



AGENDA
Town Council Meeting-Council Chambers
April 15th, 2024
6:00 p.m.

Doc Ref:

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- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the regular Town Council meeting held on April 2nd, 2024.
 - 4) Proclamations and Announcements:
 - a) National Volunteer Week – April 14-20, 2024
 - b) Earth Day – April 22, 2024
 - c) Lyme Disease Awareness Month – May
 - 5) Delegations/Presentation: None
 - 6) Correspondence:

Action:

 - a) Email from BASA – Shelburne County Communities Free Kicks Try It Event – sponsorship D24-320
 - b) Lockeport & Area July 1st Committee – sponsorship D24-321

Information:

 - a) Letter from Honourable John Lohr - Service Exchange D24-322
 - b) Letter from Honourable John Lohr - New Provincial Dept. of Emergency Management D24-323
 - 7) Council Items:
 - a) Centre for Marine Applied Research D24-324
 - 8) Committee Reports:
 - a) CAO Report – CP&V Committee D24-325
 - b) Accessibility Advisory Committee Meeting Minutes D24-326
 - 9) Staff Reports:
 - a) By-Law Officer Report – March D24-327
 - b) SVFD Report – March D24-328
 - c) Building Inspector Report – March D24-329
 - d) Wastewater Utility Report – March D24-330
 - e) Water Utility Report – March D24-331
 - f) Accessibility Coordinator Report – March D24-332
 - g) CAO Update D24-333
 - h) CAO Report – SVFD, New truck purchase D24-334
 - 10) New Business:
 - 11) Upcoming Meetings/Events:
 - a) Autism Flag Raising, NEW DATE, April 17th, 4pm, park at corner of King and Water Streets.
 - b) Town Wide Clean Up, April 19th, 10am, all over town, reminder office will be closed 10am-3pm, stop in to pick up your red bags at the Town Office.
 - c) Next Council Meeting, Monday, May 6th, 2024, Council Chambers, 6pm.
 - d) Visit www.ospreyartscentre.ca for a list of upcoming concerts, movies and events.
 - 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
April 2nd, 2024

Council Members Present

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

Staff Present

Chief Administrator Officer, Sarah Mattatall
Deputy CAO, Ken Smith
By-Law Officer, Dana Nash
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 history, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the agenda for April 2nd, 2024.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 18th, 2024, with the deletion of Ken Smith as having been in attendance.

Nickerson-Ringer

CARRIED

Proclamations and Announcements:

a) Town of Shelburne Incorporation Birthday – April 4

The Town of Shelburne was officially incorporated on April 4th, 1907, marking 117 years of municipal existence. In 1907, the leaders of the time envisioned the potentialities inherent in attaining town status. At that juncture, shipbuilding and fishing stood as the predominant

industries, with Dock. St. emerging as a bustling epicenter for ship construction and a pivotal fishing port.

Fast forward to 2024, and the town's maritime legacy still profoundly influences our economic landscape. While boat building persists as a cornerstone industry, fishing remains our primary economic driver, supported by a wonderful network of community and business services.

Tourism has emerged as a vital economic driver, drawing many visitors to our town. Whether it be sailing championships hosted by SHYC, provincial curling championships, the many new events that have emerged, or the amazing museums that highlight our historical heritage, Shelburne offers plenty of experiences for visitors. Our vibrant community is further enriched by local entrepreneurs who continue to show support for our town.

Looking ahead, Council would like to maintain Shelburne's status as a secure and inclusive place for all. We pledge to uphold our commitment to safety and hospitality, ensuring that every resident and visitor feels welcomed and valued.

As we commemorate this significant milestone on April 4th, let us collectively embrace the future with optimism and determination.

b) World Autism Acceptance Month – April

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, Mayor Harold Locke on behalf of the Town of Shelburne, 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.

c) Dental Hygienists Appreciation Week

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, Harold Locke, Mayor of the TOWN OF SHELBURNE, do hereby proclaim the week of April 4–10 as National Dental Hygienists Week.

d) Volunteer of the Month – April, Tanya Seaboyer

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!

Delegations/Presentations

a) Hazel Keddy – Albert Acker Ballfield

Mayor Locke invited Ms. Keddy to begin her presentation. Ms. Keddy began by saying that she has spoken to Mr. Conrad (who has the lease on the ball field) several times. Her first main concern is foul balls, every spring she picks up foul balls and has had some very close calls near her vehicle and home. She asked Council to look into a screen or some type of fencing to deter this from happening. Another concern is the field is only supposed to be used for 13 and under and she said there are several adults who play there who could hit the ball farther, hence, why screening would be a good idea. She asked who holds the insurance on the ballfield because if something did happen, she needs to know who to come to. Ms. Mattatall responded to her question saying the leasee holds the insurance, so theirs would kick in first, and then the Towns.

Lastly Ms. Keddy wanted to voice her concerns around the signage issue. There used to be signs saying you can't park on one side of the road, to prevent vehicles from parking on both sides of the road during a ball game. She said when this happens, there is no room for any type of emergency vehicle to get through and thus creates a safety hazard. After listening to Ms. Keddy's concerns, Mayor Locke told her that Council was listening and would address situations as best as possible. Councillor Acker did suggest we do a cost analysis on screening to stop the foul balls.

Mayor Locke thanked Ms. Keddy for her presentation and for coming.

THAT Council direct staff to look into signage along Elliott Street to deter traffic from parking on both sides of the streets and to investigate the cost of screening for foul balls.

Acker-Ringer

CARRIED

M24-191

b) Robert Enslow – Noise, Sawmill

Mayor Locke welcomed Mr. Enslow to the table to begin his presentation. Mr. Enslow started by reading a description of whole-body vibration. He explained he has several of the symptoms described due to Mr. Bradley operating his sawmill within the Town of Shelburne. Mr. Enslow then read his letter that was found in the Council package explaining how his mental health and physical health have been affected severely by the sawmill. He feels the town should change the designation of the zoning to deter Mr. Bradley from operating it.

Councillor Acker asked our By-law enforcement officer, Dana Nash, to speak to the matter. Mr. Nash explained that he has investigated the property of Mr. Bradley and his sawmill, has read previous files on the issue, and has not found any evidence of Mr. Bradley operating a commercial business, or working outside the noise by-law hours. Besides getting a decibel/vibration reader to see how loud it is, he is not doing anything that is not allowed according to our by-laws.

Councillor Ringer asked Mr. Enslow when the sawmill was in operation and for how long? Mr. Enslow said it varies, maybe 3-4 times a week and finished early evening, but it's knowing it's there and that it might start up and him feeling the vibrations. He explained to Council he used to enjoy living there until Mr. Bradley started up his sawmill and now it causes him severe pain.

Mayor Locke explained that if Mr. Bradley is following the by-laws and rules, there is unfortunately nothing that Town Council can do. Mr. Nash did say he would continue to investigate on a regular basis. Mayor Locked thanked Mr. Enslow for coming.

Correspondence

Action:

a) Chamber of Commerce – Commercial Tax Rate

THAT Council defer to the budget process.

Davis-Nickerson

CARRIED

M24-192

- b) Darrel Locke Letter – Fire Service Association of Nova Scotia Conference Committee

THAT Council defer to the budget process.

Acker-Ringer

CARRIED

M24-193

Information:

- a) Western Counties Regional Library Newsletter
Council reviewed the newsletter as information.

Council Items:

- a) Strategic Plan

Councillor Acker informed Council that staff had been working hard on this.

THAT Council approve the updated Strategic Plan document for posting on Social Media and the Town's website for input from the public as part of the budget process.

Acker-Davis

CARRIED

M24-194

- b) **Grants to Organization**

THAT Council defer the recommendations from CP&V for the Grant to Organizations program to the budget process.

Acker-Davis

M24-195

Committee Reports:

- a) CP&V Committee Meeting Minutes – February 7th, 2024.
b) Western Counties Regional Library Board Minutes – December 7th, 2023.
Committee reports were reviewed for information purposes only.

Staff Reports

- a) Michael Khan – Land Use By-Law Review Report

Mayor Locke invited Mr. Khan to the table to speak to his report. Mr. Khan has been hired on a part-time basis for the Town to review and update the Town's Land Use By-Law. Mr. Khan spoke to his presentation in the package and asked Council for questions.

Councillor Acker mentioned the Municipal Planning Strategy has not been updated since 1988 and asked Mr. Khan what type of public engagement he foresees happening. Mr. Khan explained that there are several steps to the process and first he would like to hold a public meeting with key stakeholders, school board members, the Chamber of Commerce, as well as do some surveys. The revision process would be next and then approval process. We would have to have 1st reading, public hearing and then a 2nd reading. The province then has 60 days to review. We are looking at a timeline of about Spring/Summer 2026 for the whole process to be complete.

Councillor Ringer asked if the Heritage Property By-law could also be incorporated into the land use and Mr. Khan did say it would be something he could look into further.

It was noted that the number one goal for this process is to be development ready!

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

Acker-Nickerson

CARRIED

M24-196

New Business:

Councillor Acker told Council that she attended the Mix and Mingle event hosted by the Municipality last week and it was a nice event, she was able to speak to several members of the community, new and old. She also told Council she heard from Scotiabank finally and they are indeed leaving in May and will have an ATM at the mall location. However, she noted that it's only for taking out money and you will not be able to make any deposits. She told Council members that the Shelburne Fire Department responded to 3 fire calls yesterday in Shelburne and 2 of them did not have proper civic signage. She explained it's hard for emergency services to find you if your house if it does not have proper civic signage. Please get your blue civic signs from Pat Thorburne at the Lions Club, his number is 902-875-6051 and all the information is posted on our Facebook page. She also told Council that she attended the regional library meeting in Yarmouth and they are in the process of making all facilities accessible. She said it costs the town approximately \$20,000 to maintain the MacKay Library Building and 58% of those who have library cards are from the Municipality and maybe we need to ask Municipality to help cover costs. Lastly, she brought to Council's attention that she was approached by a resident asking when the cruise ships will be coming this year and she informed them she would ask. CAO Mattatall explained we are in the process of talking to Wayne from our Port and his contacts about dates, but so far nothing has been confirmed.

Councillor Ringer explained he, along with Councillor Nickerson and members of the CP&V Committee, had the privilege of participating in a strategic planning session for the Black Loyalist Heritage Center last week. The session proved to be both stimulating and productive, generating plenty of insightful ideas. We brainstormed many strategies to strengthen their visibility within the Town and one particularly noteworthy idea was the concept of occasionally hosting Council meetings at the Center, a move to solidify our partnership while simultaneously drawing attention to this invaluable facility.

No further new business.

Upcoming Meetings/Events

- a) Autism Flag Raising, Park at Corner of King and Water Streets, 4pm, April 4th, 2024.
- b) Dental Appreciation Week, April 4-10, 2024.
- c) National Volunteer Week, April 14-20, 2024.
- d) Next Council Meeting Tuesday, April 15th, 2024, here in Council Chambers.
- e) Town Wide Clean Up, April 19, 2024, all over town, community members are encouraged to participate and can stop into the Town Office to pick up bags anytime after this week.

Adjournment

THAT the Regular Town Council Meeting of April 2nd, 2024, be adjourned at 6:43pm.

Jill Webb

Document #	D24-300
Rec'd by	JW
Date	Apr 8
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From: Jody <jodyannedyer@gmail.com>
Sent: April 8, 2024 2:45 PM
To: Doris Townsend; Warden Penny Smith; Sherry Thorburn Irvine; Anthony Gosbee; Heidi Wagner; Ron Coole; Dale Richardson; Adam Dedrick; Lisa Locke; Ben Himmelman; Robin Smith; Val Kean; Warren MacLeod; Erin Hartley; Anita DeMings; Carolann Atwood; Harold Locke; Elizabeth Acker; Rick Davis; Ben Nickerson; Sheldon Ringer; Sarah Mattatall; Jill Webb
Subject: Free Kicks- Try It Event Cooperation

CAUTION: This email originated from an external sender.

Our event is the BASA-Shelburne County Communities Free Kicks- Try It Event.

Our soccer club Barrington and Area Soccer Association (BASA) was awarded 1 of 100 grants from Soccer Canada in the Country. The Grant is to allow Soccer Clubs to host a one-day event to create an opportunity for new to Canada participants to engage with their local community soccer organization through a free and fun event and to celebrate inclusion within an organization. We recognize the barriers faced by new to Canada participants which include but are not limited to, transportation, language, system navigation, and cost. We want to create a new event designed to connect current members with new participants not currently registered with our Club.

On May 5th from 12-5 pm at Hillcrest Academy (127 King Street, Shelburne NS) we are hosting our first annual Free Kicks Event for our communities. We have partnered with Our House Youth Wellness Centre, Barrington Municipal Rec. Department and currently working on other organizations to join us. Together we are organizing an afternoon of soccer that will be welcoming for all community members. We have a registration link for those who would like to pre-register and as a thank you they will be put in for a draw of 4 \$25 gift cards as well as double entries for all the "Door Prizes" being given away throughout the event. There will be skill stations for people to try out, some mini competitions of longest throw, kick, most keep-ups, and targets. There will be a possibility for on-site Coach Training from Soccer Nova Scotia Grassroots Trainer Zach Bauld. (followed by online training to complete the course at a later date).

We have on-site volunteer community interpreters who will be circulating with their families for anyone who may need clarification with directions and English is not a first language. We are also providing opportunities to share ideas to create a pilot drop-in program for the three communities, people can suggest when would be good, what groups would like to attend, and what the focus would be. For example, we may have a drop-in on a Saturday afternoon for just girls between the ages of 8-13 to focus on skills, team building, self-esteem in sports, and friendship. There could also be a drop-in for whole families with multi-age activities. We are open to community suggestions so we can best meet the needs and wants of the actual people.

I have attached a flyer we have been using, I am planning to fix the q code as I believe it requires a Google mail account to complete. (very annoying for some and I want it to be easily accessed by anyone)

We want to advertise the two weeks prior, and we are hoping to draw the attention of the media so that they will want to come and have some live footage and coverage.

We need some sponsors to make this event great and so far minimal advertising is \$1600 with the radio station matching our contribution.

I had a great response from the Barrington Municipality, they are bringing equipment and setting up a station for younger players and \$300 towards prizes. Our House also has paid for the flyers, contributing prizes and support with creating flyers, ordering, and making the survey. I have contacted every school in all three communities and will be sending home flyers with each child, as well we have invited the high school soccer players to join us in uniform. It would be great to have a mini-tournament if we had enough interested players with a trophy. Neighboring Soccer Clubs such as Mahone Bay, Argyle, and Liverpool have also been invited to join us.

We want to do our best to reach all families that are new to Shelburne as well as any community members that have previously felt that soccer was something they could not access due to boundaries we are unaware of.

With the help of the towns, municipalities, and organizations in our communities I think we can work together to make this a great day for everyone and look forward to new and exciting things being offered that reach more corners of our community.

We are still looking for sponsors for volunteer t-shirts, a business that would like to provide food, and anyone who would like to provide music, and we are working on building a sit-down soccer game to donate to Hillcrest as well as a grand prize to sell tickets on for a very special reason yet to be announced.

All donations, involvement, and partnerships will be represented at the event, in our report to Soccer Canada, and also in the community.

Let me know what you think

Jody Dyer

Vice President -BASA

Lead - Free Kicks Event Committee

<https://forms.gle/S4BvAvtqFt1bGqZ58>

Dear Valued Community Member,

The Lockeport July 1st committee will be hosting our annual celebrations again this year with the theme, **'Superheroes & Villains'**. Our events start on June 21st and will run until July 1st, with some of our signature events being our 3rd Annual Parade of Lights, Grand Street Parade, Grease Pole, Fireworks, Street Dance, Soap Box Derby and Children's Carnival.

We have lots of events planned to foster community spirit and bring people together to celebrate community, Canada and Lockeport! We would like to invite you to join us in these celebrations, and there are several ways to do so: by participation in our Grand Street parade, prizes or monetary donations for our events or a specific event or help us by volunteering during our celebrations.

Donations for any event are greatly appreciated and allow us to continue to offer fun family activities for the community to enjoy. Any support will be recognized in our events brochure which will be circulated throughout eastern Shelburne county.

Some important dates to remember: **April 30th, 2024** is the deadline for donations/sponsorship so that your business can make it into our printed advertising. Parade entries are welcome right up until June 30th, 2024. Feel free to reach out with any questions at **902-656-2209** or **lockeportjuly1@gmail.com**

We highly encourage you to participate with a float for our grand street parade and help us make this year's Canada Day celebrations spectacular!

We look forward to celebrating with you,

Sincerely,

Lockeport & Area July 1st Committee

Document #	
D24-321	
Rec'd by	
gnw	
Date	
Mar 14/24	
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Agenda	✓
Committee	



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

Document #	D24-322
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Date	mar 28 124
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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March 28, 2024

Dear Mayors and Wardens:

I am pleased to inform you that a significant milestone has been reached for our province and all municipalities. As of today, March 28, the new Service Exchange Agreement has been signed.

[Historic Investment in Municipalities | Government of Nova Scotia News Releases](#)

Under this agreement, which comes into effect on April 1, 2024, the Province will be making a historical annual investment of \$82 million. This is a \$52-million increase from the \$30 million in funding through the annual Municipal Financial Capacity Grant.

The collaborative spirit and dedication exhibited by both the Province and municipalities over nearly two years of discussions have culminated in this agreement. It truly represents a comprehensive understanding of the evolving needs and aspirations of Nova Scotians, furthering the prosperity of our communities. As we move forward, I encourage you to review the details of the Service Exchange Agreement attached.

Thank you for your continued dedication to serving your communities. Together, we will continue to make meaningful strides towards growth and well-being for all Nova Scotians.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers

Attached: Memorandum of Understanding

Memorandum of Understanding

Between

The Province of Nova Scotia

and

Nova Scotia Federation of Municipalities
("the Parties")

This Memorandum of Understanding (MOU) will establish a clear understanding of roles and responsibilities between the provincial and municipal levels of government with respect to service delivery and will provide the details that will form the relationship between the Parties.

The Parties understand the value of working collaboratively for the betterment of Nova Scotians and commit to working together to address the challenges and opportunities that face our province.

The Parties recognize that many of the services provided to Nova Scotians are shared responsibilities, which only emphasises the necessity for evidence-based decision making, meaningful collaboration, and a modern lens to be used when addressing challenges and opportunities as they arise.

Guiding Principles:

The two parties agree to the following guiding principles when approaching the work of this Memorandum:

Respect: the two parties recognize the deep commitment each has to the citizens of Nova Scotia and agree to adhere to the tenants of respectful dialogue and meaningful engagement during negotiations and ongoing work.

Accountability: the two parties agree to take responsibility for the work outlined within this agreement and to comply with the principles and agreements therein.

Transparency: the two parties agree, where feasible, greater transparency should be sought in the joint work of this memorandum.

Communication: the two parties agree, where feasible, to update NSFM members when points of progress or impasse are reached.

Modern and forward thinking: the two parties agree to use a forward thinking and evidence-based approach when approaching current and future challenges.

Pertinent connections: the two parties agree to focus on identifying pertinent connections, such as changes to the *Municipal Government Act*, that would support changes to this memorandum, or vice versa.

Holistic Approach: the two parties agree to use a holistic approach when outlining recommendations and services associated with funding.



Progress and Review:

The two parties agree to review and amend this agreement, if necessary, every 5 years.

The two parties agree to review and amend the attached Schedule A, as necessary.

The two parties agree to provide a progress update on the agreement and attached Schedule A, on a biannual basis.

The two parties agree that an advisory body will continue to support this work with new members being added as determined by the NSFM and municipal election cycle.

Communications:

With regard to the content of this agreement, the two parties agree to only communicate publicly in a joint release format. No independent releases shall be distributed.

Consultation and 12 months' notice:

The two parties agree to adhere to the following sections of the *Municipal Government Act*:

Requirement to consult with Union

518 The Minister shall consult with the executive of the Union of Nova Scotia Municipalities respecting any proposed amendment to this Act. 1998, c. 18, s. 518.

Requirement to notify Union

519 (1) The Minister shall notify the Union of Nova Scotia Municipalities at least one year prior to the effective date of any legislation, regulation or administrative action undertaken by or on behalf of the Government of the Province that would have the effect of decreasing the revenue received by municipalities in Nova Scotia or increasing the required expenditures of municipalities in Nova Scotia.

(2) Subsection (1) does not apply with respect to any legislation, regulation or administrative action applying to the Province generally and not mainly to municipalities. 1998, c. 18, s. 519.

Other Agreements:

The service exchange terms of this MOU will operate in addition to the service exchange terms of 1995 Service Exchange Agreement between the parties, except where this agreement expressly indicates that it is a replacement of the 1995 service exchange term for that matter.

Meetings:

The two parties agree to meet biannually in the Spring and Fall to discuss current and shared priorities.

The two parties agree that the NSFM and Province of Nova Scotia must each agree that an issue be adopted before it is formally added to this memorandum.



Background:

The 1995 Service Exchange Agreement was created to define the scope of services delivered by provincial and municipal governments. The intent of the agreement was to develop a provincial-municipal partnership that allocated services in a fair, clear, and financially viable manner. The landscape of provincial and municipal responsibilities has drastically changed over the last twenty-seven years and concerns have been expressed regarding whether the Service Exchange Agreement was still meeting its intended targets.

In 1997, pressure to change and review the Service Exchange Agreement was sought by NSFM (then the Union of Nova Scotia Municipalities). This triggered the Municipal-Provincial Roles & Responsibilities Review in 1998. With the review ongoing, an MOU between the Province and NSFM initiated short and long-term changes to the Service Exchange Agreement. Immediately following the signing of the MOU, the Province assumed the maintenance of bridges, and municipal contributions to social services became phased out over a 5-year period.

As the Province and municipalities continued to work under the Service Exchange, reports including the Towns Task Force Report (2012), the Fiscal Review (2013), and the Nova Scotia Commission on Building a New Economy (2014), identified gaps related to provincial/municipal services and a need for structural reform.

In 2021, the Government of Nova Scotia prioritized the Service Exchange Agreement and mandated that it be renegotiated with specific focus on the Municipal Financial Capacity Grant and Roads. As a result, the NSFM has established an advisory committee to collaborate with DMAH in the renegotiation of the Service Exchange Agreement. The NSFM advisory committee is composed of representatives from NSFM, the Association of Municipal Administrators of Nova Scotia (AMANS) and 10 government representatives made up of rural, urban, and regional municipalities.

The vision of the advisory committee is to collaborate with the DMAH using a modern, forward-thinking approach. The focus will be on current priorities as well as priorities from past negotiations and reviews. The advisory committee has the capacity to provide direction to the DMAH based on feedback from a membership-wide survey—and to advance the general interest of all municipalities. That said, the advisory committee is not a decision-making body. Following the committees' discussions with the DMAH, proposals will go for consultation to the NSFM membership. The Provincial government maintains the final decision.

The objective for both parties is multifold: work toward goals of fiscal sustainability; rationalized expenditure responsibilities; and municipal modernization. NSFM and DMAH both recognize the need for greater cooperation in working together.

Whereas the Parties are committed to achieving healthy, sustainable, and vibrant communities in Nova Scotia.

And whereas the Parties to this MOU share a commitment to working in partnership to efficiently deliver services to Nova Scotians.

And whereas there is a commitment to working together to review all provincial, municipal, and shared services.

And whereas the parties recognize, for the betterment of the province, that there are shared responsibilities as well as individual responsibilities.

And whereas the two parties agree components of the Memorandum need to be reviewed and updated in a current day context.

And whereas the Department of Municipal Affairs and Housing (DMAH) has been directed by mandate letter to negotiate a new, comprehensive Memorandum of Understanding (MOU) between the Province and NSFM.

Therefore, the Parties agree to enter into this MOU as outlined below by provincial department:



Municipal Affairs and Housing

1. Municipal Financial Capacity Grant:

The MFCG, formally known as the Equalization Grant, is an unconditional grant calculated by a formula set out under the *Municipal Grants Act* which attempts to measure a municipality's cost to deliver a set of municipal services against its ability to pay for those services. The formula generates a per dwelling unit grant based on a calculation of need relative to ability to pay.

Up to, and including fiscal 2020-21, grant allocations have been frozen at the 2014-15 levels. The Ministerial Mandate letter included the following item "Double the equalization payment for the first year, until a new Memorandum of Understanding can be reached." In accordance with that Mandate, additional funding, based on current allocations, was provided in 2021-22 while efforts to renegotiate a Memorandum of Understanding between the Province and the municipalities began.

Main components of the Modernized MFCG

There are four main components to MFCG – need, ability to pay, entitlement and capping entitlement.

Need is calculated for each municipality by multiplying the prior year's estimated operating expenditure per prior year's dwelling unit (DU) for its class (the unitized expenditure rate) by the current number of dwelling units in a municipality to arrive at the derived standardized expenditure for a municipality (or calculated "need"). In this instance, the unitized expenditure rate is defined as the average estimated operating cost per dwelling unit to provide a set of services as per the *Municipal Grants Act regulations*. There are two classes of municipalities for the purposes of calculating MFCG. Class I is comprised of regional municipalities and towns and Class II is comprised of counties and district municipalities.

Ability to pay is determined by taking the class residential standard rate and multiplying by the residential uniform assessment for the municipality and adding to the product of the class commercial standard rate multiplied by the commercial uniform assessment for the municipality.

Entitlement is related to the municipality receiving the grant. If the calculation of the municipality's need exceeds their ability to pay, then they are entitled to a grant.

Capping the entitlement may be required to prorate funding if the total entitlement for all municipal units is greater than the funds available – budget.

Highlight of updates to the MFCG

The MOU negotiations identified that there were a number of issues with the existing MFCG formula – the need to modernize the standard expenditures (now unitized expenditures) and the need to reflect the differences in residential and commercial tax rates. As a result of the issues identified, the below updates are proposed to the MFCG:

- Modernizing the unitized expenditures in the MFCG to be more reflective of the increasing pressures on municipalities to adhere to evolving regulations and standards and meet the evolving needs of the residents they serve. The below table highlights the changes to the unitized expenditures in the MFCG formula:



Expenditure	Current Model	Proposed Revision
General Government Services	Excluded	Include 50% of expenditures under this category, but exclude valuation allowances
Protective Services	Includes all but interest charges on long-term and short-term debt	Include 100%
Transportation Services	Excludes Public Transit and interest charges on long- and short-term debt	Include 100%
Environmental Health Services	Includes 50% of total but excludes interest charges on long- and short-term debt	Include 100%
Recreation & Cultural Services	Excluded	Include 50%
Public Health Services	Excluded	Continue to exclude
Environmental Development Services	Excluded	Include 100%

- It is recommended by the SERMGAR committee that the expenditures are reviewed on an ongoing basis to be continuously reflective of the existing needs for a municipality.
- As a result of the revised definition in unitized expenditures, the cost per DU increases for each class. The increase in unitized expenditure rate from the existing MFCG model to the updated MFCG model, for Class I and Class II, are \$1,610 to \$2,718 and \$725 to \$1,273, respectively.
- The SERMGAR committee agreed the current funding model is not reflective of the differences between residential and commercial tax rates and the ability to raise taxes from these different groups. The modernized formula has been updated to derive a class standard residential and standard commercial rate. The standard residential rates for Class I and Class II are 1.255% and 0.822%, respectively; the standard commercial rates for Class I and Class II are 1.5% and 0.9301%, respectively.
- The current and updated funding model has two categories for municipalities – Class I (Regional and Towns) and Class II (Rural municipalities). For initial implementation of the updated model, there is no intent to change these classifications. However, through discussions with the SERMGAR committee, it was determined that a review would be required for those municipalities engaging in municipal modernization to determine if changes in class structure would be required. These discussions will be part of Schedule A.
- References to the calculation of the MFCG will be removed from the *Municipal Grants Act* and placed in regulations. Per the *Municipal Government Act*, any changes to the MFCG program impacting the calculation would require 12 months' notice.

An evaluation of the updated funding model will begin after five fiscal years. This evaluation will take place to determine the effectiveness of the model. Over this five-year implementation period, there is no intention to change the funding amount to be allocated through the new model. As a result, once the updated funding model is implemented, the funding distribution would be frozen for a period of five fiscal years. Freezing this amount will allow municipalities to make long-term plans around this predetermined amount.



2. Towns Foundation Grant:

The Towns Foundation Grant of \$1.5 million will continue for the next five years, at which time it will be reviewed and potentially reallocated pursuant to the outcome of the review.

3. Corrections:

This service exchange term replaces the service exchange term for corrections in the 1995 Service Exchange Agreement.

The Province agrees to be responsible for the costs associated with corrections, with no contributions from municipalities.

4. Obsolete Schools:

The Province agrees to assume ownership of the pre-1981 obsolete schools. Municipalities will be given the first right of offer to purchase schools from the Province at a negotiated price.

5. Housing Handover Agreements:

The Province agrees to be responsible for the annual costs associated with public housing, with no contributions from municipalities.

6. HST Offset Grant:

The HST Offset Grant will continue for the next five years, at which time it will be reviewed and potentially reallocated pursuant to the outcome of the review.

7. Application-based Infrastructure Program:

The Department of Municipal Affairs and Housing agrees to the development of a \$15,000,000 application-based infrastructure program. This funding can be leveraged by municipalities as their portion of any cost shared infrastructure program. The program will focus on projects supporting provincial priorities. Funding will be comprised of \$15 million provincial funding.

Department of Public Works

1. Roads

Roads throughout the province, both municipally and provincially-owned, are deteriorating at a greater rate in which they can be maintained. The intention behind the below Roads aspect, is to create options for the Province and municipalities to work collaboratively together to help address road conditions and benefiting motorists in the movement of people and goods throughout Nova Scotia.

It is recognized that the provincial trunks and routes primarily run through many town boundaries and are the responsibility of the towns and former towns to maintain. It is also recognized that there are a number of provincially-owned roads that municipalities are interested in upkeeping and maintaining for the purposes of their communities. The intention behind the Roads negotiation at the MOU table is to recognize the vital role towns play in managing and upkeeping provincial routes.

The purpose of this Roads Program is to recognize that Towns and former towns currently have a responsibility for trunks and routes, which run through their municipal unit, that are a part of the provincial network system. It is recommended that a program be developed that would apply to all trunks, routes and collectors within towns and former towns that can be eligible for a 50-50 cost shared for repaving only. Towns and former towns with trunks, routes and collectors running through their boundaries would submit roads to Public Works (PW) wishing to be repaved in a prioritized manner. PW would then select which towns and former towns from a prioritized list using a scoring system, which includes condition, traffic volumes and how it

supports the provincial network. No town or former town could be approved for more than one project, per fiscal, unless there are an insufficient number of submissions.

There are 387.1 kilometers (km) eligible for the program. There is an assumption made that it would cost \$475,000 per km to repave the trunks, routes, and collectors. It is suggested that the lifecycle is for 15 years, leaving \$12,258,000 to be allocated annually towards repaving trunks, routes and collectors at a 50-50 cost share with municipalities – \$6,129,000. If the entire funds were used, it is estimated that 25 kms could be repaved in one year.

2. Provincially Owned Buildings

The Department of Public Works agrees to seek municipal input on the location of schools, hospitals, and any new provincial builds/leases.

Duration:

This MOU is at-will and may be modified by mutual consent of authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities. This MOU shall become effective on April 1, 2024, upon signature by the authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities this MOU shall remain in force.

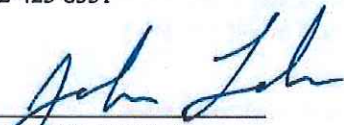
Dispute Resolution:

If a dispute arises out of, or in connection with this Contract, the parties agree to meet to pursue resolution through negotiation or other appropriate dispute resolution processes.

Contact Information:

Province of Nova Scotia
Minister of Municipal Affairs and Housing
1505 Barrington St, Halifax NS,
902-424-4036
DMAMIN@novascotia.ca

Nova Scotia Federation of Municipalities
President
1809 Barrington St, Halifax, NS
902-423-8331


Honourable John Lohr
Minister of Municipal Affairs and Housing

Date: *March 28/2024*


Mayor Carolyn Boliver-Getson
President of the Nova Scotia Federation of Municipalities

Date: *March 28/2024*



Schedule A – Long Term Discussions:

The parties commit to reviewing and modernizing the below listed items with the review process beginning after the 2024 municipal election.

Department of Justice

The Province agrees to engage in good-faith discussions with the Nova Scotia Federation of Municipalities respecting policing governance and structure in Nova Scotia to identify common concerns and examine the existing policing model(s) and its impact on municipalities.

Department of Municipal Affairs and Housing

The Department of Municipal Affairs and Housing agrees to engage in good-faith discussions with the advisory body respecting:

- Exploration of Classes (Class I and Class II) under the MFCG formula to determine if an updated definition is required to capture the impacts of municipal modernization. (e.g., If municipal modernization creates a situation where 15% or more of the Uniform Assessment is derived from “urban” communities, the modernized municipality would be deemed Class I.) Municipal Financial Capacity Grant continued review based on class work. Fire and Emergency services governance and structure
- Municipal Contributions
- Grants in lieu
- Increased tax tools
- The creation of a program for municipal regionalization
- Roads Program for G, H, I and J class roads

Department of Public Works

The Department of Public Works agrees to engage in good-faith discussions with the advisory body respecting:

- Municipal speed limits
- Public Transit (i.e. electrification, rapid transit, depots etc.)
- Community Transit Boundaries

Department of Education and Early Childhood Development

The Department of Education and Early Childhood Development agrees to engage in good-faith discussions with advisory body respecting:

- The Municipal Education Tax Rate



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

Document #	D24-323
Rec'd by	g.w.
Date	mar 28/24
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Agenda	✓
Committee	

March 28, 2024

Dear Mayors and Wardens:

This has been a tremendously difficult 18 months for Nova Scotia as it relates to extreme weather events. We've endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve.

Municipalities play a significant and key role in emergency preparedness, response and recovery. I want to acknowledge your leadership during these difficult events and thank you for your commitment to the response. We know that climate change is causing more frequent and severe weather events, and as governments, we share a responsibility to work in collaboration to protect our communities.

Historically, our emergency response has been very effective. But, with the increased intensity and frequency of events, we need to increase our capacity and strengthen our overall preparedness, response, and recovery.

That is why today, our government tabled legislation that will establish a new provincial Department of Emergency Management <https://news.novascotia.ca/en/2024/03/28/nova-scotia-guard-new-department-will-improve-emergency-readiness>.

Once established, it is the intention that this new Department will have a mandate to lead, direct and support a coordinated, whole-of-government response to emergencies and transition to a culture of preparedness across the province.

Within this new Department, we will work to strengthen our collaboration with communities and our partners across the province, like municipalities, so we are better prepared for the future.

We are also launching the Nova Scotian Guard, which will be a group of individuals and organizations from across the province who will help communities during and after emergencies. The Nova Scotia Guard will include volunteers with speciality skills (such as firefighters), as well as other members of the public to fill a variety of roles depending on the emergency needs.

Those interested in volunteering to help Nova Scotia be ready in the event of an emergency can let the Province know by completing the early registration form at: <https://ns.211.ca/early-registration-for-the-ns-volunteer-portal/>.

Mayors and Wardens

Page 2

The legislation introduced today also requires the support of our municipal partners. In the months ahead, we look forward to working with you and speaking with you about regulations respecting the relationships between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; the creation of vulnerable person registries and their implementation, as well as the development of a regional emergency alert system and the participation of municipalities in the system.

This direction is built on significant engagement with Nova Scotians over the past year and focuses on three key areas: communication, coordination and volunteer management.

Combined, these efforts will result in greater preparedness, impact and efficiency before, during and after any emergency.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Municipal Chief Administrative Officers
Juanita Spencer, Nova Scotia Federation of Municipalities

Jill Webb

From: Sarah Mattatall
Sent: April 12, 2024 1:33 PM
To: Jill Webb
Subject: FW: Climate Change Vulnerability Assessment of Critical Marine Infrastructure
Attachments: Application Form fillable.pdf; Letter & FAQs.pdf

Document #	D24-324
Rec'd by	juw
Date	Apr. 12/24
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

From: Margo Coughlin <mcoughlin@perennia.ca>
Sent: Thursday, February 29, 2024 9:48 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

CAUTION: This email originated from an external sender.

Hi Sarah,

I was given Sherry Doane's contact by Adam Langley but have not heard back from her. Maybe you could point me in the right direction.

We are conducting a climate change study on marine infrastructure. It's voluntary and there is no cost to infrastructure owners. The details are attached. We recently concluded accepting applications but have limited funds available in next year's fiscal. We would like to have some representation from Shelburne. Is this something you would be interested in?

Thanks,

Margo Coughlin
27 Parker St.
Dartmouth, Nova Scotia, B2Y 4T5
Cell: (902) 399-8886
www.cmar.ca





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Climate Change Vulnerability Assessment of Critical Nova Scotia Fisheries and Seafood Infrastructure Program

APPLICATION FORM		
Applicant Information		
Business Name of Company/Organization		
Operating Name of Company/Organization		
Nova Scotia Business Registry Number		
Mailing Address		
Street/PO Box		
City	Province	Postal Code
Phone		
Contact Name		
Contact Title		
Contact Phone	Contact Email	
Marine Infrastructure Information		
Name/number		
Location		
Type	Age	
Date of Last inspection		
Names of Users/Groups who use this infrastructure		
Any areas of Concern		

Marine Infrastructure Information	
Name/number	
Location	
Type	Age
Date of Last inspection	
Names of Users/Groups who use this infrastructure	
Any areas of Concern	

Marine Infrastructure Information	
Name/number	
Location	
Type	Age
Date of Last inspection	
Names of Users/Groups who use this infrastructure	
Any areas of Concern	

What have you done to date to prepare or adapt marine infrastructure for climate change?

What are your main objectives for participating in this program?

Please select your choice of Engineering Consultant:

- Harbourside Engineering Consultants Fundy Engineering
 CBCL Limited (CBCL)

Terms and Conditions of Funding under this Project

By signing this application, you, the Applicant or representative of the Applicant, agree to the following terms and conditions:

- that any assessment report prepared by the chosen Engineering Consultant where the costs incurred by you to pay for the assessment report are reimbursed by the Province of Nova Scotia crown corporation Perennia Food & Agriculture Corporation ("Perennia") under the *Climate Change Vulnerability Assessment of Critical Nova Scotia Fisheries and Seafood Infrastructure Project* (the "Project") will be provided in its entirety to Perennia;
- that while it is Perennia's intention to only make publicly available aggregated data from the completed assessment report, all information submitted to or collected by Perennia is subject to applicable privacy and access to information laws, including the *Freedom of Information and the Protection of Privacy Act* ;
- the Applicant shall follow the timeline set out by the Engineering Consultant so as to ensure completion of the assessment report by December 31, 2024.
- that reimbursement to the Applicant is conditional on Perennia receiving verification that the Engineering Consultant was paid by the owner for the assessment work carried out in connection with this Project along with a copy of the Engineering Consultant's assessment report (e.g., Infrastructure Evaluation and Recommendations Report) being provided to Perennia;
- that the Province of Nova Scotia, including Perennia, is not liable for any consequences arising out of the findings of the Engineering Consultant's assessment report;
- the Applicant shall indemnify and hold harmless Perennia, its directors, officers, employees, servants and agents, as well as the Province of Nova Scotia, its Ministers, employees, servants and agents, from and against all damages, costs, losses, expenses, claims, actions, suits or other proceedings of any kind or nature, which they, or any of them, may at any time incur or sustain as a result of or in connection with an assessment report completed at the Applicant's request, as part of the Project.

Name of signing authority	
<input type="checkbox"/> I have the authority to bind the Applicant	
Signature	Date

Please send the completed application electronically to mcoughlin@cmr.ca.

Applications will be reviewed in accordance with the order in which they are received.

Document # Day-324	
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February 28, 2024

Re: No-charge engineering assessment of fisheries and seafood industry marine infrastructure to support climate change adaptation

Dear Marine Infrastructure Owner,

Our fisheries and seafood sectors are a major economic driver for Nova Scotia. To help the Province understand the climate proofing needs of critical marine infrastructure that support the fisheries and seafood industry, we are conducting a critical marine infrastructure assessment study.

We are pleased to inform you that as an owner of critical marine infrastructure, you are eligible to apply for an assessment, which would be completed at no cost to you. If your application is approved, a professional engineering consultant of your choice, from a pre-approved list, will conduct an engineering assessment of your marine infrastructure. In a written report prepared by the engineering consultant, you will be provided with practical climate proofing recommendations for modifications to the existing marine infrastructure to help adapt to the potential for increased storm intensity and flooding.

Participation in the program is voluntary. To sign-up, simply complete and return a signed version of the application form attached. Applications will be reviewed in the order in which they are received and approved subject to the funding limit of the Climate Change Vulnerability Assessment of Critical Nova Scotia Fisheries and Seafood Infrastructure Project.

A Frequently Asked Questions sheet is attached with more information. If you have any additional questions, please contact us directly at 902-442-4660.

Gregor Reid, Director, Centre for Marine Applied Research

Climate Change Vulnerability Assessment of Critical Nova Scotia Fisheries and Seafood Infrastructure Program

What is the purpose of the Province of Nova Scotia funding engineering assessments of critical marine infrastructure important to the fisheries and seafood industry?

Nova Scotia's marine fisheries and supporting infrastructure are vulnerable to climate change (see the report, '[A rapid climate change vulnerability assessment of Nova Scotia fisheries and fishing communities](#)', for additional details). To help the fisheries and seafood industry, and the Province better support planned adaptation to climate change, the Province is encouraging engineering assessments of eligible private or community-owned critical marine infrastructure considered key to the Provincial fisheries and seafood industry. Engineering assessments will provide infrastructure owners with recommendations and costs needed for climate-proofing marine infrastructure, while summarizing data for the Province to support climate change adaptation decision making.

Who is administering the program?

The Climate Change Vulnerability Assessment of Critical Nova Scotia Fisheries and Seafood Infrastructure Program will be administered by the Centre for Marine Applied Research (CMAR) with funding provided by the Province of Nova Scotia.

Who is CMAR?

CMAR was established in 2017 and operates as a division of Perennia Food and Agriculture Corporation, a Provincial crown corporation. CMAR leads and supports research projects that advance the management, long-term sustainability, growth, and resilience of Nova Scotia's marine coastal resources.

What type of infrastructure is eligible?

Private and community-owned infrastructure in harbours critical to the fisheries and seafood industry may be eligible. The infrastructure may include, but is not limited to, wharfs, breakwaters, ramps, and processing facilities if structurally connected to a wharf.

Please note infrastructure co-managed by Fisheries and Oceans Canada Small Craft Harbours is not part of the program.

How did you decide which marine infrastructure to include?

CMAR, in collaboration with the Department of Fisheries and Aquaculture, has identified harbours critical to the fisheries and seafood industry in the Province based on a number of factors including

the annual seafood value landed, number of vessels registered, total berthing area, and the range of users (seafood processors, marine tourism, aquaculture, others).

What does the engineering assessment cover?

The Engineering Consultant will:

- Meet with infrastructure owners to identify needs, concerns, operation methodology, constraints of work, mooring/berthing procedures, past events, and repair/maintenance activities;
- Review historical information such as drawings, previous reports, maintenance records, and operating procedures;
- Document the existing locations of structural, mechanical, and electrical services;
- Develop site-specific Health and Safety Plans for the engineering assessment procedure, provide their own site access (boats, cranes, divers, etc.), tools and testing equipment, and coordinate all work with infrastructure owners/operators under an approved schedule to ensure there are no disruptions to the use of the infrastructure; and
- Provide an Infrastructure Evaluation and Recommendations Report.

The Infrastructure Evaluation and Recommendations Report will summarize the site investigation and verify existing conditions and measurements. The report will document:

- Design issues and/or deficiencies that could affect infrastructure usage;
- Compliance with current building, fire and applicable safety codes and by-laws;
- Effective age and remaining economic life of the structure fabric; and
- Practical recommendations on modifications to the existing infrastructure and site services to help adapt to increased storm intensity and flooding (e.g., raising generators, electrical), and long-term recommendations for changes required to accommodate anticipated climate changes in the localized environment including various options, costs, sketches, out of service considerations, timelines, etc.).

What will the engineering assessment cost?

If your application is accepted and approved, the cost of the engineering assessment will be reimbursed (GST excluded) provided the terms and conditions in the application are met.

Why should I take part in this program?

You will receive a detailed engineering report about your marine infrastructure, at no cost to you. You choose the engineering consultant you will work with from an approved list. The engineering consultant's assessment report will recommend upgrades to address safety needs and climate change impacts. This information will help you with planning and budgeting future capital work.

Will the program fund capital work?

This program will cover the costs of the engineering assessment only and will not fund capital work. However, there may be other government programs not related to this program that fund infrastructure and climate change adaptation to help complete upgrades identified in the report.

Are there any risks?

Please note in the conduct of their assessment, the engineering consultant may have a responsibility to identify and report unsafe conditions and note compliance with current building, fire and applicable safety codes and by-laws, to the appropriate authorities. Under extreme circumstances parts of a structure or an entire structure could be condemned, restricting usage until it is repaired or replaced. Repair or replacement costs are the responsibility of the infrastructure owner. The Province, including Perennia, is not liable for the consequences related to the engineering consultant's assessment report completed as part of this program.

What happens after I fill out the application form?

CMAR will review your application and confirm eligibility. You will arrange for the engineering firm you selected to visit your facility. They will prepare a cost estimate and timeline for the assessment. If you wish to proceed, submit the quote to CMAR for review and approval. Approval will be based on a variety of factors including those noted above, the engineering consultant's cost estimate, existing documentation, the order of submission of the application, and remaining program funding. CMAR reserves the right to decline the engineering consultant's cost estimate where the cost estimate is considered excessive and beyond the scope of standard pricing for the work anticipated. Once approved, you will work directly with your selected engineering consultant to complete the assessment following the scope of work we provide when your application is approved. The engineering consultant will prepare and deliver you a final written report of climate-proofing recommendations. Simply submit a copy of the report and proof of payment to us by the project deadline and we will reimburse you for the pre-approved amount.

How long do I have to complete my assessment?

Your chosen engineering consultant will outline assessment timelines in your initial quote.

To receive reimbursement of the approved costs (excluding GST), a copy of the final assessment report prepared by your chosen engineering consultant and proof of payment must be submitted to Perennia Food & Agriculture Corporation by December 31, 2024.

Can I use my own engineer?

The engineering consultants on the approved list have met provincial procurement standards. If there is a company you wish to use that is not listed, you can apply to have the engineering consultant added whereupon CMAR will assess the engineering consultant for possible approval.

Who will have access to my assessment?

The Province will use the engineering assessment reports to create a aggregated summary for public use. Please note that all information submitted to or collected by Perennia is subject to applicable privacy and access to information laws, including the *Freedom of Information and the Protection of Privacy Act*.

What if I have more questions?

Please contact CMAR's Program Administer:

Margo Coughlin

Email: mcoughlin@perennia.ca

Phone: (902) 399-8886

Jill Webb

From: Sarah Mattatall
Sent: April 12, 2024 1:35 PM
To: Jill Webb
Subject: FW: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

Document #	Day 301
Rec'd by	
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From: Sarah Mattatall
Sent: Monday, March 11, 2024 3:14 PM
To: Margo Coughlin <mcoughlin@perennia.ca>
Cc: Ken Smith <Ken.Smith@shelburnens.ca>
Subject: RE: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

Good Afternoon Margo,

I wanted to inform you that Sherry Doane is no longer with the Town of Shelburne. I have taken over her role and will now be the point of contact for our interactions moving forward.

I have a few questions regarding the climate change study application that I hope you can assist me with:

1. Cost Estimate for Engineering Assessment:

In the application, there is a question regarding the engineering assessment cost, with a note indicating that the cost will be reimbursed (excluding GST) provided that the terms and conditions in the application are met. Could you provide a rough estimate of these costs? Furthermore, I am curious about who is responsible for covering the costs if the participating party is reimbursed?

2. Assessment Risks and Consequences:

Another question raised in the application concerns potential risks. Specifically, it mentions that the engineering consultant may have a responsibility to identify and report unsafe conditions, as well as ensure compliance with current building, fire, and safety codes and by-laws. Under extreme circumstances, parts of a structure or an entire structure could be condemned, leading to usage restrictions until repairs or replacements are made. It's noted that repair or replacement costs are the responsibility of the infrastructure owner, and the Province, including Perennia, is not liable for the consequences related to the engineering consultant's assessment report completed as part of the program.

I'm interested in whether you have encountered cases where marine terminals have been condemned or had usage restricted due to these assessments. How stringent are these assessments typically? For instance, hypothetically speaking, if a port has already experienced some damage, and the owners are actively seeking funding opportunities to support repairs, would this ongoing damage trigger your assessment to recommend usage restrictions?

And last question, how many marine infrastructure owners have had these studies completed? Any local ports?

Thanks and kind regards,
Sarah

Sarah Mattatall, BBA

Chief Administrative Officer
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, NS, B0T 1W0
(o) 902.875.2991 Ext. 5
www.shelburnens.ca



The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

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

From: Margo Coughlin <mcoughlin@perennia.ca>
Sent: Thursday, February 29, 2024 9:48 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

CAUTION: This email originated from an external sender.

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Margo Coughlin
27 Parker St.
Dartmouth, Nova Scotia, B2Y 4T5
Cell: (902) 399-8886
www.cmar.ca



Jill Webb

From: Sarah Mattatall
Sent: April 12, 2024 1:36 PM
To: Jill Webb
Subject: FW: [EXTERNAL]RE: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

Document # D24-324	
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From: Margo Coughlin <mcoughlin@perennia.ca>
Sent: Monday, March 25, 2024 9:23 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Cc: Ken Smith <Ken.Smith@shelburnens.ca>
Subject: RE: [EXTERNAL]RE: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

Hi Sarah,

Thanks for getting back to me. See my comments in red below. I am back from vacation and am available to discuss this by phone as well.

Thanks,
Margo

Margo Coughlin
27 Parker St.
Dartmouth, Nova Scotia, B2Y 4T5
Cell: (902) 399-8886
www.cmar.ca



From: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Sent: Monday, March 11, 2024 3:14 PM
To: Margo Coughlin <mcoughlin@perennia.ca>
Cc: Ken Smith <Ken.Smith@shelburnens.ca>
Subject: [EXTERNAL]RE: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

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1. Cost Estimate for Engineering Assessment:

In the application, there is a question regarding the engineering assessment cost, with a note indicating that the cost will be reimbursed (excluding GST) provided that the terms and conditions in the application are met. Could you provide a rough estimate of these costs? Furthermore, I am curious about who is responsible for covering the costs if the participating party is reimbursed?

Wharf owners will select the engineering firm they wish to work with and contract with them directly for the assessment. This means that owners will approve the work and pay for it directly and will own all products produced. CMAR will reimburse the approved costs if proof of payment and a copy of the report is received before December 2024. Assessments are ranging between \$5,000 and \$30,000 depending on the structure. The engineering firm will provide owners with a quote upfront for all costs for approval prior to any work. CMAR will approve costs for reimbursement before work begins as well.

2. Assessment Risks and Consequences:

Another question raised in the application concerns potential risks. Specifically, it mentions that the engineering consultant may have a responsibility to identify and report unsafe conditions, as well as ensure compliance with current building, fire, and safety codes and by-laws. Under extreme circumstances, parts of a structure or an entire structure could be condemned, leading to usage restrictions until repairs or replacements are made. It's noted that repair or replacement costs are the responsibility of the infrastructure owner, and the Province, including Perennia, is not liable for the consequences related to the engineering consultant's assessment report completed as part of the program.

I'm interested in whether you have encountered cases where marine terminals have been condemned or had usage restricted due to these assessments. How stringent are these assessments typically? For instance, hypothetically speaking, if a port has already experienced some damage, and the owners are actively seeking funding opportunities to support repairs, would this ongoing damage trigger your assessment to recommend usage restrictions?

We have not had any issues to date. The assessments are climate change focused/not safety orientated but engineers are obligated to report any issues they see anything that is unsafe to the public. Other government departments would have to assess and decide to condemn, etc. if this were the case.

And last question, how many marine infrastructure owners have had these studies completed? Any local ports?

We have assessments in progress in Yarmouth, Digby and Arichat and have recently expanded the program to other fishing harbours around the province on a first-come basis. As Shelburne is a large fishing port, we would like to see good uptake in this area. We did not receive any applications from Shelburne the first go around. Hopefully, the municipality will be able to participate. If you know of any other private or community wharfs in Shelburne not covered by the federal small craft harbours, please feel free to forward the information or have them contact me directly.

Thanks and kind regards,
Sarah

Sarah Mattatall, BBA

Chief Administrative Officer
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, NS, B0T 1W0
(o) 902.875.2991 Ext. 5
www.shelburnens.ca



The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

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

From: Margo Coughlin <mcoughlin@perennia.ca>
Sent: Thursday, February 29, 2024 9:48 AM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Climate Change Vulnerability Assessment of Critical Marine Infrastructure

CAUTION: This email originated from an external sender.

Hi Sarah,

I was given Sherry Doane's contact by Adam Langley but have not heard back from her. Maybe you could point me in the right direction.

We are conducting a climate change study on marine infrastructure. It's voluntary and there is no cost to infrastructure owners. The details are attached. We recently concluded accepting applications but have limited funds available in next year's fiscal. We would like to have some representation from Shelburne. Is this something you would be interested in?

Thanks,

Margo Coughlin
27 Parker St.
Dartmouth, Nova Scotia, B2Y 4T5
Cell: (902) 399-8886
www.cmar.ca



WARNING - This email is originated from **EXTERNAL SENDER OUTSIDE OF PERENNIA**. Do not click any link and do not open attachments unless you can confirm the sender.
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Town of Shelburne
 Staff Report to Council
 April 15, 2024
Community Participation & Volunteerism Committee

Document # D24-325	
Rec'd by JW	
Date Apr. 11/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

General Overview:

This staff report aims to provide Council with an update on the status of the Town of Shelburne's Community Participation & Volunteerism Committee (CP&V) and propose a course of action for Council's consideration.

Background:

The CP&V Committee was established in December 2012 with the aim of facilitating coordination with various volunteer initiatives within the community. Its primary objective has been to assist the Council in liaising with these initiatives, ensuring the Town remains informed and able to support community volunteers. The vision of the committee has been to foster Shelburne as a socially vibrant community where volunteerism enriches the collective well-being of its residents.

Over the years, the CP&V Committee has functioned effectively with a robust membership and an engaged volunteer base. Additionally, the Town previously employed an Events Coordinator to bolster the efforts of the committee, resulting in successful execution of several town events.

Analysis:

Regrettably, in recent years, the engagement with the CP&V Committee has dwindled. This decline can be attributed to various factors, including financial constraints leading to the elimination of the Events Coordinator position around 2019. Subsequently, the Town's capacity to organize events diminished, affecting the committee's functionality. Furthermore, the global pandemic exacerbated these challenges by necessitating the suspension of community events, disrupting momentum and volunteer engagement.

Recently, the Municipality of the District of Shelburne has established an Events Committee, which has proven to be highly active and successful in managing key events within the Town of Shelburne. This committee has made significant strides and has gained considerable support. The Town of Shelburne currently supports the Events Committee financially and values its contributions to the community.

Given the decline in volunteerism, coupled with the success of the Events Committee, it is practical to dissolve the CP&V Committee and integrate its functions into the Events Committee. Notably, the CP&V Committee has experienced a further loss of three members this year. Consolidating efforts under one committee would streamline operations and maximize effectiveness.

After thorough review and consideration, the recommendation is to dissolve the CP&V committee and designate one Councillor and one staff member to join the Municipality of the

District of Shelburne's Events Committee. This integration would optimize resources, enhance collaboration, and ensure the continued success of community events and volunteer initiatives in Shelburne.

Recommendation:

It is recommended THAT Council dissolve the CP&V Committee and assign one Councillor and one staff member to join the Municipality of the District of Shelburne's Event Committee.

*Respectfully Submitted,
Sarah Mattatall
Chief Administrative Officer*

Accessibility Advisory Committee Meeting Minutes

Thursday November 30th, 2023
Start time: 12:00 pm
(In Person Meeting)

In Attendance: Adam Dedrick, Sylvia Snow, Holly Perry, Kent Balish, Penny Smith, Ben Nickerson, Sarah Mattatall, Nicole Blades, Tammy Conway Denning

Regrets: Francis Scott, Wanda Buchannan, Terry Stacey

Call to Order: Meeting was called to order by Adam Dedrick at 12:05pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Sylvia and 2nd by Ben.

Minutes of Previous Meeting: Meeting minutes from January 12th, 2023 were reviewed and approved electronically. This was moved by Ben, 2nd by Kent.

Business:

- a) **Welcome and Introduction:** All members gave Tammy Conway Denning a warm welcome into the Accessibility Coordinator role. Everyone gave introductions and background on what their role on the committee is.
- b) **Exercise "Wear my Shoes":** an awareness game where members switched socks and shoes was played to highlight individual perspective and barriers to accessibility.
- c) **Appointment of Terms for Committee Members:** There are some vacancies that need to be filled in the New Year. These vacancies will be advertised in the Municipal Newsletters in January for all 3 units.
- d) **Update:** Tammy gave a breakdown on what has taken place within her new role over the last 4 weeks.
- e) **What does 2024 Look Like?:** There was a lot of discussion on what the 2024 goals and outcomes should look like. What has been successful so far, what the focus should be as well as what committee members would like to see. All Committee members were encouraged to reach out to Tammy to share their thoughts on what they would like to see achieved or what they would like to see addressed.

Other Business:

- a) There is no other business

Next Meeting Date: January 18th, 2023 from 1-3pm

Meeting Adjourned

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March 4th, 2024

Document #	D24-327
Rec'd by	[Signature]
Date	Apr. 5/24
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Agenda	<input checked="" type="checkbox"/>
Calls for Service Committee	

By-Law Officer Report – March 2024

Calls for Service (March 1 to March 30):

1. **24-015. Service Request:** Received a complaint concerning dog feces in proximity to a neighbour's well. Upon investigation, determined that the feces were located 30 feet from the complainant's well, situated on the dog owner's property. Referred to by-law section 5.2. **RESOLVED.**
2. **24-016. Service Request:** Addressed a complaint regarding garbage accumulation in the ditch on Commission Street. Referred the matter to MDS/Darrell Locke. **RESOLVED.**
3. **24-017. Service Request:** Responded to a complaint concerning garbage in the parking lot near the yacht club. Collaborated with the Public Works Department, and the CAO will oversee the installation of a new garbage bin and signage near the rock wall. **ONGOING.**
4. **24-018. Service Request:** Investigated a report of a resident burning household items on Spa Road. Found the resident burning yard waste and advised them to obtain a burn permit. **RESOLVED.**
5. **24-019. Service Request:** Was notified by the Public Works Department of garbage blowing around the corner of John and Clements Streets. Inspected the area, and the garbage was promptly removed – **RESOLVED.**
6. **24-020. Service Request:** Responded to a business owner's complaint regarding vehicles parking on Water Street beyond posted time limit. Issued a written warning. **RESOLVED.**

Assignments:

1. Working on the review of by-laws.
2. Installing signage for parking.
3. Drafted a letter for the Wastewater Plant, referencing the Public Sewer By-law.
4. Assisting with security cameras at Guild Hall.
5. Participated in the Mental Health Training pilot project.

Summary of Additional By-Law Officer Duties and Outcomes:

1. **Complaint 23-003: ONGOING.**
2. **Complaint 23-011, 23-021, 24-014: ONGOING.**
3. Conducting more frequent inspections of the Yacht Club parking lot and Pine Grove Cemetery.
4. Collaborating with the Waste Diversion Officer, Executive Coordinator, Customer Service Representative and students at Hillcrest Academy to develop new signage for waste disposal units around the Town.

Respectfully submitted,

Dana Nash



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

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of March 2024.

Total number of calls for service: 9

Calls for service within the Town: 7

Calls for service in the Municipality of Shelburne protection area: 2

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

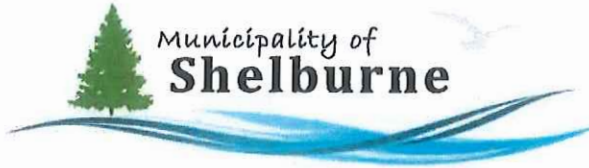
Document #	
D24-328	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2 + 1 By Chief	1
MEDICAL	2	
MOTOR VEHICLE ACCIDENT	1	
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS	1	1
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

April 5, 2024

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

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of March, 2024.

Document #	D24-329
Rec'd by	gw
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Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	3	1
Number of Permits Issued to Date	18	18
Construction Value	\$ 770,000.00	\$ 30,000.00
Total Construction to Date	\$ 2,090,000.00	\$ 2,600,200.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

TOWN OF SHELBURNE

STAFF REPORT Wastewater Utility

Document #	1224-330
Rec'd by	gw
Date	Apr 4/24
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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DATE: Apr. 8th, 2024

Dear Council Members,

I am writing to provide an overview of the operations and performance of the Town of Shelburne Wastewater Plant for your review and consideration.

1. Introduction:

The Town of Shelburne Wastewater Plant plays a critical role in safeguarding public health and protecting the environment by treating wastewater before it is discharged back into natural water bodies. Our plant operates 24/7 to ensure that wastewater is treated to meet stringent regulatory standards.

2. Key Performance Indicators:

- **Effluent Quality:** The quality of the treated wastewater continues to meet or exceed all regulatory requirements for our TSS (total suspended solids), CBOD (Carbonaceous Biochemical Oxygen Demand), and Ammonia levels. Our E coli Levels have spiked in the previous months (Feb/Mar) above our compliance level.
- **Treatment Efficiency:** Our treatment processes have demonstrated consistent efficiency in removing pollutants and contaminants from the wastewater stream. For the previous 2+ years we've been fighting oxygen depletion issues, causing greater strain on the process, but this previous two months, we've noticed process changes throughout the plant have resulted in an uptick of oxygenation in our treatment process. Thus, making a more stable and efficient treatment
- **Compliance:** We are currently out of compliance with our E. coli samples. Our March testing, yielded poor E. coli results. We've identified a few factors over February and March that have led to this. With past compliance issues we've noticed E. coli compliance was tied directly to poor TSS/CBOD and ammonia numbers. This has not been the case with our testing. We've noticed that high flows through Feb/March have created some new challenges for our operators.

We believe the high E. coli issue can be correlated back to high flows from frequent rain and snow events, the frequency in which we clean our UV lights as well as waterfowl infiltrating our treatment stream.



TOWN OF SHELBURNE

Both of these issues have been addressed with various fixes (screens over inlet holes at the plant, more frequent, biweekly cleaning of the UV lights). We are waiting for our April 2024 results to ensure these changes have brought us back within compliance.

- **Maintenance and Infrastructure:**

Operators have begun looking into and learning about preventative maintenance schedules for all wastewater assets. This should allow us to use our resources more efficiently and cause less unexpected faults or breakdowns.

3. Challenges and Mitigation Strategies:

- **Aging Infrastructure:** Some components of our wastewater treatment infrastructure are aging and may require upgrades or replacements in the near future. We are actively assessing our infrastructure needs and developing plans to address them in a timely and cost-effective manner.

As of March 25th, L&B electric have begun installing our newest lift station upgrade at Arthur St. The goal is to have installation completed by the start of May 2024. Currently the panel has been put in place and we're awaiting electric hookups. This is crucial in aiding our information gathering on peak flows and the areas effected by high flow, as well as the modern alert system within the panel to inform our operators of any issues.

- **Resource Management:** We continue to focus on resource efficiency, including energy and chemical usage, to minimize operating costs and reduce our environmental footprint.
- **Emergency Preparedness:** Comprehensive emergency response plans are in place to address potential incidents or disruptions to our operations, ensuring continuity of service and protection of public health.

4. Public Concerns: Non-Currently

- 5. **Future Directions:** We are currently looking into efficiencies of our chemicals, power and augmentation applications, as well as the amount of water consumed. Plant and infrastructure efficiency is being investigated.

- Daniel MacKay, O.I.T Wastewater, Town of Shelburne.



TOWN OF SHELBURNE

STAFF REPORT Water Utility

Document #
D24-331

Rec'd by
JW

Date
Mx 29/24

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Agenda

Committee



DATE: March 27th, 2024

Dear Council Members,

I am pleased to present the following report on the operations of the Town of Shelburne Water Treatment Plant for your review and consideration.

1. Overview:

The Town of Shelburne Water Treatment Plant has continued its operations efficiently and effectively during the reporting period. Our primary goal remains to provide safe and clean drinking water to the residents and businesses of our community.

2. Key Performance Indicators:

- There were no changes to last month's report.

3. Challenges and Mitigation Strategies:

- There were no changes to last month's report.

4. Public Concerns:

- **February 27th, 2024:** Report regarding a water line rupture occurring at the intersection of Lake Road and School Street at approximately 1:30 pm. Immediate measures were taken to isolate the affected area, and affected customers were promptly notified of the situation and informed of the anticipated duration of water service interruption.



TOWN OF SHELBURNE

Relevant personnel, including RDOC Mark Holden, Kevin Turner from the Department of Environment (DOE), and Adam d'Entremont from the Department of Environment (DOE), were promptly contacted to apprise them of the situation.

- **February 28th, 2024:** Groundwork commenced in the morning, with the initial break being identified at 10:00 am. A segment of pipe measuring five feet was promptly replaced. Subsequently, a second break, located approximately 11 feet from the initial break, was discovered upon pressurizing the line and promptly rectified. Affected customers were duly notified of a boil order in effect until further testing could be conducted.
- **February 29th, 2024:** Total chlorine tests were conducted at three designated locations, yielding results that exceeded the guidelines established by Health Canada. Subsequently, Kevin Turner from the Department of Environment (DOE) was promptly notified of these findings. Upon review, Mr. Turner authorized the resumption of water usage for customers. Immediate communication was then undertaken to inform affected customers of the clearance to resume water usage.

5. Future Considerations:

- No future considerations currently.





STAFF REPORT

To: Council
From: Michelle Vacon, Accessibility Coordinator
Approved by: Sarah Mattatall, Chief Administrative Officer
Date: April 9, 2024
Subject: Accessibility Coordinator Update

Document #	D24-332
Rec'd by	juw
Date	Apr 9/24
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Agenda	✓
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This report is for information purposes only.

The Accessibility Coordinator position is a ten month term position, part of a pilot project to implement the identified goals for the first year of the Eastern Shelburne County Accessibility Plan (ESCAP). The ESCAP is a joint plan between the three local municipal units which includes the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. The Accessibility Coordinator is responsible for the coordination and implementation of the Core Goals and Actions and will act as a liaison with the Joint Accessibility Advisory Committee and the Nova Scotia Accessibility Directorate.

The position is accountable to all three municipal units and the Joint Accessibility Advisory Committee. Administratively, the incumbent is employed by the Municipality of the District of Shelburne and reports directly to the Director of Recreation & Parks.

The attached report outlines the work completed since the position commenced on March 4, 2024.

Attachments

-Accessibility Coordinator Update to Town Council April 15, 2024

Accessibility Coordinator Update to Town of Shelburne Council: April 15, 2024

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The Basics:

The Accessibility Coordinator was hired in February, with a start date of March 4, 2024.

The position started out as a twelve month term. There was previously someone in this position for two months; the position for the current Accessibility Coordinator is a ten month term position.

During these ten months, The Accessibility Coordinator is responsible for implementing the first year of the Eastern Shelburne County Accessibility Plan for the Municipality of Shelburne, The Town of Shelburne, and The Town of Lockeport.

The goal of the Eastern Shelburne County Accessibility Plan is to ensure that all municipal communications, services and practices are barrier-free for people with disabilities.

The Accessibility Plan and the Accessibility Coordinator position were created so that we fulfill the Accessibility Act, an act the NS government passed in 2017, with the goal of the province becoming an accessible province by 2030.

Accessibility Coordinator Mandate:

There are nine identified core goals and actions to be implemented during this ten month term:

- Increase public awareness about the rights of persons with disabilities and barriers to accessibility through a public awareness campaign
- Develop recommendations to ensure that all three municipal units promote the accessible delivery of goods and service
- Develop recommendations to ensure that all persons with disabilities can receive, understand and share information and communication provided by each unit
- Develop recommendations to ensure that the employment practices at each unit are accessible
- Facilitate accessibility audits for the required infrastructure at each unit

- Facilitate training for all staff and elected officials surrounding accessibility training
- Receive and respond to inquiries, requests for information and public feedback surrounding accessibility
- Respond to requests for information and feedback as required
- Provide guidance to staff and prepare reports to Councils and this Committee on accessibility, as needed

Accessibility Coordinator Progress Report:

During the month of March, 2024 through early April 2024, the Accessibility Coordinator:

- Attended first Zoom meeting with provincial counterparts, such as other Accessibility Coordinators and Accessibility Leads.

This is available through the support network of AMANS (Association of Municipal Administrators Nova Scotia). We will have regular monthly meetings. **GOALS: Various**

- Attended Workshops/Training supplied by AMANS towards supporting municipalities in meeting their accessibility requirements. **GOALS: Various**
- Met with individuals on community boards such as the SASI (Shelburne Association Supporting Inclusion) Board and Shelburne County Mental Health and Wellness Association Board, and individual Accessibility Coordinator counterparts in other regions, to discuss and gather information on their ideas about the future of accessibility, what they see as the current barriers to accessibility, etc. **GOAL: Public Awareness Campaign**
- Met with the Eastern Shelburne County Accessibility Advisory Committee on March 28, 2024, to regroup and look at Accessibility Coordinator goals for the upcoming year. We will meet regularly. **GOALS: Various**
- Reviewed various accessible information and communications guidelines drafted by AMANS and other Accessibility Coordinators, and started first drafts of

Municipal/Town information and communications guidelines, with the goal of improving information and communications accessibility in Municipal/Town communications of all types. **GOAL: Accessible Information and Communications**

- Reviewed Lockeport's audit from 2020 to become more familiar with the process, as well as the Rick Hansen Foundation Professional Handbook, the NS Building Accessibility Checklist, and more. **GOAL: Accessibility Audits**
- Started regular "Accessibility Friday" Facebook posts surrounding accessibility education to be posted on the Municipality of Shelburne, the Town of Shelburne and Town of Lockeport's Facebook pages each Friday. **GOAL: Public Awareness Campaign**
- In the next Newsletter/Tax Bill for the Town of Shelburne and Municipality of Shelburne: Depending on what fits in, there will an introduction/bio of myself as Accessibility Coordinator and how to contact me on accessibility issues, plus a section on Access Awareness Week NS, which happens on May 26-June 1, 2024. **GOAL: Public Awareness Campaign**
- Handed out Accessible NS (a provincial education campaign) posters, brochures, etc. and introduced self as Accessibility Coordinator to community hubs. **GOAL: Public Awareness Campaign**

Note: Posters available for community spaces upon request.

- Approached the Accessibility Leads for each unit surrounding Working with Abilities Training. This is a type of training that is noted in the Town of Shelburne's Accessibility Action Plan as mandatory training for all staff and elected officials, and should be able to be implemented quickly as it is online training that can be done on staff's own time. It is provided by NS Human Rights Commission. **GOAL: Accessibility Training**
- Reviewed all Municipal/Town policies and procedures from an accessibility lens, and AMANS is providing policy advisor support on how to proceed in making recommendations on existing policies and new policies. **GOALS: Various**

Upcoming:

- Create an “Accessibility” page on the Municipal/Towns websites, which provides consolidated information about accessibility services, programs, and resources available through the municipalities, and provincial and federal governments.
GOAL: Accessible Goods and Services
- Promote Access Awareness Week NS. Access Awareness Week NS (also known as National AccessAbility Week) is May 26-June 1, 2024. This is an important week for education surrounding accessibility.

The Town has ordered flags for this week from the Nova Scotia League for Equal Opportunities and the week will be addressed on the Town Facebook page and in the Town Newsletter/Tax Bill depending on space available in Newsletter. **GOAL: Public Awareness Campaign**

- Regular print updates will be provided to Town Council for discussion and feedback (Aiming to do so every other month, or more often if an issue arises.)

Respectfully submitted,

Michelle Vacon - Accessibility Coordinator

Municipality of Shelburne/Town of Shelburne/Town of Lockeport

michelle.vacon@municipalityofshelburne.ca | t. 902-874-0006

Municipality of Shelburne

414 Woodlawn Drive, Shelburne, NS, B0T 1W0



Town of Shelburne
 Staff Report to Council
 April 15, 2024
CAO Update

Document #	
D24-333	
Rec'd by	
JW	
Date	
Apr. 11/24	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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1) Office Relocation - Accessibility Measures

This is an update on the recent Request for Proposal (RFP) for the purchase and installation of an elevator lift and shaft as part of our office relocation and accessibility measures.

The RFP closed on April 8th, 2024, and I am pleased to inform you that we received competitive proposals from two reputable companies: Rikjak Construction Ltd and Delmar Construction Ltd.

Proposal Overview:

Rikjak Construction Ltd:

Location: Lunenburg, NS.
 Experience: Installed elevator lift for the Town of Lockeport.
 Warranty: Two years.
 Project Timeline: Estimated completion by end of October/beginning of November.
 Cost: \$186,600 + HST.

Delmar Construction Ltd:

Location: Yarmouth, NS.
 Experience: Installed elevators or elevator lifts in Yarmouth Town Hall and Yarmouth Municipal Building.
 Warranty: One year.
 Project Timeline: Estimated completion by end of July 2024.
 Cost: \$143,029 + HST.

After careful evaluation of both proposals, it is recommended that Council accepts the proposal from Delmar Construction Limited. Delmar's proposal offers several advantages:

1. Cost: Delmar's proposal is significantly lower, providing cost savings for the Town.
2. Project Timeline: Delmar's project timeline aligns better with our relocation plans, ensuring completion before the upcoming election.
3. Experience: Delmar has a proven track record, having completed similar projects in municipal buildings.

Therefore, it is recommended that Council approves the proposal from Delmar Construction Limited at \$143,029 + HST for the purchase and installation of the elevator lift and shaft for 162 Mowatt Street.

2) Office Relocation – Other Updates

An update regarding our office relocation to 162 Mowatt Street: We are aiming to complete the move prior to the upcoming election, with our goal set for August 2024.

Staff are diligently working towards this goal, and I am pleased to report that several key steps have already been taken to facilitate a smooth transition:

Preparation Efforts:

- We have initiated the process of hiring painters to ensure that the new office space is refreshed and ready for occupancy.
- Arrangements have been made for the installation of new automatic accessible doors to enhance accessibility for all visitors.
- Staff have been actively involved in selecting paint colors and flooring types to create a welcoming and functional workspace.

IT Support:

Our new IT service provider, G23 Technologies, has been briefed about the office relocation and is fully prepared to support us during the move. They will ensure minimal disruption to our operations during the transition period.

Remaining Tasks:

- We are currently in the process of looking at arrangements for an accessible front desk to further enhance accessibility for visitors.
- The installation of the HVAC system is another crucial aspect of the relocation process. While progress is being made, we are actively exploring funding opportunities to support this effort.

3) GIS Meeting

As part of the initiative to enhance our GIS capabilities to support the wastewater infrastructure review process, the Town has contracted Matt King to assist us in this effort.

On Friday, April 12th, Mr. King met with our utilities staff, senior planner, Deputy CAO, and myself to discuss and analyse the GIS data we have inherited from our previous GIS technician, Andrew Jones. The primary objective of this meeting was to kickstart the development of a more detailed mapping system that will facilitate our assessment of the sewer infrastructure and guide us in identifying necessary upgrades.

The focus of our discussion was on preparing comprehensive maps that outline sewer connections originating from each manhole. Bob Funke, our contracted engineer, emphasized the importance of having detailed information on the branches leading to residential and commercial properties. This includes data such as the number of sewer connections to each manhole, pipe sizes, and the direction of flow.

Furthermore, Mr. Funke stressed the necessity of creating maps that illustrate the sewer network's layout from the "bottom-up" perspective. In other words, starting from each manhole and progressing upwards towards the proposed locations of significant developments, such as the new nursing home and the potential 60-unit apartment building by the MacLeod Group.

By providing our engineer with this comprehensive data, we will enable him to make informed recommendations for upgrades to our sewer system. This will not only ensure our infrastructure is capable of accommodating future developments but also enhance the efficiency and reliability of our wastewater management.

4) Cruise Ships

On April 5th, I participated in a meeting with Sarah Rumley, the Executive Director from Atlantic Canada Cruise Association (ACCA). The primary focus of our discussion was on the upcoming cruise season, as well as a review of what help makes Shelburne a desirable destination.

Ms. Rumley shared insights regarding this year's cruise schedule, indicating that Shelburne may experience a reduced number of ship visits. This is partly due to developments in Halifax, where they have implemented a tendering system to address capacity issues at their Ocean Terminals. With this system in place, Halifax can now accommodate more cruise calls, which has an impact on Shelburne's port as historically we took on a lot of the overflow.

Furthermore, Ms. Rumley highlighted the natural ebbs and flows in cruise line visits, emphasizing that fluctuations in the number of ships visiting our port are normal. Despite the current reduction, she expressed optimism that we may see an increase in cruise traffic in the coming years.

Ms. Rumley also emphasized several factors that make Shelburne an attractive port of call for cruise lines. The promotion of the Black Loyalist Heritage Centre has been particularly effective in attracting North American cruise guests, who have a deep cultural interest in this aspect of our history. Additionally, our museum network and walkable waterfront contribute to our appeal. Notably, our ability to handle larger ships with shorter tendering operations, only a 20-minute commute compared to neighbouring ports like Lunenburg with an hour and a half commute, is a distinct advantage.

In summary, while we anticipate a decrease in cruise traffic this year, Ms. Rumley's insights suggest promising opportunities for growth in the near future.

5) Vending Permits

The Municipality of the District of Shelburne (MDS) has once again approached us this year regarding the potential waiver of vending fees for vendors participating in Dock Street Days. It's worth noting that Council passed a motion last year to waive these fees.

Furthermore, please be aware that staff will be reviewing the Vending By-Law passed in 2015. This presents an opportunity to update and revamp the by-law for potential improvements.

6) Staffing Updates

I wanted to inform you of some recent developments within our team. Firstly, it is with mixed emotions that I announce the resignation of our Administration & Human Resources Coordinator, Nicole Blades. Nicole has decided to pursue an opportunity elsewhere, and her last day with us will be Friday, April 19th. We extend our heartfelt best wishes to Nicole as she embarks on this new chapter in her career.

In light of Nicole's departure, we are pleased to announce the promotion of Jessie Dyer, our current Customer Service Coordinator, into the vacant position. Jessie has consistently demonstrated dedication and proficiency in her role, and we are confident that she will excel in her new responsibilities. She is currently undergoing a transition period with Nicole to ensure a seamless handover.

Additionally, we have initiated the recruitment process to fill the vacant Customer Service Coordinator position. We are optimistic about finding a suitable candidate to join our team.

Respectfully Submitted,

*Sarah Mattatall
Chief Administrative Officer*



Town of Shelburne

Staff Report to Council

April 15, 2024

Purchase of New Fire Truck for Shelburne Volunteer Fire Department

Document #	D24-334
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Date	Apr. 11/24
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General Overview:

This staff report aims to provide Council with an update on the status of the purchase of a new fire truck for the Shelburne Volunteer Fire Department (SVFD) and proposes a course of action for Council's consideration.

Background:

In 2018, the Town of Shelburne entered into a fire services agreement with the Municipality of the District of Shelburne, wherein the Town agreed to provide certain fire protection services through the Shelburne Volunteer Fire Department to specific areas of the District, including the Town of Shelburne. The agreement stipulates that the Town must ensure the SVFD is equipped at all times with adequate firefighting equipment, apparatus, and appropriately trained personnel for the provision of fire protection services to the fire protection areas, as per the signed agreement.

A presentation was delivered to Council by the SVFD Chief after the inception of this agreement, illustrating the need to replace the Fire Department's aging fleet. A proposal was made to replace a fire vehicle every 5 years, allowing the Town of Shelburne and the Municipality of Shelburne to mitigate financial impact on their budgets and save money over the course of those five years. Pursuant to this proposal, both the Town and the Municipality agreed to contribute \$325,000, with an additional \$50,000 from the SVFD, totalling \$700,000 for the purchase of a new truck.

Analysis:

Fast forward five years, amid the challenges of a global pandemic and navigating financial impacts due to rising costs, the initially allocated \$700,000 for the purchase of a new truck is no longer sufficient. Staff convened with members of the SVFD to discuss and review research conducted on several options for a new fire truck. With the firsthand experience of protecting our community during last summer's wildfires, the volunteer firefighters have gained valuable insights into the requirements for their replacement truck to ensure enhanced safety measures.

The truck committee has diligently researched and considered various trucks, ultimately determining that the cost of the new truck is \$940,270 plus HST, accounting for rising costs and essential safety measures.

Should the Town opt to proceed with the purchase of this truck (refer to attached document for specifics), a 30% down payment is required to secure the purchase, with the remaining funds to be paid upon completion and readiness for delivery (September 2025). This would entail delaying the purchase of replacement truck #2 by a year, utilizing the funds to be saved in 2025/2026 towards the purchase of replacement truck #1.

Financial:

Anticipated financial breakdown is as follows:

Cost of Fire Truck	940,270.00
GST/HST (15%)	141,040.50
GST/HST Rebate	-100,740.58
Net Cost of Fire Truck	980,569.92
SVFD Contribution	- 50,000.00
Resale of old Fire Truck	-100,000.00
End Cost to be split 50/50(TOS & MDS)	830,569.92

Town of Shelburne Contribution \$415,284.96

Municipality of Shelburne Contribution \$415,284.96

The Town of Shelburne has transferred to reserve \$75,000 for the last several years and as of March 31, 2024, there is \$255,350.15 in reserves. With a transfer of \$80,000 in 2024/25 and 25/26 the balance in reserve will be \$415,350.15 for the purchase of the new truck.

In order to secure the purchase, a down payment of \$282,081.00 plus GST/HST is required.

Recommendation:

It is recommended THAT Council approve the purchase of a new pumper tanker at the cost of \$940,270 plus HST.

*Respectfully Submitted,
Sarah Mattatall
Chief Administrative Officer*



Shelburne Volunteer Fire Department
P.O. Box 880
Shelburne, Nova Scotia
BOT1WO

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BRIEFING NOTE REGARDING THE PURCHASE OF A NEW FIRE VEHICLE

Date: 9 April 2024

As it is understood by the Town of Shelburne, the Shelburne Volunteer Fire Department needs a new fire vehicle to replace one of the four presently utilized to support fire emergencies throughout the Town of Shelburne as well as a portion of the Municipality of the District of Shelburne, per the Emergency Shared Services agreement between the two municipalities.

A New Truck Committee was formed a few years ago however, the pandemic and the subsequent wildfires of 2023 had this committee deprioritize the requirement. As a result of the learnings the SVFD gained during the largest wildfire in Nova Scotia's history, we acknowledge the importance and need to reengage the initiative of replacing our aging fleet. As this time, most of our emergency vehicles have exceeded the NFPA 1901¹ recommendation of 15 years.

Background:

The Shelburne Volunteer Fire Departments 2009 Fire Pumper (Truck 4) was placed into service in 2009. This apparatus reached its 15-year service life this year but more importantly, it has an inadequate pump capacity (420 instead of 1050) which continues to severely challenge our firefighting abilities. In order to comply with weight restrictions at the time, it was limited to a 1,400 gallon tank size as well, and had only enough room for the smaller 420 pump. It is the only truck in our fleet with this undersized pump and therefore why we are looking to replace it first despite all other trucks being older than it.

Research:

The New Truck Committee researched available new and old vehicles in an endeavour to prioritize eliminating this risk as well as the ongoing need to replace our aging fleet. The Emergency Shared Services Agreement, which one expected that the Fire Chief at the time of formulation, was part of said agreement that suggests a rolling 5-year plan.

¹ NFPA 1901 is the standard for Automotive Fire Apparatus and NFPA 1906 is the standard for Wildland Fire Apparatus - these are the guiding documents for apparatus design and safety, last updated 1 January 2016. NFPA stands for National Fire Protection Association. See Annex B for more details.

Please note, the department has remained on top of the inspections and servicing of all the vehicles and apparatuses to extend their life for as long as possible however, we are well aware that the risk with a future breakdown whereby there are no longer available parts, may cause a future, urgent need but it is not part of this Briefing Note. It is important for the reader to know that many fire departments are endeavouring to replace their undersized/aging vehicles and therefore the used market is not only very limited, but the new vehicle market has a waitlist that is years' long. We prioritized buying local but have had to expand our search and included the USA as well. We solicited many companies through a Request for Proposal process.

Result:

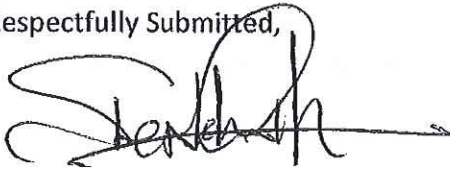
The Shelburne Volunteer Fire Department is requesting the Town of Shelburne approve the ordering of a 2213 Pumper Tanker DSD FC94 (see Annex A) from Dependable Emergency Vehicles, out of Brampton, ON at the present price of \$940,270 plus HST. This price includes:

- 10-year aluminium body structure warranty,
- 10-year pro-rated body paint warranty,
- 10-year stainless steel piping warranty,
- 5-year parts, 2-year labour Hale Fire Pump warranty
- Lifetime water tank warranty, as well as
- Miscellaneous equipment warranties.

As this is a custom cab, the manufacturer produces parts longer into its life therefore reducing the risk of an irreparable breakdown later in its life. The 4-door cab allows us to maximize crew numbers and this multi-function apparatus to carry more water to locations that are not hydrant supported, which has been and remains the majority of our calls.

Please note, if this was agreed upon in the near future, the projected completion date is 2025 and therefore the parts have not been ordered for this unit as of yet. Costing is based on today's prices and pricing cannot be guaranteed by Dependable Emergency Vehicles until an order is placed. Signing this commitment requires a security deposit of 30% of which the SVFD can apply it's \$50,000 contribution commitment it has accumulated through fundraising efforts.

Respectfully Submitted,



Stephen Gallant, Chair
SVFD New Truck Committee

TOP VIEW

FRONT VIEW

DRIVER SIDE VIEW

REAR VIEW

OVERHEAD SIDE VIEW

COMPARTMENT DIMENSIONS

ITEM	UNIT	DESCRIPTION	VALUE
1	IN	FRONT OVERHANG	41
2	IN	FRONT OVERHANG (MAX)	41
3	IN	FRONT OVERHANG (MIN)	24
4	IN	FRONT OVERHANG (AVG)	32.5
5	IN	FRONT OVERHANG (MAX)	41
6	IN	FRONT OVERHANG (MIN)	24
7	IN	FRONT OVERHANG (AVG)	32.5
8	IN	FRONT OVERHANG (MAX)	41
9	IN	FRONT OVERHANG (MIN)	24
10	IN	FRONT OVERHANG (AVG)	32.5
11	IN	FRONT OVERHANG (MAX)	41
12	IN	FRONT OVERHANG (MIN)	24
13	IN	FRONT OVERHANG (AVG)	32.5
14	IN	FRONT OVERHANG (MAX)	41
15	IN	FRONT OVERHANG (MIN)	24
16	IN	FRONT OVERHANG (AVG)	32.5
17	IN	FRONT OVERHANG (MAX)	41
18	IN	FRONT OVERHANG (MIN)	24
19	IN	FRONT OVERHANG (AVG)	32.5
20	IN	FRONT OVERHANG (MAX)	41
21	IN	FRONT OVERHANG (MIN)	24
22	IN	FRONT OVERHANG (AVG)	32.5
23	IN	FRONT OVERHANG (MAX)	41
24	IN	FRONT OVERHANG (MIN)	24
25	IN	FRONT OVERHANG (AVG)	32.5
26	IN	FRONT OVERHANG (MAX)	41
27	IN	FRONT OVERHANG (MIN)	24
28	IN	FRONT OVERHANG (AVG)	32.5
29	IN	FRONT OVERHANG (MAX)	41
30	IN	FRONT OVERHANG (MIN)	24
31	IN	FRONT OVERHANG (AVG)	32.5
32	IN	FRONT OVERHANG (MAX)	41
33	IN	FRONT OVERHANG (MIN)	24
34	IN	FRONT OVERHANG (AVG)	32.5
35	IN	FRONT OVERHANG (MAX)	41
36	IN	FRONT OVERHANG (MIN)	24
37	IN	FRONT OVERHANG (AVG)	32.5
38	IN	FRONT OVERHANG (MAX)	41
39	IN	FRONT OVERHANG (MIN)	24
40	IN	FRONT OVERHANG (AVG)	32.5
41	IN	FRONT OVERHANG (MAX)	41
42	IN	FRONT OVERHANG (MIN)	24
43	IN	FRONT OVERHANG (AVG)	32.5
44	IN	FRONT OVERHANG (MAX)	41
45	IN	FRONT OVERHANG (MIN)	24
46	IN	FRONT OVERHANG (AVG)	32.5
47	IN	FRONT OVERHANG (MAX)	41
48	IN	FRONT OVERHANG (MIN)	24
49	IN	FRONT OVERHANG (AVG)	32.5
50	IN	FRONT OVERHANG (MAX)	41

SALES CONCEPTUAL DRAWINGS ONLY

ALL DIMENSIONS ARE IN INCHES

ALL DIMENSIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

APPROVED BY: _____ DATE: _____

DESIGNED BY: _____ DATE: _____

CHECKED BY: _____ DATE: _____

DATE: 11/23/2023

SCALE: 1/8" = 1'-0"

PROJECT: 2213 DEF STOCK

CUSTOMER: RUBBER DRIVER

DATE: 11/23/2023

SCALE: 1/8" = 1'-0"

PROJECT: 2213

Annex B

Discussion: The current Industry standard “best practice” for First Line pumper replacement is a 15-year service life. The organizations that speak to this standard are:

- The National Fire Protection Association (NFPA) and
- the Fire Underwrites Survey of Canada (FUS).

NFPA 1901, the Standard for Automotive Fire Apparatus; Annex D – the Guideline for replacement of First Line and Reserve Fire Apparatus highlights are as follows; (detailed Annex D can be sources if required.).

- Intended to maximize firefighter capabilities and minimize risk of injuries.
- Fire apparatus should be equipped with the latest safety features and operating capabilities.
- Apparatus more than 15 years old might include only a few of the safety upgrades required by the current editions of the NFPA Standards.
- Because the changes, upgrades, and fine tuning to NFPA 1901 have been truly significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to firefighters of keeping fire apparatus more than 15 years old in first-line service.
- It is recommended that apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status. “Annex D” of the NFPA Standard does not form part of the actual standard itself and is a recommendation only and informational in its purpose.
- The Fire Underwriters Survey – Technical Bulletin is a document that is used to determine the rating for fire insurance coverage for municipalities and speaks to the standard set by the Insurance industry for recommended apparatus replacement. This document is a very detailed document. The highlights regarding fire apparatus replacement contained within this document are as follows:
 - Fire Apparatus should respond to first alarms for the first fifteen (15) years of service.
 - For the next five years, it should be held in reserve status for use at major fires or used as a temporary replacement for out-of-service first line apparatus.
 - Apparatus should be retired from service at twenty years of age.