



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**November 20<sup>th</sup>, 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 November 6<sup>th</sup>, 2023.
  - 4) Proclamations and Announcements:
  - 5) Correspondence:
    - Action:
      - a) Shelburne Volunteer Fire Department - Letter D23-206
    - Information:
      - b) Letter from Fire Chief Darrell Locke D23-207
      - c) Office of the Premier Letter D23-208
      - d) Municipality of the District of Shelburne, Staff Report – C&D Site Redesign RFP Award D23-209
      - e) Fisheries Challenges Impacting Communities D23-210
  - 6) Delegations/Presentation:
  - 7) Council Items:
    - a) Sale of Town Hall Building
    - b) Shelburne Harbour Yacht Club Launch Ramp Dock Repairs D23-211
    - c) Transport Canada Considers Redeploying Digby/Saint John Ferry D23-212
    - d) Modernize the Town's Landuse By-Law, Councilor Ringer Email D23-213
    - e) Street Sign Issue D23-214
    - f) Municipal Capital Capacity Fund D23-215
  - 8) Committee Reports:
  - 9) Staff Reports:
    - a) By-Law Officer Report – October 2023 D23-216
    - b) Interim CAO Report D23-217
    - c) Election 2024 Update Report D23-218
    - d) Shelburne Fire Department Reports – June-October 2023 D23-219
  - 10) New Business:
  - 11) Upcoming Meetings/Events:
    - a) Whoville, Saturday, November 25<sup>th</sup>, 2023, 5:30-7:30pm, Atlantic House Park
    - b) Christmas Craft Sale, Saturday, November 25<sup>th</sup>, 2023, 10am-2pm, Community Centre
    - c) Breakfast with Santa, Sunday, November 26<sup>th</sup>, 2023, 9am-11am, Community Centre
    - d) Christmas in the Barn, Sunday, November 26<sup>th</sup>, 2023, 10am-2pm, 15 Ann Street
    - e) Miracle on Dock Street, Saturday, December 2<sup>nd</sup>, 2023, 6-7:30pm, Dock & Water Street
    - f) Next Town Council meeting, Monday, December 4<sup>th</sup>, 2023, 6pm, Council Chambers
  - 12) Adjournment





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
November 6<sup>th</sup>, 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  
Jane Crowell, Finance Manager  
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 November 6<sup>th</sup>, 2023, with addition under Committee Reports e) Committee Assignments

**Davis-Nickerson**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the Minutes from the regular Town Council Meeting held on October 16<sup>th</sup>, 2023.

**Acker-Ringer**

**CARRIED**

**Proclamations and Announcements:**

Municipal Awareness Week - **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 6-12<sup>th</sup>, 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.

Volunteer 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 Sobeys, 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!

**Correspondence**

**Action:**

- a) **Shakespear House – Appeal Letters**
- b) **Shakespear House - Other**

**Information:**

- a) **Letter from Nova Scotia Fisheries and Aquaculture, Bruce Hancock**
- b) **Sarah McClure Email**
- c) **Letter – Office of the Premier**

**In Camera MGA 22 (2)g, Legal Advice**

**THAT** Council go In Camera at 6:03pm.

**Acker-Nickerson**

**CARRIED**

Council came out of In Camera at 6:32pm

**M23-123** **THAT** Council deny the appeal and affirm the variance.

**Nickerson-Acker**

**CARRIED**

**Delegations/Presentations:**

A presentation by Staff Sergeant Mark MacPherson and Corporal Lindsay Powers was made. Staff Sgt. Mark MacPherson spoke to the RCMP Report he provided to Council. Council asked Sgt. MacPherson a few questions after his presentation and thanked him and Corporal Powers for attending.

**Council Items**

- a) **Scotiabank Closure**

Councillor Acker spoke regarding the newly announced Scotiabank closure in Shelburne. She explained that she concerned for Scotiabank customers, employees, and seniors. She also stated that she received a letter in the mail today as she herself is a Scotiabank customer. The letter stated that you can request a Town Hall meeting with the Financial Consumer Agency of Canada.

**M23-124** **THAT** Council authorize a letter of advocacy signed by the Mayor to show support for the local branch staying open

**M23-125** **THAT** Council ask staff to post info for a Town Hall meeting to see if anyone is interested.  
**Davis-Nickerson**  
**CARRIED**

b) Source Water Protection Committee

**M23-126** **THAT** Council approve the new Terms of Reference for the Source Water Protection Committee.  
**Acker-Ringer**  
**CARRIED**

c) Financial Support – Business of Excellence Awards

Councillor Acker said this is an exciting event to recognize the Businesses in our Community that have been through a lot over the past few years, and it would be wonderful to have lots of representation from the Town. She explained the ask for \$500 is because we originally granted an in-kind donation with the use of our facility, however they have changed locations.

**M23-127** **THAT** Council approve \$500.00 towards the Business of Excellence Awards.  
**Acker-Davis**  
**CARRIED**

d) Letter – Dr. Peter Jeffrey

**M23-128** **THAT** Council request staff to prepare a report on Dr. Jeffrey's request to gain access to the undeveloped portion of Cornwallis Street.  
**Davis-Nickerson**  
**CARRIED**

e) Second Reading "Feeding DEER, Waterfowl and Pigeons" By-law

**M23-129** **THAT** Council change the by-law name from "Feeding Waterfowl and Pigeons" to "Feeding DEER, Waterfowl and Pigeons" By-law and approve the By-law as attached.  
**Acker-Davis**  
**CARRIED**

f) Letter regarding Cookes – reference letter

**M23-130** **THAT** Council supports the reference letter regarding Cookes.  
**Acker-Ringer**  
**CARRIED**

**Committee Reports:**

- a) RCMP Report
- b) Community Participation and Volunteerism Committee Meeting Minutes
- c) Shelburne County Mental Health and Wellness Committee Meeting Minutes
- d) Source Water Protection Committee Meeting Minutes
- e) Committee Assignments

**M23-131** **THAT** Council makes changes to the following appointments; Remove Councillor Acker from Chamber and add Councillor Ringer to the Community Participation and Volunteerism Committee and that Deputy Mayor Ringer and Councillor Nickerson will sit on the Heritage Advisory Committee. All other appointments will remain the same.  
**Acker-Nickerson**  
**CARRIED**

**Staff Reports**

a) Community Participation and Volunteerism Committee –  
Ken explained that with the realignment of staff and the emergence of the Shelburne Events Committee as well as other Committees that occupy staff time, it is time we take a look at the what the future of this Committee looks like.

**M23-132 THAT** Council direct staff to prepare a report regarding the CP&V Committee.

**Davis-Nickerson**

**CARRIED**

b) Tax Sale Report-  
Finance Manager Jane Crowell read and went over her report.

**M23-133 THAT** Council approved the above properties for tax sale.

**Acker-Davis**

**CARRIED**

c) Election Report -  
CAO Mattatall went over the report.

**M23-134 THAT** Council approve Mr. Ken Smith as the Returning Officer for the Town of Shelburne for the 2024 Municipal Election.

**Acker-Davis**

**CARRIED**

d) Cruise Ship Update –  
CAO Mattatall gave an update on the last Cruise ship that arrived in Port on October 30<sup>th</sup>, 2023. Overall, we had a successful Cruise Ship season, for next year, we are looking at having Cruise Ships coming not so late in the year as local museums and some shops are closed due to season.

e) Hiring Update –  
CAO Mattatall and Interim CAO Smith gave an update regarding hiring. Sarah told Council that Nicole Blades has accepted the role of HR/Administration and will start on November 14, 2023, and that interviews for the Customer Service position will take place next week. She also told Council that Mike Rhuland at the Water Plant will be finishing his six-month probation, and that Trevor will be returning to Public Works soon. Harold thanked staff all the work they have been putting in.

**New Business**

Mayor Locke asked all Councillors if any of them had any new business.

Councillor Elizabeth mentioned that the Arena is a vital part of our community, and that the canteen supports the arena. They are always looking for volunteers and she would encourage people to reach out and get in touch with Helen Goulden to help in any way they can.

Deputy Mayor Ringer wanted to remind everyone to pay close attention to deer and animals on the roads and with the Winter weather coming and tow trucks/plows on the road more often, for people to slow down.

Lastly, Mayor Locke wanted to thank Lawrence and Deliah Butler for the donation of the tree for Gloucester. This tradition has been going on for over 25 years and we appreciate the donation.

**In Camera** 22(2)a – acquisition, sale, lease and security of municipal property  
**THAT** Council go In Camera at 7:28pm.

**Davis-Ringer**

**CARRIED**

No Motions coming out of in camera

**Upcoming Meetings / Events**

- a) Remembrance Day Ceremony – November 11, 2023, just before 11am at the Cenotaph on King Street.
- b) Next Council Meeting – Monday, November 20, 2023, Council Chambers, 6pm

**Adjournment**

**THAT** the Regular Town Council Meeting of November 6<sup>th</sup>, 2023, be adjourned at 7:57pm.  
**Ringer**

\_\_\_\_\_  
Mayor

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

DRAFT



**Jill Webb**

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**From:** Ken Smith  
**Sent:** November 1, 2023 12:39 PM  
**To:** Jill Webb  
**Subject:** FW: SVFD Training Facility

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

For the 20th

**From:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Sent:** Wednesday, November 1, 2023 10:47 AM  
**To:** Ken Smith <Ken.Smith@shelburnens.ca>; Jane Crowell <Jane.Crowell@shelburnens.ca>  
**Subject:** FW: SVFD Training Facility  
**Importance:** High

Document # D23-206	
Rec'd by Nov. 1/23	
Date JW	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**From:** sherry doane <sherrylynndoane@gmail.com>  
**Sent:** Wednesday, November 1, 2023 10:30 AM  
**To:** Harold Locke <Harold.Locke@shelburnens.ca>  
**Cc:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; sheburnefire@gmail.com; Mike Shand <mshand@gmail.com>; derek-mackenzie@outlook.com  
**Subject:** SVFD Training Facility  
**Importance:** High

**CAUTION: This email originated from an external sender.**

Dear Mayor and Council

I write to you as Acting Secretary on behalf of the Shelburne Volunteer Fire Department with respect to our officially requesting the Town of Shelburne designate a parcel of land to allow us to construct a training facility for the betterment of the community.

The 2023 wildfires were more than a gentle reminder that our volunteer citizens put themselves on the front line to protect life, property and the environment when incidents occur, and we do so well over a hundred times a year. These same volunteers allocate even more of their personal time to bettering their firefighting skills. We are presently able to utilize the Town's community centre for classroom learnings however, we do not have local space to train in all the practicalities of firefighting. We have begged, borrowed, and scrambled for resources from community businesses and private citizens but we believe it is now time for the Town to recognize the importance of our hands-on firefighting training through granting this request.

We humbly ask Council offer Town-owned land to the SVFD to allow us to establish a proper training facility. Please note, said training will include lighting of controlled fires so we understand the seriousness of our ask and the complexities of the Town earmarking such Town-owned space within Town limits. We look forward to hearing back at your earliest convenience.

Regards,  
Sherry Doane  
Acting Secretary  
Shelburne Volunteer Fire Department



**Jill Webb**

**From:** Ken Smith  
**Sent:** November 5, 2023 9:44 PM  
**To:** Jill Webb  
**Subject:** FW: catch up on fire reports and thank you  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Document # D23-207	
Rec'd by JW	
Date Nov. 5/23	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**From:** Darrell Locke <darrelllocke@bellaliant.net>  
**Sent:** Sunday, November 5, 2023 8:04 PM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Cc:** Ken Smith <Ken.Smith@shelburnens.ca>  
**Subject:** catch up on fire reports and thank you

**CAUTION: This email originated from an external sender.**

Town of Shelburne CAO, Mayor Locke and Councillors,

You should have the Fire Reports for May-October. I am sorry for the delay, I have been paying catch up since the wildfires and not doing very well at it. As you will see from the reports we continue to be quite busy with a wide variety of calls for service, many that we have never been called for previously.

I want to extend a thank you to all of you for your support and visits to the fire station during the recent wildfires that we experienced. You and our community stepped up and stood up with anything and everything that was required to make the best of a very bad situation. Thank you!

Please allow me to say a personal thank you to Mayor Locke for all of the help around the fire station during the days of the fire fight. He was there early in the morning and late into the evening to ensure food, drink and everything else was provided. Every time I dropped into the fire station the Mayor was my personal provider of everything I needed to be physically prepared to continue with my tasks. Even when I thought I didn't need anything I would get back into my truck and find a supply of what I actually needed but didn't think I had the time to get it gathered up. I will always remember that kindness. Thank you Mayor Locke!

Sincerely,  
Darrell Locke  
Fire Chief





OFFICE OF THE PREMIER

PO BOX 726  
HALIFAX, NOVA SCOTIA  
B3J 2T3

Document #	D23-208
Rec'd by	Oct 27/23
Date	g w
COPIES TO:	
Council	✓
Agenda	✓
Committee	

November 2, 2023

Dear Councillor,

We often hear from municipalities with questions and ideas about healthcare in their communities. I wanted to write to you to let you know that there is now a one-stop shop to book services, find access to care and get information easier and faster.

There's an app for that!

Yesterday, our Government launched the YourHealthNS app.

YourHealthNS is a game changer for accessing healthcare and finding information.

Key features of YourHealthNS include:

- a search tool to find and book the nearest health services
- the option to chat with a care navigator to help find the best service or information needed and, if appropriate, direct people to a virtual care visit
- the ability to book blood tests, x-rays, flu shots, and EKG appointments
- a home screen that can be personalized with information most important to the individual
- predicted emergency department wait times
- access to vaccination records
- access to free, same-day virtual care.

I would encourage you to download the app and to share it with your constituents so that everyone can have access to this tool that will help deliver healthcare faster.

You can install it right now by visiting:

The Apple App Store  
<https://apps.apple.com/us/app/yourhealthns/id1669331387>

The Google Play Store  
<https://play.google.com/store/apps/details?id=ca.nshealth.healthconnect.android>

Website: <http://YourHealthNS.ca>

Yours truly,

Honourable Tim Houston, M.L.A.  
Premier of Nova Scotia





STAFF REPORT

**TO:** Municipal Council

**FROM:** Marcia d'Eon, Director of Operations & Protective Services

**APPROVED BY:** Erin Hartley, Deputy CAO

**DATE:** November 15, 2023

**SUBJECT:** C&D Site Redesign RFP Award

Document #	D23-209
Rec'd by	gw
Date	Nov. 15/23
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

BACKGROUND

As of July 5, 2023 the RMRF site is subject to new Guidelines as set forth by the Province. The RMRF site requires a new permit to operate under Nova Scotia Department of Environment and Climate Change (NSECC). The original permit application deadline was September 5, 2023. However, the Municipality received an extension to the permit deadline until March 31, 2024. An RFP was posted on August 2, 2023 asking for a review of its Regional Materials Recovery Facility (RMRF) site design. The RFP asked for the following scope of work:

Scope of Work

Contract requirements include:

- Making recommendations to Council outlining the feasibility and best use of the RMRF site including at least these three scenarios.
  - Keep the existing site and upgrade to meet new regulations.
  - Close the existing site. Include estimates for reclamation.
  - Open a new site at a new location under new Solid Waste Management Facility Guidelines.
- Each of these scenarios will require cost estimates, hazard assessment and timeline. A phased approach allowing for changes to be implemented over time is preferred.

- Have a full understanding of the Municipality's RMRF requirements, guidelines, and legislation. Including but not limited to the links below.
- Consultation with NSCEE to confirm that any plan meets permit obligations and potential regulatory requirements.
- The consultant must identify potential sources of funding for the project.

There were no responses to the original RFP. After the deadline passed with no submissions four companies were directly contacted and asked to provide submissions. Two submissions were received, noting that they can not satisfy all components of the original RFP.

## **EVALUATION**

The evaluation committee consisted of the following individuals:

Marcia d'Eon, Director of Operations & Protective Services for the Municipality of Shelburne.

Warren Macleod, CAO Municipality of Shelburne.

Sarah Mattatal, CAO for the Town of Shelburne.

June Harding, Town Clerk for the Town of Lockeport.

The evaluation committee came to the consensus that the submission by Fracflow Consulting Inc best met the intent of the RFP and provided the best value.

## **DISCUSSION**

Two submissions were received, both submissions satisfy the RFP's request for a site re-design that encompasses compliance with the new regulations, increased capacity, and a safety review. The submission from Fracflow states "If sufficient information is available from Phase 1, Fracflow may be able to offer some insight into the potential costs of closing and developing a new site, but they would be order-of-magnitude estimates at best (i.e, high degree of uncertainty)." The submission from Fracflow also offers to work with MODS as an advisor to help prepare the technical components of any future RFP's related to the C&D site. Fracflow has quoted \$17,529.25 for the site design with potential cost overruns due to the lack of AutoCAD site drawings which they have asked us to provide. The submission from Dillon Consulting includes a high-level review of the three requested scenarios as well as the requested cost information. Dillon Consulting has worked with us in the past at the C&D site, therefore, has historical information and site plans already available to them. Dillon Consulting has quoted \$36,105 for the initial report with an additional \$2,930 to \$4,370 for either a virtual presentation or personal presentation of the final report findings, which staff feel is necessary.

During evaluation discussion was held around what is the likely scenario which is redevelopment/redesign of the existing site. Both companies have the experience and capabilities to provide a quality re-design of the existing C&D site. Given the cost difference in the two submissions the consensus was that Fracflow was the best fit for this contract.

## **RECOMMENDATION**

The Council of the Municipality of the District of Shelburne award the C&D Site Re-Design RFP to Fracflow Consultants Inc based on the details outlined in their proposal at a cost of \$17529.25 with the cost of Autocad drawings to be paid separately. Funds to come from the Sustainable Services Growth Fund.

## **BUDGET CONSIDERATIONS:**

No impact to operating budget this fiscal year as MDS has funding available through the Sustainable Services Growth Fund (SSGF).

The current funding split is MDS 63.93%, TOS 23.69%, TOL 12.38%. MDS would be responsible for 63.93% of the total cost.

Implementation of the recommendations will have impact of future budget(s).

## **ATTACHMENTS**

C&D Site Redesign RPP



**THE MUNICIPALITY OF THE DISTRICT OF SHELBURNE**  
414 Woodlawn Drive, PO Box 280 Shelburne, Nova Scotia B0T 1W0  
Phone: (902) 875-3544 – Fax: (902) 875-1278  
[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

## REGIONAL MATERIAL RECOVERY FACILITY (RMRF)

### **REQUEST FOR PROPOSALS**

Compliance with New Regulations and  
Recommendations for Future Actions.

23 October 2023

Mr. Mike Kelloway, M.P.

Member of Parliament Cape Breton—Canso

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

House of Commons

Ottawa, ON K1A 0A6

Mike.Kelloway@parl.gc.ca

(via e-mail)

Document #	
D23-210	
Rec'd by	
[Signature]	
Date	
Oct. 23/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Dear Mr. Kelloway,

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

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

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

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

Sincerely,



Warden Danny Muise  
Municipality of Argyle



Warden Eddie Nickerson  
Municipality of Barrington



Warden Yvon LeBlanc  
Municipality of Clare



Warden Linda Gregory  
Municipality of Digby



Warden Penny Smith  
Municipality of Shelburne



Mayor Rex Stoddard  
Town of Clark's Harbour



Mayor Ben Cleveland  
Town of Digby



Mayor Cory Nickerson  
Town of Lockeport



Mayor Harald Locke  
Town of Shelburne



Mayor Pam Mood  
Town of Yarmouth

A handwritten signature in black ink, appearing to read "John Cunningham". The signature is fluid and cursive, with the first name "John" and last name "Cunningham" clearly distinguishable.

Warden John Cunningham  
Municipality of Yarmouth



**General Costing and Bill of Materials Explanation  
To repair Launch Ramp Dock**

Document #	D23-211
Rec'd by	gw
Date	Nov. 14/23
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

One of the damages caused by Hurricane Lee was to the fixed portion of the dock adjacent to the launch ramp at the south end of the Public Parking lot near the Shelburne Harbour Yacht Club (SHYC). This free dock and ramp is used by the general public on a regular basis and twice a year by SHYC to launch and recover the marina docks which the club manages as part of our MOU with the town to do so.

The floating portion of the dock and the metal ramp to it survived the storm but the fixed portion is irreparable and requires replacing. Volunteers from the club are prepared to do the work as a winter project but would request that the town pay for the necessary materials as outlined below.

4 x concrete blocks @ \$400 each	\$1600
4 x fixed dock sections with vertical supports @\$800 each	\$3200
Miscellaneous fastenings	\$1200
 Total	 \$6000

Based upon this estimate we are requesting Town's agreement to fund the project and approval to proceed with the work.

APPENDIX A

MOU between the Town of Shelburne and the Shelburne Harbour Yacht Club



C. Wilmont Hardy  
TOWN CLERK-TREASURER

PHONE (902) 826-2751  
FAX: (902) 875-2924  
P.O. BOX 670, SHELBURNE  
NOVA SCOTIA B3T 1W0

To: Shelburne Harbour Yacht Club  
From: Town of Shelburne  
Subject: Memorandum of Understanding  
Date: October 1, 2002

This Memorandum of Understanding supplements the arrangements made between the Town of Shelburne and the Shelburne Harbour Yacht Club in the lease of space within the Dorothy and Gail Building.

Although the lease is scheduled to go into effect on October 1st, 2002 it is recognized that the actual start date is contingent on the sale of the present Shelburne Harbour Yacht Club facility.

The Town assigns to the Shelburne Harbour Yacht Club sole responsibility for the management and operation of the associated Town Marina facility. The Shelburne Harbour Yacht Club, under the leadership of its Commodore, would operate the marina as a not-for-profit public facility for the benefit of visitors, the Town, and local citizens. Income from the rental of berth space, sale of fresh water, fuel, use of showers, etc. would be applied to the operation and upkeep of the marina. A financial accounting of all such transactions will be kept. The marina would have its own separate account and this account would be available for the Town's review annually.

The present lease is for a term of 30 years. At the conclusion of this time the Shelburne Harbour Yacht Club can continue to occupy the leased space without further payment of rent to the Town, provided it continues to exercise the management and operation responsibilities of the marina, as described above.

All funds received by the Town of Shelburne from the Shelburne Harbour Yacht Club for the rental of sail properly will be directed into the Town's account for the Osprey Arts Centre and Shelburne Marina, to be used exclusively for the completion of these projects.

*K.P. [Signature]*  
*[Signature]*



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3544 - Fax: (902) 875-1278

November 14, 2023

The Honourable Pablo Rodriguez  
Minister of Transport  
House of Commons  
Ottawa, ON  
K1A 0A6

Attention: The Honourable Pablo Rodriguez, Minister of Transport  
Email: pablo.rodriguez@parl.gc.ca

Re: Redeploying Digby-Saint John ferry to P.E.I.

Dear Minister Rodriguez,

I hope this letter finds you well. I am writing on behalf of our municipality to express our deep concern regarding recent news that the Department of Transport is considering the redeployment of the Digby-Saint John ferry to PEI. This decision has raised significant apprehension within our community, as we believe it would have several adverse consequences for our region and its residents.

First and foremost, we are deeply concerned about the negative impact such a move would have on the economic development of southwest Nova Scotia. The Digby-Saint John ferry has long been a vital link connecting our region to the broader Canadian economy. It facilitates the transportation of goods, supports local businesses, and encourages investment in our community. Redeploying the ferry to PEI would undoubtedly disrupt these economic flows, jeopardizing jobs and economic stability in our region.

Furthermore, we are worried about the detrimental effect this decision would have on tourism in southwest Nova Scotia. Our picturesque landscapes, rich cultural heritage, and warm hospitality have made us a prime destination for tourists from across Canada and beyond. The ferry is not only a convenient means of access for visitors but also a tourism attraction in its own right. Its relocation would discourage tourists from choosing our region as a travel destination, leading to a decline in tourism-related businesses and revenues.

Equally concerning is the potential scenario where the Digby-Saint John ferry, one of the only major links to mainland Canada, is no longer available in the event of an incident on the Trans Canada Highway between Amherst, Nova Scotia, and Sackville, New Brunswick. Given the importance of this route, especially for emergency services, relocating the ferry could leave our region isolated during critical situations, hindering essential services and creating significant hardships for our residents.

Document #	D23-212
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

In addition to these concerns, we urge you to consider the broader implications for regional connectivity, trade, and social cohesion that such a decision could entail. We believe that maintaining the current ferry route is in the best interest of not only our municipality but also the entire region.

We kindly request that the Department of Transport reconsider this proposal and engage in a meaningful consultation process with our community and stakeholders. We believe that a collaborative approach can lead to a solution that addresses the Department's objectives while safeguarding the economic prosperity, tourism industry, and emergency access for our region.

Thank you for taking the time to consider our concerns. We are confident that, together, we can find a solution that benefits both the Department's goals and the well-being of our community. We look forward to the opportunity to discuss this matter further and hope to hear from you soon.

Yours Sincerely,

Penny Smith, Warden  
Municipality of the District of Shelburne

Cc: Chris d'Entremont, MP – West-Nova  
Rick Perkins, MP – South Shore  
Nolan Young, MLA – Shelburne  
Mayor Harald Locke - Town of Shelburne  
Warden Danny Muise - Municipality of Argyle  
Mayor Rex Stoddard - Town of Clark's Harbour  
Warden Eddie Nickerson - Municipality of Barrington  
Mayor Pam Mood - Town of Yarmouth  
Warden John Cunningham - Municipality of Yarmouth  
Mayor Ben Cleveland - Town of Digby  
Warden Linda Gregory - Municipality of Digby  
Mayor Cory Nickerson - Town of Lockeport  
Warden Yvon LeBlanc - Municipality of Clare

**Jill Webb**

---

**From:** Sheldon Ringer  
**Sent:** November 7, 2023 10:16 AM  
**To:** Sarah Mattatall; Ken Smith; Harold Locke; Jill Webb; Elizabeth Acker; Rick Davis; Ben Nickerson  
**Subject:** Land use bylaw update

Modernizin the Town land use bylaw. I am adding this to the next agenda. Small town Clark's Harbour's bylaw would have prevented this.

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Nov. 7/23	
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Jill Webb

**From:** Ken Smith  
**Sent:** November 15, 2023 2:12 PM  
**To:** Jill Webb  
**Subject:** FW: Our Q2 Report for your Awareness

Document #	
D23-214	
Rec'd by	
[Signature]	
Date	
Oct 24/23	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**From:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Sent:** Wednesday, October 25, 2023 11:51 PM  
**To:** Macpherson, Mark (RCMP/GRC) <mark.macpherson@rcmp-grc.gc.ca>  
**Cc:** Jill Webb <Jill.Webb@shelburnens.ca>; Ken Smith <Ken.Smith@shelburnens.ca>  
**Subject:** RE: Our Q2 Report for your Awareness

Hi Mark,

First, thank you for the revised report. I've included Jill in the email so she can add it to our upcoming agenda.

[Redacted] I'd appreciate scheduling a meeting in the upcoming couple of weeks to discuss his concerns further as well as some other signage concerns that were recently brought to Councils attention. Let me know what dates work for you.

Thanks,  
Sarah

**From:** Macpherson, Mark (RCMP/GRC) <mark.macpherson@rcmp-grc.gc.ca>  
**Sent:** Tuesday, October 24, 2023 10:31 AM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Subject:** RE: Our Q2 Report for your Awareness

Sarah here is the amended report for sharing.

One other thing.... During my PAB presentation last week, a Shelburne Town resident, [Redacted], was in attendance and was quite vocal about street signage issues within the town. Back in May I held several community meetings and he attended the one for town and had same concerns and complaints. [Redacted] the issues he brings up are basically in reference to the one way streets running between Dock and Water Streets. He feels there needs to be better signage.

This is not a priority issue for myself but as Traffic Authority for the Town, I would be willing to meet with you or a delegate to discuss. Again, not a priority for me so I'm thinking next week or week after....

Mark



Staff Sergeant Mark MacPherson  
Detachment Commander  
Shelburne Detachment



**Town of Shelburne**  
**Staff Report**  
**Municipal Capital Growth Project**

Document # D23-215	
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Committee	

**General Overview**

This report is intended to fast track an opportunity for the Town to explore and possibly submit more applications for significant capital funding from the province to meet the capital needs of the Town.

**Background**

Town staff attended a zoom presentation by the province. The Municipal Capital Growth Program (MCGP) was developed to provide infrastructure funding for capital projects that assist municipalities to accommodate anticipated growth in their communities. MCGP will focus on expanding services, building more accessible and resilient communities, and restoring land for future development.

**Analysis**

Staff have briefly discussed five projects which may be explored further and brought back to Council for their priority setting. The closing date for applications is December 13<sup>th</sup>, 2023, and any application to be considered must have substantive backup to be considered.

The four potential projects which staff have discussed are as follows:

1. Reclamation of the landfill site. This project is at the end of the 1<sup>st</sup> phase, and we will be shortly receiving a report from Dillon Consulting outlining the costs for the 2<sup>nd</sup> phase. The objective for the project is to finalize the capping of the site and transition it to a green area. This project would fit into the Brownfield development.
2. Capital Upgrades to our water and sanitary sewer system to ensure the Town has adequate capacity to handle anticipated growth.  
I have spoken with Bob Funke, P. Eng. and he would be willing to work with Will and the staff to proceed with an estimated capital cost breakdown. This project would fit the Expansion or Renewal of Water/Wastewater.
3. A cost sharing replacement of water and sanitary sewer lines on School and Commission Street. This has been informally discussed as both units see the long-term benefit. Staff will get more information from MDS staff. This project would fit into the Expansion or Renewal of Water/Wastewater.
4. As part of our transition to the 2<sup>nd</sup> floor and the basement of the Post Office Building, accessibility features are part of the planning, including an elevator. This project would fit into the Accessibility category.

**Recommendation**

Council direct staff to prepare a report for the December 4<sup>th</sup>, 2023, Council meeting providing more information on the potential projects which may be eligible for cost sharing under the MCGP.





P.O. Box 670  
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Cell : (902) 875-6482  
Fax: (902) 875-3932  
[dana.nash@shelburnens.ca](mailto:dana.nash@shelburnens.ca)  
[www.shelburnens.ca](http://www.shelburnens.ca)

November 1, 2023,

### By-Law Officer Report October 2023

October calls for service (oct.2-oct.31):

- 23-005. Service request: Complaint of rabbits running loose on charlotte st.-resolved
- 23-006. Service request: Complaint of goats causing noise disturbance-ongoing
- 23-007. Service request: Complaint of dog barking on Charlottle lane -ongoing
- 23-008. Service request: Complaint of aggressive dog on king st. Attacked neighbor-ongoing
- 23-009. Service Request: Resident called to ask about hunting in town-on going
- 23-010 Service Request: Complaint of obnoxious smell Mowatt st-on going
- 23-011. Service Request: Complaint of parking on st Andrews lane-ongoing
- 23-012. Service Request: follow up to dangerous and unsightly-on going
- 23-013. Service request: amended water fowl by-law to include "deer"

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Agenda	✓
Committee	

#### **Assignments:**

- Working on review of by-laws
- Gather more information on Road Trials designation By-law
- Waiting for 3<sup>rd</sup> quote to get unsightly premise on Thomas st clean

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

- Following up on resident hunting in town, the resident challenged the towns by-law(there isn't one) I also followed up with Dept. Of Natural Resources, as long as the distances are in place and if not have permission from neighbors they can hunt with bow or cross bow. Would like some additional information from council on this matter.

Respectfully submitted,

Dana Nash



**Town of Shelburne**

**Interim CAO Report**

**November 20<sup>th</sup>, 2023**

Document #	
D23-217	
Rec'd by	
[Signature]	
Date	
NOV. 15/23	
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Committee	

**General Overview**

This report is intended to update Council members regarding several operational matters/files for information purposes as outlined below.

1. The final office staff position has now been filled. Morgan Wickens started as the Customer Service Representative today. Filling this position will allow the remaining staff to focus on their own position after the orientation period has been completed with Jennifer Perry doing most of the training for this position. Nicole Blades started her position as the HR/Admin Coordinator last Tuesday and has been undergoing training with Sarah Mattatall. Jill Webb has completed orientation to the role of Executive Coordinator after training by Ken Smith in relation to the Council agenda, minutes, and draft motions.
  
2. Discussions have been ongoing regarding the following possible developments:
  - a) Ontario Developer – possible hotel and other tourist related units on the 11-acre parcel at Exit 26. He also plans to build a number of units on property fronting on King Street with “shovels in the ground” this coming spring.
  - b) Building and development permits are in process for the Heritage Hall building involving five apartment units. The Development Officer has requested further information prior to the permits being reviewed by the Heritage Advisory Committee as the building has a heritage designation.
  - c) An announcement this week by the Province will clarify the location of the 112 bed new nursing home replacing the current Roseway Manor.
  - d) The Shaw Group is still analyzing the design of their pocket community in relation to our by-law.
  - e) Several local residents have approached the Town to develop vacant tracks of land behind their properties.
  - f) Staff are reviewing potential grants which may allow the Town to leverage its capital budget in order to undertake more projects including the possible development of the Grovestine Recreation Complex.
  - g) Interest has been expressed by an entrepreneur in buying the Town Hall property. If a sale is successful, it would expedite the transfer of the Town Hall operations to the second floor of the vacant post office building.



**Town of Shelburne**

**Staff Report**

**2024 Election Process Update Report**

Document #	D23-218
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Committee	<input type="checkbox"/>
By Council	<input type="checkbox"/>
Revising Officer	<input type="checkbox"/>

**General Overview**

This report is intended to continue the process for preparing for the 2024 Municipal Election by appointing as Assistant Returning Officer, confirming a method of voting, appointing a Revising Officer and selecting a company to provide the voting system for Alternative Voting.

**Background**

The Town of Shelburne has used Intellivote to provide the electronic/telephone software, training, and support in both the 2016 and 2020 Municipal Election. The Executive Coordinator's position acted as the Assistant Returning Officer with the Auditor's role being contracted out on a per diem basis. The 2020 Municipal Election was carried out in a cost-effective manner.

The Municipality of the District of Shelburne, and the Town exchanged auditors so that there wouldn't be conflict of interest with a staff person auditing the inputs/outputs of the other unit.

**Analysis**

The Council has the option of having the voting conducted by paper ballot, electronic/telephone, or a combination of both. Solely electronic/telephone voting has proven far more cost effective and efficient compared to the other two methods.

Also, most voters find it convenient to cast a vote electronically/phone from their home or at a time convenient to them.

Over the past two elections a majority of municipalities have transitioned to the method of voting.

With respect to selecting a company to provide a voting system, Intellivote has been the prime service provider in Nova Scotia for three or four elections. The only other company for consideration is Skytl. Staff spoke with both companies while at the AMANS Conference.

Also, the Returning Officer may appoint the Auditor. I am appointing Nicole Blades as the Auditor.

**Recommendation**

1. THAT Council appoint Jill Webb as the Assistant Returning Officer and Morgan Wickens as the Revising Officer for the 2024 Municipal Election.
2. THAT Council approve Alternative Voting (i.e. electronic/telephone) as the method of voting for the 2024 Municipal Election.
3. THAT Council approve Intellivote as the company to provide the voting system, training, and support for the 2024 Municipal Election.





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

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Rec'd by	g.w.
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Mayor, Councillors and CAO

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

Total number of calls for service: 26

Calls for service within the Town: 6

Calls for service in the Municipality of Shelburne protection area: 20

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	4
MEDICAL	1	
MOTOR VEHICLE ACCIDENT	1	2
STRUCTURE	1	1
CHIMNEY/FLUE		
VEHICLE FIRE	1	
GRASS, BRUSH, FOREST		12 Barrington Lake Fires
OUTSIDE BURNING DURING TOTAL PROVINCIAL CLOSURE		1
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL	1	

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**





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

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Committee	<input type="checkbox"/>
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Mayor, Councillors and CAO

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

Total number of calls for service: 12

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 4

Calls for Mutual Aid to other Municipality of Shelburne Departments: 2

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 2 (Boats)

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	
MEDICAL	1	2
MOTOR VEHICLE ACCIDENT	1	
STRUCTURE		2
CHIMNEY/FLUE		
VEHICLE FIRE		1 (Mutual Aid)
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		2 (Mutual Aid)
FUEL LEAK/SPILL		
ASSIST POLICE (WITH BOAT TO ARREST PERSON IN THE WATER)		1 (Mutual Aid)

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**





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

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Committee	<input type="checkbox"/>

Mayor, Councillors and CAO

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

Total number of calls for service: 13

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 8

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

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 2

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL		4
MOTOR VEHICLE ACCIDENT	1	1
STRUCTURE		2
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		3 (Mutual Aid)
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**





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

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Mayor, Councillors and CAO

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

Total number of calls for service: 14

Calls for service within the Town: 9

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

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	4	1
MEDICAL	3	
MOTOR VEHICLE ACCIDENT	1	1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST		1
POWER LINES	1	
FLOOD CONDITIONS		1
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**





**SHELburne VOLUNTEER FIRE DEPARTMENT**  
**63 KING STREET, PO BOX 880**  
**SHELburne, NS**

**BOT 1W0**

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Mayor, Councillors and CAO

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

Total number of calls for service: 13

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 10

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	3
MEDICAL	1	2
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		3
POWER LINES		1
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

**DARRELL LOCKE, FIRE CHIEF**

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**MIKE SHAND, PRESIDENT**

