



AGENDA
Town Council Meeting-Council Chambers
April 2nd, 2024
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 March 18th, 2024.**
- 4) Proclamations and Announcements:**
 - a) Town of Shelburne Incorporation – April 4
 - b) World Autism Acceptance Month – April D24-307
 - c) Dental Hygienists Appreciation Week – April 4-10, 2024 D24-308
 - d) Volunteer of the Month – Tanya Seaboyer, April D24-309
- 5) Delegations/Presentation:**
 - a) Hazel Keddy – Albert Acker Ballfield D24-310
 - b) Robert Enslow – Noise, Sawmill D24-311
- 6) Correspondence:**

Action:

 - a) Chamber of Commerce letter – Commercial Tax Rate D24-312
 - b) Darrell Locke letter – Fire Service Association of Nova Scotia Conference Committee D24-313

Information:

 - a) Western Counties Regional Library Newsletter D24-314
- 7) Council Items:**
 - a) Strategic Plan D24-315
 - b) Grants to Organizations D24-316
- 8) Committee Reports:**
 - a) CP&V Meeting Minutes – February 7th, 2024 D24-317
 - b) Western Counties Regional Library Board Minutes – December 7th, 2024 D24-318
- 9) Staff Reports:**
 - a) Michael Khan – Land Use By-law Review Report D24-319
- 10) New Business:**
- 11) Upcoming Meetings/Events:**
 - a) Autism Flag Raising for World Autism Acceptance Month, Park at Corner of King and Water Streets, everyone welcome, 4pm
 - b) Dental Hygienist Appreciation Week, April 4-10, 2024.
 - c) National Volunteer Week, April 14-20, 2024.
 - d) Next Council Meeting, Monday, April 15th, 2024.
 - e) Town Wide Clean Up, April 19, 2024, all over town, community members can stop into town office to pick up bags anytime after next week.
- 12) Adjournment**



Town of Shelburne
Minutes of the Regular Council Meeting
March 18th, 2024

Council Members Present

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

Regrets

Councillor Rick Davis

Staff Present

Chief Administrator Officer, Sarah Mattatall
Deputy Chief Administrator Officer, Ken Smith
Finance Manager, Jane Crowell
Executive Coordinator, Jill Webb

Call to Order

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

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the agenda for March 18th, 2024.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 4th, 2024.

Nickerson-Ringer

CARRIED

Proclamations and Announcements:

a) Purple Day, Epilepsy Awareness – March 26th, 2024

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I do hereby proclaim March 26, "Purple Day", in an effort to raise awareness of epilepsy in Canada.

b) Volunteer of the Month – March, Debbie McGill

Debbie McGill is being recognized as the Volunteer of the Month for March for her hard work and dedication to our community.

Debbie's commitment to being a volunteer started many years ago. Her love of music and teaching brought with it many extra hours as she organized and co-directed numerous successful musical plays at Hillcrest Academy and Lockeport Elementary. Some of the shows she organized were Jungle Book, Annie, and 101 Dalmatians.

Debbie served as a member of the Sable River Women's Institute for many years. There, she assisted with catering and various other projects that the organization took on. Due to declining membership, unfortunately the group dissolved.

However, for the last eight years, you could find Debbie at the Shelburne Loyalist Food Bank where she donated many hours of her time helping to keep the facility clean, shelves stocked and serving many clients. Debbie also took on the role of weekly shopper, where she would purchase eggs and milk each week. Debbie always went above and beyond and helped where and when she could.

For all that Debbie has done and continues to do for this community, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for March.

Thank you, Debbie!

Delegations/Presentations

a) Eric MacIntosh - CAMPS

Mayor Locke welcomed the President of CAMPS, Janet Curtis to present, along with Mr. MacIntosh. Ms. Curtis told Council exactly what Commissary Accessibility Marina Park Society (CAMPS) is working on, and plans they have for the future. They are a small accessible marina available for 30' and under watercraft. They are currently working on building a structure to eventually host events, etc. They have come to Council to ask for water and sewer hookups to be extended to their facility, as well as fix the bottom of Victoria Street where it's eroding. They have also asked Town Council to absorb the costs of those items. After speaking to their power point presentation found in the Council package, Ms. Curtis and Mr. MacIntosh opened the floor to questions. Councillor Acker commented that it was a great presentation however it was a large ask for sewer and water services to be paid for by the Town, so it was something they needed to take to budget discussions. Councillor Acker explained that Town water is paid for by the water utility customers, so it wouldn't be the town paying for it, it would be the 220 customers on the water that would pay for it. The wastewater is paid by taxpayers. This is something that would need to be costed out and Ms. Curtis and Mr. MacIntosh agreed it was something they would like to have. Mayor Locke asked the timeline for them to start building and Mr. MacIntosh explained they would like to begin to break ground by the end of May. Councillor Ringer said he was

very impressed with the project and what they have been able to do thus far. Congratulations.

THAT Council defer to the budget process.

Ringer-Nickerson

CARRIED

M24-181

Correspondence

Action:

- a) Letter from Emily Cowin, Boxing Rock – Commercial Tax Rate

THAT Council defer to the budget process.

Acker-Ringer

CARRIED

M24-182

- b) Letter from Matt MacInnis, TLC Pharmacy – Commercial Tax Rate

THAT Council defer to the budget process.

Acker-Nickerson

CARRIED

M24-183

- c) Letter from The Shelburne Loyalist Food Bank – Funding Request

THAT Council defer to the budget process.

Acker-Ringer

CARRIED

M24-184

- d) Letter from Kids Fair Play – Funding Request

Councillor Acker mentioned that Kids Fair Play were recent recipients of 100 Women's donations.

THAT Council defer to the budget process.

Acker-Nickerson

CARRIED

M24-185

- e) Letter from Black Loyalist Heritage Centre

THAT Council appoint Councillor Nickerson and Councillor Ringer to attend to the meeting on March 21st, 2024 at 7pm.

Nickerson-Acker

CARRIED

M24-186

Information:

- a) Letter – NS Public Works, speeds on Highway 103 and 203 intersections.
b) Letter – NS Government, the Future of our Coastline

Council Items: NONE

Committee Reports:

- a) Port Committee Meeting Minutes – February 8th, 2024.

Staff Reports

- a) Finance – Write Offs

This item was on the last agenda and Council asked if Jane Crowell, Finance Manager could come back to speak to it. Mrs. Crowell explained that these amounts are from before we had a fire service agreement with the Municipality. They were paying under grants. We now have a fire service agreement where we get a yearly amount. We will not be able to recover these amounts. And Mrs. Crowell suggested they be written off.

THAT Council approve the write offs contained in the staff report titled "General and Water Write-Offs 2023/24".

Acker-Nickerson

CARRIED

M24-187

- b) By-Law Officer Report – February

Councillor Acker mentioned the by-law report stated that Mr. Nash received an email regarding Council Code of Conduct and asked a member of the public (Andrea Hyslop, Municipal Affairs and Housing) to speak to that. Ms. Hyslop stated that the province will be redrafting that Code of Conduct, and the revisions should be in place before the next election.

- c) SVFD Report – February

- d) Building Inspector Report - February

- e) CAO Update

CAO Mattatall spoke to her report in the Council package mentioning they had a special Port meeting to review the budget as well as Town Wharves and the repairs on those along with costs. She also spoke about the hiring of Michael Khan and how he will be looking at Land Use By-law and rezoning of 194 Rodney Street. There are three motions coming out of her report.

THAT Council approve the Port Budget as presented.

Nickerson-Ringer

CARRIED

M24-188

THAT Council approve the transfer of \$20,000 from the Operating Reserve to support the wharf repairs.

Acker-Ringer

CARRIED

M24-189

THAT Council approve the transfer of \$46,000 from the Port Reserve as recommended by the Port Committee to support wharf repairs.

Ringer-Acker

CARRIED

M24-190

In Camera:

MGA 22 (2)e – Contract Negotiations

It was moved that we go In Camera at 6:54pm.

Acker-Ringer

CARRIED

Council came out of Camera at 7:18pm. There are no motions coming out of in camera.

New Business:

Upcoming Meetings/Events

- a) Burger BUNanza week is happening now until March 24, 2024, get out and try some of those tasty burgers!
- b) Purple Day, March 26, 2024.
- c) Community Mix and Mingle, Osprey Arts Centre, 5:30-7:30pm, all welcome.
- d) Easter Egg Hunt, March 30th, 2024, 1-3pm, Islands Provincial Park.
- e) Next Council Meeting Tuesday, April 2nd, 2024, here in Council Chambers.

Adjournment

THAT the Regular Town Council Meeting of March 4th, 2024, be adjourned at 7:20pm.

Proclamation

World Autism Acceptance Month

April 4th, 2024

Document # D24-307	
Rec'd by [Signature]	
Date Mar 25/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

WHEREAS, it is estimated that 1 in 50 people across the country are Autistic/have autism, and 1 in 31 people - Approximately 32,000 individuals - in Nova Scotia are autistics/individuals on the autism spectrum; and

WHEREAS, many dedicated autistics/individuals on the autism spectrum, parents, teachers, researchers, and professionals, including those at Autism Nova Scotia and other community-based organizations, work tirelessly throughout our province to make the communities where we live accessible and inclusive for Autistics/individuals with autism, and their loved ones; and

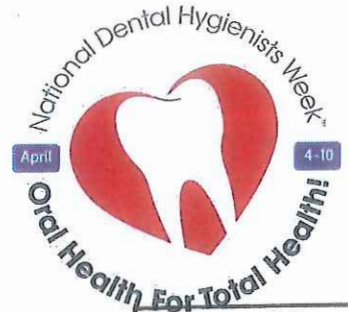
WHEREAS, with 11 locations throughout the province and with the support of the autism community, Autism Nova Scotia builds understanding, acceptance, and inclusion for Autistics/individuals on the autism spectrum and their families through leadership, advocacy, education, training, and programming across the lifespan; and

WHEREAS, this month of April marks Autism Acceptance Month, and Tuesday, April 2nd, marked World Autism Acceptance Day, when people across the globe came together as a community to celebrate autism and promote acceptance and inclusion.

THEREFORE, BE IT RESOLVED THAT, I, _____ on behalf of _____, do hereby proclaim April 2024 as Autism Acceptance Month throughout the province and encourage all of our citizens to recognize the Autistic individuals/people with autism, family members, caregivers, educators, and other professionals who strive to make Nova Scotia an inclusive and accessible place for us all to call home.

Dated at Shelburne, Nova Scotia
this 4th day of April 2024

Take this document to your Mayor, Provincial or Federal representative and ask them to announce Oral Health Month and/or National Dental Hygienists Week™ in Chambers or the House.



Official National Dental Hygienists Week™ Proclamation

WHEREAS 59% of Canadian children and 96% of adults have experienced cavities, and 21% of Canadian adults have experienced periodontal (gum) issues.

And WHEREAS research shows a direct link between oral health and overall health and well-being, such as periodontal disease being linked to several serious illnesses, including lung disease, diabetes, and heart disease.

AND WHEREAS oral health issues are easily preventable and treatable, and Canadians, especially children and seniors, can be greatly assisted through early detection and intervention;

AND WHEREAS dental hygiene is the 6th largest registered health profession in Canada, with more than 31,000 registered dental hygienists working in a variety of settings, with people of all ages, addressing issues related to oral health.

AND WHEREAS greater awareness of proper oral health practices and the need to regularly visit a dental professional is paramount to ensuring Canadians lead healthier and happier lives.

AND WHEREAS promoting the importance of the issues and celebrating the successes of the profession and contributions of dental hygienists will lead to increased public awareness

NOW THEREFORE, I _____,
(name)
 _____ of _____, do hereby proclaim the
(title) (city/riding)

week of April 4–10 as:

National Dental Hygienists Week™

Dated at _____ this _____ day of _____,
(city) (day) (month) (year)

Document #	
D24-308	
Rec'd by	
[Signature]	
Date	
Mar 26 2006	
COPIES TO:	
Council,	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



Town of Shelburne

April 2024

Volunteer of the Month

Tanya Seaboyer

Community Participation & Volunteerism Committee
Volunteers of the Month

Document #	D24-309
Rec'd by	gw
Date	Mar 27/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Volunteerism Committee	<input type="checkbox"/>
	<input type="checkbox"/>



Tanya Seaboyer is being recognized as the Volunteer of the Month for April for her hard work and dedication to our community.

Tanya's journey with Little People's Place began years ago when she worked tirelessly as a member of the team from 1980-1991. Once her children were older, Tanya returned to the center with renewed enthusiasm, this time as a volunteer.

Tanya's passion for enriching the lives of children is truly inspiring. Since returning as a volunteer, she has devoted endless hours to the center. Whether she is reading to the children or unleashing their creativity through fun-filled crafts, Tanya consistently goes above and beyond to create memorable experiences.

For the past 15 years Tanya has organized an ongoing bottle fundraiser, alongside her husband, to support Little People's Place. Together, they have counted thousands of bottles and cans, using the proceeds to purchase wonderful items from wish lists provided by the educators.

In addition to her efforts with Little People's Place, Tanya is a longstanding volunteer at NU2U. Her dedication to community service extends even further, as she has volunteered with various organizations, including door-to-door canvassing for the Heart and Stroke Foundation, and participating in Terry Fox runs.

For all that Tanya has done and continues to do for this community, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for April.

Thank you, Tanya!



**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	D24-310
Rec'd by	<i>[Signature]</i>
Date	Mar 25/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	Each

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: HAZEL KEDDY

Address: 180 ELLIOTT ST SHELBURNE

Phone: 902-875-2563 Email: shelburnevic@hotmail.com

- Council/Committee you wish to appear before:
- Town Council
 - Community Participation & Volunteerism Committee
 - Port Committee
 - Asset Management Committee
 - Shelburne County East RCMP Advisory Board
 - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

MATTERS REGARDING THE ALBERT ACKER FIELD
USE AS A LITTLE LEAGUE BALL FIELD

Date of Council/Committee meeting at which you wish to appear: APRIL 02/24

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): _____
 - A Business (Name): _____
 - Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to:

Jill Webb, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, jill.webb@shelburnens.ca (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

Wazal Keckly

For Office Use Only:

Date Request Received: Mar 25/24

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: April 2, 2024

Signature of Executive Coordinator/Committee Secretary J Webb

ISSUES TO BE DISCUSSED

- ① FOUL BALLS
(NO SCREEN IN PLACE TO PREVENT FOUL BALLS)
- ② USE OF FIELD BY ADULTS AND BALL PLAYERS OVER 12
- ③ STREET PARKING
- ④ INSURANCE : WHO HOLDS THE INSURANCE AGAINST PROPERTY DAMAGE TO VEHICLES AND HOUSES THAT ARE NEAR BY.

Document #	
D24-310	
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	



**Application
Request for Delegation/Public Presentation to
Council/Committees**

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This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.



Name of Presenter: Robert Enslaw

Address: PO Box 1353, Shelburne, NS B0T 1W0

Phone: 265-2006 Email: _____

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

Complaint - neighbour

Document #	
D29-311	
Rec'd by	
Date	
MAR 22/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Date of Council/Committee meeting at which you wish to appear: Apr. 2, 2024

Are you representing:

- Yourself
- An Organization/Society/Club (Name): _____
- A Business (Name): _____
- Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

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I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

Robert A. D. Easton

For Office Use Only:

Date Request Received: Mar 22/24

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Apr 2/24

Signature of Executive Coordinator/Committee Secretary J Webb

my neighbour Colin Bradley has started his sawmill operation for the spring and summer ~~last~~ last year it caused me anxiety problems for six and a half months. This anxiety resulted in me feeling vibrations night and day ever since. This problem will probably exist for the rest of my life. I am seventy four years old and have never been on medication for anything. Now I am taking four ~~of~~ different kinds of medication to just get through the day and get a half decent night sleep. Their ~~the~~ names are as follows Zopiclone, Sarazepam, Risperidone and last but not least Citalopram Hydrobromide. I told you people that I had anxiety problems and this would happen, but noone would listen. Now I regularly see a Nurse Practitioner, a Therapist, a mental health facilitator, and a psychiatrist. I have to suffer all of these problems just so Mr. Bradley can have his saw mill. My physical and mental health are more important than his saw mill. Please do whatever you can to help me out of this situation.

Document #	D24-311
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Jill Webb

From: Sarah Mattatall
Sent: March 21, 2024 10:11 AM
To: Jill Webb
Subject: FW: Sent on behalf of Charlene Harris, President, Shelburne & Area Chamber of Commerce

Importance: High

For April 2nd Council Meeting

Thanks

Document #	D24-312
Rec'd by	[Signature]
Date	Mar 20/24
COPIES TO:	
Council	
Agenda	
Committee	

From: Sherry Doane <ExecDir@shelburnechamber.com>
Sent: Wednesday, March 20, 2024 6:20 PM
To: Harold Locke <Harold.Locke@shelburnens.ca>; Warden Penny Smith <Warden@municipalityofshelburne.ca>; cory@lockeport.ns.ca
Cc: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Warren MacLeod <Warren.MacLeod@municipalityofshelburne.ca>; townoflockeport@ns.sympatico.ca; Charlene Harris <President@shelburnechamber.com>; Angie Shand <Admin@shelburnechamber.com>
Subject: Sent on behalf of Charlene Harris, President, Shelburne & Area Chamber of Commerce
Importance: High

CAUTION: This email originated from an external sender.

Dear Mayors and Councils of the Towns of Lockeport and Shelburne, and Warden and Council of the Municipality of the District of Shelburne,

As you are fully aware, the property values in east Shelburne County, as well as the rest of Nova Scotia, have continued to increase steadily for the past few years with the influx of investments on improvements as well as limited property availability compared to the demand. We understand that at least in the Town of Shelburne, a number of businesses owners have stepped forward to ask their local municipality to consider reducing the commercial tax rates as the increased value has a direct impact on their upcoming taxes. We more than understand that local governments are not responsible for the value changes however, they are responsible for setting the tax rates. We are also fully aware of the comparative rates to other Towns and Districts in Nova Scotia however, we care deeply (as do you) about the impact to OUR community.

We are writing on behalf of all organizations and business owners in eastern Shelburne County to the three local Councils to consider during their budget deliberations to either allowing a one-time break to the commercial tax rate for this year or better yet, a reduction that is more aligned to the cost of living increase. Our local businesses continue to struggle to rebound from the pandemic, exacerbated by the impact of the 2023 wildfires. As you know, 2023 was an incredibly tough year for them and this impending increase to their tax bills will be obviously detrimental to one and all! This struggle has a direct impact on local employment and businesses' ability to grow (versus potentially not being able to stay in business) and we need our local governments to step up and directly help these businesses and the residual impact to the local economy.

Thank you for your consideration. The SACC looks forward to hearing what you will be doing to help your taxpayers.

Regards, Charlene Harris



Charlene Harris

she/her

President

902.637.0183

Shelburne & Area Chamber of Commerce

shelburnechamber.com

*The Shelburne and Area Chamber of Commerce is located on the ancestral and unceded territories of the Mi'kmaq people,
in the District of Wasoqopa'q.*

We also acknowledge the history, contributions and legacies of the African Nova Scotian people and communities.

Jill Webb

From: Sarah Mattatall
Sent: March 22, 2024 4:46 PM
To: Darrell Locke
Cc: Jane Crowell; Jill Webb; Ken Smith
Subject: RE: FSANS Sponsorship Request 2024

Document # 124-313	
Rec'd by <i>[Signature]</i>	
Date Mar 22 2024	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Hi Darrell,

Thanks for sending this along. I will take this to April 2nd Council meeting for review and consideration.

Thanks again,
Sarah

From: Darrell Locke <darrelllocke@bellaliant.net>
Sent: Sunday, March 17, 2024 10:17 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: FW: FSANS Sponsorship Request 2024

CAUTION: This email originated from an external sender.

Hi Sarah,
As you will see I have been asked to share this request with you.
Thanks
Darrell

From: Administrator Assistant [<mailto:admin@fsans.ns.ca>]
Sent: Friday, February 16, 2024 8:00 PM
To: undisclosed-recipients:
Subject: Fwd: FSANS Sponsorship Request 2024

Hello everyone, please share with your municipalities.

On behalf of the Fire Service Association of Nova Scotia (FSANS) Conference Committee, we would like to connect with you for sponsorship consideration toward our annual conference being held at the Inn on Prince, April 26th to 28th. In attendance will be Fire Service representatives from across the province in what will be our biggest conference yet.

Our theme this year is “Environmental Impacts, Challenges and Change to the Fire Service”. Climate change, severe storms, wildfires, and floods confront first responders, and we must rise to these new and more common challenges to ensure community and

public safety. Our conference will offer educational opportunities, invaluable knowledge from our guest speakers and opportunity for collaboration to all who attend.

With your generous support of \$250.00, we will give recognition verbally and on printed materials. You can email your logo to admin@fsans.ns.ca and we will announce your contribution on our social media feeds and website. If your municipality/organization requires an invoice for payment please let us know.

Thank you in advance for your consideration and we look forward to hearing from you soon.

FSANS Conference Committee

Library Report

Document #	D24-314
Period	2024
Council	✓
Agenda Committee	✓

Playaways rekindle love of reading

Barry Crowell has lost much of his vision through age-related macular degeneration (AMD), but he has gained a love of reading through Western Counties Regional Library's Playaways.

No longer able to pursue his art, read, write or drive, Crowell, 83, had friends suggest a visit to his local library in Shelburne.

"They said 'Why don't you go to the library and check out the audiobooks'," Crowell says.

He hadn't been to the library in years, but found the clerks at McKay Memorial Library extremely helpful, guiding him towards the library's Playaways, one of the newer additions to the library's collection.

A Playaway is a pre-loaded audiobook that gives library users the portability and freedom to take audiobooks everywhere.

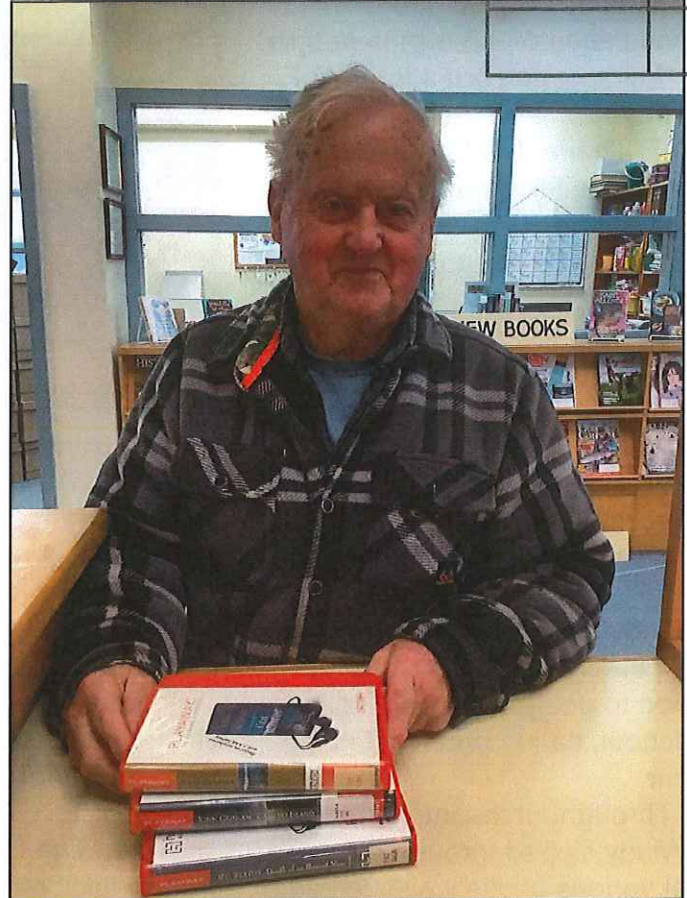
**"The clerks are very helpful."
— Barry Crowell**

They are similar in size to an iPod and do not need to be connected to the Internet or downloaded. Borrowers require their own headphones and suitable batteries.

"Playaways are very popular," says Lydia Hunsberger, Manager of Collections and Digital Services at the library.

Crowell has been borrowing Playaways for the past several months. Because he needs a drive to the library from his Gunning Cove home, he gets to the library every two weeks.

He says he makes lists of titles he is interested in and the clerks are great at tracking his lists and his interests to avoid repeats.



Barry Crowell picks up a stack of Playaways from McKay Memorial Library in Shelburne.

"They (library clerks) picked out books for me," he says. "The clerks are very helpful."

He says overall, the books he has borrowed, he has liked, but sometimes the accents used in the recordings can be challenging.

He would also like to see more of his favourites, older authors such as Louis L'Amour and Farley Mowat. He enjoys James Patterson, but at times, finds his stories can get "quite gruesome."

Regardless, his discovery of the library Playaways has rekindled his love of reading.

Newcomers find comfort at the library

Far from the hustle and bustle of Ho Chi Minh City in Vietnam, the Nguyen family has found a home in Yarmouth and at its library.

The Nguyen family has lived in Yarmouth for almost two years, moving here from Ho Chi Minh City, the capital with a population of 9.3-million people.

"My husband got a job at A.F. Theriault," says Anh Nguyen. A.F. Theriault & Son Ltd. is a boatbuilding operation in Meteghan.

The family began looking to move to Canada, seeking a better quality of education for their two children, Windy, 9, and Mip, 3, moving here in February 2022.

Ho Chi Minh City was very crowded, polluted and filled with traffic, she says.

She says it was hard to access things such as school, libraries and recreational facilities. Windy had to get up very early to get to school, eating breakfast in the car.

Throughout the interview, Windy flipped through the pages of various books while keeping an ear to the conversation.

Windy enjoys the library because she can "read the books and get entertained."

When the COVID-19 pandemic hit Vietnam, Windy had to study online. She attended a Canadian school that followed the Vietnamese curriculum. Studying was very difficult because Windy was learning to read, and the classes had written instruction. This meant Windy's father had to sit with her during her studies.



Anh and Windy Nguyen, left, enjoy the craft program library clerk Carol Wing, right, organizes every second Friday.

Windy loves reading, but the school's strict focus on grammar and composition "killed the love for reading," Anh says.

The family wanted their children to enjoy activities beyond school work, which was not possible.

Ho Chi Minh City has a wonderful library and some recreational activities, but they were in areas that were hard for the family to reach, Anh says.

They learned that their new home had many activities within walking distance from their place in Yarmouth.

Anh commends YREACH-Yarmouth for providing them with information and guidance once they arrived in the community. YREACH staff showed them how to access places such as the Yarmouth library and Mariners on Main,

a facility offering a wide range of activities such as a pool, gym, fitness centre and other programming.

"We usually walk to the library," she says.

The library is important to the family because it is a comfortable, safe environment for reading and meeting other children.

Windy also looks forward to the craft program with library clerk Carol Wing every second Friday.

"We have somewhere to read what we want," Anh says. She adds that Windy learns about respecting others at the library and putting books back in their proper place.

She would love to see more activities for children.

"This age they really want to explore," she says.

AROUND THE BRANCHES

Headquarters



Headquarters inter-library loan and SamePage clerk Karen Comeau, right, received her 25-year work anniversary certificate on Feb. 3 from Collections Manager Lydia Hunsberger.

Barrington



Potential future carpenters work on building mini-cabins during a program at the Barrington library on Jan. 23. The kits were provided by Skills Nova Scotia as part of a partnership.

Clare



People look for new-to-them craft supplies on Jan. 26 at the Clare library. The second craft supply swap in January was very popular, allowing people to drop off unused craft supplies and pick up others during the week-long event. Any leftovers were given to local organizations.

Clark's Harbour



Clark's Harbour library's makerspace is ready for St. Patrick's Day and Easter with craft supplies to entertain library visitors.

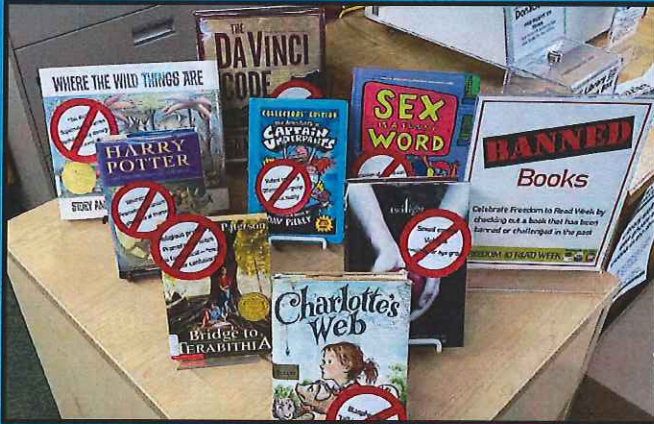
Digby



People have their tax returns done by volunteers at the Digby library in early March. In partnership with the Community Volunteer Income Tax Program, Digby, Shelburne and Yarmouth library branches have volunteers available to help with tax returns by appointment in March and April.

AROUND THE BRANCHES

Lockeport



Our library branches marked Freedom to Read Week in February with displays and booklists highlighting challenged and banned books. Pictured above is the Lockeport library's display.

Pubnico

Pubnico library has set up two open all-day drop-in programs allowing library users to work on arts and crafts or play a variety of board games and games on Wednesdays and Thursdays each week.

Shelburne



Participants in the Jan. 31 Science of Snow and Slime program at the Shelburne library learned how snowflakes are formed and created their own fake snow and fluffy slime.

Weymouth

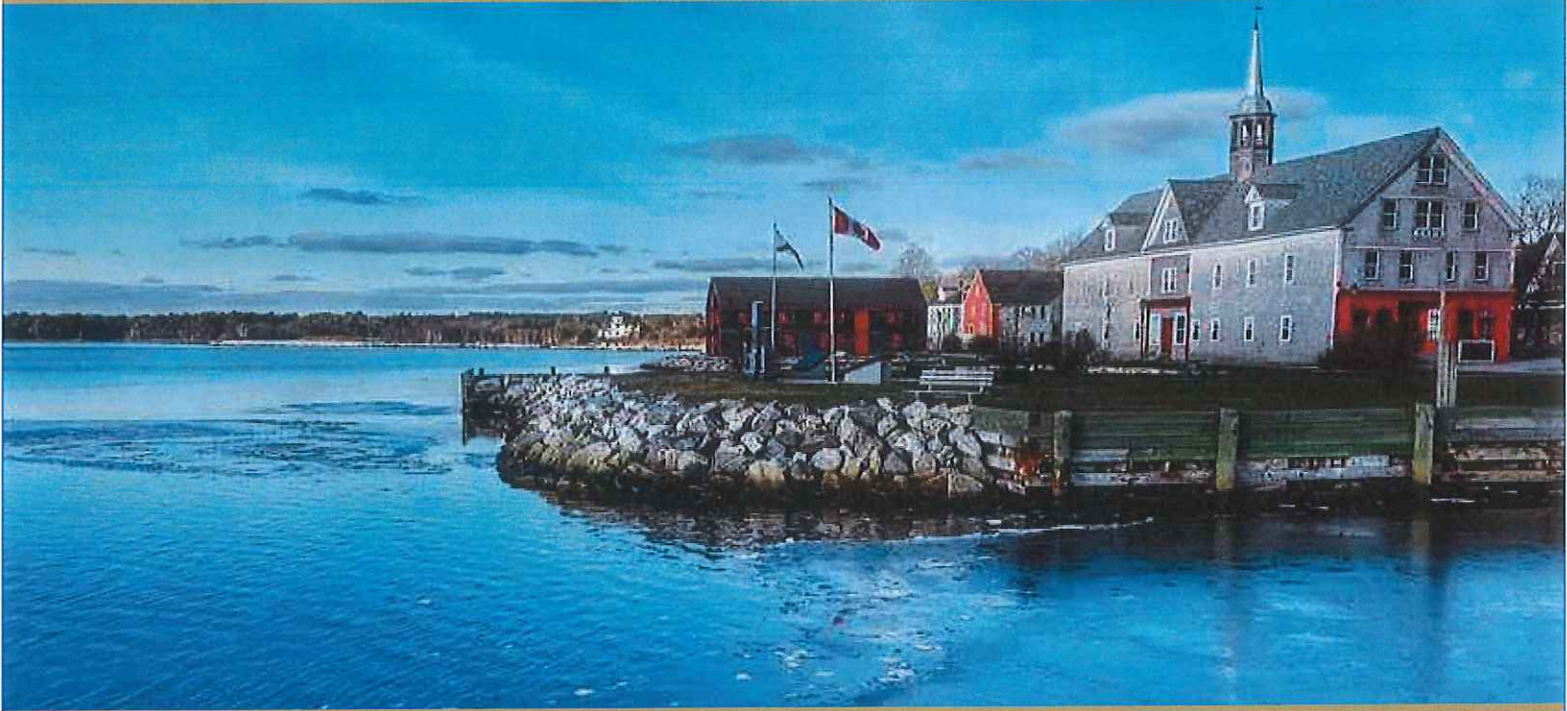


Artists regularly exhibit their work at the Weymouth library. Such free opportunities for local artists are available at some of our libraries, including the Digby library.

Yarmouth



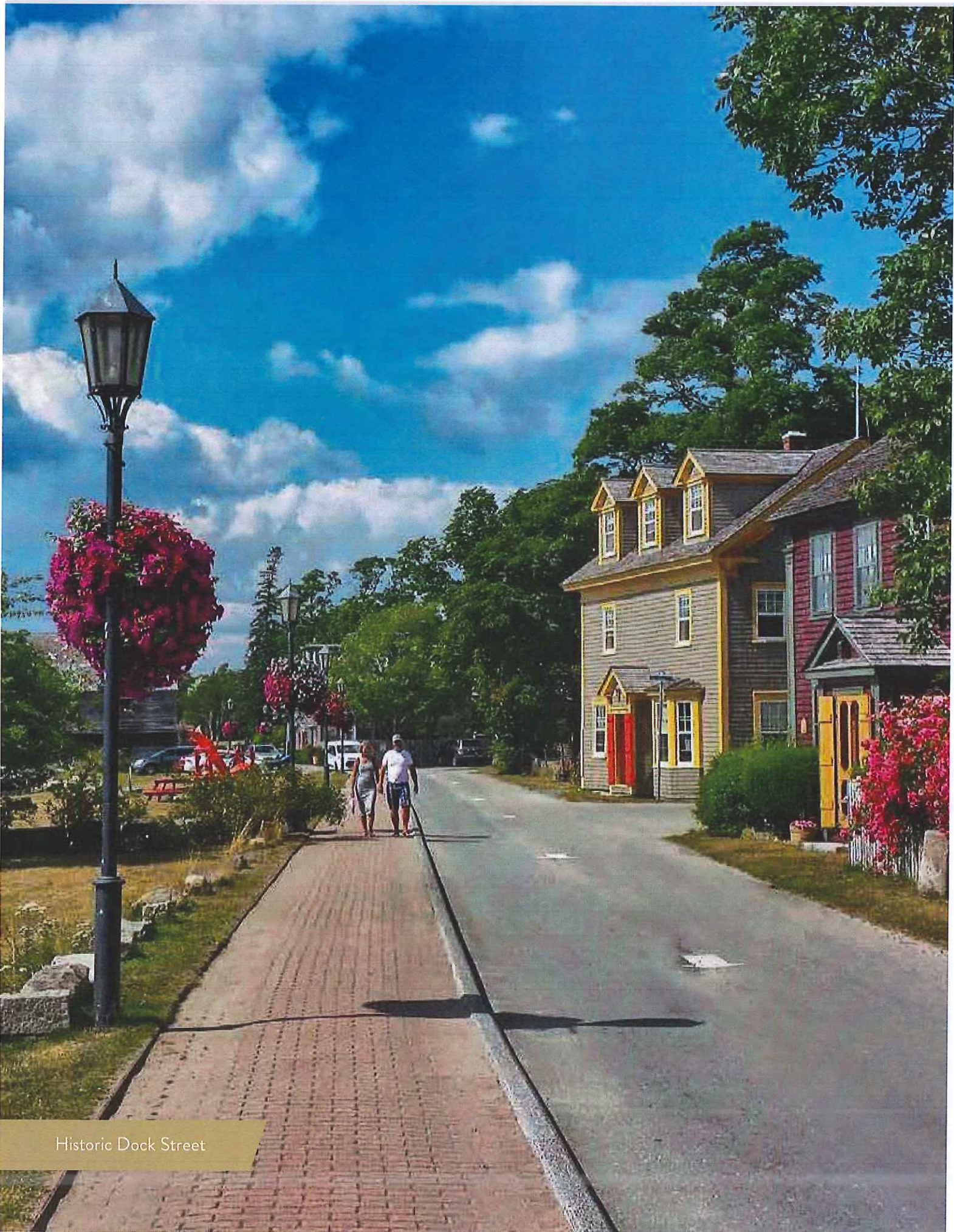
Adele Plaizer spins the disk during a game of Galentine's Spin the Polish on Feb. 13 at Yarmouth library. Participants took turns spinning the disk to find out what colour of polish they would be using to paint one of their nails or someone else's. The event was a partnership with Aidaen's Place Youth Wellness Centre which provided the nail polish, nail decals and sugar cookies as well as Kait, one of the program hosts.



Document #	D24-216
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T O W N O F S H E L B U R N E

Shelburne Town Council Strategic Plan 2024-2028

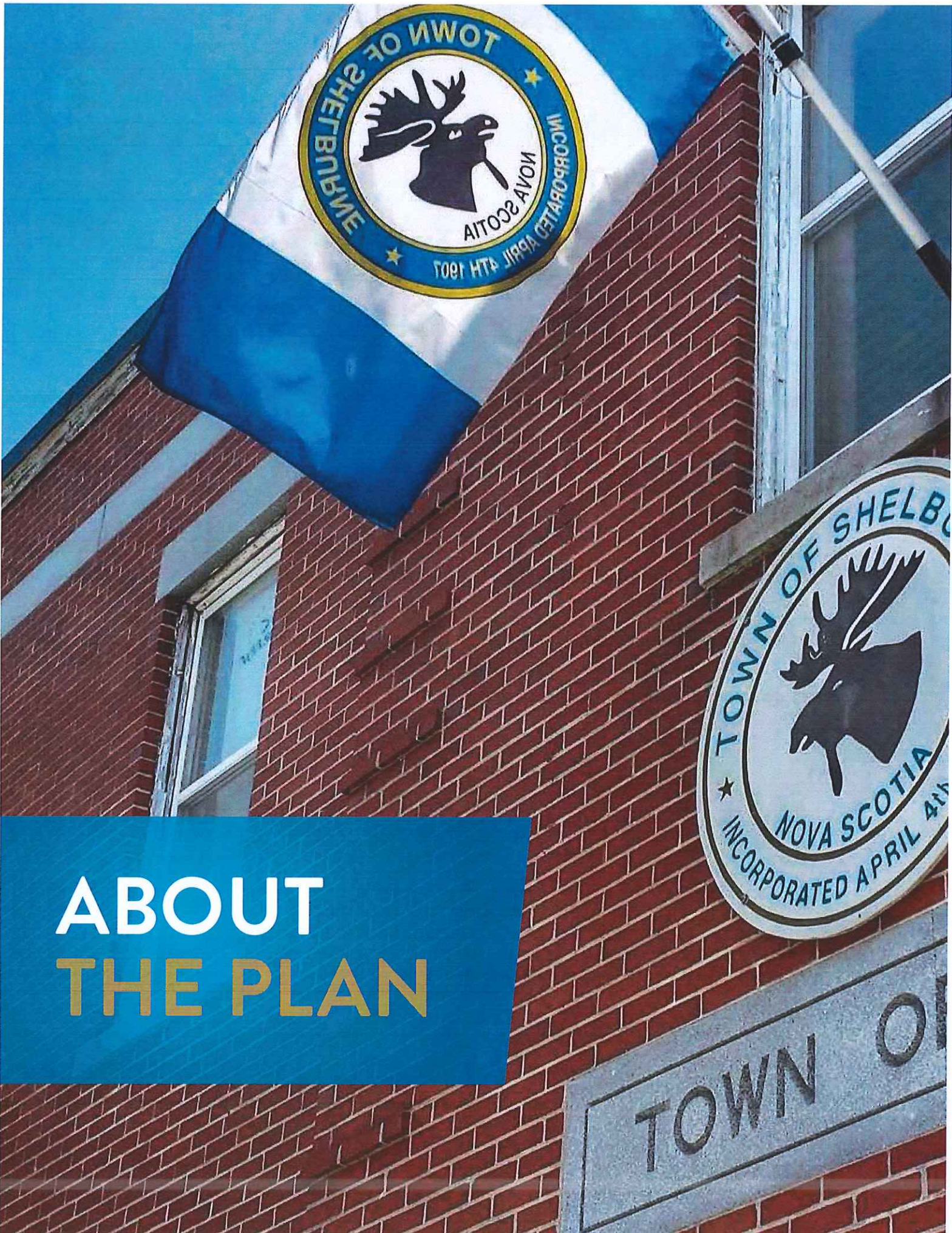


Historic Dock Street



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GOAL #4 – Grow Capacity	16



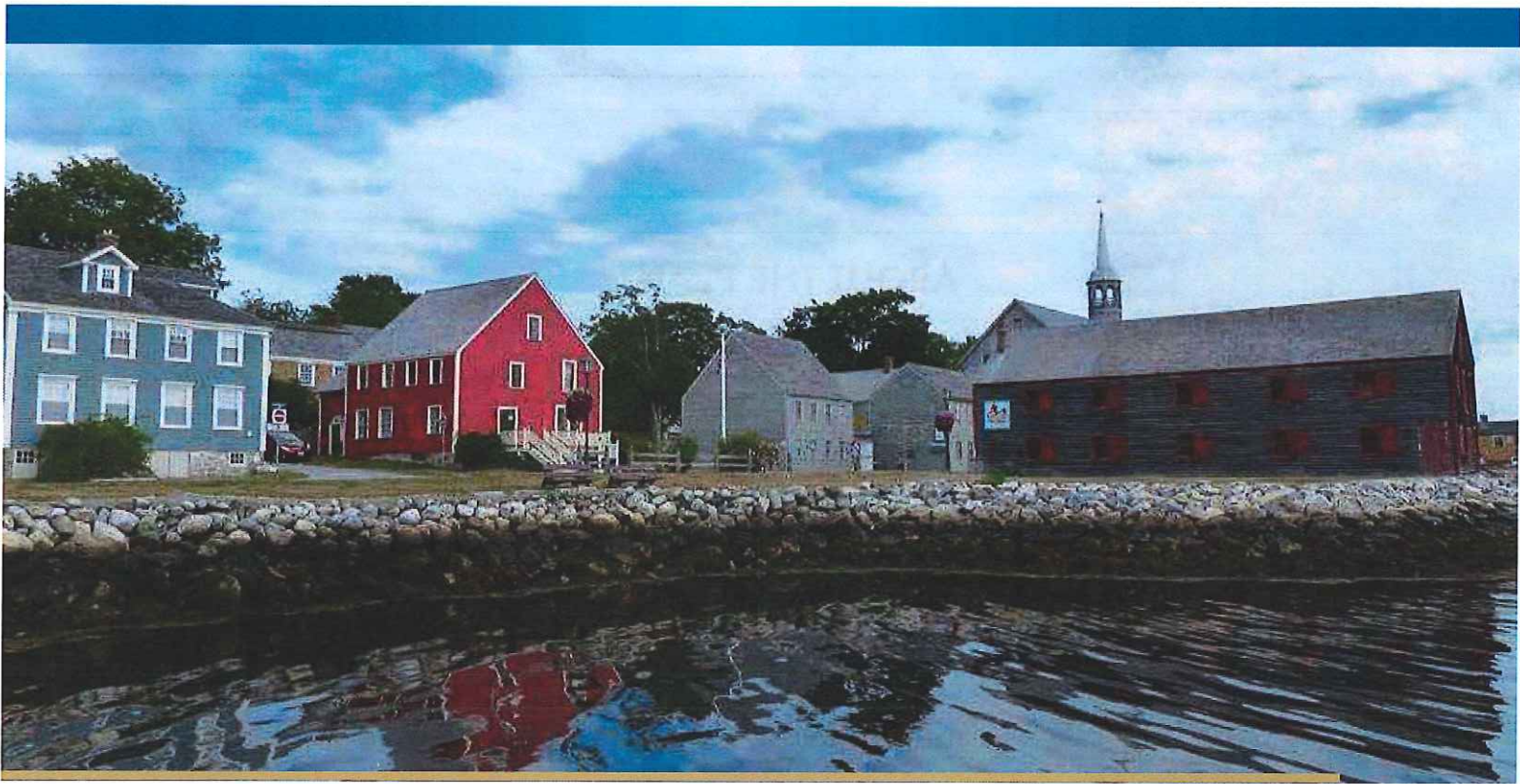
ABOUT THE PLAN



ABOUT THE PLAN

This plan is about moving forward together, as a community, toward a prosperous and sustainable future. It draws on prior planning work undertaken by the Town in many areas (as referenced throughout) to create a practical road map of the Town Council's strategic priorities for the next four years, how they will be implemented, and how to evaluate progress.

Due to Covid and staffing cuts in 2019-2020, progress in implementing the plan was impeded. However, with an improved financial position as of 2022-23, Council staffing felt it was an opportune time to re-focus on an updated plan.



INTRODUCTION TO THE PLAN

The Shelburne Town Council has established the following vision for the community:

TO BE THE BEST PLACE

TO LIVE, WORK AND VISIT.

FOUR GOALS ESTABLISHED AROUND THIS VISION FOR GROWTH form the basis of this Strategic Plan document. Each Goal is supported by three objectives with each objective linked to numerous practical strategies developed by Council and staff.

This Strategic Plan document is a four-year plan covering fiscal years 2024-2025, 2025-2026, 2026-2027 and 2027-2028.



In order to ensure the sustainability and relevance of the plan, the following salient points form part of the plan:

1. The plan is updated annually in conjunction with the initial stages of the annual budget process;
2. Implementation and timing of the various strategies is dependant upon financial and staff resources as determined by annual budget;
3. The securing of grants is a critical factor in the timing of various strategies, particularly those of a capital nature;
4. The strategic plan is determined by linking decisions of Council to a specific objective or strategy; and
5. The strategic plan provides a good reference in grant applications.

ANNUAL STRATEGIC PLANNING CYCLE

Tracking Progress

The Town Council understands that a strategic plan is only of value if it is implemented. The strategies outlined in this document are achievable and realistic measures have been developed to track progress toward Council's objectives. One significant plan measure will be an annual public satisfaction survey.

Annual updates of all measures will be provided to Council in the strategic plan report card, prepared by Town staff. Public satisfaction survey results will be included in the Council's annual newsletter.

Each year Council will review progress in the prior year, utilizing the strategic plan report card. They will reflect on the plan and make amendments as required to facilitate progress toward established goals.

Implementing the Plan

The implementation of the strategies set out in this document is the responsibility of Town staff with oversight and policy direction provided by Council.

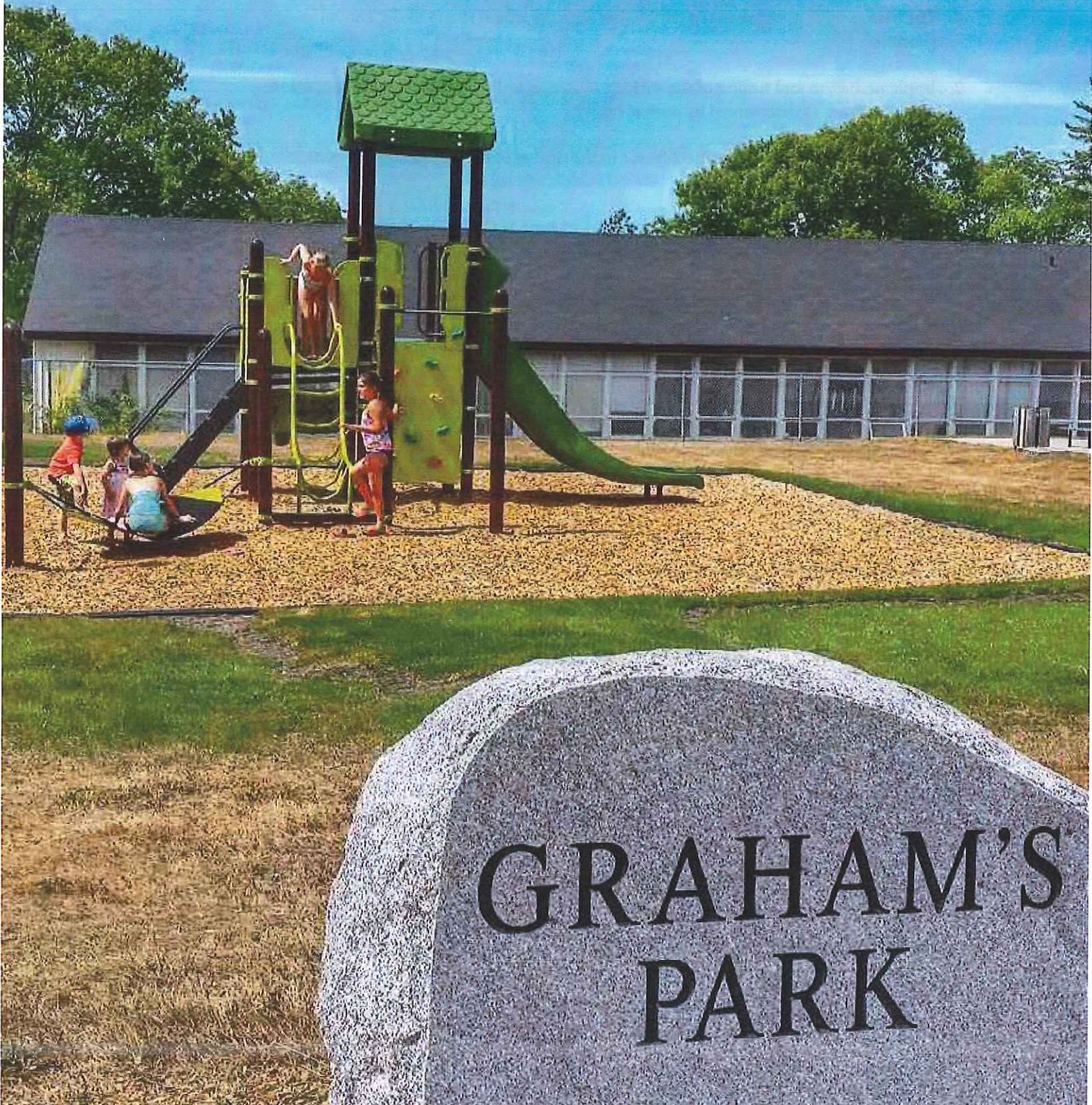
Budgets

Plan strategies will be reflected in the Town's annual operating, capital and water utility budgets and budget documents will demonstrate links to Council's objectives.

Staff Reports

Staff Reports will reference strategic plan links and will include reference to plan strategies advanced during the month.

“ This plan is about moving forward together, as a community,
toward a prosperous and sustainable future. ”





EXECUTIVE SUMMARY

VISION

To be the best place to live, work and visit.


GOALS



GOAL # 1

GROW EMPLOYMENT

The Shelburne Town Council identified growing employment as goal #1 in realizing its vision of becoming the best place to live, work and visit in Southwest Nova Scotia. Shelburne has excellent potential for growth and development and the Town will build on this by becoming development ready, creating opportunities for business, and maximizing the benefit of our harbour.



KEY MEASURES:

<p>Employment Rate</p> <p>Total Uniform Assessment</p> <p>Visitor Count</p>	<p>Census – Every 4 Years</p> <p>Assessment Roll – Annually</p> <p>Staff Report</p>
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OBJECTIVE 1.1

Becoming development ready

Good things may come to those who wait, but they will pass by those who are unready to receive them. Objective 1.1 supports growing employment by good planning and development related information.

STRATEGIES:

- Improved planning to encourage development
- Improve permitting processes
- Update inventories of Town properties

SUPPLEMENTARY MEASURE:

Building Permits Issued: Staff Report – Monthly

OBJECTIVE 1.2

Creating opportunities for business

Shelburne has a lot to offer entrepreneurs and existing businesses looking to expand. Objective 1.2 supports growing employment by taking a proactive approach to business attraction, marketing and tourism promotion.

STRATEGIES:

- Development and implementation of Economic Development Plan

- Targeted business development/attraction efforts addressing outflow from local economy
- Lower the commercial tax rate
- Develop and implement Tourism and Events strategy in collaboration with other units and Chamber of Commerce
- Develop and implement Marketing Plan in collaboration with other units and Chamber of Commerce

SUPPLEMENTARY MEASURE:

Tourism Exit Survey: Staff Report – Monthly

OBJECTIVE 1.3

Maximizing the benefit of our harbour

The Shelburne Harbour is the third-best natural harbour in the world and offers significant potential for increased economic activity. Objective 1.3 supports growing employment by taking a strategic approach to maximizing the benefit of our harbour.

STRATEGIES:

- Update visioning process for harbour with community / MDS
- Grow Shelburne Marine Terminal with long-term capital plan
- Continue to identify market port and harbour opportunities

SUPPLEMENTARY MEASURE: Port Revenues: YTD

Financial Detail



Marine Terminal, Shelburne Harbour

GOAL #1 - GROW EMPLOYMENT

Objective Strategy

1.1

Complete process
Improve permitting processes Update
inventories of Town properties

1.2

Develop and implement Economic Development Plan
Lower Commercial Tax Rate
Targeted business development/attraction efforts
Implement Tourism and Events strategy in collaboration with other units and Chamber of Commerce
Develop and Implement Marketing Plan in collaboration with other units and Chamber of Commerce


1.3

Update visioning process for harbour with community
Continue to restructure Shelburne Marine Terminal
Continue to identify market port and harbour opportunities

GOAL # 2

GROW COMMUNITY

Growing community is the Shelburne Town Council’s goal #2 in realizing the vision of becoming the best place to live, work and visit in Southwest Nova Scotia. Shelburne residents appreciate our unique small-town atmosphere, safe and friendly neighborhoods and excellent quality of life. The Town will build on this by attracting and retaining residents, contributing to our neighbourhoods, and strengthening our community, and lowering the residential and the water and sewer rates.



KEY MEASURES:

Population Count	Census – Every 4 Years
Deed Transfer Revenue	YTD Financial Detail – Monthly
Resident Survey – Quality of Life	Resident Survey – Annually

OBJECTIVE 2.1

Attracting and retaining residents

A community is its residents and Shelburne’s are a welcoming sort, inviting new and returning residents to enjoy the advantages of life in Shelburne. Objective 2.1 supports growing community by taking a pro-active approach to resident attraction and retention.

STRATEGIES:

- Compile and publicize vacant lands for development
- Develop and implement a strategy to address accessibility in town owned facilities and its operations.

SUPPLEMENTARY MEASURE:

Dwelling Count: Assessment Roll - Annually

OBJECTIVE 2.2

Contributing to our neighborhoods

Shelburne enjoys safe neighborhoods and a beautiful natural environment. The Town recognizes the importance of these shared community assets and the benefits they provide to residents. Objective 2.2 supports growing community by contributing to the sustainable development of our neighborhoods in line with the needs of residents.

STRATEGIES:

- Invest in parks, trails, green spaces and recreational opportunities in all areas of Town
- Improve signage in the community
- Improved active transportation planning
- Support for development of housing stock to meet all community needs
- Continue Pinegrove Cemetery plan and renovations
- Complete Phase 2 and 3 of a rejuvenation of the old landfill site into a green area

SUPPLEMENTARY MEASURE:

Active Transportation Routes: Unified Staff Report – Annually

OBJECTIVE 2.3

Strengthening our community

The Council understands that a Town is more than a public corporation responsible for the delivery of services; it is at the heart of our community, supporting residents and community groups working to move Shelburne forward. Objective 2.3 supports growing community by strengthening community ties.

STRATEGIES:

- Support our Public Art Policy
- Enhanced community events role in partnership with Events Shelburne
- Work with the African Nova Scotian Community to highlight its historical prominence.
- Inclusive partnerships

- Implement measures to foster community pride (mini-events, clean-ups, etc.) with groups
- Volunteer sector support and promotion
- Support and implement age-friendly community participation initiatives
- Improved public safety – traffic planning/control (crosswalk flags, signage improvements, crosswalk lights), neighborhood watch, better alignment of Town and RCMP priorities, etc.

- Support availability of day care services to benefit residents and businesses
- Press provincial and federal governments for improved services

SUPPLEMENTARY MEASURE:

Arts Expenditures: YTD Financial Detail – Monthly

GOAL #2 - GROW Community

Objective	Strategy
2.1	Compile and publicize properties for development Develop and implement a strategy to address accessibility in town owned facilities and its operations
2.2	Invest in Town parks/trails/greenspaces in all areas Improve active transportation planning Support development of housing stock to meet all community needs Complete long-term cemetery plan Complete Phase 2 and 3 of a rejuvenation of the old landfill site into a green area Improve signage in the Community
2.3	Support our Public Art Policy Enhance community events role in partnership with Events Shelburne Support community pride Support and promote voluntary sector Develop and implement age-friendly initiatives Maintain and improve public safety Support day-care availability for residents Press Prov/Fed governments on services Work with the African Nova Scotian Community to highlight its historical prominence Inclusive Partnerships Improved Public Safety

GOAL # 3

GROW PARTNERSHIPS

Realizing the vision of becoming the best place to live, work and visit in Southwest Nova Scotia isn't something the Town can do on its own, that's why growing partnerships is the Town Council's goal #3. Building on the strengths of our residents, businesses and community organizations, the Town aims to bring our collective capabilities to bear. The Town will grow partnerships by working through community, strengthening existing cooperation, and leveraging partner contributions.



KEY MEASURES:

Recreational/Cultural Property	Staff Report – Monthly
Service Delivery Partnerships	Staff Report – Annually
Sale of Services Revenues	YTD Financial Detail

OBJECTIVE 3.1

Working through community

Residents and groups rely on community recreational and cultural infrastructure to deliver programs and services to residents. Objective 3.1 supports growing partnerships by looking to partners for new ways to utilize community infrastructure to the benefit of all residents.

STRATEGIES:

- Invest in community recreational and cultural infrastructure
- Revitalization of Grovestine Recreation Complex
- Expand partnerships with community groups, institutions, other municipalities and First Nations for the delivery of recreational and cultural programs

OBJECTIVE 3.2

Strengthening existing cooperation

With limited resources, the Town of Shelburne cooperates with local and regional partners to do more with less. Objective 3.2 supports growing partnerships by building on established ties.

STRATEGIES:

- Align with regional tourism and economic development partners to maximize benefits of participation

- Explore opportunities to expand on shared services / partner on capital projects with neighbouring municipalities and the private sector
- Continue discussions on consolidation

OBJECTIVE 3.3

Leveraging partner contributions

The Town receives only a small fraction of tax revenues collected from residents. Returning the rest to our community requires leveraging contributions from the provincial and federal governments. Objective 3.3 supports growing partnerships by leveraging public and private resources to the benefit of Town residents.

STRATEGIES:

- Utilize capacity to identify and pursue federal/provincial funding contributions
- Partner with community groups and organizations to access additional funding opportunities
- Establish partnerships with the private sector to promote investment in community infrastructure
- Inclusive partnerships

SUPPLEMENTARY MEASURE:

Grants Received: Staff Report – Monthly



Shelburne Guild Hall


GOAL #3 - GROW PARTNERSHIPS

Objective	Strategy
3.1	<ul style="list-style-type: none"> Invest in recreational/cultural infrastructure Pursue revitalization of Grovestine Recreation Complex Expand recreational/cultural service partnerships
3.2	<ul style="list-style-type: none"> Align with regional tourism / economic development Explore opportunities to expand shared services Continue discussions on amalgamation
3.3	<ul style="list-style-type: none"> Identify and pursue Prov/Fed funding Partner with community groups to access additional funding opportunities Establish partnerships with private sector to promote investment in community infrastructure

GOAL # 4

GROW CAPACITY

Council's goal #4 is growing capacity; to realize its vision of becoming the best place to live, work and visit in Southwest Nova Scotia the Shelburne Town Council understands the importance of building our capacity to act effectively. The Town of Shelburne has assembled a strong team, increasingly capable of realizing the Council's vision. Together with its dedicated staff, the Council will grow capacity over the next four years by investing in Town infrastructure, enhancing organizational effectiveness, and achieving fiscal sustainability.



KEY MEASURES:

<p>5-Year Capital Purchases</p> <p>Resident Survey – Quality of Life</p> <p>5-Year Capital Reserve Transfers</p>	<p>Provincial FCIs – Annually</p> <p>Resident Survey – Annually</p> <p>Provincial FCIs – Annually</p>
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OBJECTIVE 4.1

Investing in Town Infrastructure

Towns across Canada are facing a significant infrastructure gap. Tackling the tremendous challenge of closing this gap requires getting smart about investing in Town infrastructure. Objective 4.1 supports growing capacity by equipping the Town with the tools to make smart investments in a sustainable future.

STRATEGIES:

- Follow up on the engineering report addressing water, wastewater and storm water challenges
- Continue GIS mapping and condition assessment for all infrastructure assets
- Undertake ARO
- Develop an Asset Management Plan for the maintenance and replacement of all infrastructure assets and integrate with long-term capital budget
- Develop a strategy to expand access to water services to additional town area rate payers

OBJECTIVE 4.2

Enhancing Organizational Effectiveness

The Council understands the importance of the services the Town provides to residents. A dedicated and capable staff is a key component in ensuring the effective delivery of services. Objective 4.2 supports growing capacity by utilizing the strengths of our staff to enhance organizational effectiveness.

STRATEGIES:

- Review internal process improvement (to improve efficiencies)
- Continue resident interaction (enhanced customer service, website /social media communications,
- Human resources development (employer of choice, engaged and motivated workforce)
- Focus on succession planning ie. Finance Director and Public Works Director positions
- Plan for impact of a 112 bed nursing home and related housing growth on our infrastructure

OBJECTIVE 4.3

Achieving Fiscal Sustainability

Numerous fiscal challenges confront Towns in today's municipal environment. In the face of these significant challenges the Town will only continue to act effectively if long-term fiscal sustainability – a balance between resources and needs – can be achieved.

Objective 4.3 supports growing capacity by taking steps toward fiscal sustainability, proactively confronting challenges to our ability to act effectively.

STRATEGIES:

- Update fee schedule / explore alternative revenue sources
- Dispose of surplus properties
- Disposal of old water tower
- Reduce the water and sanitary sewer rates

- Rationalize Town facilities
- Pursue sustainable tax-effort policies (low-income support programs)
- Review and update lease agreements

SUPPLEMENTARY MEASURE:

Lands Disposed/Developed: Staff Report –Quarterly

GOAL #4 - GROW CAPACITY

Objective	Strategy
4.1	<p>Complete condition assessments and mapping</p> <p>Develop comprehensive Asset Management Plan</p> <p>Develop a long-term Water Strategy</p> <p>Follow up on engineering report addressing water, wastewater and storm water challenges</p> <p>Undertake Asset Retirement Obligation project</p>
4.2	<p>Pursue internal process improvement</p> <p>Continue resident interaction / customer best practice</p> <p>Human resources development</p> <p>Plan for impacts of a 112 bed nursing home and related housing growth on our infrastructure</p> <p>Focus on succession planning</p>
4.3	<p>Update fee structure / explore new revenue sources</p> <p>Dispose of surplus properties</p> <p>Rationalize Town facilities</p> <p>Pursue sustainable tax-effort policies</p> <p>Disposal of old water tower</p> <p>Review and update lease agreements</p>

REPORT CARD – 20 MEASURES

GOAL #1 – GROW EMPLOYMENT

Employment Rate	Census	Every 4 Years
Total Uniform Assessment	Assessment Roll Staff	Annually
Visitor Count	Report	Annually
Building Permits Issued	Staff Report	Quarterly
Port Revenues	YTD Financial Detail	Quarterly

GOAL #2 – GROW COMMUNITY

Employment Rate	Census	Every 4 Years
Population Count	Census	Every 4 Years
Deed Transfer Revenue	YTD Financial Detail	Quarterly
Dwelling Count	Assessment Roll	Annually

GOAL #3 – GROW PARTNERSHIPS

Service Delivery Partnerships	Staff Report	Annually
Sale of Services Revenues	YTD Financial Detail	Annually
Grants Received		Annually

GOAL #4 – GROW CAPACITY

5-Year Capital Purchases	5-	Provincial FCIs	Annually
Year Capital Reserve Transfers		Provincial FCIs	Annually
Lands Disposed/Developed		Staff Report	Annually



List of Potential Priorities to be ranked

Office relocation
Phase 2- Landfill site
Increase Reserve Balance
Nursing Home- prepare
Lower tax rate
Consolidation
By-law review
Specialized services contracts
Land-use by-law
Sale of surplus properties
Review and update leases
Marine terminal upgrades
Revitalize Grovestine Recreation Complex
Upgrade water systems
Upgrade wastewater systems
Asset Management
Asset Retirement Obligation
Roads/Trails
Accessibility



T O W N O F S H E L B U R N E

168 Water Street | P.O. Box 670 | Shelburne, Nova Scotia | B0T 1W0
902.875.2991 | shelburnens.ca

2024/25 Grant Information

Organization	Amount Requested	Type of Grant Applied For	Funds to be used for	Amount Recommended by CP&V	Final Amount Approved by Council
Barrington Ground Search & Rescue	\$ 1,680.00	one time operating grant	maintenance on vehicles and equipment	\$1,680.00	
Black Loyalist Heritage Society	\$ 2,000.00	one time operating grant	Journey to Birchtown event	\$750.00	
Community Garden and Food Share Association	\$ 500.00	One time development grant	garden tools	\$200.00	
George Street Shipyard Mill Society	\$ 1,500.00	One time development grant	upkeep	\$650.00	
Guild Hall Summer Series	\$ 600.00	one time operating grant	to offer two more shows than last year - 11 total	\$600.00	
Hillcrest Breakfast Program	\$ 1,000.00	one time operating grant	food to help with breakfast program	\$1,000.00	
Lions Club	\$ 2,000.00	one time operating grant	upgrades to kitchen	\$2,000.00	
Marta Stork	\$ 500.00	One time development grant	Halloween pet parade - prizes and treats	\$200.00	
Pet Projects	\$ 2,000.00	one time operating grant	spay/neutering/medical expenses	\$750.00	
Robert Stork - Osprey Arts Centre	\$ 2,000.00	one time operating grant	expanding programs	\$750.00	
Shelb. Co Rescue Feral Cats/Kittens	\$ 1,000.00	one time operating grant	vet bills	\$750.00	
Shelburne County Agricultural Exhibition	\$ 750.00	One time development grant	adding of water lines to camp sites	\$750.00	
Shelburne County Chronic Illness Fund	\$ 2,500.00	one time operating grant	provide financial assistance to people with chronic illness	\$750.00	
Shelburne County Garden Club	\$ 500.00	one time operating grant	purchase of flowers for various places in town	\$200.00	
Shelburne Curling Club	\$ 2,000.00	One time development grant	Chiller replacement	\$750.00	
Shelburne Guild Hall Market	\$ 1,000.00	one time operating grant	supplies, marketing etc.	\$750.00	
Shelburne Historical Society	\$ 2,000.00	one time operating grant	overall operations	\$750.00	
Shelburne Sailing School Association	\$ 2,000.00	one time operating grant	help with costs of programs for participants	\$750.00	
Southwest Nova Transition Housing - Juniper House	\$ 2,000.00	one time operating grant	wages, office supplies	\$750.00	
Southwest Nova Biosphere	\$500.00	One time development grant	Tourism promotion, operations support	\$0.00	
Sou'West Nova Transit	\$6,000.00	one time operating grant	General operating support/fare reduction support	\$1,000.00	
Village Dale Community Association - Food Security	\$ 1,000.00	one time operating grant	food pickup and delivery	\$0.00	
	\$35,030.00			\$15,780.00	

Document #	D24-316
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Agenda	<input checked="" type="checkbox"/>
Committee	



Meeting Minutes
Community Participation & Volunteerism Committee
Wednesday February 7th, 2024
6pm- Community Centre, Mt Rm B
APPROVED

Committee Members Present:

Bonnie Mahaney, Chair / Public Member
Mary Ayer / Public Member
Jill Webb/Town Staff Member
Sheldon Ringer/Deputy Mayor

Regrets:

Ben Nickerson / Council Member
Andrea Huskilson-Townsend / Public Member
Deby McAlpine/Public Member
Mike Elliott/Public Member

Document #	
D24-317	
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1. Call to Order

Chair Mahaney called the meeting to order at 6:00p.m.

2. Approval of Agenda

Ayer-Ringer

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for February 7th, 2024 be approved as presented.

CARRIED

3. Approval of Minutes

Ringer-Ayer

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on November 8th. 2024, be approved as presented.

CARRIED

4. Business Arising

Chair Mahaney asked who was hosting the Volunteer Reception this year, Jill will find out.

Chair Mahaney told the Committee that Mike Elliott has given his resignation and wanted to thank him for all his help on the committee.

5. Delegations

None

6. Correspondence

a) Thank you letter Holly Renaud

Jill presented a Thank you letter written to Holly Renaud thanking her for her time and commitment to the CP&V Committee for the last several years. Chair Mahaney asked Jill to write another one for Mike.

Jill told the committee that she had a call from the Rosalin Nickerson Care Fund asking if they would be able to use our props from Whoville for an upcoming event. The committee discussed and decided they would not be loaning out the props at this time as they were in storage and are quite heavy and delicate.

7. CP&V Items

a) Volunteer of the Month – March, April, May

Several names were discussed to be recognized for upcoming Volunteer of the Month.

b) Who-ville Recap

The committee discussed the event and said it was fabulous. There was a good turnout and everyone enjoyed themselves. They did discuss that next year it might be better to make it 1 hour instead of 1.5 hours and music while everyone is waiting was such a good idea.

c) Christmas Light Contest

Jill told the committee that there was not much interest, we only had 3 entries and they all won a prize. It was suggested that maybe the committee takes the pictures and then posts them on Facebook.

8. New Business

a) Grants to Organizations

The committee discussed the applications and made recommendations for amounts given. This will go to Council for final approval.

b) Cruise Ships

The committee asked if there were going to be any cruise ships coming into port this year and Councillor Ringer explained that we will know more after budget if the ACCA membership fees are paid and what is happening with the wharf.

9. Next Meeting: TBD

10. Adjournment

Ayer

THAT the CP & V Meeting for Wednesday February 7th, 2024, be adjourned at 7:15pm.

CARRIED

Western Counties Regional Library

Board Meeting

December 7, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, December 7, 2023 in the Board Room of the IWK Memorial Library building.

Present:

Mayor Ben Cleveland, Vice-Chair, Town of Digby
Councillor Kathy Bourque, Municipality of Argyle
Councillor Carl Deveau, Municipality of Clare
Councillor George Manzer, Municipality of Digby
Councillor Doris Townsend, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Deputy-Mayor Elizabeth Acker, Town of Shelburne
Councillor Wade Cleveland, Town of Yarmouth
Ellen Burton, Yarmouth Public Library & Museum
Patti Simpson, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

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Regrets:

Louann Link, Shaun Hatfield, Kent Balish

Via Zoom:

Patti Durkee, Wade Cleveland, Patti Simpson

Absent:

Vacant - Shelburne Library Building Association
Vacant - Province of Nova Scotia

1. Call to Order

The Board Vice-Chair, Ben Cleveland, called the meeting to order at 1:04 p.m.

2. Adoption of Agenda

Two items were added to the agenda:

10.3 Memberships Policy and 10.4 Members with Print Disability Policy

It was moved by George Manzer and seconded by Carl Deveau:

“That the agenda, with the two additions, be approved as circulated.”

Motion carried

3. Minutes of the Previous Meetings

The minutes of the September 28, 2023 board meeting were circulated. Ben Cleveland noted that his municipality was listed incorrectly under those Present. It was moved by George Manzer and seconded by Wade Cleveland:

“That the minutes of the September 28, 2023 board meeting, with the one correction, be approved as circulated.”

Motion carried

4. Business Arising from the Minutes

4.1 Land Acknowledgement

A Land Acknowledgement Statement and Guidelines was circulated. Board members commended the staff on their thoughtful approach. It was moved by Wade Cleveland and seconded by Carl Deveau:

“That the Land Acknowledgement Statement and Guidelines be accepted as an operation policy.”

Motion carried

5. Chair's Report

With the Chair being out until the end of the year, there is no Chair's Report.

6. Library Boards Association of Nova Scotia (LBANS) Representative Report

Erin indicated that at the board meeting in September, a decision was made to revoke WCRL's membership from LBANS, and that Erin was to send a letter to LBANS informing them of the decision. WCRL received a letter from LBANS in October requesting that the Board consider the future of the association and WCRL's role in the association. The board discussed this request and came to the same conclusion – that WCRL will no longer be a member of LBANS.

The Board asked Erin to write a letter to LBANS advising them that WCRL will not be renewing its membership with LBANS in 2024.

7. Director's Report on Management Activities

The Director's Report on Management Activities was circulated. Erin noted that Management, especially the branch managers, spend a good amount of time managing the 10 branches and headquarters and this does not leave them much time to complete other tasks. Erin continues to reprioritize annual goals to deal with time-sensitive matters and this is resulting in project delays. Board Members understood and expressed their support.

8. Financial Statement

The October 31, 2023 Financial Statement was circulated. Erin noted that this statement does not include any retro paid on the wage increase. As of November 30, the salaries, extra coverage hours and benefits were within expected ranges. It was moved by Elizabeth Acker and seconded by Doris Townsend:

“That the October 31, 2023 Financial Statement be accepted as presented.”

Motion carried

9. Negotiations Committee

9.1 Wage Re-opener Meeting Report

Patti Simpson reported that on October 17, she and Erin met with Carl Crouse and two members of CUPE Local 2530 to review two options for the wage renegotiation. One was accepted and sent to members for a vote. The Union accepted the wage increase offer and retro was paid in November.

During the meeting, both parties agreed that contract negotiations could start earlier than normal and that talks could begin on items that would have little or no financial impact to WCRL.

10. Policy Review and Recommendations

10.1 Social Media Policy

The Social Media Policy was circulated. It was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the Social Media Policy be approved as presented.”

Motion carried

10.2 Photography and Videos in the Library Policy

The new Photography and Videos in the Library Policy was circulated. It was moved by Carl Deveau and seconded by George Manzer:

“That the Photography and Videos in the Library Policy be approved as presented.”

Motion carried

10.3 Memberships Policy

Erin indicated that the Memberships Policy was updated for accuracy.

It was moved by Carl Deveau and seconded by Doris Townsend:

“That the changes to the Memberships Policy be approved as presented.”

Motion carried

10.4 Members with Print Disability Policy

Erin indicated that the Members with Print Disability Policy was updated for accuracy.

It was moved by Elizabeth Acker and seconded by Doris Townsend:

“That the changes to the Members with Print Disability Policy be approved as presented.”

Motion carried

11. Cargo Van

Erin mentioned that she received notification that the Ford Transit Connect that was on order was cancelled because the Transit Connect is no longer being sold in Canada. She will start looking for a replacement. At the December 8, 2022, a motion was made to allow up to \$60,000 for a new vehicle, and at the September 15, 2023, an additional \$5,000 was accepted. She is unsure if \$65,000 will be enough as she may have to purchase a larger cargo vehicle. It was moved by Elizabeth Acker and seconded by George Manzer:

“That up to \$80,000 be allowed for the purchase of a new vehicle.”

Motion carried

12. Correspondence

12.1 Letter to Minister CCTH

A letter was sent to the new Minister of Communities, Culture, Tourism and Heritage informing him of our financial situation. The Provincial Librarian informed the Council of Regional Librarians (CORL) that the Minister is aware of the overall library-funding situation and that a committee will be created to review library funding. Representation across the province is important. Ben Cleveland agreed to put his name forward to represent WCRL.

12.2 Thank you letter from patron

Erin read a letter from a Yarmouth patron who wished to let the Board know how great the Yarmouth staff are.

12.3 Letters to Municipalities

Erin wished to discuss the draft letter to municipalities regarding WCRL's funding situation. Board members suggested requesting extra municipal funding to help cover some of next year's projected deficit. The Board asked Erin to email members with what she thought was a suitable request for extra funding and to seek approval from board members on the extra amount before sending letters to municipalities. Erin was also asked to include a summary of library services with the letter.

13. Other - None.

14. Around the Table - None

15. Next Meeting

Thursday, March 21, 2024 at 1:00 p.m.

16. Adjournment

On a motion from Kathy Bourque, the meeting adjourned at 2:14 p.m.

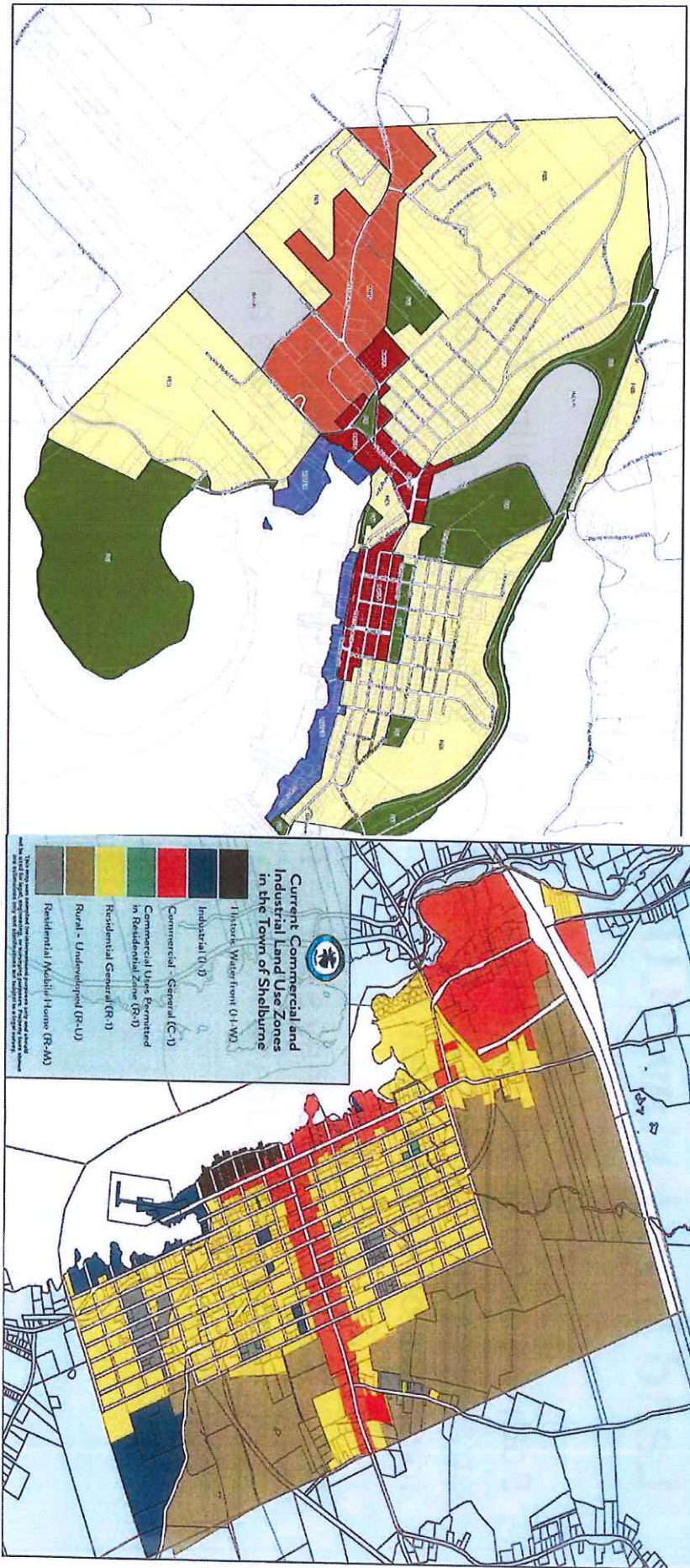
What is a Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB)?

Both are documents that regulate land use in a municipality. The MPS is a strategic plan that is future oriented, where the LUB is more detailed and focusses on development today.

For example, an MPS may say the Town will require a minimum number of parking stalls; the LUB would state the number of parking stalls per unit/sq ft required..

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What is a MPS and LUB?



Why review now?

The province requires review of planning documents every 10 years.

The province requires review of planning documents every 10 years (requirement introduced 2019) to ensure provincial land use requirements are met. The Town's MPS was last reviewed in 1988. Provincial requirements for land use planning:

- *The Municipal Government Act,*
- *Minimum Planning Requirements Regulation,*
- *Engagement Programs Content Regulation,* and
- *Statements of Provincial Interest.*

Why review now?

The Town has changed since the last MPS review:

- Aging population: 5.8% over 65 in 1991; 27% over 65 in 2021
- Reduced population: 1,686 in 2011 to 1,644 in 2021 (-42)
 - ...but increased number of dwellings: In 2011 there were 903 dwellings, increased to 917 in 2021 (+14)
- Increased in-migration, mostly intra-provincial (230 persons in 2016-2021) and inter-provincial (85 persons 2016-2021)
 - ...but also has a large established community with 1475 households third generation + (90% of all households)

Town of Shelburne

MPS and LUB Review

Scope Options

Essential Review

- Limit review to essential updates only (Provincial requirements), no additional topics
- Public engagement in keeping with policy

Limited Review

- Cover essential updates, limited additions to the MPS and LUB to the consideration of:
 - Affordable Housing, Infrastructure, and Streamlining processes.
- Limited use of new tools (ex. infrastructure charges, inclusionary zoning)
- Public engagement in keeping with policy

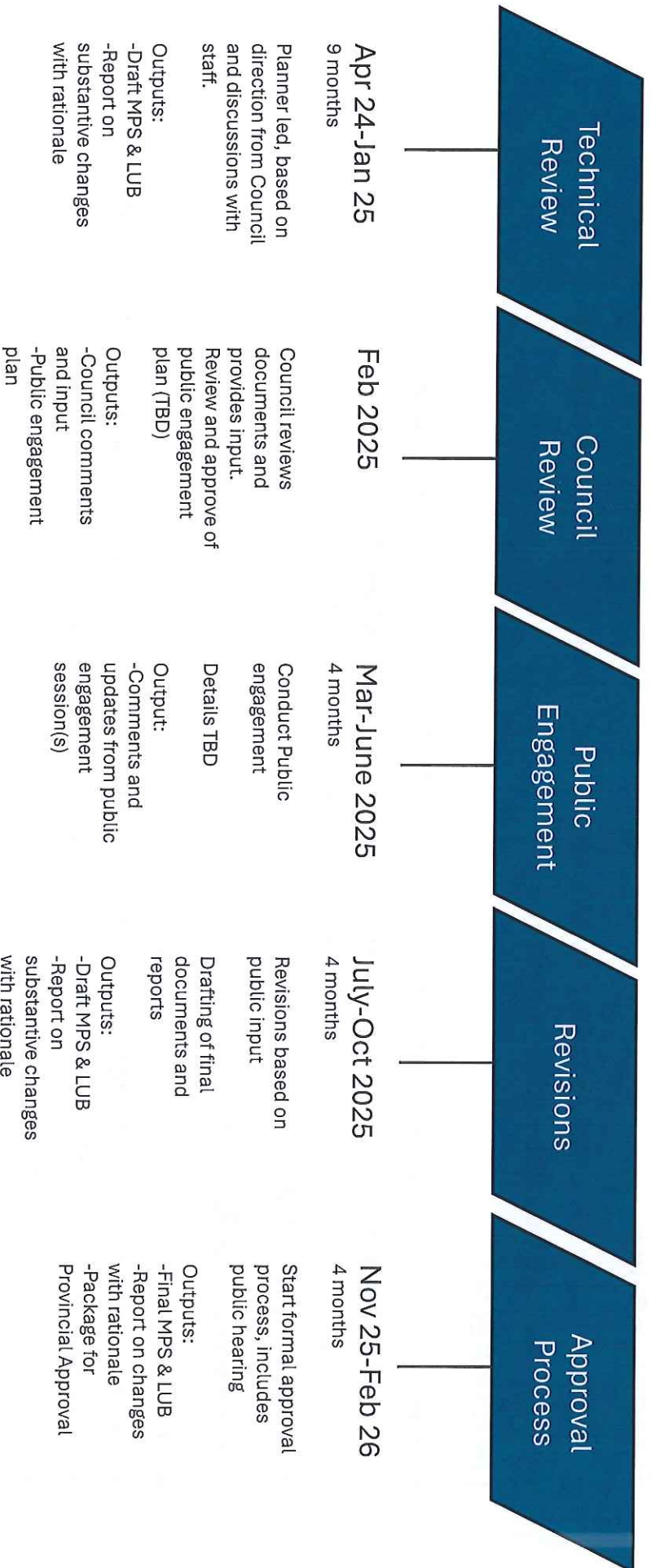
Comprehensive Review

- Any topics relevant to land use planning may be explored
- Additional public engagement, could include creation of a Planning Advisory Committee (PAC)
- Use new planning tools (ex. infrastructure charges, inclusionary zoning)
- Possible additional studies to address topics raised

Town of Shelburne

MPS and LUB Review

Limited Review - Timeline



Town of Shelburne

MPS and LUB Review

Content Detail Example: Parking

- Minimum Number of Stalls
- Accessible Stalls

Required

- Permeable surfaces
- Shade for cars
- Pedestrian corridors

Guidance-Optional

Town of Shelburne

MPS and LUB Review

Scope Options

	Pros	Cons
Limited Updates	<ul style="list-style-type: none">• Allows for some topics to be addressed• Aligns with available resources• Allows for public engagement on some topics	<ul style="list-style-type: none">• May not address all topics
Comprehensive	<ul style="list-style-type: none">• Most robust public engagement• Address all relevant topics	<ul style="list-style-type: none">• Longest review• Potential need for additional resources
Essentials Only	<ul style="list-style-type: none">• Shortest review• Aligns with available resources	<ul style="list-style-type: none">• Does not address additional topics• Limited topics may reduce public input

Town of Shelburne
MPS and LUB Review

Recommendation

Limited Review

The MPS and LUB would be reviewed to:

- Ensure Provincial requirements are met, notably those found in: The Municipal Government Act, Minimum Planning Requirements Regulation, Engagement Programs Content Regulation, and Statements of Provincial Interest.
- Encourage the development of Affordable Housing;
- Ensure the efficient and effective use of Infrastructure;
- Streamline processes and requirements where feasible; and
- Update legislative references and clerical corrections as needed.

THAT Council directs staff to prepare updates the Town’s Municipal Planning Strategy and Land Use Bylaw, limited to those required under Provincial Legislation, related to Affordable Housing, Infrastructure and Streamlining of Processes, for Council Review prior to public engagement.

Town of Shelburne

MPS and LUB Review

Thank You!

Land Use Bylaw Updates Report

March 26, 2024

General Overview

On November 6, 2023 Council requested that staff prepare a report on updating the Town's Land Use By-Law.

Background

The Land Use Bylaw (LUB) regulates land use (ex. residential/commercial/industrial) and development (height, parking and application requirements) in the Town. It is a companion document to the Municipal Planning Strategy (MPS). The MPS provides high level direction through its objectives and policy statements, while the LUB is more of a working document that states the process, and criteria applicants must follow when applying for a development permit.

Under the *Minimum Planning Requirements Regulations*, a municipality must update the MPS every 10 years regulation (N.S. Reg. 140/2019 (2)c). If a municipality does not update its planning documents, the Minister of Municipal Affairs could formerly request a municipality update the MPS and related planning documents (MGA 214A (1)). The Province has required some municipalities, including Municipal District of Shelburne to complete their review/creation of new MPS and LUB by December 31, 2024. If a Council does not comply with the request, the Minister may establish an interim planning area and impose an MPS and LUB (MGA 214B (1)).

The last complete review of the Town's LUB and MPS was completed in 1988. Both documents since have undergone amendments (20 LUB; 4 MPS). The current MPS states that a review should take place within 5 years of adoption.

Below is a list of nearby municipalities and when the last review/adoption took place:

Municipality	Last Review/Adoption
Town of Lockeport	1986
Town of Yarmouth	2016
Town of Lunenburg	2021
Town of Bridgewater	In Progress
Town of Clark's Harbour	2011 (based on date from land use bylaw map)
Municipal District of Shelburne	In Progress
Municipal District of Barrington	2013
Municipal District of Lunenburg	In Progress
Municipal District of Yarmouth	2022
Regional Municipality of Queens	2022

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It is common practice to review, but not necessarily change, land use plans at 5-10 year intervals depending on growth, with higher growth than anticipated leading to a shorter review period.

More recently in March, the Government of Nova Scotia announced proposed legislative updates, that may impact public engagement, specifically advertisement requirements. This may have an impact on how the Town processes LUB and MPS amendments. An update to the Town's Public Engagement Policy may be made, depending on if/when changes to Provincial legislation are enacted and further direction from Council.

Analysis

Given the intertwined nature of the MPS and LUB, and the requirement to ensure both documents are aligned, an review of both documents would be required. Potential additional amendments to the Town's Subdivision Bylaw may be needed to align with the MPS and LUB.

There is an opportunity to incorporate recently provided data as part of the Housing Needs Assessment completed by the Province and review demographics data from the 2021 StatsCan Census for the area.

The current MPS and LUB are dated, but still contain relevant policies. As part of the *Minimum Planning Requirements Regulations* 10 year review, the Town will need to check alignment between the Town's MPS and LUB and the Provincial regulations, such as the Provincial Statement of Interest. There are also outdated references to the *Planning Act* in the current MPS and LUB which should be updated or removed.

The MPS and LUB has somewhat inconsistent and confusing requirements. For example, parking requirements in the LUB state 1 parking stall per residential unit; or 1.5 per unit of 6 or more units, meaning a 5-unit building would need 5 parking stalls, a 6 unit building would require 9 parking stalls (unless a variance is granted to reduced the required parking). In pocket communities, there is the additional requirement for an accessible parking stall (no other land use in the Town's LUB requires accessible stalls). These requirements could be streamlined and consider requiring accessible stalls in other land uses.

There is also increased development interest in and near the Town. It would be prudent to ensure any plans and requirements are in place prior to new development.

Scope

Broadly, the Town has three options for reviewing and potentially updating the MPS and LUB:

Essential Review

- Limit review to essential updates only (Provincial requirements), no additional topics
- Public engagement in keeping with policy

Limited Review

- Cover essential updates, limited additions to the MPS and LUB to the consideration of:
 - Affordable Housing;
 - Infrastructure; and
 - Streamlining processes.
- Limited use of new tools (ex. infrastructure charges, inclusionary zoning)
- Public engagement in keeping with policy

Comprehensive Review

- Any topics relevant to land use planning may be explored
- Additional public engagement, could include creation of a Planning Advisory Committee (PAC), prior to beginning technical review
- Use new planning tools (ex. infrastructure charges, inclusionary zoning)
- Possible additional studies to address topics raised

For the Essential and Limited options, topics not part of the Provincial requirements, or those listed under the Limited option, would be reviewed for clerical issues, document layout and overall alignment with other changes. Those topics are expected to remain largely unchanged.

Limited Review – Additional Topics

Below are examples of tools and initiatives that could be added to the MPS and LUB. These are meant for discussion purposes may or may not be incorporated into MPS and LUB amendments:

Infrastructure

- Aligning density (number of units) with available infrastructure; and
- Consideration of Infrastructure Charges under sections 81 or 274 of the *MGA* for proposed development where infrastructure is not available or insufficient.

Affordable Housing

- Definition of affordable housing;
- Potential regulation of Short Term Rentals (STRs);
- Creating a new residential zone; encouraging multi-units buildings and/or tiny homes in certain areas and/or subject to criteria;
- Providing 'bonus' units where an project includes affordable housing; and
- Explore inclusionary zoning, where affordable housing is required.

Streamlining

- Enact Site Plan approvals – Site plans are drawings or plan that includes written notations and can regulate buffering, retention of vegetation, lot grading, lighting,

driveway access, parking location, signage, management of stormwater, all in one binding document;

- Inclusion of non-binding guidance to assist applicants;
- Provide additional guidance on issuance of variances; and
- Clarify requirements and criteria for MPS and LUB amendments.

A more in-depth review of potential policy will be completed as part of the MPS and LUB review. Additional topics or policy areas may be added following direction from Council.

Project Outline and Timeline

Based on the limited scope, a project outline is below.

Technical Review

April 2024-January 2025

All 6 objectives, 46 policies in the MPS, and all requirements in the LUB would be reviewed to:

- Meet Provincial requirements are met, notably those found in:
 - [*The Municipal Government Act*](#),
 - [*Minimum Planning Requirements Regulation*](#),
 - [*Engagement Programs Content Regulation*](#), and
 - [*Statements of Provincial Interest*](#);
- Encourage the development of Affordable Housing;
- Ensure the efficient and effective use of Infrastructure;
- Streamline processes and requirements where feasible; and
- Update legislative references and clerical corrections as needed.

New policies may be added as needed, particular with respect to the efficient and effective use of infrastructure and affordable housing. Background information and other contextual information will be updated as needed, including updated population projections and background information.

Internal engagement with staff would be conducted throughout this phase.

Outputs would include draft amendments to the MPS and LUB as well as a report outlining the rationale for any substantive amendments.

Council Review

February 2025

Staff will provide the draft documents and a presentation to Council outlining the proposed amendments and take feedback. There may be an updated version of the documents prepared for a second Council review if needed. The scope of the changes could be review at this time as well. Council

could then direct staff to formally start the MPS and LUB amendment process by engagement the public on the draft documents.

Outputs would be revised documents and a draft public engagement plan.

Public Engagement

March 2025 – June 2025

A public engagement plan will be recommended by staff and reviewed by Council following review of the draft documents in February 2025. The extend of the public engagement may also be impacted by changes in Provincial legislation and Town policy regrading public engagement.

Tentatively, the public would engaged as part of an open house meeting and stakeholder interviews.

Revisions

July - October 2025

Revisions to the documents would be made based on public input. Outputs would include final drafts of the MPS and LUB, as well as support report to Council on the substantive amendments and outlining the process to date.

Approval Process

November 2025 - February 2026

The draft MPS and LUB would be brought forward to Council for first reading. This would be followed by advertisement of a public hearing. Following the public hearing, Council would consider the amendments for second and final reading. Following second reading, the MPS and LUB would be subject to a 60 day review by the Province (for minor amendments this is can be 30 days).

Summary

The review of the MPS and LUB is expected to take approximately 22 months with the Senior planner working, on average, 18 hours per week.

	Time Frame	Senior Planner Hours Estimate
Technical Review	April 2024 - January 2025	1000
Council Review	February 2025	50
Public Engagement	March 2025 – June 2025	150
Revisions	July 2025 – October 2025	300
Approval Process	November 2025 - February 2026	100
Contingency at ~ 10%		Up to 150
Total		1600-1750 Hours

Budget

Staff Time costs (Senior Planner, based on 1700 hrs)	\$88,400
Other costs (public engagement estimate, advertising, printing and incidental)	\$2,500
Total	\$90,900

Costs are expected to be primarily in the 2024-2025 fiscal year (70% based on hours; \$63,380 in 24/25; remaining \$27,270 for 25/26).

For context, the MDS recently awarded a contract to update the MD’s MPS and LUB; the winning proposal was for \$90,564.55, plus HST. This was part of a joint RFP with MD of Clare, who would also pay \$90,564.55 (excluding grant funding the municipalities have applied for).

The MDS project is different than the one proposed above: Currently, the MDS has limited land use policies and will likely need to develop new policies to meet Provincial requirements; the geographical area and diversity in uses is significant; the higher population density in the Town tends to have more topics to consider (ex. water services, fencing, pedestrian connections).

Options

Below are options relating to the overall scope of the proposed MPS and LUB review:

	Pros	Cons
Limited Updates (recommended)	<ul style="list-style-type: none"> • Allows for some topics to be addressed • Aligns with available resources • Allows for public engagement on some topics 	<ul style="list-style-type: none"> • May not address all topics
Comprehensive	<ul style="list-style-type: none"> • Most robust public engagement • Address all relevant topics 	<ul style="list-style-type: none"> • Longest review • Potential need for additional resources
Essentials Only	<ul style="list-style-type: none"> • Shortest review • Aligns with available resources 	<ul style="list-style-type: none"> • Does not address additional topics • Limited topics may reduce public input

Recommendation

THAT Council directs staff to prepare updates the Town’s Municipal Planning Strategy and Land Use Bylaw, limited to those required under Provincial Legislation, related to Affordable Housing, Infrastructure and Streamlining of Processes, for Council Review prior to public engagement.