



AGENDA
Town Council Meeting – Town Council Chambers
September 16th, 2024
6:00 p.m.

Doc Ref:

-
- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the regular Town Council meeting held on September 3rd, 2024.
 - 4) Proclamations and Announcements:
 - a) Right to Know Week – September 25th to October 1st, 2024
 - b) National Day for Truth & Reconciliation - September 30th, 2024
 - c) Mi'kmaq History Month - October
 - d) Breast Cancer Awareness Month - October
 - 5) Delegations/Presentation:
 - a) Janet O'Connell/James Hartley – concerns of statements presented by
Shelburne Resident D24-388
 - 6) Correspondence:

Action:

 - a) Letter from Shelburne & Area Chamber of Commerce re: Commercial Tax Rate D24-389

Information: NONE
 - 7) Council Items:
 - a) Noise Bylaw Amendments – First Reading D24-390
 - b) Development Officer Appointment D24-391
 - 8) Committee Reports: **NONE**
 - 9) Staff Reports:
 - a) CAO Report D24-392
 - b) Building Inspector Report – August D24-393
 - c) SVFD Report – August D24-394
 - d) Bylaw Officer Report – August D24-395
 - e) Water Utility Report D24-396
 - 10) In-Camera: **MGA 22 (2) (c) – Personnel Matters and MGA 22 (2) (e) – Contract Negotiations**
 - 11) New Business:
 - 12) Upcoming Meetings/Events:
 - a) Reminder that the Town Office is now located on the **2nd Floor of the Post Office Building**, 162 Mowatt Street.

**Please note, the elevator lift is now up and running, if you do have questions or concerns, please use the intercom system and we can assist you.*

Stay tuned for the Grand Opening Date!

- b) Town Wide Yard Sale, October 5th, 2024, 8am-2pm, all over town, rain or shine. Tables can be set up on sidewalks, or in the parking lot of the Community Centre, 63 King Street.
- c) Empty Bowls Fundraiser, October 5th, 2024, 11am-2pm, Shelburne Guild Hall
- d) Giant Pumpkin Festival and Regatta, Dock Street Area, October 12th, 2024.
- e) Municipal Election, October 19th, 2024
- f) Business Excellence Awards, November 7th, 2024, 6:00pm, 63 King Street, Shelburne Community Centre.

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
September 3rd, 2024

Council Members Present

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

Staff Present

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

Regrets

Councillor Rick Davis

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 September 3rd, 2024.

Nickerson-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on July 15th, 2024.

Acker-Ringer

CARRIED

Proclamations and Announcements:

a) Volunteer of the Month – August

Eric MacIntosh and Mark Mahaney are being recognized as the Volunteers of the Month for August for their hard work and dedication to our community.

Both Eric and Mark have dedicated countless hours of their time and energy to the creation and development of the Commissary Accessible Marina Park Society (CAMPS), a transformative project that has greatly enhanced our community.

Eric, a retired Department of Fisheries employee and a resident of Shelburne, brings a unique blend of artistic vision. When he's not sailing the local waters or working on his latest art piece, Eric has been at the forefront of the CAMPS project, offering his skills and leadership to ensure its success.

Mark, retired from the Department of Natural Resources, shares Eric's passion for sailing and is also an avid golfer and curler. Mark's dedication, combined with his love for outdoor activities, has helped make Shelburne Harbour a recreational hub that is accessible to everyone, regardless of physical ability.

Thanks to their tireless efforts and outstanding leadership, the CAMPS project has progressed immensely in just over a year. The Commissary Accessible Marina Park now stands as a safe and welcoming space for all, reflecting the spirit of inclusivity and community that Eric and Mark embody.

Shelburne is incredibly fortunate to have such devoted individuals working to improve our town, and we are proud to honor Eric MacIntosh and Mark Mahaney as our Volunteers of the Month for August 2024. Their hard work and dedication have truly made a lasting impact on our community.

The Town of Shelburne Council recognizes them as the Volunteers of the Month for August.

Thank you, Eric and Mark!

b) Volunteer of the Month - September

Cody Murphy is being recognized as the Volunteer of the Month for September for his hard work and dedication to our community.

Cody, along with his family, became part of our community in October 2021. Since then, Cody has made a remarkable impact, both within the Shelburne Volunteer Fire Department (SVFD) and the community at large. Joining the SVFD in March 2022, Cody quickly made his mark, earning the title of Firefighter of the Year in his very first year.

Beyond his duties as a firefighter, Cody contributes in countless unseen ways. He is always ready to lend a hand, whether it's shoveling snow for his neighbors during winter or helping out with various department projects, including his dedicated work on the new truck committee.

Cody's commitment to his community doesn't stop there. He volunteers at Hillcrest Academy, where his son attends, and even steps in as a school bus driver on occasion, much to the delight of the students. In addition, Cody coaches the U9 Shelburne Bashers baseball team and has previously volunteered with the basketball program, demonstrating his dedication to supporting local youth.

Cody is always willing to help, no matter the request, and does so with a smile on his face. His generosity, kindness, and hard work make him an invaluable asset to our community. We are grateful to have someone like Cody, whose selflessness and community spirit truly stand out.

Congratulations, Cody, on being our Volunteer of the Month! For all that Cody has done and continues to do for this community, the Town of Shelburne Council recognizes him as the Volunteer of the Month for September.

Thank you, Cody!

c) Fetal Alcohol Spectrum Disorder (FASD) Awareness Day/Month

WHEREAS National Fetal Alcohol Spectrum Disorder (FASD) Day was first held in 1999 in Canada and the United States, and since then on the 9th day of the 9th month to highlight the importance of going alcohol-free during the full 9 months of pregnancy; and

WHEREAS, FASD is a life-long invisible brain and full-body disability with no cure, and the only effective treatments being society understanding and changing its expectations of independence, school, social behaviour, and how these families are supported; and

WHEREAS, FASD is the leading neurodevelopmental disability in Canada, and is 2.5 times more prevalent than autism, and 19 times more prevalent than cerebral palsy or Down Syndrome, and occur across all socio-economic strata it is often overlooked due to the stigma associated with alcohol consumption; and

WHEREAS, this year's theme for the FASD Awareness Month is "Everyone Plays a Part", the goal of the campaign goes beyond framing FASD as an individual issue, as the impacts of FASD matter to the whole community' and

WHEREAS, September is FASD Awareness Month, landmarks and monuments coast to coast to coast will be lighting up in red on September 9th, FASD Awareness Day, and throughout the month to create awareness that we all have a role to play in preventing and supporting families impacted by FASD.

THEREFORE, BE IT RESOLVED THAT I, Mayor of the Town of Shelburne, do hereby proclaim the month of September as Fetal Alcohol Spectrum Disorder Awareness Month.

Dated this 3rd day of September, 2024

Delegations/Presentations: NONE

Correspondence

Action:

a) Department of Municipal Affairs & Housing - Short Term Rentals Registration Act

Councillor Acker raised a few questions: Where do the fees collected for registering these properties go? Shouldn't the Town receive a portion of that money? Is it the Town's responsibility to reach out to short-term rental owners, or is that up to the province? Additionally, while tourist accommodations like the Loyalist Inn are subject to a \$150 registration fee and a commercial tax rate, how is this being handled for Airbnb properties? Are AirBnb's ever going to be taxed as commercial. Mayor Locke mentioned he has heard that our building inspector has been tasked to determine what is an Airbnb, can staff find out if that is true or not.

THAT Council direct staff to write a staff report regarding the topic.

Acker-Nickerson

CARRIED

M24-246

Information:

b) Department of Municipal Affairs & Housing – Council Code of Conduct

c) RCMP Annual Review

d) Minister of Fisheries, Oceans & the Canadian Coast Guard – Letter regarding Treaty Fishing Rights &

Elvers Quota Allocation

- e) Nova Scotia Health – Letter regarding Healthcare Services Analysis
- f) Department of Municipal Affairs & Housing – Canada Community Building Fund (CCBF)
- g) Commissary Accessibility Marina Park Society – Letter of Thanks
- h) Car Show Committee – Letter of Thanks
- i) Municipality of the District of Shelburne – Letter of Thanks

These items were for information only.

Councillor Acker raised a question about the Code of Conduct, asking whether the investigator we hire would be part of shared services or if each municipal unit would have their own. She also inquired if this information would be shared with candidates. Councillor Acker requested that this be added to the next agenda, though it must first go through the legislature. CAO Mattatall will confirm the process. Additionally, she requested that the RCMP report be posted on our Facebook page. Councillor Acker expressed her dissatisfaction with the recent letter on health services and remarked on how nice it was to receive thank-you letters, noting the impressive turnout at the Car Show.

Council Items:

- a) Approval of the 2023/2024 Financial Statements by Belliveau Veinotte Inc.

THAT Council approve the Financial Statements as presented by Belliveau Veinotte Incorporated for the fiscal year ending March 31st, 2024.

Nickerson-Ringer

CARRIED

M24-247

THAT Council approve a transfer of \$152, 391.17 from General Operating to General Operating Reserve.

Ringer-Nickerson

CARRIED

M24-248

- b) Roseway Manor Property

Mayor Locke reminded Councillors that this topic had been raised in previous Council meetings. With the construction of the new manor now underway, the focus must shift to deciding how to handle the disposal of the current manor. Ownership of the property is shared by the three municipal units: the Town of Lockeport, the Municipality of Shelburne, and the Town of Shelburne. The Municipality made a similar motion at their last Council meeting and he's suggesting we do the same.

THAT Council agree to contact Nova Scotia Health to determine their interest in purchasing the Roseway Manor property, with a deadline to respond by December 31st, 2024.

Acker-Nickerson

CARRIED

M24-249

- c) Heritage Hall Project Update

CAO Mattatall explained that the document is just for information and to update council on the project.

- d) REMO Agreement

Mayor Locke explained that this is an agreement with 5 units (Municipality of Shelburne, Municipality of Barrington, Town of Shelburne, Town of Lockeport, Town of Clarks Harbour) and asked for questions or comments. Councillor Acker asked who from our Town was at the table for this. CAO Mattatall explained

that this is just an update from the previous agreement we had. There have been minor revisions and there was an opportunity to review and make suggestions and this is the final draft to come to Council for their approval. Councillor Acker noted that this will be a new committee of Council. She did want to confirm that the cost has not changed and noted that it's reasonable – the cost to the Town of Shelburne is \$5704.

THAT Council accept the agreement.

Acker-Ringer

CARRIED

M24-250

e) Solid Waste By-law Amendment – Second Reading

Councillor Ringer wanted to know what it means on page 5 of document; one solid bag is allowed but must be placed in a clear bag. Councillor Acker did ask Ryan Jamieson, black bags will be no longer be allowed come November. You can put a small black bag inside of a clear bag but only one.

THAT Council approve the second reading of the Solid Waste By-law.

Ringer-Acker

CARRIED

M24-251

Committee Reports:

a) Shelburne Events Committee Update

Jill Webb updated Council on Dock Street Days and what Shelburne Events Committee is working on next. Mayor Locke wanted to thank the Shelburne Events Committee for all their hard work and he is happy with the decision made.

Staff Reports

a) Finance – General, Cemetery and Water Write-Offs 2024/25

Jane went over the report found in the package.

THAT Council approve the write offs contained in this staff report.

Ringer-Nickerson

CARRIED

M24-252

b) Equity and Anti-Racism Plan

CAO Mattatall explained to Council the Town is required to have a plan in place by April 2025. The Town has met with the Town of Lockeport as well as the Municipality and it is recommended that we partner with them, similar as what we do with the Accessibility.

THAT Council of the Town of Shelburne partner with the Municipality of the District of Shelburne and the Town of Lockeport to develop an Equity and Anti-Racism Plan for Eastern Shelburne County.

Acker-Ringer

CARRIED

M24- 253

c) Land Use By-law Update

Mike Kahn noted that the July presentation is included in the Council package and invited questions. Councillor Acker asked if current timelines would hinder attracting developers, to which Mike

responded that timelines could be adjusted to avoid delays. Councillor Acker also inquired about the coastal plan, mentioning the province's hiring of Gordon Smith to assist municipalities. she emphasized the need for strong coastal by-laws and asked if there are existing by-laws that regulate campgrounds.

THAT Council directs staff to prepare updates to the Town's Municipal Planning Strategy and Land Use Bylaw in keeping with the staff presentation July 29th, 2024, with the exception of: work related to the Apartment Residential zone and variances which are to be prepared in advance.

Nickerson-Acker

CARRIED

M24-254

d) CAO Update

CAO Mattatall reviewed her report included in the package, highlighting updates on the Land Use By-law, flood mapping, risk management assessments, and the Clean Foundation's tree planting initiatives. She also provided an update on the Town's relocation and accessibility improvements, noting that a public Grand Opening date will be announced soon.

e) Municipal Capital Growth Program Update

Deputy CAO Ken Smith reviewed his report included in the package, providing updates on the Roseway Manor rebuild, the decommissioning of the First-Generation Landfill and its transition into a park project, as well as accessibility upgrades related to the Town's relocation.

f) Building Inspector Report – July

g) By-law Officer Report – July

h) SVFD Report – July

The above reports were reviewed for information only.

In-Camera: MGA 22 (2) (c) – Personnel Matters

Motion to go in Camera at 6:54pm

Acker-Nickerson

CARRIED

Council came out of in-camera at 7:16pm. No motions coming out of in-camera.

New Business:

Councillor Nickerson wanted to remind the public that school is starting in the next few days and they'll be more traffic around, please be mindful of buses and students on the roads.

Councillor Acker asked if anyone attended the presentation of the purposed Shelburne Solar Garden that ABO Energy put on, she commented it was an open house and very interesting. Proposing putting in a solar garden between the highway on the Jordan Branch Road which is hoping to be completed by November 2026 and is planning to serve 1300 houses. There were 7 employees there from ABO, they are not looking for any money from any of the Municipal Units.

Councillor Acker also want to thank all the staff who helped to get the Town Hall up and running, it's beautiful! Also, a thank you to Municipality of the District of Shelburne for the beautiful photo they gifted as well as a rug hooking from Town resident Mary Ayer. A big THANK YOU to Dana Nash for keeping the public and pickleball association updated on what is happening.

No other new business.

Upcoming Meetings/Events

- a) Reminder that the Town Office is now located at 162 Mowatt Street, 2nd Floor of the Post Office Building.
- b) Next Town Council meeting will be held in the NEW Council Chambers located in the Shelburne Community Centre at 63 King Street, Meeting Room B, 6pm.
- c) Giant Pumpkin Festival and Regatta, Dock Street Area, October 12th, 2024, stay tuned for upcoming details.
- d) Smoke Testing – Reminder to residents that Public Works along with BioMax Environment will be conducting sanitary sewer smoke testing study during the week of September 9th.

Adjournment

THAT the Regular Town Council Meeting of September 3rd, 2024, be adjourned at 7:20pm.

Nickerson



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



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

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

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

Name of Presenter: Janet D'Connell / James Hartley
 Address: 83 Clement St. P.O. Box 144, Shelburne Town
 Phone: 1-902-875-1139 Email: jan_connell@hotmail.com

Document #	D24-388
Rec'd by	gww
Date	Sept 6/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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

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

To express the concerns of statements presented by a Shelburne Resident (Louise Delisle) that are not facts to the residents of Shelburne town.

Date of Council/Committee meeting at which you wish to appear: _____

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): _____
 - A Business (Name): _____
 - Other (Please Specify): one other resident to express concern

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

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

Please return the completed form to:

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

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

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

Signature

Janet O'Connell

For Office Use Only:

Date Request Received: _____ Sept. 6/24

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Sept. 16/24

Signature of Executive Coordinator/Committee Secretary *J. Webb*

Janet O'Connell
83 Clements St.
Shelburne NS
B0T 1W0
Email: jan_oconnell@hotmail.com

Louise Delisle
Clements St.
Shelburne NS
B0T 1W0
Email: otm_louise@hotmail.com
louisedelisle6@gmail.com

July 17, 2024

Attention: Louise Delisle,

It has been my intention for sometime now to address the false and unfounded accusations that you have reiterated as facts and you have done this publicly.

You do not in any way, have consent to express such false information. You have chosen to speak about families based on your own personal judgment. You are not appointed to speak on behalf of all residents in our community. There are many families who do not condone your allegations and actions in regards to your personal endeavors. You are not an advocate nor are you a spokesperson for this area, you do not speak for me.

Signed

Janet O'Connell

Document # D24-388	
Rec'd by JW	
Date Sept 6/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

I grew up on Clements St. in the South end of Shelburne Town. My Family History goes back to the 1700 hundreds, as do persons whos names are on this paper. We were Granted land as we cleared and cultivated it. There is no Black Community on Clement St. and or within the south end, there are black families which include white and other mixed cultures, I Am proud to have been raised within such a diverse Community. A main concern will be that she is painting a negative picture of all black families in Shelburne Town.

There is Something in the Water,

When an individual decides to take part in a Documentary, the output of one's information should reflect the truth and should not be based on statements that has been formulated from one's personal telling of another Family's History. An email has been sent (July 17/2024) to Louise DeLisle stating that she also has to realize that she is not an Activists, Advocate, nor a spokesperson for all.

March 14/ 2024

Meeting at the Osprey

I attended a meeting at the Osprey with other concerned South End Residents, even though I was not invited, I watched as a selection of people expressed the plight of the black families in Shelburne, while two residents with roots in the South End were turned away.

STATEMENTS

Land was stolen from us: Jacklin land was not stolen from us, we owned land from the complex to the Mall, as did many other Families who owned and cultivated their land.

We were poor: I did not know we were poor, Elders worked hard and taught us how to survive, we also had and kept teaching from the natives, on how to use certain plants for ailments, how to preserve foods, and how to cultivate the land.

Gardens: of fruit and and vegetables

Seasonal: Meat and Fish

Domestic: Chickens, Cows, and pigs.

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Date	
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Lisle Council	
Agenda	
Committee	

Pg 3

Town Louise Deslisle is misrepresenting herself as an advocate for Black Families in the South End of town; no one consented to having her represent us.

...Our neighborhood has always been a mixed race neighborhood and archived town deeds can prove this. Louise continues to state that it is a black community.

...There is no data to support that cancer rates are higher in the South End compared to other areas of town.

...Louise's statement that our neighborhood is a Community of widows, insinuates that it is due to Black men dying young of cancer because of toxins from the dump in the water.

...from the testing performed on water in the brook running down from Morven Rd. and in the wells in the neighborhood, there was nothing found that could be traced back to the dump in terms of toxins.

...The only other possible carrier of toxic health hazard is the air, and there is no way to test air quality of a dump, when the dump no longer exists.

James Hartley

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Date	
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Council	
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Committee	



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SEP 09 2024

Shelburne & Area Chamber of Commerce
PO Box 1150
Shelburne, VT

Document #	D24-389
Rec'd by	[Signature]
COPIES TO:	
BOT 11/0 Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
September 3, 2024 Committee	

Dear Town of Shelburne Council and Mayor

Further to my communication of March 20, 2024, and Council's subsequent agreement to reduce both the residential and commercial tax rate for this fiscal year, the Shelburne and Area Chamber of Commerce (SACC) wishes to thank you for your gesture in lowering both by 2 cents.

Understandable, the SACC appreciates the said gesture on behalf of its members however, we remain adamant that this amount was less than adequate to truly impact the business community. Let me explain our position with the facts to back us up.

In the Town's approved 2024/25 budget, the estimated tax revenues from Commercial totalled \$880,914 for the \$3.86 per \$100 property value (*we understand this amount includes a reduction due to any pushback owners may do through PVSC so it is not 100% accurate however, we are using it as the basis to our estimates below*). That means for every 1 cent reduction, the Town reduced its revenues by \$2,282 so the 2 cents amounted to \$5,564 less income for the Town. When calculating what it means to individual commercial properties, we started with the largest property value being the Shelburne Mall. For them, the savings off their \$145,853 annual tax bill amounts to \$752. For Home Hardware's \$28,890 tax bill, they save \$148 with the 2-cent reduction. For SASI, the savings is \$93.72, for Dexter's it is \$24.92 and for Emerald Light, the savings is \$36.44. These are but a few estimated examples to show you that your 2-cent reduction is not even a scratch off the FY2024/25 commercial tax rate when you reduced it from \$3.88 to \$3.86. Respectfully, we are not sure if Council understood the insignificance of their good intentions. Layer on top of that the fact that most property values went up again so these minute savings from the 2-cent reduction was immaterial to commercial property owners in the Town.

As such, we have follow-up questions and ideas. The \$1.87 difference between the Residential tax rate and the Commercial Tax rate (\$3.86-\$1.99) amounts to \$426,764 collected by the Town. On behalf of the business owners for the Town of Shelburne, the questions are:

1. What additional services and/or benefits are Commercial property owners gaining for their additional \$1.87 per \$100 tax contribution?
2. How are you motivating businesses to come to the Town of Shelburne given the commercial tax rate in surrounding areas is substantially less (MDS = \$1.85, Barrington=\$2.56)?
3. How are you motivating businesses to stay in the Town of Shelburne given the significant difference between \$3.86 and \$1.85 if the build/buy on the other side of the boundary line?

4. If there are no additional services and/or benefits for Commercial property owners in the Town per question 1, would you consider the following:

- a. reduce the commercial tax rate to the same as the residential tax rate of \$1.99?
- b. reduce the commercial tax rate to \$2.99 (one dollar over the residential rate) to be the second lowest rate in a NS town and much more competitive to surrounding municipalities?
- c. reduce the commercial tax rate to the same as Barrington (\$2.56) to be THE lowest commercial tax rate of **any NS town**, thereby a magnet for growth?

We are more than aware of the complexities of budgeting, reliance on provincial grants and payments, the costs imposed on Towns versus Districts and Regions, the need to keep personnel costs in check, and to ensure taxpayers gain as much value as possible for their contributions. So if you are not able to answer most or all the question posed above, please at least answer the first: **what additional services and/or benefits are provided to commercial property owners within the Town of Shelburne for their substantially higher tax rate of \$3.86 compared to residential properties taxed at \$1.99?**

Many thanks to your continued engagement in working towards supporting your/our business community. We look forward to your timely response.

Regards,
Charlene



Charlene Harris
she/her
Acting President
902.637.0183
Shelburne & Area Chamber of Commerce
shelburnechamber.com

cc: Shelburne and Area Chamber of Commerce members



TOWN OF SHELBURNE
NOISE CONTROL BYLAW

BYLAW

Document #	D24-390
Rec'd by	gn
Date	Sept. 11/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	

A BY-LAW RESPECTING REGULATION AND PROHIBITION OF CERTAIN NOISES

Be It Enacted by the Council of the Town of Shelburne, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter (18), as follows:

- This By- Law shall be known as, and may be cited as, the "NOISE CONTROL BYLAW".

Definitions

- In this Bylaw, words take their ordinary dictionary meaning other than those defined below:
 - "Council" means the Town Council of the Town of Shelburne;
 - "Town" means the Town of Shelburne;
 - "construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any work in connection therewith; but does not include blasting;
 - "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, hydraulic breakers, excavators, dozers, pile drivers, pneumatic or hydraulic tools, tractors, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;

- (e) "motor vehicle" includes an automobile, a motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; gravitational or wind power except a motorized wheelchair; a vehicle running upon rails, a farm tractor or self-propelled implement of husbandry, and an off-highway vehicle as defined from time to time in the Off- Highway Vehicles Act;
- (f) "public address system" means any system comprised of one or more of the following, and in any combination: loudspeaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound;
- (g) "emergency response person" includes, police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- (h) "point of reception" means any point on premises or premises containing a dwelling unit where sound, originating from other premises, including other dwelling units, is received;
- (i) "OHV" off-road vehicle (ORV), sometimes referred to as an off- highway vehicle (OHV), overland vehicle, or adventure vehicle, is considered to be any type of vehicle that is capable of driving off road on non-paved surfaces, such as trails and forest roads that have rough and low-traction surfaces.

Prohibitions and Interruptions

3. No person shall, within the Town boundaries engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section evidence that all immediate neighbours are unreasonably disturbed by a noise is prima facia evidence;

BYLAW

4. Without limiting the generality of section 3, the activities or noises listed in Schedule A and Schedule B, during the proscribed times as set out therein, are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood if the sound resulting from the activity is audible at a point of reception. Owners and occupiers who create excessive noise shall be liable to a penalty;
5. No person shall operate an off-highway vehicle within town limits unless on private property or on designated road trail a half hour before sunrise and a half hour after sunset. The use of OHV on private property should not cause a noise disturbance between the hours of 10 pm and 7 am.

Fixed Exemptions

6. This By-Law does not apply to:
 - (a) emergency response personnel engaged in the execution of their emergency response duties: or;
 - (b) persons acting at the request of emergency response personnel during an actual or apparent emergency condition;
 - (c) without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.

Notwithstanding

7. Any other provisions of this By-law, this By-law shall not apply to or proscribe:
 - (a) employees of the Town, Municipality of the District of Shelburne, Government of Canada, Province of Nova Scotia, Shelburne Public Service Commission, the Nova Scotia Power or and telecommunications companies and their contractors and employees when acting in the reasonable execution of their duties between 7:00 a.m. and 10:00 p.m. in the day;
 - (b) noises in connection with organized athletic or recreational activities in a municipal park area, arenas or community centers between 5:00a.m. and 1:00 am;
 - (c) noises from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities, funded, sponsored or licensed by the Federal or Provincial

government or the Town of Shelburne until 1:00 am;

- (d) noises emitted by Town-owned machinery or equipment when used in the normal course of performing Town services;
- (e) noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if refrigeration truck is parked;
- (f) noises emitted by audible pedestrian signals;
- (g) the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- (h) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
 - (i) Canada Day,
 - (ii) New Year's Eve or
 - (iii) religious holidays
- (i) the emission of sound in connection with emergency measures that are undertaken for:
 - (i) for the immediate health, safety or welfare of an individual
 - (ii) for the preservation of property

Grant of Exemption by Council

- 8. Notwithstanding anything contained in this By-Law, any person may make application to Council to be granted an exemption from any of the provisions of this By-Law with respect to any emission of noise from which that person might be prosecuted for a period of no more than six (6) months. Council, by resolution, may grant an exemption or refuse the request. Refer to Appendix C for more information.

Penalties

9. Any person who contravenes any provision of this By-Law is guilty of an offense, and is punishable on summary conviction by to a fine of not less than One Hundred Dollars (\$100.00) as follows:

First Offence: \$100.00
Subsequent Offence: \$400.00

Subsequent offences are offences that take place after the first offence within the same calendar year.

10. This By-Law shall have effect with respect only to noises emitted within the boundaries of the Town of Shelburne.

Repeal

11. Chapter 160 of the By-Laws OR By-Law of the Town of Shelburne entitled the "Noise Control By-Law" is hereby repealed and replaced by this Bylaw. This bylaw repeals and supersedes any previous Noise Bylaw for the Town of Shelburne.

Town Clerk's Annotations:

Date of Original Bylaw: May 19, 2010

Date of Amended Bylaw 1st Reading: July 20th, 2020

Date of Advertisement: August 7th, 2020

Date of Amended Bylaw 2nd Reading: September 8th, 2020

Advertisement of Passage: December 16, 2020

Mailed to the Minister:

Karen Mattatall, Mayor

Julie Ferguson, Town Clerk

Schedule "A"**Activities proscribed at all times:**

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device, in good working order and in constant operation. Modified or aftermarket mufflers that create excessive noise are subject to penalty under this bylaw;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The detonation of explosive devices not being used in construction or quarrying. Fireworks may be used for statutory holidays. Any other uses must be given a permit from the with approval from the CAO (See Appendix A);
5. The discharge of firearms except when used as a signaling device in a sporting competition. For other uses, individuals must receive a permit from with approval from the CAO under such conditions as are set forth in the Provincial Fire Arms Regulations. (See Appendix A);
6. Persistent barking, howling or other persistent noise-making by a dog or other animal owned or possessed by the occupant of the premises;
7. Prolonged idling of an engine. Exemptions to this clause include: longer idling period per manufacturer's instructions, weather conditions, and not-for-profit vehicle maintenance.
8. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation;
9. No person shall, within the limits of the Town of Shelburne, do any blasting or cause any blasting to be done without first having obtained a written permit from the CAO / Town Planner. (See Appendix B)

Schedule "B"**Activities proscribed between the hours of 10 pm – 7 am:**

1. The operation in the outdoors of any power tool for domestic purposes other than snow removal or emergency repair situations.
2. Yelling, shouting, hooting, whistling, singing or playing musical instruments;
3. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
4. The operation of any public address system, sound system, or audio/visual equipment in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
5. The operation of any motorized conveyance other than on a street or other place intended for its operation;
6. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
7. The use of Off-Highway Vehicles, Snowmobiles, or Dirt Bikes on private property, unless for loading or unloading purposes. This proscription also applies to mechanical work performed on such vehicles.
8. The operation of a garburator, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;
9. All selling or advertising by shouting, outcry or amplified sound;
10. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from autoclave, boiler pressure vessel, pipe, valve, machine, device or system.

Appendix A

Application for a Special License to Discharge a Firearm

***This Special License is required to discharge a gun, air rifle, bow and arrow, or any other type of firearm within the Town of Shelburne. It also applies to the release of fireworks outside of a statutory holiday.**

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Location of Event: _____

Time of Event: _____

Category (check one):

Gun Club

Bow & Arrow

Air Rifle

Fireworks

Re-enactors

Film Industry

Requirements:

Gun Club

- Anyone who wishes to start a gun club must initially meet with the CAO / Town Planner to look at the location of the proposed club in order to get a letter of permission.
- Applicant must then apply for the proper license through the Department of Justice Provincial Firearms Office (Canadian Firearms Program).
- Applicant must present approved provincial license to the Town and agree to any conditions set by the CAO in regards to Noise and hours of operation prior to consideration for a permit.

Bow & Arrow

- Any bow and arrow range application must be presented to the CAO / Town Planner. Drawings of the layout and measurements between buildings required.
- Proof of proper backdrop or netting
- Proof of insurance for recreation groups

Air Rifle

- For pellet guns or air rifles that fire at less than 500 feet per second.
- Permit for target practice and/or pellet gun events
- Must present proposed location and safety measures to CAO / Town Planner

Fireworks

- For a special display of fireworks, residents must first be granted permission by their adjacent neighbours and have, on their property, a wide and clear site that is away from all obstacles. Proof of neighbor permission is required.
- Fireworks must not be set off after 11 pm.
- Residents must discuss their fireworks display plan with the CAO in regards to containment and safety. Fireworks must have a base halfway in a container of earth or sand, unless the label indicates otherwise, and should be pointed away from people and structures.

Re-enactors / Muesums

- Must present proof of Provincial licensing for weapons (Canadian Firearms Program)
- Must present proof of insurance

Film Industry

- Replica firearms are prohibited devices in Canada and the proper protocols should be adhered to if using them in a Film. Refer to the Canadian Firearms Program for information about possessing, acquiring, borrowing, storing, and transporting replica firearms.
- If replica firearms or gun powder will be used in filming, a permit is required from the CAO prior to filming. Owners of properties in close proximity will be notified of potential noise. Any explosive noise after 10 pm should be noted in application.

Appendix B

Blasting Permit

***This Special License is required to conduct any blasting within the Town of Shelburne.**

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Location of Event: _____

Time of Event: _____

Requirements:

- **Liability Insurance in the minimum amount of Three Hundred Thousand Dollars (\$300,000).**
- **"Blasting Certificate" proof of qualifications**
- **Blasting Plan which includes a suitable mat to prevent debris from escaping the blasting area**

All blasting done in the Town of Shelburne will be performed in accordance with such standards as may from time to time be imposed by statute or regulation within the Province of Nova Scotia.

Approved by:

CAO

Date of Approval

This license will expire within 3 months of application. Any changes to the project Timeline **MUST** be expressed to the CAO.

Appendix C

Application for a Grant of Exemption by Council

***Town Council may grant an exemption to the Noise bylaw with respect to any emission of noise from which that person might be prosecuted for a period of no more than six (6) months.**

Name: _____

Civic Address: _____

Phone Number: _____

Email: _____

Reason for Request: _____

Location of Event: _____

Time of Event: _____

Requirements:

- **Abide by any Terms and Conditions set forth by Town Council**
- **Background material for Council review**

Rights of Council:

In deciding whether or not to grant an exemption under section 11 or in determining terms or conditions of the exemption, Council shall give consideration to:

- (a) the social or economic benefit of the proposed activity to the Town, the views of any residents of the Town;
- (b) volume, nature and consistency of noise emission associated with the proposed activity;
- (c) the proximity and nature of abutting or adjacent land uses;
- (d) the hours of operation of the proposed activity;
- (e) any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.

Any contravention of the terms or conditions of an exemption shall constitute a contravention of this By-Law. In addition to any other available remedies for such contravention, the By-law Enforcement may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption or issue a summary of offence ticket.

Any exemption pursuant shall be reviewable by Council at any time upon 10 days notice to the person exempted, and Council is free to revoke, suspend or restrict the exemption with or without cause having regard to the criteria set forth in this application form.

Public Input:

Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this application or notice by the Town, but all other exemptions, renewals of exemptions, or amendments expanding the scope of an exemption shall only be granted after a public hearing at which Council shall give the applicant and any person interested in the application an opportunity to be heard. It is advisable that applicants speak to adjacent property owners prior to application.

For applications that are longer than 14 days, ten (10) days notice of time, date and purpose of a public hearing shall be mailed by the applicant to the assessed owner or owners, as shown in the records of the Town Office, of each property which contains a building located within 150 meters (492 feet) of the property which will be the subject of the hearing, except that where the exemption is sought for an outdoor event not conducted at a fixed location.

BYLAW

Date of Council Meeting for Application Review: _____

Date of Public Hearing (if applicable): _____

Approved

Denied

Conditions:

CAO _____

Mayor _____



Town of Shelburne
 Staff Report to Council
 September 16, 2024

**Recommendation for the Appointment of an Additional
 Development Officer**

Document # D24-391	
Rec'd by JW	
Date Sept. 13/24	
COPIES TO:	
Council	✓
Agenda	✓
Development Committee	

General Overview:

The purpose of this report is to recommend the appointment of a second Development Officer to the Town's operations in order to ensure continued high-quality and timely service for development applications, particularly with the anticipated growth and evolving demands related to stormwater management, heritage preservation, and other land use factors.

Background:

The Town of Shelburne has been experiencing a steady increase in development activities, with a growing number of applications that require careful consideration of a wide range of factors. These include compliance with stormwater management regulations, heritage preservation guidelines, and ongoing updates to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB).

Currently, the Town has one appointed Development Officer, Andrew Goreham, who's services are shared between the Town of Shelburne and the Municipality of the District of Shelburne. The Town has a Senior Planner, Mike Kahn, who is leading the Town's review of the MPS and LUB, as well as other critical planning initiatives. Mike brings over 17 years of experience in land use planning and development and while his experience and expertise have been invaluable, the volume of work and the complexity of applications necessitate additional capacity to ensure that development approvals remain timely and efficient.

Rationale for a Second Development Officer:

To maintain the Town's commitment to providing timely responses to development applications, staff recommend the appointment of a second Development Officer in accordance with the Municipal Government Act (MGA) s. 191 (d) and 243. This appointment would be particularly beneficial for the following reasons:

Increased Workload and Timely Service

With ongoing growth in the community, the volume of development applications has increased. A second Development Officer would provide the capacity to ensure timely responses to applicants and prevent delays in the approval process. This is essential for maintaining the confidence of developers and residents in the Town's development process.

Specialized Review of Variance Applications

The new Development Officer would initially focus on reviewing applications for variance, which often require detailed assessments of unique site conditions, potential impacts on neighbouring properties, and alignment with the Town's LUB. A dedicated officer would allow for more efficient handling of these specialized cases while maintaining high service standards.

Capacity for Future Growth and Changing Regulations

As the Town grows and the Land Use Bylaw is updated, there may be an increase in the complexity of development approvals. The second Development Officer could take on additional responsibilities as needed, ensuring the Town is well-prepared to handle future challenges related to land use, stormwater management, and heritage preservation.

Recommendation:

Staff recommend that Council approve the appointment of a second Development Officer, Mike Kahn, to support the Town's growing development needs. This appointment would add capacity to review variance applications and, over time, could expand to other development approval processes as needed, ensuring that the Town continues to provide efficient and responsive service to all applicants.

Respectfully Submitted,

*Sarah Mattatall
Chief Administrative Officer*



Town of Shelburne
 Staff Report to Council
 September 16, 2024
CAO Update

Document # D24-392	
Rec'd by [Signature]	
Date Sept 13/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	
advance	

Reflection on Council Accomplishments and Staff Contributions:

As we near the conclusion of this Council term, I would like to take a moment to reflect on the significant accomplishments achieved for the Town of Shelburne over the past years, with particular focus on the past year. Throughout this period, both Council and staff have worked diligently, often beyond regular hours, to secure major grants and advance critical capital projects that are essential to the Town's development and prosperity.

Major Accomplishments

1. Nursing Home Rebuild Project

We have made strides in supporting the rebuilding of the nursing home, which includes plans for an accompanying apartment development that will bring 60 new nurses into the community. This project will not only enhance healthcare services but also bolster local economic growth, including:

- Modernized rooms and facilities for improved quality of care.
- Meeting the increased demand for long-term care in the community.
- Generating construction jobs and long-term healthcare employment.
- Supporting local businesses and improving property values in surrounding areas.

2. Municipal Capital Growth Program Success

The Town was awarded funding through the Municipal Capital Growth Program for an infrastructure analysis project. This project, focused on the Wastewater Plant, will determine its capacity for future development and highlight necessary upgrades. Benefits include:

- Enhancing public health by identifying and mitigating risks to water sources.
- Compliance with environmental regulations, ensuring long-term sustainability.
- Future-proofing infrastructure for population growth and industrial development.

3. Lift Station Upgrades

We continue our multi-year effort to upgrade all 11 lift stations. With one station being upgraded annually, this initiative will:

- Increase energy efficiency and reduce operational costs.
- Boost capacity to handle future growth and prevent environmental overflow events.

4. Affordable Housing Development

In response to the housing crisis, the Town is actively collaborating with NS Housing on the sale of vacant town land for the development of affordable housing, aiming to support community needs.

5. Landfill Decommission Project

We have progressed with Phase 1 of the Landfill Decommission Project. Following the Wetland Alteration application, we are preparing for Phase 2, which includes installing monitoring wells and capping the site, leading toward the transformation of the area into a green space in Phase 3.

6. Wharves Restoration

Recognizing the economic and recreational importance of the wharves at Water Street and Dock Street, the Council has prioritized their restoration. Applications have been submitted to Transport Canada, DFO, and DNRR for repair approval, and funding requests are underway to support these efforts.

7. Roger Grovestine Complex Revitalization

As part of Council's strategic plan to give back to the community, staff have implemented a revitalization project for the Roger Grovestine Complex, creating a family-friendly space for recreational activities.

8. Roads to Trails By-Law

Staff have successfully developed and implemented the Roads to Trails By-Law, and are currently preparing grant applications to support the official trail opening.

9. Relocation and Accessibility Upgrades

The Town's relocation of the office from 168 Water Street to 162 Mowatt Street has not only lowered operational costs but also opened up new tax revenue opportunities. With support from the Municipal Capital Growth Program, accessibility upgrades have also been integrated into the new office space.

10. Land Use By-Law and Municipal Planning Strategy

To ensure future growth aligns with community values, we have invested in a Senior Planner to review and update the Land Use By-Law (LUB) and Municipal Planning Strategy (MPS). This will provide clearer protocols for managing land use and generating revenue through surplus land sales.

11. Climate Change Adaptation

In partnership with the Municipality of Shelburne and Barrington, the Town is participating in a 3-year program focused on the impact of climate change on infrastructure and community resilience.

12. Lagoon and Drying Bed Installation

The completion of the lagoon and drying bed installation at our Water Treatment Plant marks a significant improvement in our water treatment capabilities.

13. Emergency Preparedness

Staff have completed emergency preparedness training, and we have implemented the Voyent Alert system, improving community response capabilities in partnership with surrounding municipalities.

14. Healthcare Advocacy

Council continues to advocate for improved healthcare services, actively participating in discussions and sending advocacy letters to enhance healthcare opportunities for our community.

15. Residential and Commercial Tax Rates

Over the past four years, Council has demonstrated its commitment to supporting the community by lowering both residential and commercial tax rates. These reductions are part of a broader effort to ease the financial burden on residents and businesses while fostering an environment that encourages growth and development.

- **Commercial Tax Rate:** Council successfully reduced the commercial tax rate from \$3.88 per \$100 of assessment to \$3.86, reflecting a \$0.02 decrease overall.
- **Residential Tax Rate:** Beginning in 2021, the residential tax rate was lowered from \$2.06 per \$100 of assessment to \$1.99 in 2024, resulting in a total decrease of \$0.07.

Council remains optimistic that, with anticipated future development, this trend of lowering tax rates will continue, further benefiting the community and stimulating economic growth.

Reflection and Gratitude

The successes we've achieved are a testament to the close collaboration and shared vision between Council and staff. Our small yet dedicated team has worked tirelessly to deliver these ambitious projects. I would like to personally thank all staff members for their unwavering commitment and hard work that has enabled us to achieve these milestones.

In closing, I would like to extend a special thanks to Ken Smith for his significant contributions. Ken's extensive experience in municipal government has been invaluable, particularly in securing grants for key projects like the Municipal Capital Growth Program. He has played a crucial role in the Landfill Decommission Project, Wastewater Infrastructure Analysis, and mentorship across departments. In addition, Ken has been acting as the Town's Returning Officer during the election process. Ken's dedication and expertise have truly been an asset to the Town, and we deeply appreciate his hard work.

Together, we have built a stronger, more resilient community, setting the foundation for future growth and prosperity. Thank you all for your dedication and support over these past four years.

Respectfully Submitted,

*Sarah Mattatall
Chief Administrative Officer*



Naturally Yours

Inspection Department

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

September 3, 2024

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

Dear Ms., Mattatall:

Re: Monthly Building Report

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

Table with 3 columns: Fiscal Year, 2024/2025, 2023/2024. Rows include: Number of Permits Issued this Month, Number of Permits Issued to Date, Construction Value, Total Construction to Date.

Document # D24-393
Rec'd by [Signature]
Date Sep. 4/24
COPIES TO:
Council [checked]
Agenda [checked]
Committee

Yours very truly,

[Handwritten signature of Andrew Goreham]

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



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

Document # D24-394	
Rec'd by JW	
Date Sept 4/24	
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Agenda	✓
Committee	

Mayor, Councillors and CAO

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

Total number of calls for service: 4

Calls for service within the Town: 2

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:

CALLS FOR SERVICE BREAKDOWN

TOWN

MUNICIPALITY

ALARM SOUNDING

1

1

MEDICAL

1

MOTOR VEHICLE ACCIDENT

STRUCTURE

CHIMNEY/FLUE

VEHICLE FIRE

1

GRASS, BRUSH, FOREST, SOLID WASTE

POWER LINES

FLOOD CONDITIONS

BOATS/WATER RESCUE

FUEL LEAK/SPILL

COMMERCIAL /INDUSTRIAL ACCIDENT

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Calls for Service (August 1 to August 31):

1. **24-054. Service Request:** Responded to a call concerning a resident with a complaint on Woodlawn drive, referred to MDS By-Law officer. **RESOLVED.**
2. **24-055. Service Request:** Addressed a question from a vendor about location change. Gave suggestions for locations. **RESOLVED.**
3. **24-056. Service Request:** Responded to an issue about ATV use on walking trail, ATV going around barricade. Spoke with Public works will find a solution. **ONGOING.**
4. **24-057. Service Request:** Investigated a concern from a resident about a dangerous and unsightly object on George Street. Contacted committee responsible for property will be removed. **RESOLVED.**
5. Yacht Club or town staff. Spoke with resident who installed mooring, and it was removed. **RESOLVED.**

Assignments:

1. Working on the review of by-laws and Policies.
2. Applying for grants for road trail signage.
3. Getting quotes for the installation of a foul ball net at the Albert Acker ball Field.
4. Assisting Town staff with office move.

Summary of Additional By-Law Officer Duties and Outcomes:

1. **Complaint, 24-033, 24-043,24-050: ONGOING.**
2. **Complaint, 24-032, 24-036,24-041: RESOLVED**
3. Assisted in small IT tasks with support from G23 Technologies.
4. Conducting more frequent inspections of the Rogers Grovenstiens Complex.
5. Camera installed at Yacht club was removed.

Document # D24-395	
Rec'd by jw	
Date Sept. 11/24	
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Council	✓
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Respectfully submitted,

Dana Nash

TOWN OF SHELBURNE

STAFF REPORT Water Utility

Document #	D24-396
Rec'd by	[Signature]
Date	Sept. 10/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	



DATE: September 10/24

Dear Council Members,

This report is for the Town Council on the operations of the Town of Shelburne Water Treatment Plant. The plant continues to work effectively in this reporting period.

- **Water Quality:** We meet all DOE regulatory requirements.
- **Treatment Efficiency:** The treatment process is kept to the highest standards and is worked on continually.
- **Maintenance and Upkeep:** All maintenance is being kept up to decrease down time. We are starting to paint some of the pieces of equipment that require it.
- **Compliance:** We are following and are up to date with all tests set forth by DOE. I continue to work with Mark Holden and Trevor Marriot on any issues that come up.
- **Resource Management:** We try to make the process as effective as possible to eliminate waste.
- **Technological Upgrades:** We have purchased two new chlorine testers from APS. Also, the chlorine analyzer that had been purchased for the Hospital tower has malfunctioned and new parts have been ordered, they are covered under warranty.
- **Workforce Development:** I have recently completed Nova Scotia Safety trenching course.
- **Public Concerns:** Nothing New to Report.

Respectfully submitted,

Mike Rhuland
Water Plant Operator

