



AGENDA
Town Council Meeting – Town Council Chambers
October 7th, 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 16th, 2024.
 - 4) Proclamations and Announcements:
 - a) World Mental Health Day – October 10th, 2024
 - b) Fire Prevention Week – October 6th – October 12th, 2024
 - c) Pregnancy and Infant Loss Awareness Day – October 15th, 2024
 - d) Domestic Violence Awareness Month – November
 - 5) Delegations/Presentation: **NONE**
 - 6) Correspondence:

Action:

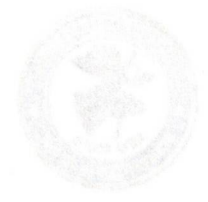
 - a) Letter from Ed Benham regarding maintenance on projects D24-397
 - b) Letter from Wolfgang Schricker regarding solid waste fee D24-398
 - c) Letter from THANS (Transition House Association of Nova Scotia) regarding National Shine the Light on Domestic Violence Campaign. D24-399

Information:

 - a) Town of Shelburne Fall Newsletter 2024 D24-400
 - b) Western Counties Regional Library Report – September 2024 D24-401
 - 7) Council Items:
 - a) Shelburne Volunteer Fire Department Bylaw Review D24-402
 - 8) Committee Reports:
 - a) Western Counties Regional Library Board Meeting Minutes – June 20th, 2024 D24-403
 - 9) Staff Reports:
 - a) CAO Report
 - b) Holiday Closure Staff Report D24-404
 - c) Noise Bylaw Amendment Staff Report D24-405
 - d) Short Term Rental Report D24-406
 - e) Water Treatment Plant Report D24-407
 - f) Wastewater Facility Report D24-408
 - g) Building Inspector Report – September D24-409

10) New Business:

AGENDA



11) Upcoming Meetings/Events:

- a) Giant Pumpkin Festival and Regatta, Dock Street Area, October 12th, 2024.
- b) GRAND OPENING DATE, October 15th, 2024, 11am-1pm.
- c) Municipal Election, October 19th, 2024.
- d) Trunk or Treat, October 31st, 2024, 5:30-7pm, Community Centre Parking Lot.
- e) Next Town Council Meeting, November 6th, 2024, 6pm, Council Chambers.
- f) Business Excellence Awards, November 7th, 2024, 6:00pm, 63 King Street, Shelburne Community Centre.

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
September 16th, 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
Senior Planner, Mike Kahn
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 September 16th, 2024.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on September 3rd, 2024.

Davis-Nickerson

CARRIED

Proclamations and Announcements:

a) Right to Know Week

Mayor Locke Read: WHEREAS the Town of Shelburne has adopted the principles of openness, transparency and accountability; and

WHEREAS sections 462 through 502 of the Municipal Government Act gives citizens a right of access to information in the custody or under the control of the Town of Shelburne; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Town of Shelburne joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week.

THEREFORE, be it resolved that I, Harold Locke, Mayor of the Town of Shelburne, do hereby proclaim September 23rd to September 29th, 2024, to be Right to Know Week in the Town of Shelburne.

b) National Day for Truth and Reconciliation – September 30th, 2024

September 30th marks Truth and Reconciliation Day, a day to honor the survivors of residential schools, their families, and communities. This day, also known as Orange Shirt Day, encourages reflection on the dark legacy of residential schools in Canada and the ongoing impact on Indigenous peoples. It is a time for all Canadians to engage in the reconciliation process, acknowledging the injustices faced by Indigenous communities and working towards healing and understanding. Wearing orange symbolizes the commitment to remember and honor the children who were taken from their families, emphasizing the importance of every child's cultural identity and the right to be cherished.

c) Mi'kmaq History Month – October

October is Mi'kmaq History Month, a time dedicated to celebrating and learning about the rich culture, history, and contributions of the Mi'kmaq people. Established in 1993 by the Mi'kmaq Grand Council and the Province of Nova Scotia, this month provides an opportunity to recognize the enduring heritage of the Mi'kmaq, who have lived in the Atlantic region for thousands of years. Throughout the month, events and educational activities highlight the Mi'kmaq language, traditions, art, and history, fostering a deeper understanding and appreciation of the Mi'kmaq Nation. It's a time for all to reflect on the importance of preserving Indigenous culture and strengthening relationships between Indigenous and non-Indigenous communities.

d) Breast Cancer Awareness Month – October

October is Breast Cancer Awareness Month, a global campaign dedicated to raising awareness about breast cancer, supporting those affected, and promoting the importance of early detection and research. Breast cancer is one of the most common cancers among women worldwide, but early diagnosis and advancements in treatment have significantly improved survival rates. Throughout the month, communities, organizations, and individuals come together to educate about the risks, encourage regular screenings, and support fundraising efforts for research and treatment. Wearing a pink ribbon during October symbolizes solidarity with survivors and a commitment to the ongoing fight against breast cancer.

Delegations/Presentations:

a) Janet O'Connell/James Hartley – concerns of statements presented by Shelburne Resident

Mayor Locke invited Janet O'Connell to address the Council. Ms. O'Connell began her presentation by clarifying that certain information and accusations circulating within the community are not based on facts.

She referred to her letter included in the Council package, specifically addressing concerns related to a resident of the Town of Shelburne, Louise Delisle.

Following her remarks, Mayor Locke invited Mr. Hartley to speak. Mr. Hartley echoed many of Ms. O'Connell's concerns, emphasizing that Ms. Delisle does not represent nor speak on behalf of all families in the South End of Shelburne. For further details, please refer to the Council video available at <https://vimeo.com/manage/videos/1010647154>.

Councillor Acker inquired if there were plans to engage with news outlets on this matter, to which Mr. Hartley responded that there were no such intentions. The Mayor and Council expressed their gratitude to Ms. O'Connell and Mr. Hartley for presenting their information.

Correspondence

Action:

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

Councillor Acker addressed the letter included in the package, expressing surprise at its content, which she found disrespectful. In her response, she noted that compared to several other towns and municipalities, our current commercial tax rate is not significantly out of line. She further explained that the lower commercial tax rate in the surrounding Municipality is largely due to the fact that they are not responsible for maintaining infrastructure, such as roads. Councillor Acker questioned the implications of reducing the commercial tax rate to 1.99% or 2.99%, asking what services would be sacrificed as a result— stop operating Graham's Park? Layoff public works staff? Forego the purchase of a new fire truck? Councillor Ringer expressed his concern that the Chamber of Commerce's perspective lacked foresight. Several other Council members, Mayor and staff expressed support for Councillor Acker's remarks.

THAT Council direct staff to send a copy of the CAO Report found under 9. A) of the agenda on September 16th, 2024, to Mrs. Harris with the suggestion that in the future towns be compared to towns and not to municipalities.

Acker-Ringer

CARRIED

M24-255

Information: NONE

Council Items:

a) Noise By-law Amendments – First Reading

Mr. Nash explained the amendments to the Noise By-law regarding the Roads to Trail By-law.

THAT Council approve the first reading of the Noise By-law.

Davis-Acker

CARRIED

M24-256

b) Development Officer Appointment

CAO Mattatall spoke to her report found in the package.

***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.*

Acker-Davis

CARRIED

M24-257

c) Shelburne Wastewater Treatment Plant & Collection System Assessment

Ken explained that we have been dealing with one engineering firm regarding analysis of our network, however, it wasn't what we had expected, we have now received another proposal from CBCL and it has everything they need right now.

***THAT** Council approve the proposal dated September 13th, 2024 from CBCL Limited under the Municipal Capital Growth Program.*

Davis-Ringer

CARRIED

M24-258

Committee Reports: NONE

Staff Reports

a) CAO Report

CAO Mattatall spoke to her report found in the package. She highlighted Council's hard work over the last 4 years with emphasis on the last year's projects including: Nursing Home Rebuild Project, Municipal Capital Growth Program Success, Lift Station Upgrades, Affordable Housing Development, Landfill Decommission Project, Wharves Restoration, Roger Grovestine Complex Revitalization, Roads to Trails By-law, Relocation and Accessibility Upgrades, Land Use By-law and Municipal Planning Strategy, Climate Change Adaptation (*She mentioned something new that has come to light from CCA Program – Climate Resilience Coastal Communities Program – \$11, 500 over the course of 3 years, however, the Clean Foundation has agreed to pay half the cost, leaving us with \$5,750 over 3 years*), Lagoon and Drying Bed Installation, Emergency Preparedness, Healthcare Advocacy and Residential and Commercial Tax Rates. She then wanted to thank Council and Staff for all their hard work, but an extra special thank you goes out to Ken Smith for his significant contributions to the Town of Shelburne.

***THAT** Council transfer from operating reserve \$1,750 this fiscal year, allocate \$2,000 from the 2025/26 budget and \$2,000 from the 2026/27 budget.*

Acker-Ringer

M24-259

CARRIED

b) Building Inspector Report – August

c) SVFD Report – August

d) By-law Officer Report – August

e) Water Utility Report

The above reports were reviewed for information only.

In-Camera: MGA 22 (2) (c) – Personnel Matters and MGA 22 (2) (e) – Contract Negotiations
Motion to go in Camera at 7:02pm

Acker-Davis

CARRIED

Council came out of in-camera at 7:14pm. Motions coming out of in-camera:

THAT Council transfer \$4000 from operating reserve to extend the Accessibility Coordinator Position.

Acker-Nickerson

M24-260

CARRIED

THAT Council pause and not continue with the Oakhill Solar Program but send a letter of support.

Nickerson-Davis

M24-261

CARRIED

New Business:

Councillor Acker explained that she was in Halifax on the weekend and noticed gas prices were \$151.9, on the same day, gas prices in Yarmouth were \$152.8, but yet in Shelburne and Barrington they were \$155.1 she then discovered there are 6 different zones with the Utility and Review Board, so for our zone (3) the minimum was a \$152.8 and max was \$155.1, she is wondering who decides the price of the gas for our zone. Why are we being charged the maximum price when Yarmouth is being charged the minimum. Councillor Davis, believes the gas companies get to decide.

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

Stay tuned for our GRAND OPENING DATE!

- b) Reminder – Audit Committee Meeting, Wednesday, September 18th, 2024, 5pm, Council Chambers.
- c) Town Wide Yard Sale, October 5th, 2024, 8am-2pm, all over town, rain or shine, tables can be setup on sidewalks or in Community Centre parking lot, 63 King Street.
- d) Empty Bowls Fundraiser, October 5th, 2024, 11am-2pm, Shelburne Guild Hall.
- e) Giant Pumpkin Festival and Regatta, Dock Street Area, October 12th, 2024.
- f) Business of Excellence Awards, November 7th, 2024, 6:00pm, 63 King Street, Shelburne Community Centre.

Adjournment

THAT the Regular Town Council Meeting of September 16th, 2024, be adjourned at 7:18pm.

Davis



Edwin Benham
 230 Water Street,
 P.O. Box 1149
 Shelburne Nova Scotia
 B0T 1W0
 (902)875-3128 (902) 874-0894 mobile

Document #	D24-397
Rec'd by	JW
Date	Aug 30/24
COPIES TO:	
Council	
Agenda	
AUG 30 2024	
Committee	
Pk.-The plan is	

August 29, 2024

ATTN: Shelburne Town Council

Thank you for your approval, earlier in the year, of a wind phone installation at The Secret Pk. still to over-paint the south facing side of my installation from 2018, 'Apaji Elmiey'. The sponsor of the project, David Chute, as well as Tom Torak and I have met again recently to finalize the details of the project.

His vision for the project would obviously include the installation of a telephone, also a short post with a small wooden box to house the phone. We are seeking approval to add the phone box, as well as a platform which would sit in front of the existing built-in bench (see attached diagram). David has spoken with Michelle at the town office to ensure that the proposed deck would meet safe access requirements. The deck would have a non-skid finish applied and the phone box would be slightly in front of and to the west side of the bench. If approved these additions would be done this fall. I would do the above mentioned over-paint in the form of a mural and Tom Torak would build and install the phone box and platform. These additions would be at the expense of David Chute, sponsor of the project.

On a different matter, I had discussed with former employee of the town Julie Ferguson that at some point the north facing side of 'Apaji Elmiey' would need to be refinished due to extended exposure to the elements. I had hoped to refresh the carved mural last year but unfortunately when I finally had the free time, late in the fall, the weather did not permit. I have spoken with Councilor Davis about both proposals in early August. He informed me that the Council would meet again in early September so I have included both proposals in this letter for your review.

If this is approved, I would remove as much as possible of the old varnish top coat, repair the surface by over-painting the affected areas where the wood-stain has begun to bleed through. This would be followed by reapplying several new top coats of exterior varathane which would be done over a period of a few days to allow for proper drying time between coats. I would then bill the Town of Shelburne for labor and materials in the amount of \$800.00.

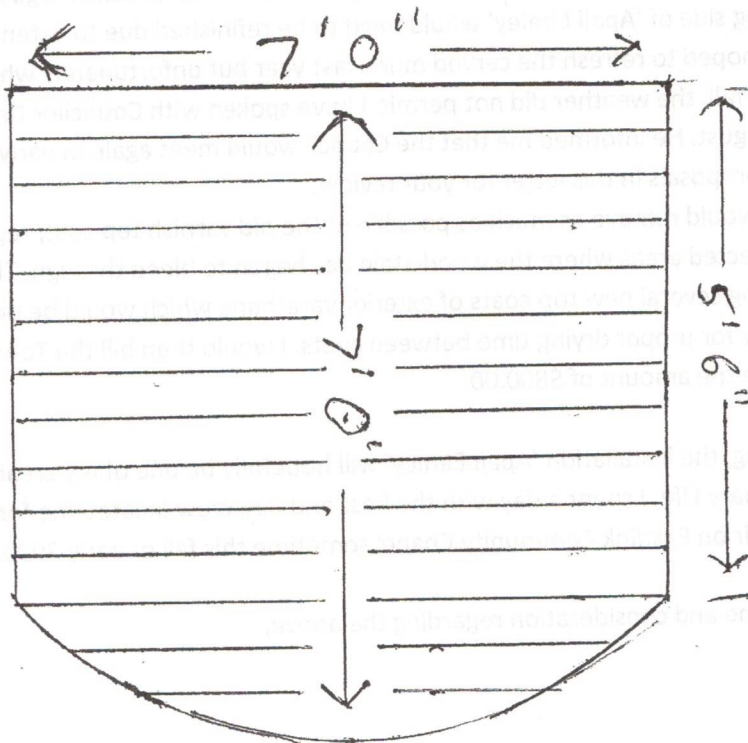
Also worth mentioning, the installation 'Apaji Elmiey' will hopefully be one of my creations featured in the TV show No Ordinary Life. I spent a day with the host and film crew in late June for filming and the show is expected to air on Eastlink Community Chanel sometime this fall or early 2025.

Thank you for your time and consideration regarding the above,
 Ed Benham

SECRET PARK

7'0" x 7'0" Accessible

PLATFORM MADE OF
2" x 6" HEMLOCK BUILT
AT GROUND LEVEL
ON SOUTH SIDE OF
EXISTING STRUCTURE



Wolfgang Schricker
187 Water Street, PO Box 362
Shelburne, NS
September 26/2024



Document #	D24-398
Rec'd by	gw
Date	SEP 27 2024
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

Town of Shelburne
P.O. Box 670
Shelburne, NS, B0T 1W0

To Whom It May Concern,

I am writing to express my concerns regarding the recent increase in the solid waste flat rate for the 2024/2025 fiscal year. After reviewing my final tax bill for this period, I noticed that the solid waste flat rate has increased by \$72.25. This represents an increase of approximately 24.8% over the previous rate of \$291.60, which I already found to be quite substantial.

As a senior living alone on a fixed income, my garbage output is minimal. Typically, I only dispose of one blue bag and one clear bag per month, so I currently pay \$28.00 per month for this service. Additionally, I rarely have any compostable materials for pickup. Given these factors, the increased fee seems disproportionate to my actual waste output, especially when compared to larger households that produce significantly more waste and recyclables.

I would like to inquire whether the Town of Shelburne has any plans to implement a rebate or reduced rate program for seniors in situations like mine. It feels particularly unfair that the flat rate applies uniformly across households with very different waste production levels.

I would appreciate your response in writing. Thank you for your attention to this matter.

Sincerely,



Mayor Harold Locke
 Town Hall, 168 Water Street, P.O. Box 670
 Shelburne, NS
 B0T 1W0

August 23, 2024

Re: Illumination for the National Shine the Light on Domestic Violence Campaign

Dear Mayor Harold Locke

I am writing on behalf of the Transition House Association of Nova Scotia (THANS), an umbrella association of twelve violence-against-women organizations across the province. Our member organizations, including Juniper House in Yarmouth, provide a variety of services to women and their families who are experiencing or are at risk of experiencing violence, including emergency shelter, counselling, safety planning, and outreach services, among others. To learn more about the critical work we do and about our local member organization in your area, please visit www.thans.ca.

This November, THANS is proudly participating in the “Shine the Light on Domestic Violence Campaign,” a month-long initiative that coincides with Nova Scotia’s Domestic Violence Awareness Month. The campaign’s goal is to create a visible show of solidarity and support for those affected by domestic violence by illuminating landmarks and buildings in purple across the province. The colour purple symbolizes survival and courage, and is a salute to survivors lost from violence.

We are reaching out to ask for your support in creating a purple string of lights across Nova Scotia by illuminating your town hall in purple for the month of November. This act of unity would demonstrate your community’s commitment to raising awareness about domestic violence and supporting survivors.

Some key facts to consider:

- 79% of survivors of domestic violence in Nova Scotia are women.
- Less than 1 in 5 incidents of domestic violence are reported to the police.
- In 2023 alone, THANS member organizations served approximately 4,500 women and children fleeing violence across the province.

By joining the Shine the Light Campaign, you would be part of a national movement, as landmarks across Canada will be lit up in purple throughout November, including Halifax’s City Hall and the Nova Scotia Legislature.

Thank you for considering this request. To confirm your participation or for more information, please reach out to projectassistant@thans.ca.

Sincerely,

Ann de Ste Croix
Provincial Coordinator

Transition House Association of Nova Scotia
 204-6169 Quinpool Rd.
 Halifax, NS B3L 4P8
www.thans.ca

Document # D24-399	
Rec'd by [Signature]	
Date Sept 4/24	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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TOWN OF SHELBURNE, NS

Message from the Mayor

Dear Residents of Shelburne,

As the crisp autumn air settles over our beautiful town, I am filled with pride as I reflect on the remarkable accomplishments we have achieved together over the past four years. Our Council has worked tirelessly to enhance the quality of life in our community, and I want to take a moment to acknowledge and celebrate these milestones.

One of our most significant achievements is securing the development of a new 112-bed nursing home, a much-needed addition that will provide essential care and comfort to our seniors. We have also forged strong partnerships with neighboring Municipal Units, such as through the Shelburne Events Committee and the hiring of an Accessibility Coordinator, ensuring that our town is more inclusive and vibrant than ever.

Development is thriving, with numerous projects on the rise, thanks in part to the hiring of a Senior Planner to guide our Land Use By-Laws. This has allowed us to plan more effectively for the future, preserving the charm of our town while making room for growth.

In addition to these developments, we are excited to announce the relocation of our Town Office to a bright new space at the Post Office Building on Mowatt Street. This move marks a fresh start for our operations, providing a more accessible and welcoming environment for all residents. We believe this new office will better serve our community's needs as we continue to work towards our goals.

We have also focused on the financial health of our Town, and I am pleased to report that our efforts have paid off. We have successfully improved our finances, allowing us to lower tax rates and make meaningful investments in our community. Other notable accomplishments during the last four years are: a new policy on smoke-free outdoor places, the approval of a Road Trail By-law, the reinstatement of the Heritage Advisory Committee, and increased funding for our beloved libraries. These accomplishments would not have been possible without the dedication and hard work of our Council members, to whom I extend my deepest gratitude. Your commitment to serving our community has been inspiring, and it has been an honor to work alongside you.

As we prepare to welcome a new Council, I am confident that they will continue the legacy of progress we have made together. I wish them the best of luck as they take on the responsibilities of leadership, and I encourage all of you to offer them your support as they guide our town into the future.

Thank you, Shelburne, for your trust and partnership. Together, we will continue to thrive.

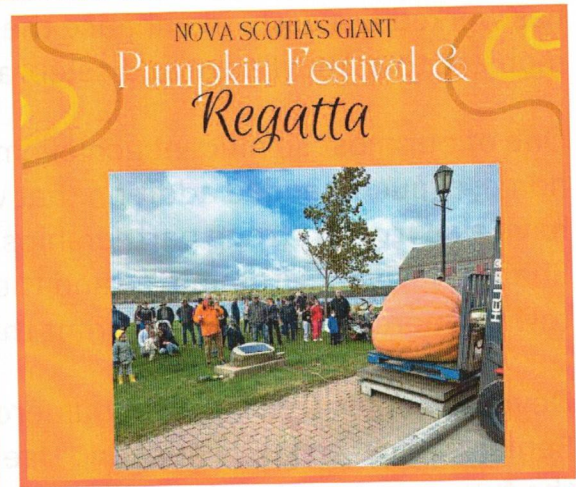
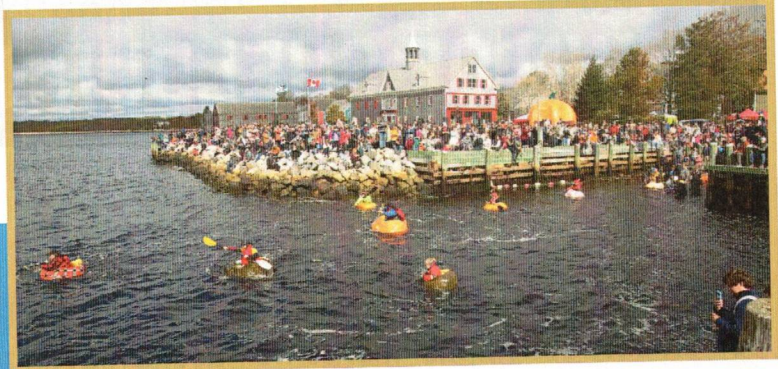
Warm regards,
-Harold

Document #	D24-40
Rec'd	[Signature]
Date	Fall, 2024
COPIES TO:	
Council	[initials]
Agenda	[initials]
Committee	[initials]



EVENTS

- Sept 27-Oct. 7 - Poutine Week
- October 5: Fall Town wide Yard Sale
- October 5: Empty Bowls Fundraiser
- October 6: Last Guild Hall Market
- October 11: One Meter Up at District 33 Winery
- October 12: Giant Pumpkin Festival & Regatta with special market
- October 19: Municipal Elections 2024
- October 31: Trunk or Treat
- November 7: Business of Excellence Awards
- November 11: Remembrance Day Ceremony
- November 24: Christmas in the Barn
- November: WhoVille, TBD
- December 7: Miracle on Dock Street



Do you have your Civic Number on your home or business?

Properly displaying your civic number ensures that emergency responders for fire, ambulance, and police can easily locate your home or business.

Contact Pat Thorburne of the Lions Club at (902) 875-6051 to order.

Sign up For Safety

7446

Post Your Civic Number



CELEBRATE 2024
SHELBURNE COUNTY
BUSINESS EXCELLENCE AWARDS

NOMINATE & CELEBRATE YOUR LOCAL DESERVING:

- BUSINESS OF THE YEAR
- DIVERSITY IN BUSINESS EXCELLENCE
- LOCAL LOVE & SUPPORT
- RISING STAR
- EMPLOYEE OF THE YEAR

NOMINATIONS CLOSE OCT 31ST

*NOMINATION FORMS AVAILABLE ONLINE & CAN BE SUBMITTED TO: SHELBURNE@CBCDC.CA
PAPER COPIES AVAILABLE AT: CBCDC SHELBURNE, TOWN OF SHELBURNE, LOCKPORT & CLARK'S HARBOUR OFFICES, MUNICIPALITY OF SHELBURNE & BARRINGTON OFFICES

Town Wide Yard Sale

Clothing - toys - furniture - books - and more

**OCT. 5, 2024
8AM-2PM**

Town of Shelburne

Tables can be set up on sidewalks, or in the parking lot of the Community Centre, 63 King St.
No fees, no fuss, just fun!
Happening RAIN OR SHINE!

TOWN OFFICE HOURS

**MONDAY - FRIDAY
9AM - 3PM**

REMINDER TO NOT FEED DEER, WATERFOWL, PIGEONS AND WILD ANIMALS.

Upcoming Town Office Closures:

September 30
Truth & Reconciliation



October 14
Thanksgiving



November 11
Remembrance Day

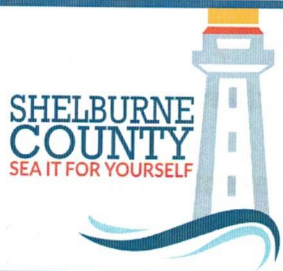


December 24 - Jan. 2
Christmas Holidays



REMINDER
Please only flush toilet paper down the toilet





Visit
www.shelburnecounty.ca
 for events, festivals,
 restaurants, beaches,
 places to stay and more!



In 2022, The Town of Shelburne established Accessibility Plans, with the goal of making Town services, programs, policies, and physical spaces more accessible for people with disabilities.

We will be updating our accessibility plans by April 2025 and would appreciate hearing from people in the community about our work related to accessibility, such as what it working well and what can be improved. Be on the lookout for surveys and public meetings on this topic in the coming months.

If you have any questions or concerns about accessibility in the Town of Shelburne, you can always also contact the Accessibility Coordinator, Michelle Vacon, at 902-874-0006 or Michelle.Vacon@municipalityofshelburne.ca.

DID YOU KNOW?

1. We have a **By-law officer** who is actively enforcing various violations under our By-laws such as: Dangerous & Unsightly, Solid Waste/Illegal Dumping, Land-Use and Parking to name a few.
2. **Development Permits** are needed when adding on a deck, building a home or anything else in between. You can stop by the Town office to fill out an application along with payment to obtain.
3. **Vendor Permits** - you must purchase a vending permit in order to operate in the Town of Shelburne.

ATTENTION PLEASE

Do you have event you would like advertised?

Would you like to advertise a special feature about your business?

Email jill.webb@shelburnens.ca and she can share on our Facebook page.

Find Us At
OUR NEW LOCATION

162 Mowatt Street
 Post Office Building
 2nd Floor

Please be advised that the elevator lift is now fully operational.

If you have any accessibility needs, feel free to use the elevator or contact Town Hall for assistance.

Online Bill Payment Information

Financial Institution	Property Taxes Bill Payee Name	Water Account Bill Payee Name
CIBC	Shelburne (NS/Town of) Tax	SHELBURNE (NS/TOWN OF) WATER
SCOTIABANK	TOWN OF SHELBURNE (NS) TAX	TOWN OF SHELBURNE (NOVA SCOTIA) WATER
BANK OF MONTREAL	Shelburne (NS), Town-Of-Tax	SHELBURNE (NS), TOWN OF-WATER
TD CANADA TRUST	Shelburne Nova Scotia (Town of) Taxes	COMING SOON
ROYAL BANK OF CANADA	Town of Shelburne (Nova Scotia) - Tax	TOWN OF SHELBURNE (NS) - WATER

Message from the CAO

As this Council term comes to a close, I reflect on the significant accomplishments achieved for the Town of Shelburne. Over the past four years, Council and staff have worked diligently to secure major grants and advance critical capital projects essential for the Town's development and prosperity.

Major Accomplishments:

1. Nursing Home Rebuild Project
2. Wastewater Infrastructure Analysis Project
3. Lift Station Upgrades
4. Affordable Housing Development
5. Landfill Decommission Project
6. Wharves Restoration
7. Roger Grovestine Complex Revitalization
8. Roads to Trails By-Law
9. Relocation and Accessibility Upgrades
10. Land Use By-Law and Municipal Planning Strategy
11. Climate Change Adaptation
12. Lagoon and Drying Bed Installation
13. Emergency Preparedness
14. Healthcare Advocacy
15. King Street Centre Upgrades
16. Residential and Commercial Tax Deductions

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.

For more detailed information on projects, please visit www.shelburnens.ca, under Council packages 2024, September 16, 2024.

- Sarah Mattatall,
Chief Administrative Officer

Document #	D24-401
Issue Date	Sept 20/24
Date	Sept 20/24
COPIES TO:	
Council	✓
Agenda Committee	✓

Library Report

Going above and beyond during outage

Westport library's Internet connection had been down for almost a week, when library headquarters got the phone call from library clerk, Jaqueline Journey, in late August.

Journey, who was in Westport, had received boxes of books from headquarters. Without the Internet, Journey could not see if a book was meant to go to a patron or on the library's shelves. Not knowing when the Internet would be back up, she reached out to headquarters to see if there was a way to get the books in the hands of patrons without delay. Journey says her approach to any challenge is, "how can we do best for our customers."

"Basically, those holds are frozen," says Breanne Muise, Program and Services Manager, in Yarmouth headquarters. Muise got on the phone with Journey to help her solve the mystery of where each book in the delivery was going.

Journey says it was "old school" library work. She had to pull out each book or other item



Program and Services Manager Breanne Muise was busy helping Westport library clerk Jacqueline Journey determine where books and other material were going during an Internet outage at the branch.

from the box and give Muise the barcode number. Muise told her who was receiving the book, or whether the book should be returned to the library shelves. It took the pair almost two hours to complete the work.

"I am not sure people realize what happens behind the scenes at the library to ensure library users receive items they want to borrow from the library," says Erin Comeau, Executive Director at the library. "The headquarters and management

staff work very hard to keep things flowing behind the scenes," Comeau says.

"Whether it is cataloguing new material, transferring items to the people who want to borrow them, returning items to the library from where they came, or repairing damaged books and other items."

Journey found the lack of Internet challenging during the outage. Internet service was restored at the branch on Sept. 5.

Story time, kids energize volunteer

For Brenda Taylor, volunteering to help out at Yarmouth library's Preschool Story Time was an easy decision.

"I recently retired and wanted to spend some of my extra time helping in my community," Taylor says.

"I love reading and I love young children. So, I reached out to my library to inquire if there was a need for volunteers."

Branch manager and Deputy Director Shannon Raynard said there was a place for a volunteer in the Preschool Story Time program and had Taylor fill out the paperwork.

"I was accepted and then I started helping (library clerk) River (Clairmont) with the story time on Thursday mornings," she says.

Volunteering has been an important part of Taylor's life. She has helped out a variety of organizations in and around Yarmouth County.

She has spent time assisting



Volunteer Brenda Taylor, right, reads a story during the Preschool Story Time program at the Yarmouth library in June.

with school lunch programs and breakfast programs. She has also helped run after-school cooking classes in junior high schools.

She finds participating in the story time very rewarding.

"I love playing with the kids, holding the babies and helping River," she says. "I also was

asked to read last Thursday (May 14) and I really enjoyed that."

She admits that she may have caught the storytelling bug, and would fill that role again if called upon.

If time permits, she would consider other opportunities helping at the library.

Library's key fundraiser runs from Oct. 1 to Nov. 30

People can help their public library in a big way over the next two months during Western Counties Regional Library's 2024 Adopt-A-Book campaign. The campaign runs from Tuesday, Oct. 1 through Saturday, Nov. 30.

The fundraiser allows people to adopt (purchase) books to put on their public library's

shelves. All 10 branches have books on display that are available to adopt and borrow right away.

People can adopt in person or online at westerncounties.ca. The goal is to have 750 books adopted, valued at approximately \$20,000

For information about the campaign visit any branch library or westerncounties.ca.

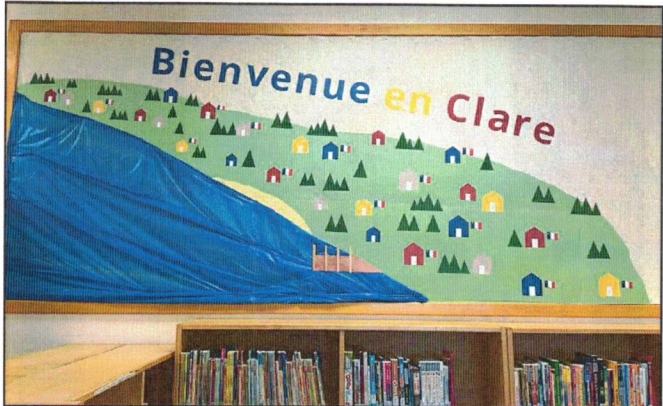
Around the Branches

Barrington



People learned the art of bottle hitching with Emma Rollin and Ryan Weir of the Fisheries Museum of the Atlantic on Saturday, Aug. 10 at Barrington Municipal Library.

Clare



The Clare library branch set up a welcoming sign board during the Congrès mondial acadien 2024 from Aug. 10 to 18.

The Clare branch was happy to welcome visitors to the region during the Congrès mondial acadien 2024 in August. Some visitors were originally from the area and returned for the festivities, and a few had never been to Clare before, coming from Quebec and Louisiana. They used the library Wi-Fi and computers, asked about the services the library provides and the best local restaurants.

Family reunions are an important part of the Congrès mondial acadien. The organizing committees for the Deveau and Robichaud reunions held many meetings in the library community room throughout the summer. They

also looked through the library's local Acadian history collection to find more information and photos pertaining to their family history.

Clark's Harbour

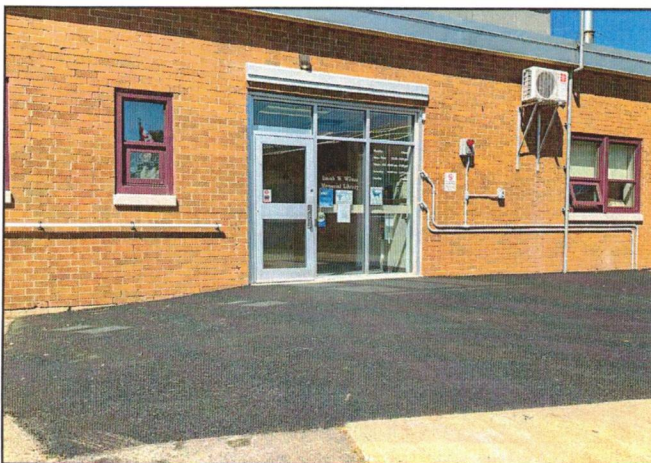


Children enjoyed the August walk-in program at Clark's Harbour library, allowing them to create Q-tip lavender paintings.

Clark's Harbour library had a lot of people visiting from other provinces and countries, and staff received compliments about the branch. A retired librarian from Ottawa visited. She was very impressed with the selection at the branch, and welcoming atmosphere.

A library CELA (Centre for Equitable Library Access) patron who makes good use of the library's services for people with print disabilities discovered the Summer Reading Club. She signed up and really enjoyed participating in the program.

Digby



Digby library's new, accessible entrance is complete.

Around the Branches

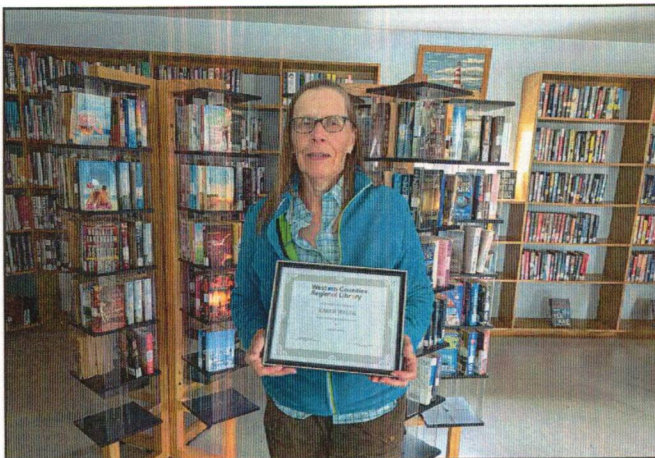
Lockeport



Lockeport library received a new shelving unit for staff. The efficient, compact unit replaced a big metal filing cabinet, an old cupboard, and a trolley, making the aisle more accessible.

A little girl visited the Lockeport library regularly with her grandparents and enjoyed using the crayons and paper to create pictures. One evening, she and her grandfather came in, and handed library clerk Catherine Henneberry a couple new boxes of crayons. She had noticed that some of the crayons were broken or short and small. She was determined that there should be new crayons for all the other children visiting the library, so everybody can make nice pictures when they are here.

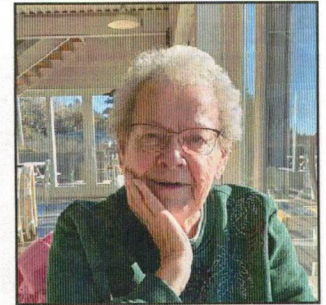
Westport



Westport library clerk Karen Walsh received her five-year work certificate on Sept. 10.

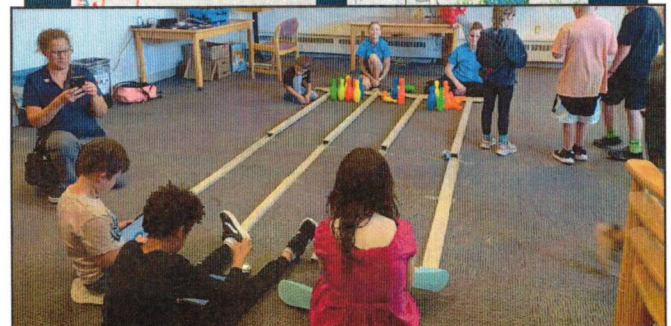
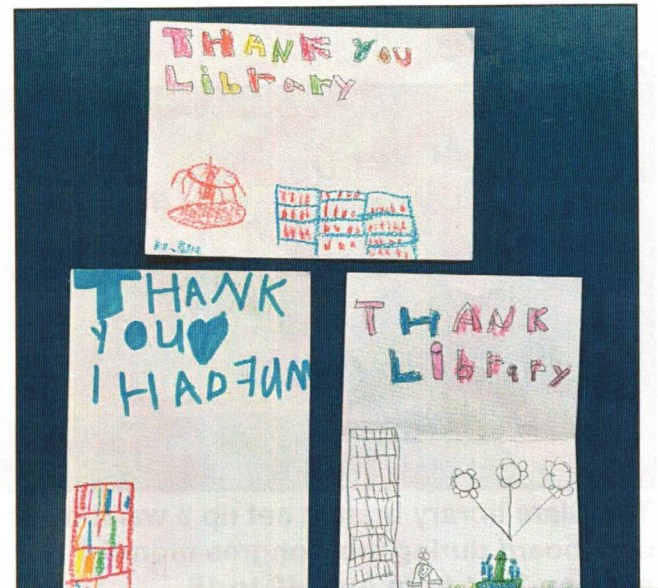
Shelburne

Former Shelburne library clerk Kathryn Acker died on Aug. 28. She worked at the Shelburne branch from 1979 to the mid-1990s. She was the senior clerk when she retired. She remained a loyal patron of the library and was a member of the Shelburne Library Building Association. The Shelburne staff has missed her in-person visits in recent years, but kept in touch with weekly calls about her library books.



Kathryn Acker

Yarmouth



Yarmouth library staff received some thank-you cards from the Mariners on Main day campers following their visit on Aug. 13. The visit included a library tour and bowling with the library's Sphero Bolt robots controlled by computer tablets (pictured above).

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BY-LAWS

OF THE

SHELBURNE VOLUNTEER

FIRE DEPARTMENT

OF

SHELBURNE

NOVA SCOTIA

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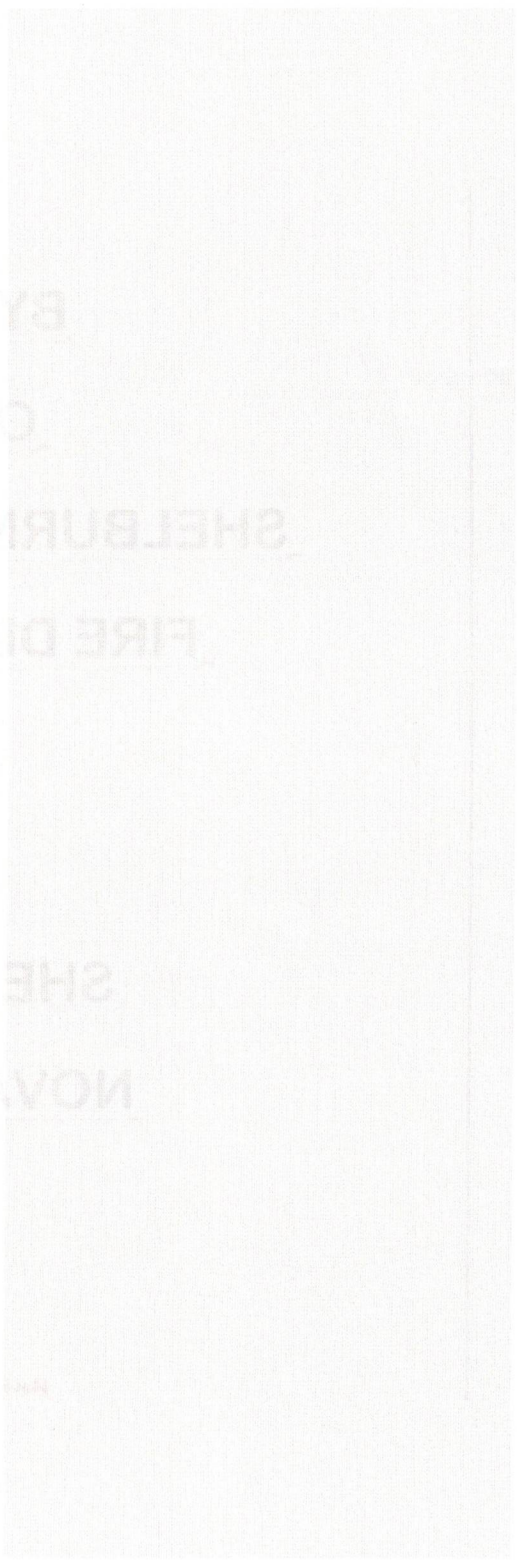
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Approved January 29, 2017
 Revised 9 July 2018
 Revised 2 March 2020

BY-LAWS
 OF THE
 SHELBURNE VOLUNTEERS
 FIRE DEPARTMENT
 OF THE
 SHELBURNE
 NOVA SCOTIA



June 20, 2024 v1.11

FOR MEMBERSHIP APPROVAL

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ARTICLE I – NAME

- 1. This Department shall be known as the Shelburne Volunteer Fire Department.
- 2. The membership of the Department shall not exceed the number (55) recommended by the Department and approved by the Town Council.

ARTICLE II – OBJECTIVE

- 1. The objective of this Department is the prevention of fire and protection of life and property within the limits of the Town of Shelburne and the Shelburne Fire District.
- 2. When responding to any call for service, decisions on the apparatus used will be made by the chief, deputy chief, Chief, Deputy Chief or the officer, Officer in charge. At no time shall the town be left without adequate protection.
- 3. At no time will the town be left without adequate protection. If necessary, a call for Mutual Aid from neighboring departments will be made.

ARTICLE III – EXECUTIVE AND FIRE OFFICERS

- 1. The officers, Executive of the Department shall consist of a chief, deputy chief, captain, Chief, Deputy Chief, Captain and lieutenant, Lieutenant for each truck with a crew of six or more (for a crew of less than six, one officer is sufficient), President, Secretary, Treasurer, Registrar, and Training Coordinator. No member may simultaneously hold two Executive offices.)-president, secretary, treasurer, registrar and training coordinator.
- 2. The Executive Committee shall consist of the Chief, Deputy Chief, President, Secretary, Treasurer, Registrar, Training Coordinator, Captains and Lieutenants.
- 3. The Fire Officers shall consist of the Chief, Deputy Chief, Captains and Lieutenants.
- 4. No member may simultaneously hold two Executive offices.

ARTICLE IV – COMMITTEES

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1. The standing committees shall be Investigating Committee, Sick and Accident Committee, Firefighter of the Year Committee, Equipment and Clothing Committee, Public Relations Committee, Ways and Means Committee, Sports Committee, By-Law Committee, Retirement Committee, and Bar Committee. All committees shall be composed of a minimum of three (3) members. All committees will choose their own Chair, and will hold meetings as often as necessary. ~~All committees, and~~ will submit a ~~report~~ Meeting Report to ~~all~~ the next general ~~meetings~~ meeting.

2. Special committees may be appointed at any time. Any such committee will select its own chair. Special committees will meet at the call of the Chair. Special committees may be disbanded at any time by a majority vote of the general membership.

ARTICLE V – MEETINGS AND PRACTICES

1. The regular monthly meeting of the Department shall be held on the first Monday of each month, except on all holidays, when the meeting will be held on the second Monday of the month. The January meeting will be considered the Annual General Meeting. At every meeting the roll will be called at 7:30 p.m.

2. Special meetings may be called by the ~~chief~~ Chief or ~~president~~ President, or upon a written request to the ~~chief, president~~ Chief, President, or ~~secretary~~ Secretary from any seven members. The Secretary will make all reasonable efforts, including the use of electronic means and/or telephone calls, to notify members of the time, place, and purpose of the special meeting. The regulations and penalties governing general meetings will be enforced at special meetings.

3. Anyone wishing to speak at any meeting will rise and address the ~~chairman~~ Chair. No member shall ~~be allowed to~~ leave any meeting without notification to the ~~permission of the~~ Chair.

4. All meetings will normally be chaired by the President. However, the President may name an alternate ~~chair~~ Chair except for the ~~annual~~ Annual General Meeting and ~~special meetings~~ Special Meetings. The duties of the ~~chair~~ Chair include the preservation of order and decorum, the enforcement of strict compliance with the by-laws, and the imposition of all fines except those requiring a vote of the department. In the case of a voice vote, the Chair will vote only in the case of a tie. However, when a vote is conducted by ballot, the Chair will have the right to vote. The Chair will rule on all points of order, subject to a challenge from the floor which will be upheld only in the case of a two-thirds majority of those voting.

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5. A quorum shall consist of one-half plus one of the active members of the department.

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66. Voting on routine matters will occur by means of a voice vote. Voting on the admission of new members and acceptance or rejection of reasons for absence from meetings and practices, or general dereliction of duty, will follow the traditional practice using orange and green beans, where green represents a yea vote and orange represents a nay vote. The election of Executive and Fire Officers at the Annual General Meeting will occur by means of paper ballots.

7. A regular monthly practice shall be held on the second Thursday of each month at 7:00 p.m. If the scheduled practice falls on any holiday, the practice shall take place on the following Thursday.

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78. When special circumstances warrant, the President, upon consultation with the Executive Committee, may change the time or date of a meeting or practice.

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9. Order of Business at Meetings.

1. Call the Meeting of the Shelburne Volunteer Fire Department to order, Roll Call
2. Minutes of the Previous Meeting
3. Treasurer's Report
4. Standing Committee Reports
5. Special Committee Reports
6. Chief's Report
7. Correspondence
8. Admittance of New Members
9. Bills
10. Unfinished Business
11. New Business
12. Members in Arrears
13. Review of Alarms
14. Collection of Fines
15. Receipts of the Evening
16. Closing Announcements and Call for Adjournment

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ARTICLE VI – DUTIES OF EXECUTIVE FIRE OFFICERS, AND MEMBERS AND COMMITTEES

1. **CHIEF:** The Chief is responsible for all operational aspects of the Department including, but not limited to: the movement of vehicles, the assignment of members to equipment and duties, control of on-scene activity and maintenance of the operational capability of all equipment. The Chief will also promptly and impartially enforce all By-laws and rules of the department

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relating to the operational performance of the Department and its members.

When required, the Chief may make a public statement regarding an operational matter.

When acting as an ~~officer~~ **Officer** of the Department, the Chief shall always conduct him/~~her~~ ~~self~~ **herself** properly ~~at all times~~ and perform the assigned duties faithfully, under penalty of removal or expulsion. The Honorarium shall be \$~~100~~ **500**.00 annually payable by the ~~department~~ **Department**.

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2. DEPUTY CHIEF: The primary duty of the ~~deputy chief~~ **Deputy Chief** is to assist the ~~chief~~ **Chief** and, in the absence of the ~~chief~~ **Chief**, to perform all duties as outlined in Article VI (~~Section 1~~ **1**). The Honorarium shall be \$~~50~~ **400**.00 annually, payable by the Department.

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3. CAPTAINS: The duty of ~~the captain~~ **each Captain** is to take charge of their respective trucks ~~at all times~~, to preserve the discipline of their crews, and instruct them in their duties. They will ensure that all equipment is in proper working order and report any deficiencies to the Chief. Each ~~captain~~ **Captain** shall carry out the orders of the Chief or Deputy Chief and direct the on-scene operation of their truck and crew, both assigned and temporary, ensuring their safe and efficient performance. Captains shall supervise the relief of the crew members during severe fires to ensure that they maintain the highest possible level of efficiency and safety.

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4. LIEUTENANTS: The duty of the ~~lieutenants~~ **Lieutenants** is to assist their ~~captain and~~ **Captain**. In the absence of the Captain, ~~the Lieutenant will~~ take charge of their crew and perform all duties outlined in Article VI (~~Section 3~~ **3**).

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5. TRAINING CO-ORDINATOR: The Training ~~Co-Ordinator~~ **Co-Ordinator** may be any member of the Department who has at least two years service in the Department. The Training ~~Co-Ordinator~~ **Coordinator** will arrange and oversee training sessions for the members during regularly scheduled at practices and at any times when required. The ~~Co-Ordinator~~ **Coordinator** will be assisted by the Lieutenants, one of whom will oversee training sessions if the ~~Training~~ **Coordinator** is absent.

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6. PRESIDENT: The President is responsible for the ~~administration~~ **handling** of all administrative (~~i.e.~~ **non-operational**) aspects of the Department. ~~S/he~~ **The President** will preside at all annual, special, and monthly meetings whenever possible. The President will enforce all ~~By-laws~~ **By-Laws** and rules of the ~~department~~ **Department** relating to the administration of the Department.

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When required, the President may make a public statement regarding Departmental administrative matters. ~~The President may be a retired member of the Department.~~ **The Honorarium shall be \$250.00 annually payable by the department.**

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~~The President may be a retired member of the Department. The Honorarium shall be \$50.00 annual payable by the department.~~

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~~7. SECRETARY: The Secretary shall keep a correct record of the proceedings of all meetings. In addition, the Secretary will~~

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~~- keep on file all documents relating to the department.~~

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~~- Department. The Secretary will, at each regular meeting, read the minutes of the last regular and special meetings;~~

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~~- The Secretary will record the names of members absent from any the meeting~~

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~~- The Secretary will notify candidates of their election or rejection if they are absent from the meeting at which their proposed admission to the Department is discussed~~

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~~- The Secretary will handle all correspondence in a manner deemed fit by the~~

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~~department.~~

~~President. The honorarium Honorarium of the secretary Secretary shall be \$50150.00 annually payable by the department Department.~~

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~~8. TREASURER: The treasurer Treasurer will maintain a proper accounting of all monies received by the department and pay all properly approved bills. Bills for a specific project which has been authorized by the general membership may be approved by the President; all other bills must be presented at a meeting for approval by the general membership. The Treasurer will give a verbal report of on the financial position of the department Department at all regular meetings. After the department's Department's fiscal year-end, the Treasurer will provide a year-end review to an accounting firm that will prepare a financial report adequate to meet the department's Department's requirement and for filing with the Canada Revenue Agency, as required by law. The Treasurer shall be bonded, and will be given signing authority and the authority to transfer funds between various Departmental accounts up to a value of \$300500.00. without membership approval at a meeting. The Honorarium shall be \$50150.00 annually, payable by the department Department.~~

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~~9. REGISTRAR: The primary duty of the Registrar is to maintain a complete and accurate record of the members of which will include their date of entry, the department date on which their probationary period was completed, all periods of Leave of Absence, and to their total time served. The Registrar will call the roll at every meeting and practice. The roll shall include each member's dates of entry, retirement, resignation or dismissal. The Registrar will maintain a record of every members' response to alarms. The Registrar will be responsible for coordinating the applications for all long service medals, including the Nova Scotia Fire Services Long Service Medal and Bars, The Canadian Volunteer Fire Services Association Municipal Long Service Award (in consultation with the CAO of the Town), and the Fire Services Exemplary Service Medal. The Registrar will also collect fines at all meetings and pass them to the treasurer Treasurer and keep an accurate monthly record of members in arrears. The honorarium of the registrar Registrar shall be \$50150.00 annual annually, payable by the~~

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department.

10. **DRIVER/OPERATORS** - Driver/Operators will normally have served as a member of the Department for a minimum of two (2) years, and will have received proper training under the supervision of the relevant Fire Officers. However, when circumstances warrant, the Executive Committee, on the recommendation of the ~~officers~~ Officers of ~~at their~~ their truck, may ~~appointed~~ appoint a member with less than two (2) years of service as a Driver/Operator.

Driver/Operators will ~~only~~ operate their assigned truck, unless ordered to operate a different truck by a Fire Officer. They will ensure that their assigned truck is in proper condition to leave the station in case of an alarm, and will report to the Captain or Lieutenant of the truck any deficiencies. When responding to an alarm, the first driver arriving at the fire station will take control of ~~his/her~~ their assigned truck but will wait for an officer in charge, or a senior member assigned to that truck ~~before leaving to order them to leave~~ the station ~~(under his orders)~~.

When on-scene, no Driver/Operator will leave the truck ~~unattended~~ unless ordered to do so by the ~~officer~~ Officer in charge of the truck. On returning from an alarm, the driver and the ~~officer~~ Officer in charge of the truck will see that the truck is fully ~~fuelled~~ fueled, the booster tank is full, and all valves and connections are in proper order, and ~~during the winter~~ will ~~see~~ ensure that the pump and booster lines are thoroughly drained after pumping operations ~~during the winter~~. No Driver/Operator is to use a siren when returning from an alarm.

Prior to approval as a driver/operator, a drivers abstract will be required to be presented to the Chief. A drivers abstract may be requested at any point during your tenure as a driver/operator for the Shelburne Volunteer Fire Department.

All driver/operators must have the N restriction removed from their Nova Scotia Drivers License.

11. MEMBERS

Eligibility - To be eligible for election as ~~an~~ active member of the Department, a person must be at least 19 years of age; must live ~~within the Shelburne Fire District and~~ no farther than 5 ~~kilometres~~ kilometers from the fire hall ~~OR~~ or work within 5 ~~kilometres~~ kilometers of the fire hall ~~AND~~ and be able to leave their place of work to respond to alarms. No more than 40% of the maximum membership may live outside the Town Boundaries. ~~A~~ member who becomes ineligible for membership because of ~~a~~ move of residence beyond these limits and/or a change in the location of their employment must either retire or resign from the Department.

No member of the Shelburne Volunteer Fire Department may simultaneously be a member of any other ~~voluntary fire department~~ Volunteer Fire Department.

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Duties: In the absence of extenuating circumstances, Members must attend all regular and special meetings, practices, training sessions and special activities of the department, and obey all lawful orders of their elected and appointed officers. The Shelburne Volunteer Fire Department is well-respected in the community and all members must be aware that the identity of all members of the Department is well known to the local population. It is imperative, therefore, that all members must conduct themselves properly at all times in a manner appropriate to the responsibility and faith reposed in them by their fellow citizens.

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When an alarm is sounded, all available members must proceed immediately to the fire station or scene. Even for assignment. Each member is responsible for ensuring that their attendance is recorded on the alarm register, even if the alarm is subsequently cancelled members must proceed to the hall for roll call, before deployment.

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The first member to arrive at the station in response to an alarm shall take immediate command until the arrival of one of the Fire Officers. The orders of any such member and shall be obeyed under the same penalties as if the orders had been issued by a Fire Officer.

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When Upon arrival on-scene, members must remain with their respective apparatus until called for duty by a Fire Officer or Incident Commander.

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After responding to an alarm, it is responsibility of all members to ensure that their attendance is recorded on the alarm register.

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Firefighters Allowance: A member who has served in the Department for a complete calendar year is entitled to receive the annual Firefighter's Allowance of \$150. A member who has served for less than a complete calendar year will receive an amount proportional to the number of months served.

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Bunker Gear, and Pager, Key and Uniforms: All members of the Department will be issued a pager & and charger, as well as a set of bunker gear, including boots, pants, jacket, gloves, flash hood and helmet. Members must sign for, and will be responsible for their gear, and must use only the bunker gear which has been assigned to them. Any damage or deficiencies must be reported to their Captain or Lieutenant.

Fire Hall Keys: All members who have successfully completed complete their period of probation will be provided with a keykeys to the Fire Hall and a Departmental dress uniform Clubroom.

Station Wear: All members who successfully complete their period of probation will be permitted to purchase a set of station wear, consisting of blue pants and a black shirt, jacket, hat with SVFD shoulder patches and nametag, tie, belt and white gloves. Appropriate dress for

meetings is the summer dress uniform of pants and shirt a pair of black trousers. The member will pay \$150 of the cost with the remaining covered by the Department. The Department will only cover the remaining balance of the cost once per member.

12. ARTICLE VII - DUTIES OF COMMITTEES

The Chair of each Committee will may give a report of the Committee's activities at each regular meeting of the Department.

No public announcement may be made by any Committee, or a member of any Committee, in the absence of prior approval by the members at a regular or special meeting.

1. The By-Law Committee will undertake a revision review of the By-Laws every five (5) years and during the intervening period will maintain an account of all revisions made under Article XVI.

2. The Investigating Committee will consider all applications for membership and present the information at the next regular meeting along with the committee recommendation.

3. The Sick and Accident Committee will investigate and, where possible, visit all cases of sickness or disability of active, retired, or honorary members, and shall have authority to purchase an appropriate gift, up to a value of \$50100. After the death of an active or retired member of the Department the Committee is authorized to spend up to \$50100 either for flowers, or to make a donation donate to the deceased's charity of choice, according to the wishes of the family, and in accordance with the provisions of Article XI (6) XII Section 5. Anyone who is aware of the illness of any regular or retired member should report this the Sickness and Accident Committee.

4. The Equipment and Clothing Committee will keep an inventory of all department uniforms, bunker gear and equipment and make recommendations to the department for the purchase of new or replacement clothing or equipment as required by members. The Committee will ensure that all members sign for their clothing and equipment.

5. The Public Relations Committee will act as the liaison between the department Department and the public in all matters pertaining to the department's Department's work.

6. The Ways and Means Committee will plan and implement fund-raising projects.

7. The Sports Committee will consider all requests for assistance from Departmental sporting groups and will make recommendations regarding any such requests to the membership. The Committee will work in conjunction with the Ways and Means committee on all fundraising

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activities for sporting groups.

8. The Firefighter of the Year Committee shall consist of the Captains of each truck. In December, each Captain shall nominate to the Executive Committee a member of their crew for consideration. In determining the recipient, the Executive Committee shall consider all factors, including attendance at meetings, practices and alarms, participation in ~~fund-raising~~department related activities, leadership, and other contributions to the department. ~~The Executive Committee will then vote for the recipient to be named and recognized at the Annual Fire Officers are ineligible for consideration.~~ Department Smoker in January.

9. The Retirement Committee will provide a liaison between the active and retired members of the ~~department~~Department. The Committee shall also assist the President and Registrar in making decisions regarding the award of certificates, pins, medals, gifts, etc.

10. The Bar Committee will operate the Firefighter's Bar. The Committee must ensure that the bar is operating within Provincial regulations and that all appropriate licenses are acquired and/or cancelled, as required. The Committee will consider all requests from outside agencies or ~~persons~~people for the use of bar facilities, and will make an appropriate recommendation to the membership.

~~ARTICLE VII - PROPOSALS FOR MEMBERSHIP~~

~~1. All applications for membership in the SVFD will first be assessed by the Investigating Committee to evaluate the applicant's suitability and eligibility. The Committee will provide the applicant with a copy of the Bylaws of the Department and The Candidate Information Package.~~

~~All applications for membership will be presented to a regular meeting by the Investigating Committee which will recommend acceptance or rejection. The members present will vote either for or against the Committee's recommendation. Balloting will follow the normal Department practice using orange and green beans, where green represents a vote in favour and orange a vote against. If a majority of the members present vote in favour, the applicant will become a member of the Department.~~

~~11.~~

~~2. The new member will attend the first practice after being admitted to the Department and will sign the Roll Call Book at that time. Failure to do so at the first or, failing that, the second practice following admission, in the absence of extenuating circumstances accepted by the members at a regular meeting will result in the expulsion of the member from the Department.~~

~~3. A newly admitted member of the Department will be on probation for a minimum of six months and a maximum of eight months. During that period, the new member will:~~

~~-miss no more than one meeting without just reason~~

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- miss no more than one practice without just reason
- serve two months as a member of the crew of Truck 6, then one month as a member of the crew of Trucks 1, 4, 3 and 2, in that order
- demonstrate mastery of the eight competencies outlined in the Candidate's Information Package, and ensure that the Chief (or delegate) and the Training Officer certify that each has been achieved.

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4. At the end of the period of probation the Registrar will provide to the Department a report indicating the new member's record of attendance at meetings, practices and alarms. At a regular meeting, the new member will provide reasons to explain any absences. On the basis of the information provided by the Registrar and, if necessary by the member, a vote to confirm membership will be held. Such a vote may only be held if a quorum of members is present. Balloting will follow the procedure outlined in Article VII, Paragraph 1.

5. All newly elected members of the Department must sign the Roll Book at the next regular practice. Failure to do so within two months, in the absence of legitimate medical or employment related cause, will result in the revocation of membership

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~~ARTICLE VIII~~ ELECTION OF OFFICERS

1. To be eligible for election as President, Captain, or Lieutenant a member must have served as a firefighter for at least four years. To be eligible for election as Chief or Deputy Chief a member must have served as a Captain or Lieutenant for at least one year.

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2. At the regular meeting in November, a Nominating Committee of five members shall be appointed to bring in a slate of ~~officers~~ Executive and Fire Officers for the coming year. All members of this Committee must have served as a member of the Department for a minimum of three (3) years. The committee will present its report at the December meeting and at this time ask for further nominations. The names of all nominees will be posted on the bulletin board until the Annual General Meeting in January. At that meeting, the chairman of the Nominating ~~committee~~ Committee will once again present ~~his~~ the report and call for further nominations for each office.

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A. ~~For~~ If only one nomination for an office is received, the chairman will declare this candidate elected to this office. If there is more than one nomination for any ~~every~~ position, ~~the members~~ regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee. ~~Three members shall be appointed by the nominating committee chairman to act as scrutineers responsible for whose duty it shall be to counting the ballots.~~

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B. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others shall be removed from the ballot, and

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the election continued. The candidate receiving the majority of all votes cast will be declared elected. All nominees, prior to election, may offer for a lesser office.

~~All nominees, prior to election, may offer for a lesser office.~~

C. ~~3.~~ Should a vacancy occur among the ~~officers~~Executive and Fire Officers of the Department, it shall be filled at the next regular or special meeting called for that purpose. Nominations will be received from the floor and ~~if there is more than one nomination,~~ an election shall be held using a paper ballot.

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ARTICLE VIII - PROPOSALS FOR MEMBERSHIP

1. All applications for membership in the SVFD will be assessed by the Investigating Committee to evaluate the applicant's suitability and eligibility. The Committee will provide the applicant with a copy of the current By-Laws of the Department and the Candidate Information Package.

2. All applications for membership will be presented to a regular meeting by the Investigating Committee which will recommend acceptance or rejection. If a quorum is present, the members will vote either for or against the Committee's recommendation, following the procedure outlined in Article V Section 6. If a majority of the members present vote in favor, the applicant will become a probationary member of the Department.

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3. All probationary members of the Department must sign the Time Book at the next scheduled monthly training practice immediately following the meeting at which their application for probationary membership was approved. Failure to do so, in the absence of a legitimate medical, employment-related, or personal reason deemed acceptable by the membership, will result in the revocation of the probationary membership.

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4. Probation period is for a minimum of six (6) months and a maximum of eight (8) months. During that period, the probationary member will be expected to attend all alarms, meetings and practices.

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5. All newly admitted probationary members will be assigned to Truck 6 for their first two months, then to each of the other trucks for one month, normally in the following order of Trucks 1, 4, 3 and 2.

6. During their probationary period, the newly admitted probationary member will be required to demonstrate his/her mastery of the eight (8) competencies outlined in the Candidate Information Package and ensure that the Training Coordinator certifies that each has been

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completed.

7. At the first meeting following the end of the period of probation, the Registrar will provide a report indicating the new probationary member's record of attendance at meetings, practices, other training sessions and alarms. If a quorum of members is present, they vote to confirm or deny permanent membership, following the procedure outlined in Article V, Section 6.

ARTICLE IX - ELECTION OF EXECUTIVE AND FIRE OFFICERS

1. To be eligible for election as President, Captain, Lieutenant or Training Coordinator, a member must have served as a firefighter for at least four (4) years. To be eligible for election as Chief or Deputy Chief, a member must have served as a Captain or Lieutenant for at least three (3) years.

2. At the January meeting of the Department, the chairman of the Nominating Committee will hold an election, based on the slate of candidates whose names were posted on the bulletin board in the Clubroom in December and nominations taken from the floor at the January meeting.

3. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee. The chairman will provide each nominee with the opportunity to address the membership, outlining the case for their elections. The members present will then vote, using a paper ballot prepared by the Nominating Committee. Three members shall be appointed by the Nominating Committee chairman to act as scrutineers whose duty it shall be to count the ballots. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others shall be removed from the ballot, and the election continues using a paper ballot prepared by the Nominating Committee. The candidate receiving the majority of all votes cast will be declared elected.

4. Should a vacancy occur among the Officers of the Department at any time, it shall be filled at the next regular meeting, or at a special meeting called for that purpose. Nominations will be received from the floor during the meeting. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee.

ARTICLE X – FINES AND REMEDIAL ACTION

1. Fines will be assessed as follows:

A. For absence at roll call at a meeting or practice: \$0.50

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~~For~~ absence from roll call at the end of a practice (such absence to be noted by the truck Captain): \$0.50
For absence from an entire meeting or practice: \$1.00

~~B. For failure to wear station dress (black pants and shirt) at a meeting: \$0.50~~
For interfering with operational command while on scene: \$10.00

C. For interfering with operational command while on-scene, the offending member will be brought in front of the Executive to explain the situation and if, after this investigation is completed and remedial action is warranted, the Executive will present to the Membership at the following meeting their recommended course of action, including a fine of \$10.00 and risk of expulsion from the Department, and a vote will be held following the procedure outlined in Article V Section 6.

ARTICLE XI - NEGLECT OF DUTIES

~~1. The registrar has the right to accumulate~~ Department is a collegial and cooperative organization, and members have a great deal of responsibility. The dates of meetings and training sessions are known in advance, and all unpaid fines levied against a member. Any member with unpaid fines at the end of the calendar year members are expected to attend all of them, unless prevented from doing so because of their work schedule, illness, injury, or family obligations.

2. When a member misses three (3) consecutive meetings or three (3) consecutive practices, they will be notified by the Secretary, in writing of the unpaid balance. The member must pay all outstanding fines prior to the next meeting. Failure to do so will result in the , that their continued membership being informed of in the delinquency Department is in jeopardy and appropriate measures may then will have to be taken as agreed reaffirmed by the membership at the upcoming fourth (4th) meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing at the fourth (4th) meeting, that member will be automatically expelled from the Department.

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~~ARTICLE X~~ - NEGLECT OF DUTIES

1. Any member who misses three consecutive six (6) meetings or more than six meetings in one

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~~calendar year; or three consecutive six (6) practices or six practices in one calendar year shall within a 12-month period, they will be notified by the Secretary, in writing by the secretary. The member must then, that their continued membership in the Department is in jeopardy and will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing, provide justification for this neglect of duty at the next meeting. The members present at that meeting, as long as they constitute a quorum, will vote, and a vote will be held following the normal practice, whether to as outlined in Article V Section 6. If the membership votes not to accept the reasons justification offered. Should the member in question fail to give reasons accepted by the members at by the member, that meeting, the member will be expelled from the Department. The Chief, Deputy Chief, or the member's Captain will then notify the member does not respond in person or in writing, that member of the results of will be automatically expelled from the vote and collect all issued equipment, clothing and uniforms Department.~~

~~4. 2. It is the duty of all All members of the Department to attend meetings and practices and are expected to respond to all alarms, unless prevented from doing so because of their work schedule, illness, injury, or family obligations. If a member is persistently negligent attends less than 20% of recorded alarms in the discharge of any or all of these duties, the Chief a calendar year (new members will meet with be prorated to their date of acceptance in the Department), the Registrar will inform the Secretary at the January meeting, who will write to the member to determine if there are legitimate reasons for the negligent conduct. If no resolution can be found, the Chief may recommend to the warning them that their continued membership appropriate disciplinary action against the in the Department is in jeopardy and their Provincial incentives for volunteer firefighters will not be met. The member will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6, on whether to permit the member to remain in the Department. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing, that member will be automatically expelled from the Department.~~

~~ARTICLE XIXII - GENERAL~~

~~1. The business year of the department Department shall be the same as that of the Town of Shelburne.~~

~~2. Only active, retired, and honorary members of the Department will be permitted to visit the Firefighter's Club Room on Smoker Nights, unless a special dispensation was is granted at a meeting of the Department. At all other times, active and retired members may bring a maximum of three (3) guests to the Club Room. Members are responsible for the behavior of~~

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their guests, and will be held accountable for any misbehavior on their part.

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~~3.3. Members of the Department have priority over guests for use of any Club Room facilities:~~

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~~4. Request for rental or loan of the Firefighter's Club Room and facilities must be submitted in writing brought forward for consideration at a monthly meeting of the Department.~~

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~~5.4. The Chief or Deputy Chief have has authority to loan small items or equipment on the condition that such equipment must be returned promptly or, if damaged, replaced within ten days promptly.~~

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~~6.5. In the event of the death of an active or member, retired member or member of the Ladies Auxiliary, at the request of the family, the Chief or delegate officer shall invite the members of President will make the department necessary arrangements to meet at honor the fire station in full dress uniform to march to and attend the funeral. Flowers may be sent at the death of a retired firefighter or his wife, honorary members or members of the Ladies Auxiliary. Flowers may be sent at the death of an active firefighter to his wife, children, mother, father, mother-in-law, or father-in-law deceased.~~

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~~7.6. The Department shall ask the Town of Shelburne to pay all expenses of the Chief or Deputy Chief to attend the annual Maritime Fire Chief's Convention. any events deemed appropriate to represent the Department.~~

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~~8. When a member no longer meets the availability criteria outlined in Article VI, paragraph 1 because of a change in living arrangements s/he must either resign, or retire as appropriate, according to Article XV. The member's Truck Captain or Lieutenant will report any such resignations or retirements to the membership at the next regular meeting.~~

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~~9. Any member who becomes married for the first time while serving with the department shall be presented with a gift or cheque to the value of \$100.00.~~

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~~11. Any member using his/her personal vehicle for authorized department business pre-authorized by the Chief or Deputy Chief, shall be entitled to kilometer reimbursement at a rate used by the Town at the time.~~

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~~12.9. Members are personally responsible for obeying all traffic laws when answering/responding to alarms and shall be fully liable in the event of an accident or violation of any laws while driving their personal vehicle.~~

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~~10. In the event of the death of an active member of the Department including those on a leave of absence, their assigned number shall be retired from service. A plaque with the members~~

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photograph, years of service and date of passing shall be displayed at the station at a location deemed fit to honor those members. The members' helmet may also be offered to their family if desired. This shall be overseen by the Sick and Accident Committee.

11. Time served during a Military deployment will be counted as time served in the Department.

ARTICLE XIII - HONORARY MEMBERSHIP

1. Any person who is ineligible to become an active member but performs some outstanding service to the department/Department may be elected as an honorary/Honorary member by resolution of the department/Department and shall be presented with a certificate indicating this status.

2. The members of the Shelburne detachment of the RCMP shall be honorary members.

3. Honorary members may attend any and all regular and special meetings and may be given permission to speak by the active members but may not vote, move motions or propose any amendments to motions.

ARTICLE XIV - EXPULSIONS

1. All decisions regarding expulsions from the Department, with the exception of Article X Section I, shall be by secret ballot at a regular meeting at which a quorum is present. A majority vote shall govern.

2. Any member who willfully alters, defaces, damages, or destroys any property of the Department, Town, or another firefighter, may be expelled from the Department.

3. Any member caught stealing anything from a fire scene will or otherwise, may be immediately expelled from the Department.

4. Any member who assaults, utters threats against, or harasses another member of the department, their spouse or minor child, as defined by the Criminal Code of Canada (See Appendix) will/may be expelled from the Department.

4. All decisions regarding expulsions from the Department, except for those defined in Article XI, shall be by secret ballot at a regular meeting at which a quorum is present. A majority vote shall govern.

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ARTICLE ~~XIV~~XV - LEAVE OF ABSENCE & REINSTATEMENTS

1. On receiving a written application from a member deemed to be 'in good standing', the Chief may grant a leave of absence from the Department for a period of up to six months. ~~If a longer once within a twelve (12) month period of leave is required.~~ The member may ask for permission to return to active duty at any time during this period, with the Chief reserving the right to refuse an early return if they deem this to be in the best interest of the member.

2. Any further request for extensions beyond six (6) months and in six (6) month increments, the member or a member designate, will bring the matter to a regular meeting of the Department, either in person or writing, and the members membership will decide whether an the extension is to be permitted approved following the procedure outlined in Article V Section 6.

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ARTICLE XVI REINSTATEMENT

1. A member in good stand who is unable may elect to perform his/her duties asleave the Department at any time, after giving written notification to the membership.

2. If the member wishes to rejoin the Department at a firefighter because of sickness, injury or because of absence from the Town for good reason for future date, they will submit a period exceeding 6 months, may be reinstated on written application to the department Department and his/her previous the membership will vote, following the procedure outlined in Article V Section 6, to accept or reject the members application. A favorable vote will permit the applicant's record of service to be continued from the last recorded attendance. A re-instated member will be reeognizedrequired to complete the new candidate competencies.

ARTICLE ~~XV~~XVII - RETIREMENTS

1. A member who retires after a minimum of sixteen (16) years of service will with the Shelburne Volunteer Fire Department will be issued a certificate recognizing the number of completed years of service.

2. Retiring members will be honouredhonored in one of the following ways. Any former member who has served for up to 16 years will be entitled to a party costing up to \$50. outlined below.

A. Any retiring member who has served for more than 16 years a minimum of 16 years

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with the Shelburne Volunteer Fire Department will be entitled to a party costing up to \$150.00 that is not monetarily redeemable as a gift.

B. The Department will also provide a ~~member~~ retiring member with ~~2016 to 25 years~~ 19 years' service with the Shelburne Volunteer Fire Department, a gift of \$~~100~~150.00 in recognition.

C. The Department will also provide a retiring member with 20 to 25 years' service with the Shelburne Volunteer Fire Department, a gift of \$200.00 in recognition; ~~for~~.

D. The Department will also provide a retiring member with 26 to 35 years' service with the Shelburne Volunteer Fire Department, a gift of \$~~150~~250.00; and ~~for~~ in recognition.

E. The Department will also provide a retiring member with 36 years' service or more with the Shelburne Volunteer Fire Department a gift of \$300.00 in recognition. The retiring members' helmet may also be offered if desired.

3. Retiring members who have served 25 years or more a gift of \$200.00 will have their number retired from service.

34. Retiring members will receive a party or gift outlined in Article XVII Section 2 only once, not on multiple reinstatements and retirements from the Department.

5. All retired members may attend all Departmental functions and meetings. They may be given permission to speak at a meeting by the ~~current members~~ membership but may not vote, move motions, or propose amendments to any motions.

ARTICLE XVI - ORDER XVIII - AMENDMENT OF BUSINESS AT MEETINGS

1. Roll Call
- ~~2. Minutes of the Previous Meeting~~
3. Treasurer's Report
4. Standing Committee's Reports
5. Special Committee's Reports
- ~~6. Correspondence~~
7. Admittance of New Members
8. Bills Against the Department and Town
- ~~9. Unfinished Business~~
10. New Business
- ~~11. Review of Alarms~~
- ~~12. Collection of Fines~~
13. Members in Arrears in Attendance
- ~~14. Receipts of the Evening~~
15. Adjournment

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ARTICLE XVII BY-LAWS

~~1.~~ ~~1-~~ The By-Laws shall be reviewed by the By-Law Committee every five (5) years.

~~2.~~ Any member wishing to amend, alter or repeal any of these ~~by-laws~~ By-Laws must give written notice ~~at a~~ regular monthly meeting of the department. The proposal will be placed on the agenda for the next regular meeting of the Department or at a special meeting.

~~3.~~ ~~2-~~ No ~~by-law~~ By-Law shall be amended or repealed except by a majority vote of the department at a meeting ~~held after due notice has been given as required by section 1-~~ at which a quorum is present.

~~3-~~ The ~~by-laws~~ shall be reviewed every five years. ~~4.~~ Proposals for amendments arising from the review of the By-Law Committee will be presented to the Department, at ~~the next~~ regular meeting or a special meeting, ~~will be called~~ for discussion and ~~(dis)approval as appropriate.~~

~~5.~~ A proposal for amendment by either a member or the By-Law Committee shall be read at a meeting, this being defined as the First Reading. The Second Reading will be at the next regular meeting or a special meeting. If, after discussion, a motion is put forward to have the amendment(s) entered in the By-Laws of the Shelburne Volunteer Fire Department, a vote shall be called by show of hands.

~~6.~~ ~~All~~ ~~Any and all~~ revised ~~bylaws~~ By-Laws will be submitted to the Shelburne Town Council for ratification ~~before they become the governing document for the Department.~~

Appendix

~~The Criminal Code of Canada defines 'Harassment', 'Uttering Threats' and 'Assaults' as follows:~~

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Criminal Harassment

264. (1) No person shall, without lawful authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, engage in conduct referred to in subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

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Prohibited Conduct

(2) The conduct mentioned in subsection (1) consists of
(a) repeatedly following from place to place the other person or anyone known to them;
(b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
(c) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
(d) besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
(e) engaging in threatening conduct directed at the other person or any member of their family.

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Uttering Threats

264.1 (1) Every one commits an offence who, in any manner, knowingly utters, conveys or causes any person to receive a threat
(a) to cause death or bodily harm to a person;
(b) to burn, destroy or damage real or personal property; or
(c) to kill, poison or injure an animal or bird that is the property of any person.

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Assault

265. (1) A person commits an assault when
(a) without the consent of another person, he applies force intentionally to that other person, directly or indirectly;
(b) he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that he has, present ability to effect his purpose; or
(c) while openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

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BY-LAWS OF THE SHELBURNE VOLUNTEER FIRE DEPARTMENT

OF

SHELBURNE
NOVA SCOTIA

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September 23, 2024 v1.12

MEMBERSHIP APPROVED

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ARTICLE I – NAME

1. This Department shall be known as the Shelburne Volunteer Fire Department.
2. The membership of the Department shall not exceed the number (55) recommended by the Department and approved by the Town Council.

ARTICLE II – OBJECTIVE

1. The objective of this Department is the prevention of fire and protection of life and property within the limits of the Town of Shelburne and the Shelburne Fire District.
2. When responding to any call for service, decisions on the apparatus used will be made by the Chief, Deputy Chief or the Officer in charge.
3. At no time will the Town be left without adequate protection. If necessary, a call for Mutual Aid from neighboring departments will be made.

ARTICLE III – EXECUTIVE AND FIRE OFFICERS

1. The Executive of the Department shall consist of a Chief, Deputy Chief, Captain and Lieutenant for each truck with a crew of six or more (for a crew of less than six, one officer is sufficient), President, Secretary, Treasurer, Registrar, and Training Coordinator. No member may simultaneously hold two Executive offices.
2. The Fire Officers shall consist of the Chief, Deputy Chief, Captains and Lieutenants.

ARTICLE IV – COMMITTEES

1. The standing committees shall be Investigating Committee, Sick and Accident Committee, Firefighter of the Year Committee, Equipment and Clothing Committee, Public Relations Committee, Ways and Means Committee, Sports Committee, By-Law Committee, Retirement Committee, and Bar Committee. All committees shall be composed of a minimum of three (3) members. All committees will choose their own Chair, and will hold meetings as often as necessary, and will submit a Meeting Report to the next general meeting.
2. Special committees may be appointed at any time. Any such committee will select its own chair. Special committees will meet at the call of the Chair. Special committees may be disbanded at any time by a majority vote of the general membership.

ARTICLE V – MEETINGS AND PRACTICES

1. The regular monthly meeting of the Department shall be held on the first Monday of each month, except on all holidays, when the meeting will be held on the second Monday of the month. The January meeting will be considered the Annual General Meeting. At every meeting the roll will be called at 7:30 p.m.
2. Special meetings may be called by the Chief or President, or upon a written request to the Chief, President, or Secretary from any seven members. The Secretary will make all reasonable efforts, including the use of electronic means and/or telephone calls, to notify members of the time, place, and purpose of the special meeting. The regulations and penalties governing general meetings will be enforced at special meetings.
3. Anyone wishing to speak at any meeting will rise and address the Chair. No member shall leave any meeting without notification to the Chair.
4. All meetings will normally be chaired by the President. However, the President may name an alternate Chair except for the Annual General Meeting and Special Meetings. The duties of the Chair include the preservation of order and decorum, the enforcement of strict compliance with the by-laws, and the imposition of all fines except those requiring a vote of the department. In the case of a voice vote, the Chair will vote only in the case of a tie. However, when a vote is conducted by ballot, the Chair will have the right to vote. The Chair will rule on all points of order, subject to a challenge from the floor which will be upheld only in the case of a two-thirds majority of those voting.
5. A quorum shall consist of one-half plus one of the active members of the department.
6. Voting on routine matters will occur by means of a voice vote. Voting on the admission of new members and acceptance or rejection of reasons for absence from meetings and practices, or general dereliction of duty, will follow the traditional practice using orange and green beans, where green represents a yea vote and orange represents a nay vote. The election of Executive and Fire Officers at the Annual General Meeting will occur by means of paper ballots.
7. A regular monthly practice shall be held on the second Thursday of each month at 7:00 p.m. If the scheduled practice falls on any holiday, the practice shall take place on the following Thursday.
8. When special circumstances warrant, the President, upon consultation with the Executive Committee, may change the time or date of a meeting or practice.
9. Order of Business at Meetings.
 1. Call the Meeting of the Shelburne Volunteer Fire Department to order, Roll Call
 2. Minutes of the Previous Meeting

3. Treasurer's Report
4. Standing Committee Reports
5. Special Committee Reports
6. Chief's Report
7. Correspondence
8. Admittance of New Members
9. Bills
10. Unfinished Business
11. New Business
12. Members in Arrears
13. Review of Alarms
14. Collection of Fines
15. Receipts of the Evening
16. Closing Announcements and Call for Adjournment

ARTICLE VI – DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS

1. **CHIEF:** The Chief is responsible for all operational aspects of the Department including, but not limited to: the movement of vehicles, the assignment of members to equipment and duties, control of on-scene activity and maintenance of the operational capability of all equipment. The Chief will also promptly and impartially enforce all By-Laws and rules of the department relating to the operational performance of the Department and its members.

When required, the Chief may make a public statement regarding an operational matter.

When acting as an Officer of the Department, the Chief shall always conduct him/herself properly and perform the assigned duties faithfully. The Honorarium shall be \$500.00 annually payable by the Department.

2. **DEPUTY CHIEF:** The primary duty of the Deputy Chief is to assist the Chief and, in the absence of the Chief, to perform all duties as outlined in Article VI Section 1. The Honorarium shall be \$400.00 annually, payable by the Department.

3. **CAPTAINS:** The duty of each Captain is to take charge of their respective trucks, to preserve the discipline of their crews, and instruct them in their duties. They will ensure that all equipment is in proper working order and report any deficiencies to the Chief. Each Captain shall carry out the orders of the Chief or Deputy Chief and direct the on-scene operation of their truck and crew, both assigned and temporary, ensuring their safe and efficient performance. Captains shall supervise the relief of the crew members during severe fires to ensure that they maintain the highest possible level of efficiency and safety.

4. **LIEUTENANTS:** The duty of the Lieutenants is to assist their Captain. In the absence of the Captain, the Lieutenant will take charge of their crew and perform all duties outlined in Article

VI Section 3.

5. TRAINING CO-ORDINATOR: The Training Coordinator will arrange and oversee training sessions for the members at practices. The Training Coordinator will be assisted by the Lieutenants, one of whom will oversee training sessions if the Training Coordinator is absent. The Training Coordinator may be any member of the Shelburne Volunteer Fire Department with at least two (2) years service.

6. PRESIDENT: The President is responsible for the handling of all administrative (non-operational) aspects of the Department. The President will preside at all annual, special, and monthly meetings whenever possible. The President will enforce all By-Laws and rules of the Department relating to the administration of the Department. When required, the President may make a public statement regarding Departmental administrative matters. The President may be a retired member of the Department. The Honorarium shall be \$250.00 annually payable by the department.

7. SECRETARY: The Secretary shall keep a correct record of the proceedings of all meetings. The Secretary will keep on file all documents relating to the Department. The Secretary will, at each regular meeting, read the minutes of the last regular and special meetings. The Secretary will record the names of members absent from the meeting. The Secretary will notify candidates of their election or rejection if they are absent from the meeting at which their proposed admission to the Department is discussed. The Secretary will handle all correspondence in a manner deemed fit by the President. The Honorarium of the Secretary shall be \$150.00 annually payable by the Department.

8. TREASURER: The Treasurer will maintain a proper accounting of all monies received by the department and pay all properly approved bills. Bills for a specific project which has been authorized by the general membership may be approved by the President; all other bills must be presented at a meeting for approval by the general membership. The Treasurer will give a verbal report on the financial position of the Department at all regular meetings. After the Department's fiscal year-end, the Treasurer will provide a year-end review to an accounting firm that will prepare a financial report adequate to meet the Department's requirement and for filing with the Canada Revenue Agency, as required by law. The Treasurer shall be bonded and will be given signing authority and the authority to transfer funds between various Departmental accounts up to a value of \$500.00 without membership approval at a meeting. The Honorarium shall be \$150.00 annually, payable by the Department.

9. REGISTRAR: The primary duty of the Registrar is to maintain a complete and accurate record of the members which will include their date of entry, the date on which their probationary period was completed, all periods of Leave of Absence, and their total time served. The Registrar will call the roll at every meeting and practice. The Registrar will maintain a record of every members' response to alarms. The Registrar will be responsible for coordinating the applications for all long service medals, including the Nova Scotia Fire Services Long Service

Medal and Bars, The Canadian Volunteer Fire Services Association Municipal Long Service Award (in consultation with the CAO of the Town), and the Fire Services Exemplary Service Medal. The Registrar will also collect fines at all meetings and pass them to the Treasurer and keep an accurate monthly record of members in arrears. The honorarium of the Registrar shall be \$150.00 annually, payable by the department.

10. DRIVER/OPERATORS: Driver/Operators will normally have served as a member of the Department for a minimum of two (2) years and will have received proper training under the supervision of the relevant Fire Officers. However, when circumstances warrant, the Executive Committee, on the recommendation of the Officers of their truck, may appoint a member with less than two (2) years of service as a Driver/Operator.

Driver/Operators will operate their assigned truck, unless ordered to operate a different truck by a Fire Officer. They will ensure that their assigned truck is in proper condition to leave the station in case of an alarm and will report to the Captain or Lieutenant of the truck any deficiencies. When responding to an alarm, the first driver arriving at the fire station will take control of their assigned truck but will wait for an officer in charge, or a senior member assigned to that truck to order them to leave the station.

When on-scene, no Driver/Operator will leave the truck unattended unless ordered to do so by the Officer in charge of the truck. On returning from an alarm, the driver and the Officer in charge of the truck will see that the truck is fully fueled, the booster tank is full, and all valves and connections are in proper order, and will ensure that the pump and booster lines are thoroughly drained after pumping operations during the winter. No Driver/Operator is to use a siren when returning from an alarm.

Prior to approval as a driver/operator, a drivers abstract will be required to be presented to the Chief. A drivers abstract may be requested at any point during your tenure as a driver/operator for the Shelburne Volunteer Fire Department.

All driver/operators must have the N restriction removed from their Nova Scotia Drivers License.

11. MEMBERS: To be eligible for election as an active member of the Department, a person must be at least 19 years of age; must live no farther than 5 kilometers from the fire hall or work within 5 kilometers of the fire hall and be able to leave their place of work to respond to alarms. No more than 40% of the maximum membership may live outside the Town Boundaries. A member who becomes ineligible for membership because of a move of residence beyond these limits and/or a change in the location of their employment must either retire or resign from the Department.

No member of the Shelburne Volunteer Fire Department may simultaneously be a member of any other Volunteer Fire Department.

In the absence of extenuating circumstances, Members must attend all regular and special meetings, practices, training sessions and special activities of the department, and obey all lawful orders. The Shelburne Volunteer Fire Department is well-respected in the community and all members must be aware that the identity of all members of the Department is well known to the local population. It is imperative, therefore, that all members must conduct themselves in a manner appropriate to the responsibility and faith reposed in them by their fellow citizens.

When an alarm is sounded, all available members must proceed immediately to the fire station or scene for assignment. Each member is responsible for ensuring that their attendance is recorded on the alarm register, even if the alarm is subsequently cancelled before deployment.

The first member to arrive at the station in response to an alarm shall take immediate command until the arrival of one of the Fire Officers. The orders of any such member shall be obeyed under the same penalties as if the orders had been issued by a Fire Officer.

Upon arrival on-scene, members must remain with their respective apparatus until called for duty by a Fire Officer or Incident Commander.

Firefighters Allowance: A member who has served in the Department for a complete calendar year is entitled to receive the annual Firefighter's Allowance of \$150. A member who has served for less than a complete calendar year will receive an amount proportional to the number of months served.

Bunker Gear and Pager, Key and Uniforms: All members of the Department will be issued a pager and charger as well as a set of bunker gear, including boots, pants, jacket, gloves, flash hood and helmet. Members must sign for, and will be responsible for their gear, and must use only the bunker gear which has been assigned to them. Any damage or deficiencies must be reported to their Captain or Lieutenant.

Fire Hall Keys: All members who successfully complete their period of probation will be provided with keys to the Fire Hall and Clubroom.

Station Wear: All members who successfully complete their period of probation will be permitted to purchase a set of station wear, consisting of a black shirt with SVFD shoulder patches and nametag, tie, belt and a pair of black trousers. The member will pay \$150 of the cost with the remaining covered by the Department. The Department will only cover the remaining balance of the cost once per member.

ARTICLE VII - DUTIES OF COMMITTEES

The Chair of each Committee may give a report of the Committee's activities at each regular meeting of the Department.

1. The By-Law Committee will undertake a review of the By-Laws every five (5) years and during the intervening period will maintain an account of all revisions made.
2. The Investigating Committee will consider all applications for membership and present the information at the next regular meeting along with the committee recommendation.
3. The Sick and Accident Committee will investigate and, where possible, visit all cases of sickness or disability of active, retired, or honorary members, and shall have authority to purchase an appropriate gift, up to a value of \$100. After the death of an active or retired member of the Department the Committee is authorized to spend up to \$100 either for flowers, or to donate to the deceased's charity of choice, according to the wishes of the family, and in accordance with the provisions of Article XII Section 5. Anyone who is aware of the illness of any regular or retired member should report this the Sickness and Accident Committee.
4. The Equipment and Clothing Committee will keep an inventory of all bunker gear and equipment and make recommendations to the department for the purchase of new or replacement clothing or equipment as required by members. The Committee will ensure that all members sign for their clothing and equipment.
5. The Public Relations Committee will act as the liaison between the Department and the public in all matters pertaining to the Department's work.
6. The Ways and Means Committee will plan and implement fund-raising projects.
7. The Sports Committee will consider all requests for assistance from Departmental sporting groups and will make recommendations regarding any such requests to the membership. The Committee will work in conjunction with the Ways and Means committee on all fundraising activities for sporting groups.
8. The Firefighter of the Year Committee shall consist of the Captains of each truck. In December, each Captain shall nominate to the Executive Committee a member of their crew for consideration. In determining the recipient, the Executive Committee shall consider all factors, including attendance at meetings, practices and alarms, participation in department related activities, leadership, and other contributions to the department. The Executive Committee will then vote for the recipient to be named and recognized at the Annual Fire Department Smoker in January.

9. The Retirement Committee will provide a liaison between the active and retired members of the Department. The Committee shall also assist the President and Registrar in making decisions regarding the award of certificates, pins, medals, gifts, etc.

10. The Bar Committee will operate the Firefighter's Bar. The Committee must ensure that the bar is operating within Provincial regulations and that all appropriate licenses are acquired and/or cancelled, as required. The Committee will consider all requests from outside agencies or people for the use of bar facilities and will make an appropriate recommendation to the membership.

11. At the regular meeting in November, a Nominating Committee of five members shall be appointed to bring in a slate of Executive and Fire Officers for the coming year. All members of this Committee must have served as a member of the Department for a minimum of three (3) years. The committee will present its report at the December meeting and at this time ask for further nominations. The names of all nominees will be posted on the bulletin board until the Annual General Meeting in January. At that meeting, the chairman of the Nominating Committee will once again present the report and call for further nominations for each office.

- A. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee.
- B. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others shall be removed from the ballot, and the election continued. The candidate receiving the majority of all votes cast will be declared elected. All nominees, prior to election, may offer for a lesser office.
- C. Should a vacancy occur among the Executive and Fire Officers of the Department, it shall be filled at the next regular or special meeting called for that purpose. Nominations will be received from the floor and an election shall be held using a paper ballot.

ARTICLE VIII - PROPOSALS FOR MEMBERSHIP

1. All applications for membership in the SVFD will be assessed by the Investigating Committee to evaluate the applicant's suitability and eligibility. The Committee will provide the applicant with a copy of the current By-Laws of the Department and the *Candidate Information Package*.

2. All applications for membership will be presented to a regular meeting by the Investigating Committee which will recommend acceptance or rejection. If a quorum is present, the members will vote either for or against the Committee's recommendation, following the procedure outlined in Article V Section 6. If a majority of the members present vote in favor, the applicant will become a probationary member of the Department.

3. All probationary members of the Department must sign the Time Book at the next scheduled monthly training practice immediately following the meeting at which their application for probationary membership was approved. Failure to do so, in the absence of a legitimate medical, employment-related, or personal reason deemed acceptable by the membership, will result in the revocation of the probationary membership.
4. Probation period is for a minimum of six (6) months and a maximum of eight (8) months. During that period, the probationary member will be expected to attend all alarms, meetings and practices.
5. All newly admitted probationary members will be assigned to Truck 6 for their first two months, then to each of the other trucks for one month, normally in the following order of Trucks 1, 4, 3 and 2.
6. During their probationary period, the newly admitted probationary member will be required to demonstrate his/her mastery of the eight (8) competencies outlined in the *Candidate Information Package* and ensure that the Training Coordinator certifies that each has been completed.
7. At the first meeting following the end of the period of probation, the Registrar will provide a report indicating the new probationary member's record of attendance at meetings, practices, other training sessions and alarms. If a quorum of members is present, they vote to confirm or deny permanent membership, following the procedure outlined in Article V, Section 6.

ARTICLE IX - ELECTION OF EXECUTIVE AND FIRE OFFICERS

1. To be eligible for election as President, Captain or Lieutenant, a member must have served as a firefighter in the Shelburne Volunteer Fire Department for at least four (4) years. To be eligible for election as Chief or Deputy Chief, a member must have served as a Captain or Lieutenant in the Shelburne Volunteer Fire Department for at least three (3) years.
2. At the January meeting of the Department, the chairman of the Nominating Committee will hold an election, based on the slate of candidates whose names were posted on the bulletin board in the Clubroom in December and nominations taken from the floor at the January meeting.
3. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee. The chairman will provide each nominee with the opportunity to address the membership, outlining the case for their elections. The members present will then vote, using a paper ballot prepared by the Nominating Committee. Three members shall be appointed by the Nominating Committee chairman to act as scrutineers whose duty it shall be to count the ballots. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others

shall be removed from the ballot, and the election continues using a paper ballot prepared by the Nominating Committee. The candidate receiving the majority of all votes cast will be declared elected.

4. Should a vacancy occur among the Officers of the Department at any time, it shall be filled at the next regular meeting, or at a special meeting called for that purpose. Nominations will be received from the floor during the meeting.

ARTICLE X – FINES AND REMEDIAL ACTION

1. Fines will be assessed as follows:

A. For absence at an entire meeting or practice: \$1.00

B. For failure to wear station dress (black pants and shirt) at a meeting: \$1.00

C. For interfering with operational command while on-scene, the offending member will be brought in front of the Executive to explain the situation and if, after this investigation is completed and remedial action is warranted, the Executive will present to the Membership at the following meeting their recommended course of action, including a fine of \$10.00 and risk of expulsion from the Department, and a vote will be held following the procedure outlined in Article V Section 6 .

ARTICLE XI - NEGLECT OF DUTIES

1. The Department is a collegial and cooperative organization, and members have a great deal of responsibility. The dates of meetings and training sessions are known in advance, and all members are expected to attend all of them, unless prevented from doing so because of their work schedule, illness, injury, or family obligations.

2. When a member misses three (3) consecutive meetings or three (3) consecutive practices, they will be notified by the Secretary, in writing, that their continued membership in the Department is in jeopardy and will have to be reaffirmed by the membership at the upcoming fourth (4th) meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing at the fourth (4th) meeting, that member will be automatically expelled from the Department.

3. When a member misses six (6) meetings or six (6) practices within a 12-month period, they will be notified by the Secretary, in writing, that their continued membership in the Department is in jeopardy and will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6. If the membership votes

not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing, that member will be automatically expelled from the Department.

4. All members are expected to respond to all alarms, unless prevented from doing so because of their work schedule, illness, injury, or family obligations. If a member attends less than 20% of recorded alarms in a calendar year (new members will be prorated to their date of acceptance in the Department), the Registrar will inform the Secretary at the January meeting, who will write to the member warning them that their continued membership in the Department is in jeopardy and their Provincial incentives for volunteer firefighters will not be met. The member will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6, on whether to permit the member to remain in the Department. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing, that member will be automatically expelled from the Department.

ARTICLE XII - GENERAL

1. The business year of the Department shall be the same as that of the Town of Shelburne.
2. Only active, retired, and honorary members of the Department will be permitted to visit the Firefighter's Club Room on Smoker Nights, unless a special dispensation is granted at a meeting of the Department. At all other times, active and retired members may bring a maximum of three (3) guests to the Club Room. Members are responsible for the behavior of their guests and will be held accountable for any misbehavior on their part.
3. Request for rental or loan of the Firefighter's Club Room and facilities must be brought forward for consideration at a monthly meeting of the Department.
4. The Chief or Deputy Chief has authority to loan small items or equipment on the condition that such equipment must be returned promptly or, if damaged, replaced promptly.
5. In the event of the death of an active member, retired member or member of the Ladies Auxiliary, at the request of the family, the Chief or President will make the necessary arrangements to honor the deceased.
6. The Department shall ask the Town of Shelburne to pay all expenses of the Chief or Deputy Chief to attend any events deemed appropriate to represent the Department.
7. Any member using his/her personal vehicle for department business pre-authorized by the Chief or Deputy Chief, shall be entitled to kilometer reimbursement at a rate used by the Town

at the time.

9. Members are personally responsible for obeying all traffic laws when responding to alarms and shall be fully liable in the event of an accident or violation of any laws while driving their personal vehicle.

10. In the event of the death of an active member of the Department, including those on a leave of absence, their assigned number shall be retired from service. A plaque with the members photograph, years of service and date of passing shall be displayed at the station at a location deemed fit to honor those members. The members' helmet may also be offered to their family if desired. This shall be overseen by the Sick and Accident Committee.

11. Time served during a Military deployment will be counted as time served in the Department.

ARTICLE XIII - HONORARY MEMBERSHIP

1. Any person who is ineligible to become an active member but performs some outstanding service to the Department may be elected as an Honorary member by resolution of the Department and shall be presented with a certificate indicating this status.

ARTICLE XIV - EXPULSIONS

1. Any member who willfully alters, defaces, damages, or destroys any property of the Department, Town, or another firefighter, may be expelled from the Department.

2. Any member caught stealing anything from a fire scene or otherwise, may be expelled from the Department.

3. Any member who assaults, utters threats against, or harasses another member of the department, their spouse or minor, as defined by the Criminal Code of Canada (See Appendix) may be expelled from the Department.

4. All decisions regarding expulsions from the Department, except for those defined in Article XI, shall be by secret ballot at a regular meeting at which a quorum is present. A majority vote shall govern.

ARTICLE XV - LEAVE OF ABSENCE

1. On receiving a written application from a member deemed to be 'in good standing', the

Chief may grant a leave of absence from the Department for a period of up to six months once within a twelve (12) month period. The member may ask for permission to return to active duty at any time during this period, with the Chief reserving the right to refuse an early return if they deem this to be in the best interest of the member.

2. Any further request for extensions beyond six (6) months and in six (6) month increments, the member or a member designate, will bring the matter to a regular meeting of the Department, either in person or writing, and the membership will decide whether the extension is to be approved following the procedure outlined in Article V Section 6.

ARTICLE XVI REINSTATEMENT

1. A member may elect to leave the Department at any time, after giving written notification to the membership.

2. If the member wishes to rejoin the Department at a future date, they will submit a written application to the Department and the membership will vote, following the procedure outlined in Article V Section 6, to accept or reject the members application. A favorable vote will permit the applicant's record of service to be continued from the last recorded attendance. A re-instated member will be required to complete the new candidate competencies.

ARTICLE XVII - RETIREMENTS

1. A member who retires after a minimum of sixteen (16) years of service with the Shelburne Volunteer Fire Department will be issued a certificate recognizing the number of completed years of service.

2. Retiring members will be honored in the following ways outlined below.

A. Any retiring member who has served for a minimum of 16 years with the Shelburne Volunteer Fire Department will be entitled to a party costing up to \$150 that is not monetarily redeemable as a gift or the retiring members' helmet.

B. The Department will also provide a retiring member with 16 to 19 years' service with the Shelburne Volunteer Fire Department, a gift of \$150.00 in recognition.

C. The Department will also provide a retiring member with 20 to 25 years' service with the Shelburne Volunteer Fire Department, a gift of \$200.00 in recognition.

D. The Department will also provide a retiring member with 26 to 35 years' service with the Shelburne Volunteer Fire Department, a gift of \$250.00 in recognition.

E. The Department will also provide a retiring member with 36 years' service or more with the Shelburne Volunteer Fire Department a gift of \$300.00 in recognition.

3. Retiring members who have served 25 years or more will have their number retired from

service.

4. Retiring members will receive a party or gift outlined in Article XVII Section 2 only once, not on multiple reinstatements and retirements from the Department.

5. All retired members may attend all Departmental functions and meetings. They may be given permission to speak at a meeting by the membership but may not vote, move motions, or propose amendments to any motions.

ARTICLE XVIII - AMENDMENT OF BY-LAWS

1. The By-Laws shall be reviewed by the By-Law Committee every five (5) years.

2. Any member wishing to amend, alter or repeal any of these By-Laws must give written notice at a regular monthly meeting of the department. The proposal will be placed on the agenda for the next regular meeting of the Department or at a special meeting.

3. No By-Law shall be amended or repealed except by a majority vote of the department at a meeting at which a quorum is present.

4. Proposals for amendments arising from the review of the By-Law Committee will be presented to the Department at the next regular meeting or a special meeting will be called for discussion and approval.

5. A proposal for amendment by either a member or the By-Law Committee shall be read at a meeting, this being defined as the First Reading. The Second Reading will be at the next regular meeting or a special meeting. If, after discussion, a motion is put forward to have the amendment(s) entered in the By-Laws of the Shelburne Volunteer Fire Department, a vote shall be called by show of hands.

6. All revised By-Laws will be submitted to the Shelburne Town Council for ratification before they become the governing document for the Department.

Appendix

The Criminal Code of Canada defines 'Harassment', 'Uttering Threats' and 'Assaults' as follows:

Criminal Harassment

264. (1) No person shall, without lawful authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, engage in conduct referred to in subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

Prohibited Conduct

(2) The conduct mentioned in subsection (1) consists of

- (a) repeatedly following from place to place the other person or anyone known to them;
- (b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
- (c) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
- (d) besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
- (e) engaging in threatening conduct directed at the other person or any member of their family.

Uttering Threats

264.1 (1) Every one commits an offence who, in any manner, knowingly utters, conveys or causes any person to receive a threat

- (a) to cause death or bodily harm to a person;
- (b) to burn, destroy or damage real or personal property; or
- (c) to kill, poison or injure an animal or bird that is the property of any person.

Assault

265. (1) A person commits an assault when

- (a) without the consent of another person, he applies force intentionally to that other person, directly or indirectly;
- (b) he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that he has, present ability to effect his purpose; or
- (c) while openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

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Western Counties Regional Library

Board Meeting Minutes

June 20, 2024

The regular quarterly board meeting of the Western Counties Regional Library was held on Thursday, June 20, 2024 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia

Present:

Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne
 Councillor Kathy Bourque, Municipality of Argyle
 Councillor Carl Deveau, Municipality of Clare
 Mayor Ben Cleveland, Town of Digby
 Deputy Mayor Elizabeth Acker, Town of Shelburne
 Councillor Belle Hatfield, Town of Yarmouth
 Yarmouth Public Library & Museum, Ellen Burton
 Province of Nova Scotia – vacant
 Erin Comeau, Secretary-Treasurer

Present via Zoom:

Councillor Patti Durkee, Municipality of Yarmouth
 Councillor Louann Link, Town of Clark's Harbour
 Province of Nova Scotia – Patrice Simpson

Regrets:

Councillor Kent Balish, Town of Lockeport

Absent:

Councillor Shaun Hatfield, Municipality of Barrington
 Councillor George Manzer, Municipality of Digby

1. Call to Order

The Board Chair, Sherry Thorburn Irvine called the meeting to order at 2:08 p.m.

2. Adoption of the Agenda

Carl Deveau moved and Elizabeth Acker seconded the adoption of the agenda.

Motion Carried.

3. Minutes of the Previous Meetings

3.1 March 21, 2024

Kathy Bourque moved and Carl Deveau seconded the approval of the March 21, 2024 board meeting minutes.

Motion Carried.

3.2 May 2, 2024

Louann Link moved and Kathy Bourque seconded the approval of the minutes of the special budget meeting of May 2, 2024 held via zoom.

Motion Carried.

4. Business Arising from the Minutes

There was no Business Arising from the Minutes

5. Chair's Report

Board Chair Sherry Thorburn Irvine indicated her appreciativeness to the library staff in their effort to make libraries accessible.

6. Director's Report

Director Erin Comeau reported that she has been busy working on the budget, on board and provincial reports, as well as negotiations.

7. Financial Statement

The May 31, 2024 Financial Statement was circulated. Erin noted that the approved wage increase and retro pay is not reflected in the May 31, 2024 Financial Statement.

Elizabeth Acker moved and Kathy Bourque seconded the approval of the May 31, 2024 Financial Statement.

Motion Carried.

8. Audit, Risk and Finance Committee Report – June 6, 2024 meeting

Audit, Risk and Finance Committee Chair Kathy Bourque presented the June 6, 2024 meeting report at which time the committee reviewed the Draft Audited Statements with Andrew Perkins. Belle Hatfield moved and Ben Cleveland seconded the approval of the Audit, Risk and Finance Committee Report of the June 6, 2024 meeting.

Motion Carried.

9. Negotiations Committee Report – Contract negotiations

Patti Simpson reported that she, Patti Durkee and Erin Comeau met with the Union for contract negotiations on April 22 and on May 2. Patti Simpson noted that the negotiations were very positive and the contract was signed earlier today. Kathy Bourque moved and Carl Deveau seconded the approval of the Negotiations Committee Report regarding contract negotiations.

Motion Carried.

10. HR and Governance Committee Report – May 22, 2024 meeting

Patti Simpson, Chair of HR and Governance Committee, reported on the May 22, 2024 meeting where a discussion was held to support the Deputy Directory in her MLIS studies. Louann Link moved and Ben Cleveland seconded the approval of the HR and Governance Committee Report of the May 22, 2024 meeting.

Motion Carried.

11. New Business

11.1 Board By-laws

Erin noted that the Draft Board By-laws were circulated three weeks ago. Since there are no representatives available from the Shelburne Library Building Association, the Association will be removed from having a seat on the WCRL Board. The SLBA will

continue to maintain the Shelburne Library building. A few other housekeeping changes were made to the By-laws. Moved by Carl Deveau and seconded by Louann Link that the Draft Board By-laws be approved as circulated.

Motion Carried.

11.2 Board Committee Terms of Reference

The Draft Board Committee Terms of Reference were circulated. New responsibilities were added to the HR Governance Committee. A few other housekeeping changes were made to the Terms of Reference. Kathy Bourque moved and Patti Durkee seconded the approval of the Draft Board Committee Terms of Reference.

Motion Carried.

11.3 Policy Review

The Draft Attendance at Funeral Policy was circulated. Carl Deveau moved and Louann Link seconded that the Funeral Attendance policy be approved as presented.

Motion Carried.

12. Correspondence

Erin noted that she received a notice from CUPE with an agreement of ratification.

13. Other

Ben Cleveland mentioned that the Library Funding Formula review meetings will be starting soon.

Carl Deveau mentioned that most people don't know the inner workings of how a library system works but he wished to thank board and staff for the great work they do.

14. Around the Table

Nothing to report.

15. Next Meeting

The next quarterly board meeting will be held on Thursday, September 19, 2024 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library.

16. Adjournment

The meeting adjourned at 2:34 p.m. on a motion from Ben Cleveland.



Town of Shelburne
 Staff Report to Council
 Holiday Office Closure

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Agenda hours	✓
Committee	

General Overview:

This staff report is intended to present a recommendation to Council concerning office hours for the Town Office Administration and Public Works Staff on the days between the Christmas and New Year's holidays .

Background:

Traditionally the Town is closed to the public from December 24th until January 1st. Reopening to the public on January 2nd for regular business hours.

Analysis:

We would like to offer more flexibility with staff taking vacation time in between Christmas and New Years to show appreciation for their hard work and dedication. The recommended holiday office closure procedure would have little to no impact on workload and customer service as the office is closed to the public. Most municipal offices including the Municipality of the District of Shelburne and the Municipality of Barrington grant staff a paid leave from December 24th to January 1st. Many Municipalities offer a 4 day work week, this cannot be implemented at the Town Office due to our small staff size, therefore we are recommending this incentive for all Town Staff.

This report is proposing an implementation of a holiday office closure procedure. The proposed procedure is as follows:

The Town Office will be closed from December 24th to January 1st, reopening for regular business hours on January 2nd. As it states now, Staff is paid full days for December 24th, 25th, 26th as well as a ½ day on December 31st and a full day on January 1st.

Recommendation:

THAT Council adopt the following holiday office closure procedure:

The Town Office will be closed for the regular business days between December 24th to January 1st, reopening to the public on January 2nd. Public Works staff will still be required to report to work should the need arise. Examples include snowstorm, plowing, water or waste water

issues. As the collective agreement states now, staff is paid for 4.5 days over the Holiday Break. I am recommending an incentive of adding extra paid days off to cover the entire Holiday Break. (December 24th- January 1st)



Jessie Dyer, Administration & Human Resources Coordinator

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Town of Shelburne
Staff Report to Town Council
Nosie By-law Amendment
October 2024

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Agenda	✓
Committee	

Date: October 1st, 2024

Re: Town of Shelburne Noise By-Law Amendment to accommodate Road Trails By-Law

BACKGROUND

In October of 2018 the Province of Nova Scotia launched a pilot project in 7 communities in Nova Scotia. The Town of Shelburne council did 'put their hand up' to be part of the project, but a complication in phase 1 was the requirement for the province to own the road they piloted. Council learned of the benefits and successes of other communities and agreed that they would like to be considered in the next phase. A letter was sent to the Honorable Kim Masland encouraging the province of Nova Scotia consider the recommendations as summarized the Group ATN Consulting Inc's report (*Nova Scotia Off-Highway Vehicle Pilot Project Evaluation Executive Summary*) [M23-58]

On April 12th, 2023, the 'Road Trails Act' received Royal Assent allowing municipalities to permit off-highway vehicle use in locations they choose as long as they follow the safety criteria developed by the province. The new legislation introduced in Nova Scotia will establish a set of rules around off-highway vehicle operations and will allow riders better trail connections. It relates to all-terrain vehicles, multipurpose off-highway utility vehicles and recreational off-highway vehicles.

On July 15th, 2024, Council had passed the Road Trails By-law, following the rules and regulation the province has put in place under the Road Trails act Bill 273.

On September 16th, 2024, Council conducted the first reading of the Noise By-law Amendment but has yet to schedule a date for the second reading.

RECOMMENDATION FROM STAFF

THAT Council proceed with the second reading of this by-law amendment at the next Town Council meeting, November 6th, 2024.

Respectfully Submitted,

Dana Nash
By-Law Enforcement

Appendix: *Noise control By-law with amendments



TOWN OF SHELBURNE
NOISE CONTROL BYLAW

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:

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

Definitions

2. In this Bylaw, words take their ordinary dictionary meaning other than those defined below:
 - (a) "Council" means the Town Council of the Town of Shelburne;
 - (b) "Town" means the Town of Shelburne;
 - (c) "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;
 - d) "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 riffle, 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 Riffle

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 Riffle

- For pellet guns or air riffles 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 procotols 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 _____

Short Term Rentals Regulation

TBD 2024

General Overview

On September 3, 2024 Council directed staff to prepare a report on the Province's amendments to the Tourist Accommodation Registration Act regarding Short Term Rentals (STR).

Background

Short-Term Rental (STR) means the provision of roofed accommodations to a single party or group, for payment or compensation, for a period of 28 days or less. It can include traditional accommodation (hotel, motel), bed and breakfasts as well as rented rooms.

There are roughly 113 rooms in Town looking to register under the Tourist Accommodations Registration Act (note that a single unit 2 bedroom apartment would count as two 'rooms'). Of those 58% or 66 rooms are traditional accommodations (motel/hotel, multiple units per property) and 14% of rooms are in other types of building such as secondary suites, cabins, cottages, trailers or yurts. The remaining 28% or 32 rooms are STR in an entire house, apartment or condo. The traditional rooms and those other types could potentially be used for housing, but it is unlikely given the rooms may not be large enough or contain a kitchen. The entire houses or apartments are more likely to be used for housing as they are more likely to contain a kitchen and be of adequate size.

Most of the 31 STR properties (not rooms) are located in a commercial zone (13 properties). 8 properties are in the Historic Waterfront zone and 10 are in the Residential General zone. Of those 10, 4 have special permissions to operate a commercial use in the residential zone (see LUB schedule A).

The Tourist Accommodation Registration Act requires accommodations operators to provide documentation that the accommodations is in keeping with municipal bylaws, notably the Land Use Bylaw (LUB). The Act also requires payment of fees by accommodation operators. The fees for traditional accommodations are not changing, but new STR fees have been proposed. For those with STR in their primary residence, the fee is \$50. For those who are using a residential property (apartment, house, condo, etc) as an STR but it is **not** the owners primary residence, the fee is \$240. These fees are collected and kept by the Province.

Currently, the Town does not directly regulate STR. The Town does, through the Land Use Bylaw (LUB), regulate commercial uses, such as hotels and motels, as well as bed and breakfasts. The only zones currently not permitted to have any STRs are: Residential Mobile Home (R-M) and Rural – Undeveloped (R-U).

Analysis

Of the nearly 900 private dwelling units (not rooms) in the Town, between 2%-4% are being used for STR (assumes 14-32 units, excludes secondary suites, cabins and traditional accommodations). STR's may be

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contributing to housing unaffordability, but it is likely a minor factor in context of the Town, given the limited number of units and suitability of the units for use as long term housing.

STRs could be regulated further through the land use bylaw. This could address potential concerns on impacts on neighbouring properties, or potentially limit or prohibit short term rentals in residential areas.

New STR regulations would not impact those that have previously received permission to operate (i.e. development permit), unless those STR's were to expand; any expansions would be subject to the land use bylaw at that time.

The new legislation does allow for additional enforcement options for STR that are in violation of Town bylaws, as the Town can request a property be removed from the listing service (i.e. AirBnB) for bylaw violations.

Options

Review potential STR regulations as part of the Land Use Bylaw project, including public engagement, due to be completed in early 2026. Staff would consider regulation of STR, including looking at other municipalities approaches to STR. This approach would allow for more time to research, develop and discuss potential new regulations of STR.

Review potential STR regulations in advance, with the aim of having new rules in place for the 2025 tourist season, including public engagement. This would start a new MPS and LUB amendment process; the Town is currently considering amendments for Apartment Residential and Variances as well as the over all LUB and MPS update. While possible, this timeline would be tight and could delay other work.

Do not look into regulations for STR at this time. Staff will not directly examine STR policies, however public engagement may show a desire for regulation of STR.

	Pros	Cons
Explore STR regulations as part of overall LUB project (est. completion early 2026)	<ul style="list-style-type: none">• Will address concerns around STR holistically as part of the LUB review	<ul style="list-style-type: none">• Does not address STR in the near term
Explore STR regulations in advance of the LUB project (est. completion early 2025)	<ul style="list-style-type: none">• Will address concerns around STR in the near term	<ul style="list-style-type: none">• Overall LUB project may impact STR regulation• May slow overall LUB project
Do not pursue STR regulations	<ul style="list-style-type: none">• No further action needed	<ul style="list-style-type: none">• Won't address potential concerns regarding STR

Recommendation

THAT Council directs staff to consider regulation of short term rentals as part of overall updates to the Municipal Planning Strategy and Land Use Bylaw.

TOWN OF SHELBURNE

STAFF REPORT Water Utility

Document #	D24-407
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October 2nd, 2024

Dear Council Members,

This report provides an update on the operations of the Town of Shelburne Water Treatment Plant for the current reporting period. I am pleased to report that the plant continues to operate effectively, meeting performance benchmarks and regulatory requirements. Below is a detailed overview:

1. Overview: Performance Indicators

- **Water Quality:**

We are consistently meeting all Department of Environment (DOE) regulatory requirements, ensuring the highest standard of water quality for the community.

- **Treatment Efficiency:**

The treatment process is maintained at the highest standards and is continuously optimized to improve operational efficiency.

- **Maintenance and Upkeep:**

Routine maintenance is being performed to minimize downtime. Currently, we have begun painting equipment that requires it. Additionally, we are evaluating the replacement of some old piping within the plant. Although we are awaiting a completed estimate from our contractor, BRAMAC, who is waiting for supplier details, I am confident we will have results soon.

- **Compliance:**

We remain in compliance with all DOE testing requirements. I continue to collaborate with Mark Holden (ODRC) and Trevor Marriott to promptly address any issues that arise.



TOWN OF SHELBURNE

2. Challenges and Mitigation Strategies

- **Resource Management:**

We are actively working to streamline processes and reduce waste wherever possible, maximizing the effectiveness of our resources.

- **Technological Upgrades:**

In June, we purchased chlorine analyzers for both water towers. In September, the analyzer at the hospital tower developed a colorimeter issue. Replacement parts are currently being shipped and are covered under warranty.

- **Workforce Development:**

I plan to complete the Level 1 certification exam in November, and we are continuing to train staff for the assistant's position to enhance operational capability.

3. Public Concerns

There are no new public concerns to report at this time.

In conclusion, the Water Treatment Plant continues to operate smoothly, and we are working diligently to maintain and improve our systems. I will provide updates as necessary, particularly concerning the pending maintenance projects.

Respectfully submitted,

Mike Rhuland
Water Plant Operator



TOWN OF SHELBURNE

STAFF REPORT Wastewater Utility

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October 2nd, 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. The plant operates 24/7 to ensure wastewater is treated to meet stringent regulatory standards, contributing to a healthier community and ecosystem.

2. Key Performance Indicators:

- **Effluent Quality:** The quality of the treated wastewater continued to meet or exceed all regulatory requirements for our TSS (total suspended solids), CBOD (Carbonaceous Biochemical Oxygen Demand), and Ammonia levels. We are currently awaiting the September results for ECOLI requirements.
- **Treatment Efficiency:** Despite operating at half sludge retention capacity with one clarifier offline (details below), the plant is effectively treating incoming influent. However, excess foam has been an issue, and operators have begun studying additives and alternative processes to minimize foam.
- **Compliance:** The plant has maintained compliance with all regulatory standards for TSS, CBOD, and Ammonia levels, ensuring continued environmental protection. ECOLI results from September are pending.

3. Maintenance and Infrastructure:

Clarifier Maintenance: During the annual cleaning and maintenance of the treatment plant's clarifiers, small punctures were found in the older clarifier's weir system, causing many issues within the system which may have contributed to higher ECOLI levels observed in June, July, and August. With approval from ODRC, the affected clarifier was taken offline and is awaiting repairs by Lou Acker. Currently, the plant operates efficiently with a single clarifier.



TOWN OF SHELBURNE

Lift Station Inspections: Yearly cleaning and inspections of the lift stations were completed on September 25th by GFL. Severe rag/wipe buildup was found at most stations, but only minor maintenance was required.

Force Main Break: On September 18th, a force main break occurred behind Home Hardware, caused by a failed pressure relief valve (this valve was downstream of the break and let go, causing a crack in the force main). Repairs were completed on September 20th. Public Works and Wastewater Operators were on-site for three days, and the Department of Environment (DOE) was notified and satisfied with the repairs.

Vapour Testing Study: BioMaxx conducted a comprehensive vapour testing study on the Town's collection system. This testing helped identify several critical issues, including cross-connections between the wastewater and stormwater systems, damaged or hidden manholes, improperly sealed, uncapped, or damaged cleanouts and service lines, as well as eavestrough and weeping tile connections. Additional deficiencies such as loose joints in wastewater pipes were also uncovered.

Preliminary findings from the study indicate approximately 30 deficiencies throughout the town. While various types of issues were discovered, the majority were related to cleanouts, drains, and sump pumps. Notably, the study identified three storm sewer catch basins that are cross-connected with the sanitary system. These cross-connections have the potential to introduce a significant volume of clean water into the sanitary system, which could increase overall flows and place added demand on the system's capacity.

4. Challenges and Mitigation Strategies:

- **Aging Infrastructure:** SCADA systems have been installed and powered at the treatment plant and Roger's Lane Lift Station. However, due to health emergencies, the final installation by Mission & Sansom has been tentatively rescheduled for mid-October.
- **Resource Management:** Reducing operations to one clarifier during the summer was successfully trialed, improving treatment efficiency and saving energy. This also allows the operators to easily drain down for the yearly inspection of both clarifiers to prevent larger issues.
- **Emergency Preparedness:** Comprehensive emergency response plans are in place to ensure continuity of operations and public health protection. Operators have installed Voyent Alert on their cell phones to stay informed of local emergencies.

5. Public Concerns: No complaints, problems, or concerns have been reported by the public.

Although we have no current complaints or concerns, a summary of our prior odour issues is below.



TOWN OF SHELBURNE

Odour Issue Summary

While no current odour complaints exist, previous issues were addressed through several initiatives:

- **Power Monitors:** Power monitors were installed on the incoming line to the treatment plant (one from NSP and one from L&B Electric), and data from the monitors is being analyzed. No power issues have been observed since August.
- **Bio Augmentation:** Bio augmentation efforts significantly reduced odour, especially in the holding tank and oxidation ditch. As the weather cools, odour issues are expected to decrease further.

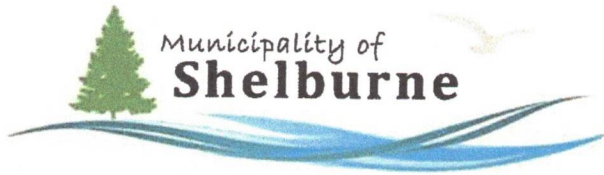
Operators are now looking at the incoming wastewater stream to identify any further contamination and will continue to be persistent in the warmer months with bio augmentation.

DOE Communication: The Department of Environment was involved throughout the process, and Inspector Hoben was satisfied with the actions taken to address the odour issues.

We remain committed to continuous improvements in our wastewater operations to ensure environmental protection and public safety.

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





Municipality of
Shelburne

Naturally Yours

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Inspection Department

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

October 1, 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 September, 2024.

Fiscal Year	2024/2025	2023/2024
Number of Permits Issued this Month	0	0
Number of Permits Issued to Date	11	10
Construction Value	\$ 0.00	\$ 0.00
Total Construction to Date	\$ 725,500.00	\$,744,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

