participated in a roundtable discussion with the Minister of Environment and Climate Change to reiterate the opportunities in renewable energy.

Nova Scotia has the potential to become a worldwide energy powerhouse.

Not only is this good for the environment, but it is a positive step for more reliable and affordable energy.

Earlier this month, our Government released our Clean Energy Plan. This plan demonstrates our path for energy security for our future. This plan relies heavily on one of our best assets - our wind.

I am pleased to attach that plan for your review.

I am hopeful municipalities across the Province will join me in my excitement and optimism for our wind sector. If you have any questions about our plan, please reach out to our team and we would be happy to walk you through the plan.

Yours truly,

Honourable Tim Houston,
Premier of Nova Scotia

Enclosure: NS Clean Power Plan

Jill Webb

From: Rick Davis
Sent: October 24, 2023 7:38 PM
To: Harold Locke; Elizabeth Acker; Sarah Mattatall; Ben Nickerson; Sheldon Ringer; Ken Smith; Jill Webb; Jennifer Perry; Jane Crowell
Subject: Scotia Bank

Hi everyone. Just heard yesterday, that the Scotia Bank at the Mall will be shuttered in 3 - 6 months. Scotia Bank in Liverpool will be closing too. Terrible for the people working there. I wonder if we should try to keep Shelburne out of the 3% downsizing?

Rick

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Oct 24/23	
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**Town of Shelburne
Source Water Protection Committee
Terms of Reference**

Document #	D23-195
Rec'd by	[Signature]
Date	NOV. 3/23
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Background

The Town of Shelburne’s Source Water Protection Committee is an advisory committee established by Council to make recommendations to Council on water protection matters, in accordance with the adopted Terms of Reference. Members are bound by this Terms of Reference and are ultimately responsible to Town Council. Source Water Protection Plans require annual review and the Department of Environment prescribes the use of an Advisory Committee for this purpose.

Goal

To develop and maintain a source water protection plan and provide the municipality of utility with advice on matters concerning land-use issues, water quality, levels and flows in the Source Water Protection areas.

Objectives

The Committee’s objective is to provide advice to the Town and water utility:

1. That will attempt to satisfy the water quality and quantity concerns of stakeholder groups;
2. About the sources of contamination in the source water supply area;
3. About the protection options available; and
4. About the success of the protection plan.

The Committee will review and make recommendations in a timely manner, to Council, on all activities or policy issues affecting the water quality, levels and flows in the Source Water Protection area.

The Committee will review and comment on water quality and monitoring programs and other studies related to the Source Water Protection areas. All water quality information available from member agencies shall be made available to the Committee.

The Source Water Protection areas are defined by the Source Water Protection Plans to which the Committee provides input.

Membership

1. The Committee shall be comprised of the following voting members (5):
 - a) One member of Council to chair the meeting (Town of Shelburne)
 - b) One member to act as vice-chair

- c) Two customers of the Water Utility (one from the source water protection area preferred)
 - d) Town Planner – Municipal Planner
 - e) EMO member
 - f) Water Plant Operator
2. The Committee will strive to have the following non-voting technical representation (4):
- a) Secretary – Town of Shelburne
 - b) 1 Lands and Forest Representative
 - c) 1 Transportation Integration & Renewal Representative
 - d) 2 Department of Environment Representatives
 - e) 1 Municipal Bylaw Officer / Town Fire Chief
 - f) 1 Municipality of Shelburne CAO
 - g) 1 Town of Shelburne CAO
3. Bodies or agencies appointing representatives may name an alternate. Alternates of voting members may vote when the appointed representative is absent.

Terms

Council members will serve a minimum of a two-year term along with other voting membership.

Upon expiration of terms, staff will seek and facilitate appointments by Council or the respective agency.

Quorum

Quorum constitutes a majority of the total number of advisory committee members. Voting cannot take place with less than three voting members.

Conflicts of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

Meetings

The committee shall meet as necessary, but not less than two times per year (Fall / Spring).

The committee shall endeavor to conduct business by consensus, but should voting be necessary, all motions will require support from a majority of the voting members present in a meeting where a quorum has been met.

Members who miss three (3) consecutive meetings may forfeit their position to which the committee will seek a replacement.

Role & Responsibility of Town of Shelburne Staff

Town staff shall provide research support to the committee. This includes preparing reports for the committee, providing statistical information, and submitting a committee reports to Town Council.

The Shelburne Area Chamber, CBDC, Scotia Bank & MOS are planning an event to celebrate our local businesses by hosting a Business of Excellence Award Evening. We would like to include all of Shelburne County's fine businesses and organizations in celebrating their successes. Would you be interested in contributing to this event? Each of the sponsors mentioned have contributed a monetary contribution. The funding will be used for awards for the winning recipients and perhaps the finalists depending on amount raised, preparing the event space for the evening, and providing an appetizer selection for guests.

We have developed a small committee and would ask for a representative from your unit to join us as well. Celebrating our businesses and community organizations helps to build pride and give recognition to their contribution to our community.

Small business week is the 3 week in October and that is our target for announcing the finalists and November 16th is the tentative date for the awards evening. We hope you will join us in recognizing & celebrating Shelburne County's businesses . If you would like more information please feel free to contact me, we can set up a meeting or phone call.

Charlene Harris
President, SACC

Document #	
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Sept 28/23	
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May 16, 2023

Ms. Sherry Doane, PMP
Chief Administration Officer
Town of Shelburne

Dear Ms. Doane,

Recently, I met with you to discuss our interest in selling some of our property [approximately 45 acres] within the town of Shelburne, specifically [PID 82541202/AAN 08445230]. Upon the advice of our solicitor Donald G. Harding, we would like to have some clarification as to the position of the town regarding gaining access to the above property via that portion of Cornwallis Street which is currently undeveloped.

We look forward to hearing from you at your earliest convenience.

Dr. Peter Jeffrey
Linda L. Jeffrey
CC. Donald Harding

Document #	D23-196
Rec'd by	gw
Date	Oct 12/23
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Jill Webb

From: Sarah Mattatall
Sent: October 12, 2023 10:00 PM
To: Peter Jeffrey
Cc: Jill Webb; Ken Smith
Subject: RE: Request for clarification

Follow Up Flag: Follow up
Flag Status: Flagged

Great, I will send along your request to our Executive Coordinator to have your letter added to our agenda for Council to review and consider.

Cheers,
Sarah

From: Peter Jeffrey <doctorphj@gmail.com>
Sent: Thursday, October 12, 2023 9:55 PM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Re: Request for clarification

Thank you for your response and yes we are still interested in getting approval to gain access to our property via Cornwallis street. We would appreciate you adding our request to the November 6 Council meeting agenda.

Regards,
Peter Jeffrey

Sent from my iPad

On Oct 12, 2023, at 8:00 PM, Sarah Mattatall <Sarah.Mattatall@shelburnens.ca> wrote:

Good Evening Dr. Jeffrey,

Regarding your request for clarification around accessing the undeveloped section of Cornwallis Street, the process is as follows:

1. An interested party looking to gain access to an undeveloped Town street via private property can submit a request to Council for access,
2. Request for access goes to a Council meeting for review and discussion,
3. If Council grants access to the requested street, the interested party then has the go-ahead to develop said street,
4. The development is at the cost of the "developer" with the Town's Public Works Department overseeing the project to ensure proper specifications are met.

If you're still interested in gaining access from your property via way of the undeveloped portion of Cornwallis St, then I'd be happy to submit your letter addressed to Sherry Doane, as your request to Council for access. I can add your request to the agenda for the November 6th Council meeting where

Council will review and discuss . If Council approves your request to gain access then you are welcome to proceed with the street development.

If you have any questions or concerns, please feel free to contact me.

Thanks and kind regards,
Sarah

Sarah Mattatall, BBA
Chief Administrative Officer
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, NS, BOT 1W0
(o) 902.875.2991 Ext. 5
www.shelburnens.ca

<image001.png>

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.

This e-mail, including any attachments, is considered confidential and may contain information which is privileged and/or proprietary. It is for the sole intended use of the addressee. Any distribution, copying, disclosure, retention, or other use of this information by any other person or entity is strictly prohibited. If you believe that you have received this communication in error, please notify us immediately by telephone at 902.875.2991 or reply by e-mail to the sender and destroy the original communication.

From: Peter Jeffrey <doctorphj@gmail.com>
Sent: Saturday, September 16, 2023 1:42 PM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Request for clarification

CAUTION: This email originated from an external sender.

Dear Sarah;

This is a follow up to a prior request for clarification sent to the former CAO, Town of Shelburne, from May 2023 (enclosed copy). We have as yet received no reply.

Regards,
Dr. Peter Jeffrey

Sent from my iPad



**Town of Shelburne
Staff Report to Council
November 6th, 2023**

Second Reading – “Feeding DEER, Waterfowl and Pigeons” By-law

Document #	D23-197
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Date	NOV. 3/23
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Agenda	✓
Committee	

General overview

This staff report is to update Council as to any changes made to the “Feeding of DEER, Waterfowl and Pigeons” By-law that was passed at the first reading on June 19th, 2023.

Background

Subsequent to the 1st reading of the by-law, it was observed that the sentence in 3(a) – “Excepting such locations as specifically exempted by motion of Council (shown on attached schedule)” wasn’t relevant to the by-law as a Schedule couldn’t be found and the original by-law passed in 2015 and didn’t include the schedule.

Analysis

As the deletion of the schedule isn’t of significance in relation to the by-law, this change won’t create a need to take the by-law back to 1st reading as per my discussion with our lawyer.

Recommendation

That Council approve the “Feeding of Deer, Waterfowl and Pigeons” By-law as per the attached.



TOWN OF SHELBURNE
**FEEDING DEER, WATERFOWL,
 PIGEONS, BY-LAW**

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THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR LAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE FEEDING OF WATERFOWL AND PIGEONS.

Pursuant to Subsection 174(t) of the *Municipal Government Act* (R.S. 1998, c.18) the Town has the authority to make by-laws respecting wild and domestic animals and activities in relation to them.

Short Title

1. This By-Law shall be cited as “Feeding Waterfowl, Pigeons and Deer By-Law”.

Interpretation

2. In this By-Law unless the context otherwise indicates:
 - (a) “Waterfowl ” means any species of Anatidae, birds that are adapted through evolution for swimming and/or floating on the water surface, and diving, including ducks, geese and swan.
 - (b) “Pigeons” means any bird of the species Columbidae, which includes all pigeon and dove species.
 - (c) “Feed” means the provision of any edible item(s) to waterfowl or pigeon. This includes feeding which induces waterfowl or pigeon to return, stay, relocate or group in above average numbers to a location, or causes delay or interruption to migration by providing nourishment.
 - (d) “Town Staff” means the CAO, By-Law Enforcement Officer, Special Constable or any person appointed by the CAO to act on behalf of the Town for the purposes of this By-Law;
 - (e) “Town” means the Town of Shelburne, Nova Scotia.
 - (f) “Deer” means any species of Cervidae, hooped ruminant mammals such as white tail, mule and any other deer.

Regulations

3. It will be an offence against this By-Law to:

- a) Feed waterfowl, deer, pigeons, at any public location located within the Town of Shelburne; including waterfront, park, pond and rivers, brooks and lake areas. Excepting such locations as specifically exempted by motion of Council.

4. By-Law Enforcement and Penalties

Any person found to in violation of the provisions of this By-Law may be found guilty of an offence and be liable on summary conviction to a penalty an may be liable for the corresponding fines laid in the information. Each day that a person violates any provision of this By-Law is considered a separate offence.

5. By-Law Enforcement

It shall be the duty of any By-Law Enforcement Officer and of any Special Constable appointed for the Town of Shelburne under the Nova Scotia Police Act, to report all violations of this By-Law and to enforce them under the Municipal Government Act, Section 505.



P.O. Box 670
168 Water Street
Shelburne, N.S.

Phone: (902) 875-2991
www.shelburnens.ca

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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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November 3rd, 2023

Cooke's Aquaculture

Region of Queens,

On behalf of the Council for the Town of Shelburne, I am pleased to provide this letter of reference for Cooke's.

Cooke's has been an excellent corporate citizen for this part of Nova Scotia. We are fortunate to have a large natural harbour with significant potential. The economic activity from this harbour is dependent on the Marine Terminal. Over the past few years, approximately \$1,000,000 has been invested in this infrastructure in order to maintain the sustainability of the terminal. Cooke's played a key role in assisting the Town to secure these funds to allow the Capital upgrades to be a success.

Furthermore, they contribute to the operating budget as a result of the lease agreements. With Cooke's continued support, growth of the Port remains possible.

Cooke's also played a prominent role as a community minded entity in assisting the Town and area in contending with the major wildfire event which occurred earlier this year. Examples of their participation include the following:

- A) They sent 3 members from their New Brunswick work fire department, along with equipment to help fight the fires.
- B) They provided a refrigerator reefer truck to the community in order to provide proper storage for all the generous donations of food items in support of the firefighting efforts; and
- C) They provided food at the evacuation center, assisted by their employees.

Cooke's supports local businesses by using a local company to handle a significant amount of their trucking, as well as awarding maintenance contracts locally. As an employer, they provide 32 full-time jobs.

In conclusion, I would be more than pleased to provide more details on Cooke's contribution to our community, if requested.

Respectfully submitted,

Harold Locke
Mayor, Town of Shelburne

July to September 2023



Document # D23-199	
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Second Quarter Police Report
Eastern Shelburne County PAB

July to September 2023

July to September 2023

Shelburne RCMP Staffing

Shelburne Detachment currently has one Cst vacancy with a new cadet arriving from Depot Division in November. The other Cst vacancy is within the Street Crime Enforcement Unit (SCEU). That unit is provincially funded and consists of a Cpl and two Csts. I do not have a date for when the second Cst position will be filed.

Traffic Services

- Five member provincial unit working out of Yarmouth Rural Detachment
- During Q2, Traffic Services issued 58 Tickets, 2 Warnings and apprehended 1 Impaired Driver in Shelburne County.

Shelburne Vehicle Fleet

- (3) Marked Patrol Cars
- (1) Patrol SUV
- (3) Unmarked Police Vehicles

CALLS FOR SERVICE

- Between July 1st and September 30th, Shelburne RCMP received 689 calls for service and self generated enforcement files.

July to September 2023

CALLS BY CRIME TYPE:

- 39 Tickets Issued
- 108 Warnings Issued
- 10 Drivers Suspended
- 7 Impaired Driving Charges
- 14 Assaults (4 cleared by charge)
- 1 Assault Police Officer
- 3 Assault with Weapon (3 cleared by charge)
- 30 Assist Files (mostly EHS/DCS)
- 10 Break and Enters (4 charges laid, 4 suspect known, 2 ongoing)
- 28 Check Points
- 6 Sudden Deaths (3 suicide, 3 natural)
- 13 Disturbances
- 10 Frauds
- 27 Mental Health/Suicidal Persons
- 40 Mischief/Damage Complaints (most all noise complaints)
- 12 Impaired Driving calls (4 cleared by charge)
- 4 Theft Over \$5000 (2 concluded, 2 ongoing)
- 20 Theft Under \$5000 calls (1 charge, 5 vic declines, 6 ongoing)
- 3 Theft of Motor Vehicle (3 cleared by charge)
- 33 Motor Vehicle Collisions
- 16 Well Being Checks completed

SIGNIFICANT / NOTEWORTHY

- July 5th – Male caller reports that there is a man in the trunk of his car and that the man is threatening to kill him. Caller sounds intoxicated. RCMP members stopped the caller as he drove along King St and after investigation it was determined that he was having a drug induced episode. Male was arrested and a DRE performed field sobriety testing at the detachment and it

July to September 2023

was determined the driver was indeed impaired by drugs. Vehicle seized and male held until able to function. Charged with Drug Impaired and License Suspended.

- July 9th - 911- Two vehicle MVC- at Exit 26 and 103 Hwy. Entrapment in both vehicles, injuries, fluids leaking, fire and EHS advised. Shelburne RCMP responded. Highway shut down. Occupants of one vehicle are entrapped. EHS contacted, 75 minutes out. Fire chief called for LifeFlight. With EHS delay, occupants of one vehicle transported to hospital by RCMP. One driver charged with failing to yield via ticket.
- July 10th – Call of disturbance where a dog took significant bite out of victim at alleged direction of other party. Dog owner arrested and charged with assault with a weapon.
- July 12th – Report of a stolen inflatable boat. Located nearby and RCMP seized video showing two suspects stealing the boat from yacht club. Both men charged with theft and possession stolen property.
- July 21st – Report from homeowner that his neighbour was seen on video stealing his generator. Members arrived on scene a few moments later and went to neighbours and arrested male. Charged with Theft Under. Video shared on TikTok by victim.
- July 29th - While patrolling in the town of Shelburne member was parked at the intersection of Wrights road x Falls Lane, monitoring traffic. A red Dodge Ram did not have any lights and seemed to have difficulty steering as they swerved to keep the vehicle in the lane then braked abruptly. Member activated their PC's emergency lights and attempted a roadside stop however the vehicle fled into a nearby business parking lot. Driver arrested for Impaired Operation, Refuse Breath Demand and issued a 90 day suspension and a SOT for driving while revoked. Vehicle seized.
- September 3rd – Call of MVC where vehicle crashed into some trash cans. Four males put bumper back onto the vehicle and they appear intoxicated and were dumping liquor containers from vehicle as they left area. Patrols negative, driver located the next day and charged for leaving the scene of a collision.
- September 5th – Call of possible impaired driver as vehicle on wrong side of the road in Shelburne Town. Vehicle located by RCMP and initially refused

July to September 2023

to stop. Eventually boxed in and stopped. Female driver arrested for Impaired Driving and Refusal Breath Demand. Vehicle seized, license suspended. Driver charged and also issued a Notice to Seek Greater Penalty as this was the person's 4th charge for same offence.

- September 13th – Report of male driving “drunk”. Member patrolled and located suspect pulling into his driveway. Grounds to read ASD Demand and Fail results. Arrested for Impaired Operation and blew 270/280. Male driver charged and released. Vehicle held and license suspended.
- September 17th – Report that hand-written literature was located in a boat shop depicting sexual acts involving girls/women aged 9-36. Statements obtained, literature seized. ICE and CROWN contacted for opinion and male arrested and charged with Child Pornography.
- September 20th – Call of two males intentionally hitting someone with a vehicle and possibly impaired. Members attended but both suspects had fled and were not at their residences. Located next morning and both charged with Assault with Weapon.
- September 22nd – Call of a disturbance where firearm pointed and threats made. Suspect fled in vehicle. RCMP located suspect vehicle and conducted a “high risk” takedown of suspect. Suspect arrested and remanded to cells for court.
- September 24th – Report of MVC with vehicle having hit a tree. Male driver exhibiting signs of impairment. Caller had seen same vehicle earlier as it was speeding and passing unsafely. Driver arrested and charged for Impaired Operation and license suspended.

NOTE: Between the dates of July 31st and August 3rd, Shelburne area experienced a rash of crimes perpetrated by 4 suspects from Pictou County. During this crime spree there were three vehicles stolen, two homes targeted for break and enter, three separate NSP sub stations and the Bridgewater NSP Depot hit, two separate pursuits, two MVCs, a hand gun seized as well as a quantity of Crystal Meth and an assortment of stolen items recovered. All four suspects have been arrested and charged and all vehicles recovered. A second male suspect who was located and arrested in New Glasgow was also in possession of a loaded hand gun. During this spree, RCMP Police Dog Services and Forensic Ident were utilized as well with

July to September 2023

relation to the guns seized, the RCMP's National Weapons Enforcement Team was engaged as well as Central Intelligence Service for NS.

TOPICS FOR AWARENESS:

- Shelburne and Barrington Detachments share the School Resource Officer (SRO) position and it is based out of Barrington. The current SRO is being transferred to Yarmouth with a new SRO moving into the area once they sell their home in HRM.
- Barrington cells renovations are on track to be completed in Feb to April window so prisoners will continue to be taken to Yarmouth RCMP.
- New detachment building for Shelburne is still a number of years away from being constructed.
- New policing priorities moving into January from the province will include:
 1. Gender Based Violence
 2. Human Trafficking
 3. Violent Crime as it pertains to Gun Violence
 4. Internet Child Exploitation
 5. Combatting Hate Based Crime

RECRUITMENT: S/Sgt MacPherson and HDiv Recruiting held a community meeting and recruiting event at the Black Loyalist Heritage Centre on Sept 27th. Another similar event is being planned for NSCC in Shelburne hopefully in November but possibly January. This depends on H Div Recruiting Section

C.O.'s APOLOGY: Assistant Commissioner Denis Daley, Commanding Officer for H Div will be at the Black Loyalist Heritage Centre on Nov 4th to discuss the upcoming apology for the Street Checks issue. These meetings are being carried out throughout the province over the next several weeks.

Submitted by

S/Sgt Mark Mac Pherson
Detachment Commander
Shelburne RCMP

July to September 2023



Meeting Minutes
Community Participation & Volunteerism Committee
Wednesday September 13th, 2023
6pm- MacKay Memorial Library.

Committee Members Present:

Bonnie Mahaney, Chair / Public Member
 Mary Ayer / Public Member
 Jill Webb / Town Staff Member
 Harold Locke / Council Member
 Holly Renaud / Public Member
 Andrea Huskilson/Public Member
 Sarah Mattatall/Staff Member

Regrets:

Deby MacAlpine/Public Member
 Ben Nickerson/Council Member
 Mike Elliott/Public Member

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D23-200	
Rec'd by <i>ju</i>	
Date NOV 3/23	
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Agenda	<input checked="" type="checkbox"/>
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1. Call to Order

Chair Mahaney called the meeting to order at 6:062p.m.
 Chair Mahaney welcomed Sarah Mattatall to the meeting and welcomed Jill back to the committee.

2. Approval of Agenda

Locke-Huskilson
 THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for September 13th, 2023, be approved as presented.
CARRIED

3. Approval of Minutes

4. Locke-Huskilson
 THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on May 10th, 2023, and June 9th, 2023, be approved as presented.
CARRIED

5. Business Arising

a) Cruise Ship Overview – Dates, Volunteers, etc.

Bonnie updated members on the next cruise ship arriving September 23rd, 2023. She mentioned we have two volunteers to work as greeters (one am, one pm). These greeters will be handing out maps and other information as passengers pass by. Jill to draft up a cruise ship schedule.

Mary Ayer gave a presentation regarding a conversation that was on Facebook regarding vendors, and she would like it noted that a lot of vendors were upset about the decision from the Cruise Committee about not allowing vendors to be on the waterfront during the cruise ship visits.

b) Town Wide Yard Sale – October 14th, 2023

Bonnie just informed the Committee of the next Town Wide Yard sale being held on October 14th, 2023. It was asked if the Auditorium could be open if raining instead of having a rain date and it was decided that it could. There will be tables and chairs to those on a first come first serve basis.

c) Communication

Bonnie spoke about communication and asked what everyone felt the best form of it was. It was decided that we will move strictly to email for all correspondence.

6. Delegations

None

7. Correspondence

Jill mentioned there was a Thank you letter that came from the high school thanking the Town and CP&V for providing the bursary for a graduate of Shelburne Regional High School.

8. CP&V Items

a) Volunteer of the Month – October, November, December

The Committee discussed some names for the upcoming months for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

b) Town Provincial Volunteer of the Year Update – September 25th, 2023

Chair Mahaney updated the Committee regarding the awards, she said we had two tickets and asked if any other member of the Committee would like to attend, however, it was decided we would offer to Darrell Locke (our Town nominee) to see if he'd like the extra ticket.

c) Local Volunteer Reception

Chair Mahaney and Jill updated the Committee on the local volunteer reception and told everyone that MDS was hosting this year and the tentative date will be Oct 10, 2023. Jill will confirm this with Adam. Jill to ask Robin regarding swag for previous years.

9. New Business

a) Whoville – set-up, plans, additions, electrical

Whoville was discussed at length. Andrea said she had some new ideas for the display this year and we are going to start looking into it. Jill is to ask Public Works staff to get out the display items so we can see what needs to be done. We also need to secure cookies and hot chocolate, Santa bags, a Cindy Lou-Who and a Grinch – Jill to look into this.

10. Next Meeting:

October 11th, 2023, at 6pm, Mackay Memorial Library

Adjournment

Ayer

THAT the CP & V Meeting for Wednesday September 13th, 2023, be adjourned at 6:58pm.

CARRIED

Shelburne County Mental Health and Wellness Association
Minutes October 17, 2023

Document #	D23-001
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Date	Oct. 23/23
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Council	✓
Agenda	✓
Committee	

1. Call to Order

The meeting was called to order by Chairperson, Kevin Grant in the Barrington Library meeting room.

Present: Kevin Grant, Chairperson; Marilyn Johnston, Secretary; Tamara McIntyre, Co-Warm Line Coordinator; Cheryl Baker, Director at Large.

Regrets: Mary Meagher, Councilor Town of Lockeport; Loretta Nickerson, Executive Director SASI; Peggy O'Malley, part time Peer Support Worker; Penny Smith, Treasurer and Warden Mun of Shelburne; DoDo Goodwin

2. Minutes of September 19, 2023

The Minutes of Sept. 19, 2023 were emailed out to members.

3. Resignation

Marilyn received an email from Sheryl Dubois advising us of her resignation from the Board. The Board accepted her resignation with regret and told her that she is welcome to come back to the Board at any time.

4. Update from Cheryl Baker

Cheryl provided information about the Mental Health and Addictions office in Clark's Harbour. She attended the opening. Barrington High School no longer will allow Cheryl to put pamphlets in the school about the world wide Yellow Ribbon for Teen Suicide Prevention program that she had been promoting for many years. Cheryl asked us to put up some posters about the Friends peer support program for depression in Shelburne area. The program is offered in Barrington at the Temple United Baptist Church Hall the second Wednesday of each month at 7pm.

5. Who does What in Mental Health in Shelburne County

Nothing new to add.

6. Treasurer Position

We are still in need of a treasurer.

7. Clubhouse Idea – Kelly Goudie

Waiting to see how things go in Bridgewater.

8. Grants and Funding

Red Cross Grant – We are now able to carry over unspent money from the first fiscal year of the project, therefore we have another \$1,000 for Facebook ads and/or travel and \$2,840 extra for personnel. We will give some thought on how best to use the carried forward money. Tamara suggested that we use extra money to work out what the warm line will look like after the end of September 2024 shut-down. Perhaps we could set up in person support groups.

Wellness Funds from the Community Health Board – It is time to account to the Community Health Board for our Trails and Talks project. Kevin has it ready to submit. Budget wise we made out very well. We had a \$.15 deficit. It is very important to have accurate quotes for each piece of any project. We only had a total of 5 responses using the QR Codes on all 3 trails. We expected that there should have been more. We drew for a \$25 gift card for one of the 5 respondents. Kevin contacted her and if she gets back to him the prize will be awarded.

The Recreation Directors were excited about the Wind Phones and in favor of them being left up for the long term. We are now listed on the website mywindphones.com as having 3 wind phones in Shelburne County. The lady operating the website was excited that we should have 3 as most places only have one. Kevin has updated our website with the locations of the windphones as well as all the resource info that we wanted to share via the QR codes on the trail walks.

Kevin shared the stats from Facebook regarding our ad to celebrate Mental Health Week and the Saltwire article by Cathy Johnson about the Wind Phones and Mental Health Week – Amazing stats for:

Shelburne County Mental Health Week

(ran Sept. 27 - Oct. 12 – only targeted Shelburne County) - Spent \$474.78

1,002 post-engagements (reactions, comments, shares, link clicks)

Reach – 11,030 (number of accounts that saw the ad at least once)

Impressions – 88,796 (number of times the ad was on the screen)

Breakdown of post-engagements:

	13-17	18-24	25-34	35-44	45-54	55-64	65+
Results (Men)	0	5	25	28	37	42	41
Results (Women)	0	26	116	120	133	186	220

Men - 18% (178) - Cost per result: \$0.49

Women - 80% (801) - Cost per result: \$0.39

Saltwire article about the Wind Phones and Mental Health week – (a “premium” article, so not free) -

<https://www.saltwire.com/atlantic-canada/communities/southwest-nova-scotia/wind-phones-installed-community-conversations-on-tap-for-shelburne-county-mental-health-week-100899148/>

Age Friendly Grants - Due by November 21/23. Kevin and Marilyn will get together to complete the application for \$25,000.

9. NS Warm Line Report

Presented to: Shelburne County Mental Health Association Board of Directors

Presented on: October 17, 2023

Sent by

Tamara McIntyre, NS Warm Line Coordinator

SUMMARY

The Nova Scotia Warm Line continues to operate online through the support and activity of both volunteers and paid staff.

We have multiple people using the Warm Line as part of their ongoing self-care plan, including one client who is not a senior or anonymous using the call-out program.

8 potential volunteers are scheduled to take training on Monday, October 23, from 10am-12pm, via Zoom. If any board members wish to attend, please let me know. We have shifts available on alternate Tuesdays and Thursdays.

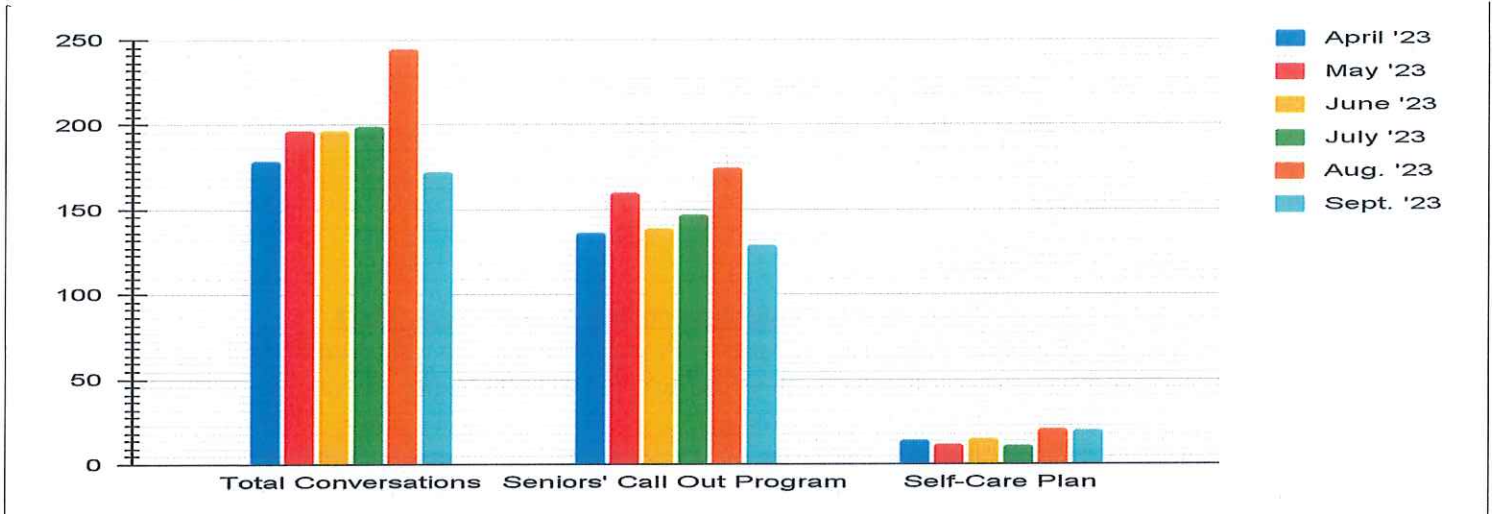
At the end of September, the Warm Line Coordinator attended the Saskatchewan Health Authority's Peer Support Conference. As attendance was virtual, WLC attended on the Thursday only. WLC sat on a panel, presented our Warm Line and answered questions from both the facilitators and audience. WLC also gave two “yoga and peer support” workshops focusing on breath and the benefits of yoga nidra or even a calming sit for peer support workers. An invoice has been submitted to the SHA for a \$400 honorarium, payable to SCMHW. WLC and our paid peer supporter are utilizing creative shift swapping to manage fall appointments and commitments.

DETAILS

- Total Conversations: 172
 - Phone: 172
 - Chat: 0
 - Unique Callers: 34
- Breakdown
 - Senior Safety Program Calls: 129
 - Self-care Plan: 20
 - Problem Call: 2

- Administrative Call: 3
- Uncategorized: 18
- Active Volunteers: 6
- New Volunteers: 0

6 MTH COMPARISON



UPDATES / PROPOSALS

Warm Line Shut Down Plan

- Document has not been updated recently

Document has been updated (v1.1) with the board's decision to shut down the Warm Line in 2024, with the caveat that IF long term sustainable funding is found SCMHW is willing to continue to offer the Seniors' Safety Call Out Program.

Our scheduled shut down of the warm line is the end of September 2024, unless we find sustainable funding. If we find it with the N.S. Dept. of Seniors we will continue to operate the call outs to Seniors. MLA Nolan Young is still waiting to hear from the Minister of Seniors and Long Term Care regarding a meeting with us.

We ran a second Facebook ad Oct. 7-14 to recruit volunteers. Tamara received 20 emails from folks and 8 of the 20 are scheduled to take the training to do call outs to seniors. With lots of volunteers trained to do call outs maybe we could add another day to our schedule for just call outs. Tamara noted that more people are using us as part of the self care plan.

Kevin has passed along our invoice from Izzy (\$6,930) to our Treasurer to pay it. We pay in advance of using the service so this payment takes us to the end of September 2024, It is at a rate of \$550 per month.

Kevin share the stats from Facebook regarding N.S. Warm Line volunteer recruitment campaign

NS Warm Line volunteer recruitment

(ran Oct. 7-14 – targeting all of NS) - Spent \$500.25

2,032 post engagements (reactions, comments, shares, link clicks) - \$0.21 - cost per post engagement

Reach – 29,513 (number of accounts that saw the ad at least once)

Impressions – 62,161 (number of times the ad was on the screen)

Breakdown of post-engagements:

	13-17	18-24	25-34	35-44	45-54	55-64	65+
Results (Men)	0	2	19	56	43	73	68
Results (Women)	0	17	158	290	405	405	440

Men13% (261) - Cost per result: \$0.24

Women84% (1,715) - Cost per result: \$0.21

Compare to the previous time the ad ran:

(ran May 24-31 – targeting all of NS) - Spent \$500.25

2,547 post engagements (reactions, comments, shares, link clicks) - \$0.17 – cost per post engagement

Reach – 35,401 (number of accounts that saw the ad at least once)

Impressions - 74,808 (number of times the ad was on the screen)

Breakdown of post-engagements:

	13-17	18-24	25-34	35-44	45-54	55-64	65+
Results (Men)	0	9	24	41	38	73	45
Results (Women)	0	31	240	381	516	561	518

Men9% (230) - Cost per result: \$0.21

Women88% (2,247) - Cost per result: \$0.17

10. Second Annual Saskatchewan Health Authority Conference on Peer Support Sept. 27-28

Tamara represented SCMH&WA and the Warm Line virtually at this Conference. She will be on a panel and also lead a yoga session. She spoke about the stories told by the other folks who were on the panel. All were very interesting.

11. Red Cross Psychological First aid Courses – Self Care; and Caring for Others available until Nov. 26th

Because we have funding from Red Cross we are eligible to access these courses up to 30 times. Kevin has the codes if anyone would like to access the courses. Tamara shared the codes with the volunteers and knows of 2 of the volunteers that took some of the free courses offered.

12. NS Mental Health Knowledge Collaborative

No new courses scheduled right now.

13. TriCounty Aging Well Together Coalition

Future meetings are on hold until a review of Community Links is completed.

14. NSH/Community Stakeholder

An in person meeting is scheduled for early in December.

15. Because We Care Fund – Mental Health Fair Oct. 14 11am- 5pm

In the end we did not participate at the Fair in Yarmouth. With our Trails Walks and Lunch and Learns we had enough on our plate that week. It was felt that 6 hours was too long for the Fair.

16. Next Meeting November 21, 2023

Our next meeting will be Tuesday, November 21, 2023 in Shelburne at the Community Center on King Street. Marilyn to book it.

17. Adjournment

There being no further business the meeting adjourned at 12 noon.



Meeting Minutes
Town of Shelburne Source Water Protection Committee
Tuesday May 16th, 2023
10am -Town Hall, 168 Water St., Shelburne

Document #	
D23-202	
Rec'd by	
[Signature]	
Date	
NOV 3/23	
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Agenda	✓
Committee	

Present

Elizabeth Acker, Councillor, Town of Shelburne, Chair
Doris Townsend, Councillor, Municipality of the District of Shelburne
Heather Cunningham, Customer of the Water Utility
Thomas Traplin, Customer of the Water Utility
Andrew Goreham, Manager of Inspection services (acting in the role of Municipal Planner)
Trevor Marriott, Water Treatment Supervisor
Candy Venning, Secretary, Executive Coordinator for the Town of Shelburne
Michael Allen, Watershed Planner, Sustainability & Applied Science Division, Nova Scotia Environment & Climate Change
Greg Cummings, Watershed Planner, Sustainability & Applied Science Division, Nova Scotia Environment & Climate Change

Regrets

Marcia D'Eon, Director of Operations & Protective Services, MDS (acting on behalf of CAO)
Mike Shand, SCEEMO Coordinator
Kevin Turner, Enforcement Officer, Nova Scotia Environment and Climate Change
Darrell Locke, Municipal By-Law Enforcement Officer / Town Fire Chief
Sherry Doane, Chief Administrative Officer, Town of Shelburne

Call to Order

Chair called the meeting to order @ 10:05am. Welcome and introductions were made.

Approval of Agenda

Approval of the Agenda as presented.

Goreham-Cunningham
CARRIED

Approval of the Minutes

Approval of the Minutes of the Source Water Protection Advisory Committee Meeting held February 21st, 2023.

Goreham-Cunningham
CARRIED

Old Business:

- a) **Approval of the amended Terms of Reference**
Motion to accept the updated terms of Reference

Goreham-Townsend
CARRIED

- b) **Confirmation of Containment Booms in the area**

After a discussion, the secretary was asked to inquire further and request confirmation of all relevant information, location, access etc. This information to be shared amongst all relevant parties.

c) Availability of containment booms in the area

Regarding the need to contain spills, the CAO for MDS and the Municipal Planner stated the EMO unit had containment booms but will gain confirmation.

New Business:

a) New Water Plant Operator announced.

Trevor Marriott is the new acting Water Plant Operator and is in the process of training the newly hired Mike Rhuland. (due to Mike Race resigning/ moving to Yarmouth)

b) Election of the Vice-Chair

Heather Cunningham agreed to step into the role as Vice-Chair, temporarily.

c) Review of MDS *By-Laws* pages 21-25

Mike Allen mentioned the fact that we do have *By-Laws* is a good thing. In future, once the entire MDS *By-Laws* are reviewed, different departments will review Drinking Water protections.

d) Annual Review of The Source Water Protection Plan

Last meeting, The Chair reminded the Committee that the ToS Source Water Protection Plans requires an annual review, and the Department of Environment (now Nova Scotia Environment and Climate Change) prescribes the use of an Advisory Committee for this purpose, and this is that committee.

Michael Allen stated that some conditions on accepting the overall plan may involve landscape geology or what happens in the land around the lake. It would be good to identify any and all risks – aka a 'Risk Matrix' with scoring in relation to the severity.

Next Meeting:

Booked for October 17th, 2023.

Proposed Agenda Items for the next meeting to include the following:

- a) Continuing Annual Review of The Source Water Protection Plan.
As explained by Michael Allen, an ongoing process with further edits, it's a 'Living Document' that is always being updated.

Adjournment:

The meeting of the Source Water Protection Committee adjourned at 10:58am

Goreham

CARRIED



**Town of Shelburne
Staff Report to Council
November 6th, 2023
CP&V Committee**

Document #	D23-203
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Date	NOV 3/23
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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General overview

The intent of this staff report is for Council to consider reviewing the Terms of Reference and the role of the Committee in light of the current circumstances.

Background

The CP&V Committee was founded in 2012 and has been relatively active since that time.

Analysis

As part of the realignment of staff roles in the Town Office and their support to the various committees, the CP&V committee was briefly examined in light of the following changing circumstances:

1. The emergence of the Shelburne Events Committee. A Town staff member is currently on the Committee helping MDS staff and other Committee members to ensure the success of these events.
2. The consequence of other new committees currently which require the attention of staff:
 - a) Accessibility Committee; and
 - b) Heritage Advisory Committee
3. Several other committees will require more staff as they have been relatively more dormant until recently. i.e. Watershed Advisory Committee
4. There is no longer a Community Events/Community Development position within the staff compliment subsequent to 2020; and
5. The Executive Coordinator having to go outside the scope of her role as outlined in the Committee's Terms of Reference in order to carry out expectations of the Committee Members.

Recommendation

That Council direct staff to prepare a report regarding the CP&V Committee.



Town of Shelburne
 Staff Report to Council 2023/24 Tax Sale Proceedings
 November 6, 2023

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General Overview:

This report is to update Council on the Tax Sale proceedings for the fiscal year 2023/24 to be held Tuesday March 26, 2024.

Background:

Pre-Tax Sale Notices were prepared and mailed out August 27, 2023, to all property owners in arrears of taxes for the two preceding taxation years (2021/22 and 2022/23) and prior as per the Town of Shelburne Tax Sale Policy adopted December 3, 2015. Property owners were advised to pay the 2021/22 taxes and all interest outstanding to halt the Tax Sale process or make payment arrangements. Notices were mailed to thirty-three (33) properties. There are five (5) properties remaining on the Tax Sale List.

Financial Analysis:

The following properties are marked for Tax Sale:
 (Amounts outstanding as of October 19, 2023)

Buchanan, David Samuel	70 Thomas Street	\$ 5,809.31
Buchanan, William	68 Thomas Street	\$ 5,579.21
Coffin, Brandon	148 Elliot Street	\$ 1,758.88
Davis, John	93 King Street(mobile)	\$ 1,515.48
Dolliver, Lillian	110 Clements Street	\$ 2,846.26

There is an expectation that some of the above properties will be removed from the above list as Tax Sale proceedings progress. Properties can still be brought up to date and removed from Tax Sale as long as any legal fees and/or expenses incurred are also paid prior to Tax Sale.

Recommendation:

THAT Council approve the above properties marked for tax sale.

Respectfully submitted,
 Jane Crowell, Finance Manager



Town of Shelburne
Staff Report to Council
November 6th, 2023

Election Report - Appointment of the Returning Officer

Document #	D23-205
Rec'd by	[Signature]
Date	NOV 3 23
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Election Committee	<input type="checkbox"/>
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General overview

This report is intended to start the process for preparing for the 2024 Municipal with the appointment of a Returning Officer.

Background

The Municipal Elections Act (MLA) requires that Council appoint a Returning Officer.

Analysis

The 2020 Election was carried out in a cost-effective manner as Council chose to use electronic/telephone voting with the use of in-house staff guided by the Interim CAO as the Returning Officer. Also, the provincial list was used versus the enumeration method. The Interim CAO will be finishing his term in the near future but has offered to take on the responsibility of the Returning Officer subject to running the election in the same form as 2020. He is willing to take the role of an Assisting Returning Officer and a Revising Officer carrying out most of the duties under his guidance. This approach will assist succession planning for the 2028 Election. (Robin Smith played a critical role in the 2020 Election as the Assisting Returning Officer, with support from other staff, but is no longer with the Town. Ken was previously a Returning Officer for the Town of Bridgewater in a previous election.

Recommendation

That Town Council approve Mr. Ken Smith as the Returning Officer for the Town of Shelburne for the 2024 Municipal Election.

Respectfully submitted,

Sarah Mattatall
CAO

