



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**January 6<sup>th</sup>, 2025**  
**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 December 2<sup>nd</sup>, 2024.
  - 4) Proclamations and Announcements:
    - a) Alzheimer Awareness Month – January
    - b) Pay it Forward Day – In Memory of Carmen Faith Huskilson
    - c) New Year's Greeting
  - 5) Delegations/Presentation:
    - a) Community Climate Capacity Program Presentation D25-001
  - 6) Correspondence:

**Action: NONE**

**Information:**

    - a) Response Letter from Minister of Justice and Attorney General Barbara Adam re: Request for Organized Crime Unit in South West Nova Scotia D25-002
    - b) Email re: Citizens on Patrol (COP) Program D25-003
    - c) Letter to Millbrook First Nation re: Street Names D25-004
    - d) Letter to Jared Purdy, Regional Executive Director of Education, Tri-County Regional Centre for Education re: Bussing Issues in Shelburne D25-005
    - e) Letter from Honourable John A. Lohr, Minister of Municipal Affairs re: Code of Conduct D25-006
    - f) Letter from Nova Scotia Association of Realtors D25-007
  - 7) Council Items:
    - a) Roseway Manor
    - b) GRID Program D25-008
    - c) Deer in Town
  - 8) Committee Reports:
    - a) SVFD By-Law Review D25-009
    - b) Western Counties Regional Library Report – December 2024 D25-010
    - c) Accessibility Committee Update D25-011
    - d) Heritage Committee Update D25-012
  - 9) Staff Reports:
    - a) By-Law Officer Report – November D25-013
    - b) Building Inspector Report – December D25-014
    - c) SVFD Report – October D25-015
    - d) SVFD Report – November D25-016
    - e) SVFD Report – December D25-017

**10) In Camera: MGA 22 (2) (e) – Contract Negotiations**

**11) New Business:**

**12) Upcoming Meetings/Events:**

- a) Public Meeting regarding Amendments to the Town's Municipal Planning Strategy and Land Use By-law, January 8<sup>th</sup>, 2025, 5:30-6:30pm, Council Chambers, 63 King Street
- b) Special Council Meeting, January 13<sup>th</sup>, 2025, 5:30pm, Council Chambers, 63 King Street
- c) Next Council Meeting, January 20<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**December 2<sup>nd</sup>, 2024**

**Council Members Present**

Mayor Stanley Jacklin  
Deputy Mayor Donnie Acker  
Councillor Elizabeth Acker  
Councillor Therese Cruz  
Councillor Sheldon Ringer

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Executive Coordinator, Jill Webb  
Senior Planner, Mike Kahn

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6pm and welcomed everyone.

**Approval of the Agenda**

**THAT** Council approves the agenda for December 2<sup>nd</sup>, 2024, Council meeting.

**E.Acker – Ringer**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on November 18<sup>th</sup>, 2024.

**Ringer – D. Acker**

**CARRIED**

**Proclamations and Announcements:**

a) International Day of Persons with Disabilities

Mayor Jacklin read:

WHEREAS, December 3 is recognized globally by the United Nations as International Day for Persons with Disabilities; and

WHEREAS, Canada is a signatory to the United Nations Convention on the Rights of People with Disability, and two out of five Nova Scotians live with a disability; and

WHEREAS, Nova Scotia has proclaimed the Accessibility Act that recognizes accessibility is a human right and set a goal of an accessible province by 2030; and

WHEREAS, International Day of Persons with Disabilities promotes an understanding of disability issues and the importance of equal access for Nova Scotians with disabilities in all aspects of society; and

WHEREAS, through public awareness, community partnerships, and municipal accessibility initiatives this

day aims to foster an environment of equal participation of individuals with disabilities within the Town of Shelburne

THEREFORE, be it resolved that I, Mayor Stanley Jacklin on behalf of the Town of Shelburne, do hereby proclaim December 3rd, 2024, as “International Day of Persons with Disabilities” in the Town of Shelburne.

b) National Day of Remembrance and Action on Violence Against Women – December 6<sup>th</sup>, 2024

Councillor Elizabeth Acker read:

Each year on December 6<sup>th</sup>, Canadians observe the National Day of Remembrance and Action on Violence Against Women. This day honors the memory of the 14 women who tragically lost their lives in the 1989 Ecole Polytechnique massacre and all women who have been victims of gender-based violence.

It is also a call to action – a time to reflect on the root causes of violence against women and reaffirm our commitment to creating a society where everyone feels safe, respected and valued.

Let us stand together in solidarity to end gender-based violence and support initiatives that foster equality and compassion in our communities.

c) Human Rights Day - December 10<sup>th</sup>, 2024

Councillor Cruz read:

Human Rights Day, observed annually on December 10<sup>th</sup>, commemorates the adoption of the Universal Declaration of Human Rights by the United Nations in 1948. This year’s theme, “Our Rights, Our Future, Right Now”, focuses on how human rights are essential for creating a fair and equal future.

On this day, we reflect on the progress made toward equality while recognizing the ongoing work needed to address injustice, promote inclusivity, and uphold the rights of every individual.

Let us reaffirm our commitment to building a world where human rights are protected and celebrated, ensuring dignity and respect for all members of our community and beyond.

d) Holiday Wishes from Council & Staff

Councillor Donnie Acker read:

As the year draws to a close, we would like to take a moment to reflect on the accomplishments of our community and the spirit of collaboration that makes our town such a wonderful place to call home.

The holiday season, we extend our heartfelt gratitude to all residents, businesses, volunteers, and local organizations for your contributions to our community. Your efforts embody the warmth, generosity, and resilience that define us.

May your holiday season be filled with joy, peace and cherished moments with loved ones. Here’s to a bright and prosperous new year for all!

Happy Holidays from the Town of Shelburne Council and Staff!

**Delegations/Presentations: NONE**

**Correspondence**

**Action:**

a) Memo regarding Advocacy for Healthcare Services and Proposal for a County-Wide Healthcare Needs Assessment

CAO Mattatall addressed the memo included in the package, explaining that the municipal units in the region regularly convene to discuss and advocate on shared priorities. A key topic highlighted during the most recent meeting was healthcare, specifically concerns about access and quality of care. The collective consensus was that conducting a comprehensive needs assessment would provide a clear, evidence-based

understanding of healthcare needs, enabling a stronger case to be presented to the provincial government. Mayor Jacklin inquired whether the five municipal units currently have an existing repository of healthcare information. CAO Mattatall responded that she did not believe such a resource existed but committed to verifying this.

Councillor Elizabeth Acker asked if similar initiatives had been undertaken by other municipal units or if this was a novel approach. While expressing strong support for the proposal, she recommended that the needs assessment also include an evaluation of the healthcare services already available in the region.

*THAT Council direct staff to work with the other CAOs/Clerks in the surrounding units on advocating for improved healthcare services in our area by undertaking a county-wide healthcare needs assessment subject to the Town of Shelburne's budget process.*

**E. Acker - Cruz**

**M24-284**

**CARRIED**

b) Letter from Millbrook First Nation Chief & Council – Place Names

CAO Mattatall informed Council of a letter received from the Chief and Council of the Millbrook First Nation regarding the name of Cornwallis Street in the Town of Shelburne. She noted that this matter had been previously addressed by Council, clarifying that Cornwallis Street was not named after Edward Cornwallis but rather his nephew, Charles Cornwallis. To support this, CAO Mattatall referenced an excerpt from the Council minutes dated January 16, 2023. She explained the former Council looked at ideas of potentially adding Mi'kmaw and Black Loyalist names on duplicate street names, example Rodney, Charlotte, etc. She read the motion that was put on the table on January 16<sup>th</sup>, 2023.

During the discussion, it was observed that the Town's website lacks detailed historical information about the origins of its street names. CAO Mattatall emphasized that changing street names is a complex and time-intensive process involving significant administrative effort.

Councillor Elizabeth Acker proposed that staff draft a letter to Millbrook First Nation explaining the historical context of Cornwallis Street's name and consider adding this information to the Town's website. Councillor Ringer supported this suggestion, noting that changing street names would impose costs not only on the Town but also on residents and businesses.

Councillor Cruz emphasized that this proposal aligns with the Truth and Reconciliation Commission's Calls to Action. She highlighted the importance of demonstrating a commitment to meaningful work and engagement, acknowledging the historical injustices experienced by many. Councillor Cruz stressed the need to take actionable steps to contribute toward rectifying past wrongs and continuing with a more inclusive future.

*THAT Council give notice to rescind the motion from January 16<sup>th</sup>, 2023, motion #M23-050 at the next Council meeting dated January 6<sup>th</sup>, 2025.*

**E. Acker - Ringer**

**M24-285**

**CARRIED**

**Information:**

- a) Response letter from Fisheries and Oceans Canada in regard to treaty fishing rights and future allocations for the Maritimes elver fishery

**Council Items:**

- a) GRID Funding

CAO Mattatall explained what Growth and Renewal for Infrastructure Development (GRID) Program was. She explained to Council that the Town has the opportunity to apply for funding through this program which supports essential infrastructure renewal and development projects, however, Council must identify and prioritize key capital projects for submission. CAO Mattatall told Council that given the Town's current infrastructure needs, there are several important projects that warrant consideration. She then listed the projects, explaining which projects we may be able to apply for funding elsewhere. She let Council know that Town staff recommend that Council consider prioritizing projects based on their urgency, potential for external funding, and alignment with the Town's overall infrastructure strategy.

*THAT Council prioritize the following capital projects for submission to the Growth and Renewal for Infrastructure Development (GRID) Program:*

1. Dock Street Stormwater/Wastewater Line Upgrades and Associated Pumping Stations
2. Landfill Decommissioning Project (Phase 1 Continuation)

**Cruz – D. Acker**

**M24-286**

**CARRIED**

**Committee Reports:**

- a) Source Water Protection Plan

Councillor Acker reported that the annual review of the Source Water Protection Plan (SWPP) was completed. This plan is made to ensure that the water at Lake Rodney (Town's water supply) is protected. The committee assessed all identified risk factors associated with the SWPP and assigned ratings to each, ensuring a thorough evaluation of potential risks to the water supply.

*THAT Council approve the Source Water Plan as presented.*

**E. Acker – Ringer**

**M24-287**

**CARRIED**

**Staff Reports**

- a) CAO Report

CAO Mattatall presented her report, highlighting key items. She noted that wastewater studies have been completed and details will be shared at future meetings once they have all the details. She has a meeting with Mr. Ramsay Duff later this week to discuss the 112-bed nursing, details to follow. Our wharves are in need of critical repairs, our tender process has closed, and contracts will begin to be awarded, we hope to begin work on the marine terminal on Water Street first. The Roger Grovestine Recreation Complex will be revitalized in a 3-phase approach starting with the pickleball and tennis courts, phase 2, baseball field upgrades and phase 3 with green space improvements. She explained to Council that a pickle ball society has been established and funding opportunities are being explored, the tender process will proceed shortly. Next CAO Mattatall commented on the Road Trails saying that it has officially opened with signage posted and trail maps and rules to be found on the Town's website. The last topic she touched on was the fence at King and Water Streets and it's relocation. Three options were discussed: moving the fence, installing a decorative concrete block fence which is over budget, or leaving it as is and revisiting the motion

during budget planning. There was additional discussion on why the fence was initially installed, the necessity of relocating it and differing opinions on the options.

*THAT Council leave the motion from January 2<sup>nd</sup>, 2023, relocate the original fence and install a concrete block fence.*

**E. Acker – D. Acker**

**M24-288**

**CARRIED**

b) Public Works Backhoe Repair

Council discussed the backhoe's age but unanimously agreed it needed repairs. CAO Mattatall informed them the repairs had already been completed as it was necessary to proceed.

*THAT Council approve a transfer of \$13,000 from the General Operating Reserve to the General Operating Fund to cover the unexpected repair costs for the backhoe.*

**Cruz – D. Acker**

**M24-289**

**CARRIED**

c) Public Works Sewer Main Repair

Councillor Acker expressed concern that this document might signal the start of additional sewer line issues.

*THAT Council approve a transfer of \$44,300 from the General Operating Reserve to the General Operating Fund to cover the unexpected repair costs for the sewer main running behind Woodworkers Home Hardware.*

**E. Acker – Ringer**

**M24-290**

**CARRIED**

d) Municipal Planning Strategy & Land Use By-law Amendments

Senior Planner Kahn presented a report on proposed amendments to the Municipal Planning Strategy and Land Use By-law to introduce a new zone permitting apartments. The initial sites under consideration are:

136 Hammond Street: Former Municipal Building

182 Clements Street: NS Housing site

98 & 118 King Street: Privately owned properties

The new zone would allow apartment buildings with 7 to 25 units per acre and a maximum height of 35 feet. Buildings with more than 7 units must connect to the Town's water and sewer. Approval would be via site plan, requiring accessible parking and compliance with the Town's stormwater management policies.

Planner Kahn also outlined additional amendments, including variance changes and the creation of a commercial district near the highway.

*THAT Council directs staff to begin Municipal Planning Strategy and Land Use By-law amendment process in keeping with the contents of this report, starting with a public meeting on January 8<sup>th</sup>, 2025, to be followed by first reading January 20, 2025.*

**E. Acker – Ringer**

**M24-291**

**CARRIED**

- e) Letter to Municipality of the District of Shelburne re: Their Municipal Planning Strategy & Land Use By-law

Senior Planner Kahn addressed the letter included in the package, highlighting concerns related to the Municipality of the District of Shelburne's Land Use By-laws and Municipal Planning Strategy, particularly regarding municipal services. This prompted a discussion among those present.

*THAT Council direct staff to send the letter to the Municipality of the District of Shelburne.*

**Cruz – Ringer**

**M24-292**

**CARRIED**

- f) Wastewater Utility Report

- g) Water Utility Report

Councillor Acker said it was nice to get these reports. She did say the wastewater report said there was high oxygen and come from improper dumping, do we know where this is coming from? CAO Mattatall explained that it's under investigation and once we have concrete information, we will share.

No motion needed to for the above two utility reports, for information only.

**In-Camera:**

*THAT Council go in-camera at 7:18pm for matters under MGA 22 (2) (e) Personnel matters and MGA 22 (2) (g) Legal advice eligible for solicitor-client privilege.*

**E. Acker – Ringer**

**CARRIED**

Council came out of in-camera at 8:01pm. Motion coming out of in-camera.

THAT Council continue supporting the proclamation celebrations hosted by Black Loyalist Heritage Society.

**E.Acker – D. Acker**

**CARRIED**

**M24-293**

**New Business:**

Deputy Mayor Acker – explained he had the pleasure of attending the NSFM conference in Halifax and it was very informative, he brought home a lot of information with him. He also mentioned that the he had various items brought to his attention during campaigning and wanted to let residents know he has brought these matters to staff.

Councillor E. Acker expressed her appreciation for the opportunity to attend the NSFM Conference in Halifax last week. She highlighted several informative sessions, including one on Coastal Planning, which gained media attention. Councillor Acker also visited various exhibitors, noting the Wetland Solutions for wastewater treatment plans, Asset Management software, and the National Police Federation as key highlights. The conference provided valuable opportunities to engage with representatives from other municipalities to discuss topics such as healthcare, meeting protocols, NSP, infrastructure, and NSFM advisory committees. She did want to ask that staff look at the Council Renumeration Policy, it needs to be reviewed and updated.

Councillor Cruz echoed the sentiments of the other two Councillors stating she enjoyed her time at the NSFM conference. She really enjoyed participating in conversations and making connections with other municipalities, but the highlight of the event for her was the keynote speaker, John Montgomery regarding self efficacy and the difference between a growth and fixed mindset.

#### **Upcoming Meetings/Events**

- a) A Tribute to Kenny & Dolly's Iconic Album "Once Upon a Christmas", December 6<sup>th</sup>, 2024, 7pm, Shelburne Regional High School
- b) Reindeer Run, December 7<sup>th</sup>, 2024, 10:00am, Islands Park
- c) Miracle on Dock Street, December 7<sup>th</sup>, 2024, 6-7:30pm, Fireworks at 7:45pm, Water and Dock Streets
- d) Holiday Fun at the Black Loyalist Heritage Centre, December 8<sup>th</sup>, 2024, 6pm
- e) Class of 2025 Grad Fundraiser, Christmas Trivia & Dessert, December 10<sup>th</sup>, 2024, 6:30pm, Shelburne Regional High School
- f) Next Council Meeting, Monday, January 6<sup>th</sup>, 2025, 6pm, Council Chambers
- g) For more events, please visit [www.shelburnecounty.ca/events](http://www.shelburnecounty.ca/events)

#### **Adjournment**

**THAT** the Regular Town Council Meeting of December 2<sup>nd</sup>, 2024, be adjourned at 8:10 pm.

**E.Acker**

|                         |   |
|-------------------------|---|
| Document #<br>D25-001   |   |
| Rec'd by<br>[Signature] |   |
| Date<br>Jan. 3/25       |   |
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| Council                 | ✓ |
| Agenda                  | ✓ |
| Committee               |   |

<https://cleanfoundation.ca/cc>

## Community Climate Capacity

### Empowering communities to take on local climate challenges

Clean Foundation's Community Climate Capacity (CCC) program provides participating Nova Scotian communities with a dedicated staff of specialists to help guide them through climate and sustainability initiatives at the local level. The CCC program aims to equip participating communities with the tools, knowledge and support they need to address climate change and to carry this work forward independently into the future.

Through funding provided by the Nova Scotia Department of Environment and Climate Change, Clean's CCC program is helping participating communities to:



## Shelburne County CCC Objectives

The Shelburne County Cohort established 3 primary objectives in their application to the CCC program:

| Objective 1: Update Climate Documents      | Objective 2: Scope review                   | Objective 3: Emergency Preparedness             |
|--|---|---|
| Obtain data on climate risks               | Develop targets and success indicators      | Update emergency management plans and documents |
| Conduct greenhouse gas emissions inventory | Establish priorities and guiding principles | Facilitate implementation of strategic projects |
| Community engagement                       | Develop a Climate Action Plan               |   |

## Town of Shelburne: Programs and Projects

- Climate Resilient Coastal Communities (CRCC)
  - Federal fund, NRCAN; Confirmed participation, 2024-2027
  - CCC Cohort + Town of Lockeport
- Thriving Forests Program
  - Federal 2 Billion Trees program
  - Planning planting projects for interested property owners in 2026
- Low Carbon Communities Project
  - Provincial fund, DNRR; CCC cohort application
  - Greenhouse gas emissions inventory and community education project
  - Funding application successful, pending Council confirmation 2025-2026

## Anticipated Programs and Projects

- Climate Ready Plans and Processes (CRPP)
  - Federal fund, Green Municipal Fund; CCC cohort application
  - Applied Nov 2024 for 2 years of funding 2025-2027
  - Funding for hiring shared staff position to conduct climate risk assessment
- Wildfire Mitigation Cohort Project
  - Targeting Intact Municipal Climate Resiliency Grant; Application due January 31st 2025
  - Regional Fire Smart program coordination for Neighbourhood Recognition Program

## Take action for a Sustainable Shelburne County: Join Our Climate Action Committee!

Are you passionate about sustainability and making a difference? Shelburne County invites you to join its Climate Action Committee, where you'll play a vital role in shaping innovative strategies to combat climate change in our communities.

**Mandate:** The Shelburne County Climate Change Action Committee will provide guidance to municipal Councils across the County in developing and prioritizing actions to mitigate greenhouse gas emissions and adaptation initiatives to promote a climate resilient future for Shelburne County's coastal communities.

### Responsibilities include:

- Active involvement in the development, implementation and monitoring of a county-wide Climate Action Plan.
- Knowledge sharing and reporting on climate action initiatives, opportunities and updates to respective municipal Councils.
- Identifying and sharing funding opportunities and sustainability initiatives with respective Councils and bringing forward to Council budget requests for identified initiatives relevant to carrying out the Committee's mandate.
- Promoting education and engagement on environmental issues impacting the County and providing proactive recommendations and feedback on initiatives and solutions.

### About the Committee:

The committee will consist of 5-10 members representing diverse perspectives from across Shelburne County. Meetings will be held at least four times a year, with the schedule to be confirmed later. We are committed to equity, diversity, and inclusion, encouraging residents from all backgrounds to join.


To get involved or learn more, contact Izzie Collier on behalf of the participating communities at:

[icollier@cleanfoundation.ca](mailto:icollier@cleanfoundation.ca).

|            |           |
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| Document # | D25-001   |
| Rec'd by   | JW        |
| Date       | Jan 31/25 |
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## Community Climate Capacity Program Introduction

Town of Shelburne Council Meeting  
January 6, 2025

2



# Introduction



Izzie Collier (she/her)  
[icollier@cleanfoundation.ca](mailto:icollier@cleanfoundation.ca)  
Clean Foundation, Climate Lead



Lunenburg, NS



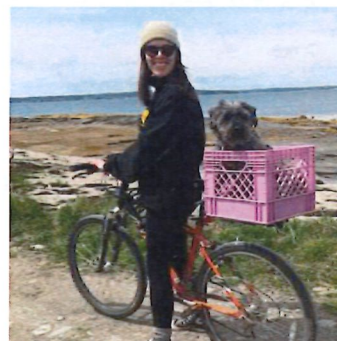
M.Arch, BEDS, Dalhousie University; B.A, University of Toronto



Sustainable architecture and community-based design



Outdoor activities, playing music and exploring with my dog



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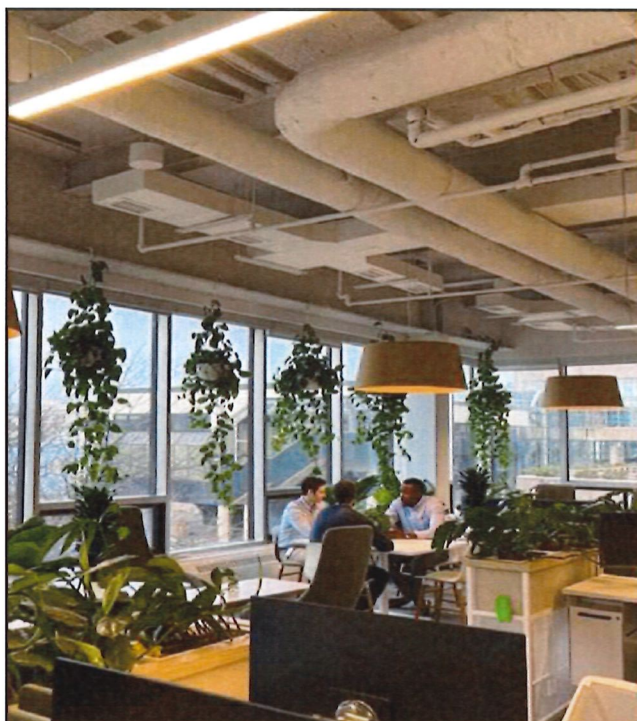


# About us

**Clean Foundation is a climate change, program delivery non-profit.**

We are a Nova Scotia-based independent, non-governmental environmental charity that was started in 1988.

Clean Foundation brings specialized teams together to work on complex problems, delivering many climate action and capacity building projects and initiatives around Nova Scotia, PEI and the Atlantic region.



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# Our program teams



**Climate Action**  
\*Includes CCC



**Workforce Development**



**Energy**



**Coasts**



**Education and Engagement**



**Transportation**

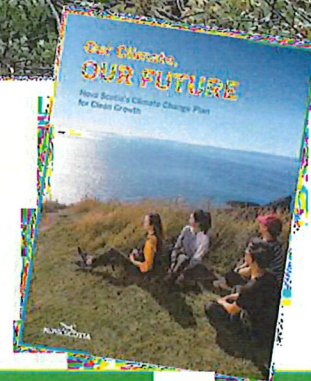
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## Local climate capacity

Municipalities and communities throughout Nova Scotia have been struggling to find the **resources, support and staff** to act against climate challenges.

Clean's **Community Climate Capacity** program is here to help!



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# Community Climate Capacity (CCC)



Clean Foundation

Provides **dedicated** staff resources and capacity



19 Participating Communities

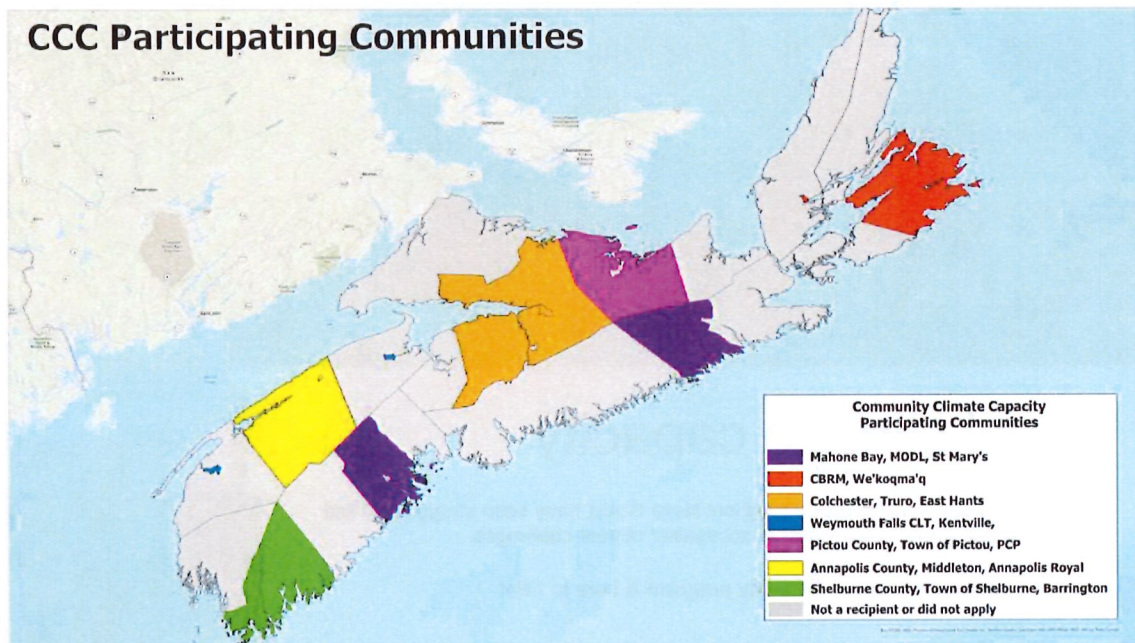
The primary goal of CCC is to help communities:

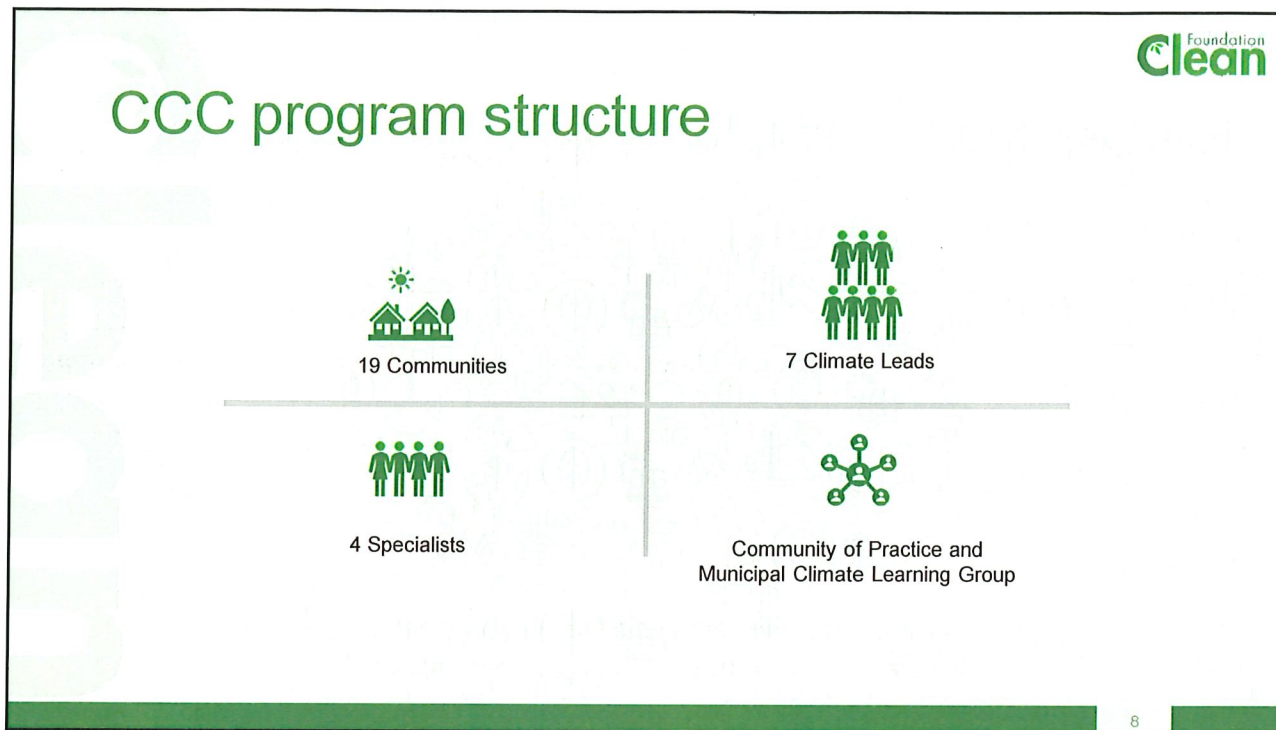
- Identify climate risks;
- Assess opportunities; and
- Develop/implement climate adaptation and mitigation actions.



The program is focused on building **your capacity to implement climate action.**

## CCC Participating Communities



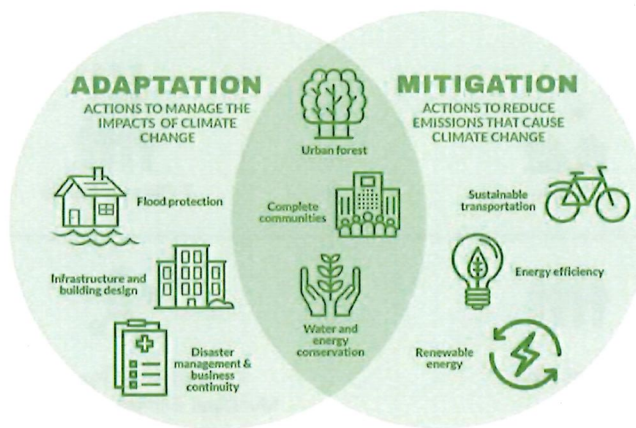


## CCC progress overview

The progress overview slide features the 'Foundation Clean' logo in the top right. It lists several key activities with corresponding icons:

- Leads make regular community visits, averaging one to two per week.** (Globe icon)
- Applied to three (3) funding streams**
  - Low Carbon Communities
  - Local Leadership for Climate Adaptation
  - Growing Canada Community Canopy
- Amount of funds applied for**
  - Requested Total: \$2,513,487
  - Projects Total: \$3,553,316
- Municipal Climate Learning Group**
  - Conducted two sessions, speaking with staff from five different communities
- Onboard communities into the following programs**
  - Net-Zero Communities Accelerator, Quest Canada
  - Natural Asset Initiative Roadmap
  - Climate-Resilient Coastal Communities Program
  - Building to Net Zero Program, ICLEI Canada
  - Bird Friendly Towns
  - Partners for Climate Protection
- Community education and engagement**
  - East Hants Directors Climate Workshop
  - Colchester Inflow & Infiltration Workshop
  - Kentville Pollinator Workshop
  - Annapolis Valley Climate Fair
  - Weymouth Falls Community Mapping Workshop
  - Shelburne Town Council Climate Workshop (upcoming)

# Climate change adaptation and mitigation



Mitigation will help avoid the unmanageable.  
Adaptation is essential to manage the unavoidable.

# CCC Shelburne County Cohort Objectives

1. **Update Climate Documents**
  - Obtain data on climate risks
  - Conduct GHG emissions inventory
  - Community engagement
2. **Scope Review**
  - Develop targets and success indicators
  - Establish priorities and guiding principles
  - Develop Climate Action Plan
3. **Emergency Preparedness**
  - Update emergency management plans and documents
  - Facilitate implementation of strategic projects



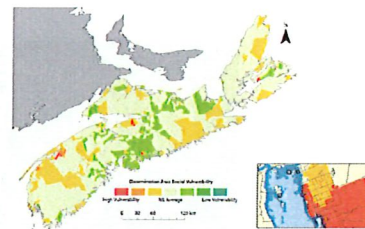
## Programs and Projects

- **Climate Resilient Coastal Communities (CRCC)**
  - Federal fund (NRCAN)
  - Confirmed participation, 2024-2027
  - Participating with Municipality of Barrington, Municipality of Shelburne and Town of Lockeport
- **Thriving Forests Program**
  - Federal 2 Billion Trees program
  - Planning planting projects for interested property owners in 2026
- **Low Carbon Communities (LCC) Project**
  - Provincial fund, Department of Natural Resources and Renewables
  - GHG inventory and community education project, participating with CCC cohort
  - Funding application successful, pending Council confirmation 2025-2026



## Anticipated Programs and Projects

- **Climate Ready Plans and Processes (CRPP)**
  - Green Municipal Fund (federal)
  - Applied Nov. 2024 for two years of funding 2025-2027
  - Funding for hiring shared staff position to conduct climate risk assessment
  - Participating with Municipality of Barrington and Municipality of Shelburne
- **Wildfire Mitigation Cohort Project**
  - Targeting Intact Municipal Climate Resiliency Grant
  - Application due January 31, 2025
  - Regional Fire Smart program coordination





# Shelburne County Climate Action Committee

**Why join us?**

- Help develop and prioritize actions to mitigate GHG and introduce adaptation initiatives to promote climate resilience in Shelburne County's coastal communities.
- Contribute to the Shelburne County Climate Action Plan and support sustainability initiatives across the County.
- Connect with motivated members from diverse backgrounds across municipal boundaries.

**Our mission:**

- Provide guidance to municipal councils on climate action.
- Foster a climate-resilient future for Shelburne County.

**Committee details:**


- 5-10 members representing diverse perspectives.
- Meetings held at least four times a year (schedule TBC).
- Commitment to equity, diversity and inclusion: We encourage residents from all backgrounds to join.

To get involved or learn more, contact Izzie Collier: [icollier@cleanfoundation.ca](mailto:icollier@cleanfoundation.ca).



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## Thank you!

**Clean Foundation**  
Dartmouth, NS

**Working Hours**  
Monday to Friday  
8:30 a.m. to 4:30 p.m.

**Stay connected**  
E: [icollier@cleanfoundation.ca](mailto:icollier@cleanfoundation.ca)  
P: 782-321-6912  
W: [cleanfoundation.ca/cc](http://cleanfoundation.ca/cc)

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**Attorney General  
Justice  
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902-424-4044 Fax 902-424-0510 • novascotia.ca

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| Date              | Dec. 29/24 |
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|                   |            |

October 21, 2024

**Via Email:** [Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca)

Warden Penny Smith, Municipality of Shelburne  
Warden Eddie Nickerson, Municipality of Barrington  
Mayor Rex Stoddard, Town of Clark's Harbour  
Mayor Cory Nickerson, Town of Lockeport  
Mayor Harald Locke, Town of Shelburne

Dear Wardens and Mayors:

**Re: Request for an Organized Crime Unit in South West Nova Scotia**

Thank you for your letter expressing concern regarding the rise in violence and criminal activities affecting our communities, particularly within the high-value fishing sectors in Nova Scotia. I am committed to addressing these serious issues.

The Department of Justice is currently undertaking a comprehensive policing review. This review aims to provide valuable insights into how policing should be delivered across the province, ensuring that our law enforcement delivery models are both effective and responsive to the needs of our communities.

We have shared similar concerns with the senior leadership of the Royal Canadian Mounted Police (RCMP), who have committed to working collaboratively towards mitigating and finding solutions to the growing issue of organized crime. This includes enhancing intelligence-sharing and cooperation with various agencies at all levels.

Your advocacy for a coordinated and multi-agency response is appropriate and in line with actions that are currently underway. The collaboration of agencies, both those directly involved in enforcement and those that may support enforcement measures, are crucial in the efforts to dismantle organized criminal networks. I am committed to supporting the swift and decisive action of all stakeholders to ensure the safety and security of our communities.

Thank you for highlighting this urgent matter. We stand ready to collaborate with your office to address these pressing needs and ensure a safer and more secure future for our communities.

Sincerely,

Barbara Adams  
Minister of Justice and Attorney General



---

4 October 2024

The Honourable Barbara Adams  
Minister of Justice and Attorney General for Nova Scotia

Department of Justice  
1690 Hollis Street  
P.O. Box 7  
Halifax, NS  
B3J 2L6

Email: [justmin@novascotia.ca](mailto:justmin@novascotia.ca)  
Subject: Request for an Organized Crime Unit in South West Nova Scotia

Dear Minister Adams,

We write to you with deep concern regarding the alarming rise in violence and criminal activities that continue to threaten the safety and livelihood of our communities, particularly within the high-value fishing sectors in Nova Scotia. The current situation, marked by acts of arson, assault and property damage demands swift and decisive intervention.

The challenges we face are far-reaching and extend well beyond the sphere of marine resource management. We are now observing indicators of organized crime activity in the area, including increased coordination among individuals exploiting existing enforcement gaps, operating with little fear of reprisal due to the high-profit, low-risk nature of their crimes.

Furthermore, fisheries crime has not received the attention it deserves as a serious criminal issue. Too often, these offenses have been seen through the narrow lens of regulatory breaches rather than being treated as the significant threats to public safety and economic stability that they truly are. The leniency in penalties has only emboldened criminal elements to further entrench their operations.

We urge the immediate provision of additional law enforcement resources to support the efforts of local detachments. The scope of crime affecting our region has far surpassed illegal fishing and has now become a full-fledged public safety crisis.

It is more important than ever that we address this matter following the apparent inaction of the Federal Department of Fisheries and Oceans (DFO) in enforcing existing regulations. The situation is rapidly

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deteriorating, and we are facing the consequences of unchecked criminal activity and are concerned it will expand into Shelburne County. Inaction is not an option.

We strongly advocate for a coordinated and multi-agency response, encompassing collaboration among law enforcement bodies at all governmental levels. This includes enhanced intelligence-sharing and cooperation with international partners, as well as the active involvement of agencies such as CBSA, labour, and tax authorities. It is only through such a comprehensive approach that we can begin to dismantle the organized criminal networks currently operating with impunity.

Given the escalating violence, especially in the region of Clare, and the increasing risk to public safety, we also encourage you to form an Organized Crime Unit. Dedicated investigative teams, equipped to target and dismantle criminal organizations at their core, are urgently needed. The failure to act decisively in this moment risks not only the security of our communities but also the integrity of our natural resources and the rule of law itself.

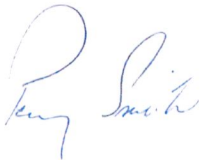
We appreciate your attention to this urgent matter and stand ready to collaborate with your office to address these pressing needs. Our communities depend on swift and effective action to ensure a safer and more secure future.

Yours Sincerely,

Warden Penny Smith  
Municipality of Shelburne

Warden Eddie Nickerson  
Municipality of Barrington

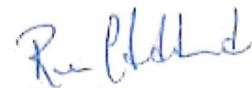
Mayor Rex Stoddard  
Town of Clark's Harbour



Mayor Cory Nickerson  
Town of Lockeport



Mayor Harald Locke  
Town of Shelburne



Cc: Chris d'Entremont, MP West Nova  
Rick Perkins, MP South Shore-St. Margarets  
Minister Dominic LeBlanc  
Minister Kent Smith  
Maritime Fisherman Union  
Municipalité de Clare  
Jeff LeBlanc, RCMP  
Mark MacPherson, RCMP  
Warden Yvon LeBlanc - Municipality of Clare



**Jill Webb**

**From:** Sarah Mattatall  
**Sent:** January 3, 2025 2:27 PM  
**To:** Jill Webb  
**Subject:** FW: Loring Day NSCOPA  
**Attachments:** COP ADD.png

|                       |   |
|-----------------------|---|
| Document #<br>D25-003 |   |
| Rec'd by<br>JW        |   |
| Date<br>Jan 3/25      |   |
| COPIES TO:            |   |
| Council               | ✓ |
| Agenda                | ✓ |
| Committee             |   |
|                       |   |

**From:** NSCOPA President <president@nscopa.ca>  
**Sent:** December 3, 2024 9:12 AM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Subject:** Loring Day NSCOPA

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

Good morning Sarah, my name is Loring Day, and I am the Nova Scotia Citizens on Patrol Association president. Would it be possible to put this attachment in your web site. We have been working with the RCMP headquarters in Dartmouth and rural RCMP detachments in NS for the past year. How ever the COP has been around for over 25yrs in Nova Scotia.

Here is some information on the RCMP's partnership with COP:

### **Citizens On Patrol Origin**

*The United Kingdom and the United States have had various types of citizen patrol programs in operation for a number of years. The RCMP in British Columbia were the first to introduce the Citizen On Patrol program in Canada, and did so in conjunction with its community based policing model. The concept has since spread across Canada.*

*Citizens On Patrol in Nova Scotia began in Lower Sackville in 1991 when a local resident who wanted to do something about crime in his community approached the RCMP and enquired about what he could do as a citizen to help reduce crime.*

### **COP Program Defined**

*Citizens On Patrol (COP) is made up of community residents who volunteer their time in crime prevention and patrol activities. They do not wear uniforms and are not RCMP employees. They belong to a community-led program which operates independently from the police and is supported by the police. The relationship between COPs and the RCMP is one of a partnership where both have the common goal of a safer community.*

*COP volunteers are trained by the RCMP and are the eyes and ears of their community who make regular patrols using their personal vehicles. They are required to contribute a minimum of four (4) patrol hours*

per month. While making patrols, COP members make observations and take notes of areas visited. Should suspicious or unlawful activity be observed during the course of these patrols, RCMP detachments are contacted and details of the suspicious or unlawful activity is reported for appropriate action.

### **Current status of the program**

NSCOPA groups in the province are committed to crime prevention initiatives. Some groups, through fundraising, have purchased portable speed radars each of which is mounted on a trailer. These groups are responsible for setting up the radar in high traffic areas in order to collect statistics such as vehicle speeds for the RCMP. As well, they are utilized as a preventative tool to discourage speeding and promote safe driving. Groups also assist with other crime prevention initiatives such as the Lock It and Pocket Program. This program reminds the public to lock their vehicles and pocket the keys or risk having their belongings stolen. Pamphlets are passed out and placed on vehicles by NSCOPA volunteers during the holiday season.

### **Training of COP Volunteers**

Training is held by the RCMP and NSCOPA for new and existing members. Training includes note taking, report writing, memory and observation skills, and duties and responsibilities of NSCOPA members.

### **How to become a COP volunteer**

In order to become a NSCOPA volunteer, you must go on line at ([Citizens on Patrol - Nova Scotia \(nscopa.ca\)](http://nscopa.ca)) to complete an application.

- Be at least 19 years of age.
- Possess a valid driver's license and maintain a good driving record.
- Complete an interview.
- Pass the security screening required by the RCMP.

Thanks

Loring Day  
902-715-4020

President  
NSCOPA



**COPY**

P.O. Box 670  
162 Mowatt Street  
Shelburne, NS  
BOT 1W0  
Phone: (902) 875-2991  
[www.shelburnens.ca](http://www.shelburnens.ca)

December 18<sup>th</sup>, 2024

Millbrook First Nation  
PO Box 634  
Truro, NS  
B2N 5E5

Dear Chief Robert Gloade,

We hope this letter finds you well. I am writing on behalf of the Town of Shelburne in response to your letter and to share the historical background of Cornwallis Street in our community and to clarify an important distinction regarding its namesake.

Cornwallis Street in Shelburne, Nova Scotia, is named after General Charles Cornwallis, a British military leader who played a significant role during the American Revolutionary War. General Charles Cornwallis was not only a prominent figure in British history but also connected to the founding period of Shelburne, as many Loyalists who settled in the area were familiar with his leadership during the conflict.

It is important to note that General Charles Cornwallis is distinct from his uncle, Edward Cornwallis, who served as the Governor of Nova Scotia and is a more controversial figure due to his policies and actions toward the Mi'kmaq people during the early colonization of the province. We understand the sensitivities surrounding Edward Cornwallis' legacy and want to emphasize that our Cornwallis Street was not named in reference to him.

The Town of Shelburne values our shared history and the importance of fostering mutual understanding and respect. If there are further questions or concerns about the historical context of Cornwallis Street or if there are opportunities for collaborative efforts to recognize and honor Indigenous history and culture in our community, we would be eager to engage in dialogue.

Thank you for taking the time to consider this clarification. We look forward to maintaining and strengthening our relationship with the Mi'kmaq Nation and other Indigenous communities.

Sincerely,

Stanley Jacklin  
Mayor, Town of Shelburne

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| Document # | D25-004                             |
| Rec'd by   | JW                                  |
| Date       | Dec. 18/24                          |
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| Committee  | <input type="checkbox"/>            |
|            | <input type="checkbox"/>            |



P.O. Box 670  
162 Mowatt Street  
Shelburne, NS  
B0T 1W0  
Phone: (902) 875-2991  
Fax: (902) 875-3932  
[www.shelburnens.ca](http://www.shelburnens.ca)

December 11<sup>th</sup>, 2024

Mr. Jared Purdy  
Regional Executive Director of Education  
Tri-County Regional Centre for Education  
79 Water Street  
Yarmouth, NS  
B5A 1L4  
[jared.purdy@tcrce.ca](mailto:jared.purdy@tcrce.ca)

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| Document # |                                     |
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| Rec'd by   |                                     |
| gw         |                                     |
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| Dec. 11/24 |                                     |
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| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
|            | <input type="checkbox"/>            |

Subject: Request for Clarification and Action Regarding Bussing Issues in Shelburne

Dear Mr. Purdy,

I am writing on behalf of the Town of Shelburne Council and residents to express our ongoing concerns regarding the current state of school bussing in our community. These issues have caused significant inconvenience for students, parents, and educators alike, and we are seeking clarity and prompt resolution.

First, we would appreciate an update on the status of combined bussing arrangements. There were discussions about this initiative back in the Spring, but many in the community are unclear on the progress and outcome of these plans. Could you please provide a detailed explanation of the steps taken so far, the results achieved, and any next steps being considered? If the initiative is not proceeding, we would like to understand the reasons behind this decision.

Additionally, we are deeply concerned about the frequent cancellations of bus routes, late buses, missed stops, etc. in our area. These disruptions have posed challenges for families, many of whom rely on the bus service as the primary means of transportation for their children to and from school. Could you provide an explanation for the high number of these disruptions? Specifically, we would like to understand whether these issues are due to driver shortages, mechanical problems, scheduling conflicts, or other factors.

Furthermore, we would like to know what measures are being implemented to address and resolve these issues. Is the Centre actively recruiting more drivers, investing in fleet maintenance, or revising schedules to ensure consistent service? Transparency about the

actions being taken would help restore confidence in the system and reassure parents that their concerns are being heard and addressed.

We understand that managing a transportation network involves many challenges. However, reliable school bussing is essential for the education and well-being of our students, and we trust that you share our commitment to resolving these issues swiftly and effectively.

Thank you for your attention to these matters. We look forward to receiving your response and learning more about the steps being taken to improve the bus services in Shelburne.

Sincerely,

Stanley Jacklin  
Mayor, Town of Shelburne



Cc:  
Shelburne Regional High School SAC Chair  
Hillcrest Academy SAC Chair



**Municipal Affairs  
Office of the Minister**

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

|            |            |
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| Document # | D25-006    |
| Rec'd by   | gw         |
| Date       | Jan. 21 25 |
| COPIES TO: |            |
| Council    | ✓          |
| Agenda     | ✓          |
| Committee  |            |
|            |            |

December 30, 2024

Dear Mayors, Wardens and Councillors:

I am writing today to commend all municipalities for successfully adopting the legislated Code of Conduct within the required timeline. Province wide adoption of this essential framework reflects a shared commitment to fostering respectful and constructive dialogue at the Council table.

The development of the Code of Conduct framework illustrates the significant collaboration between municipal governments and the Government of Nova Scotia. I would like to express my appreciation to the members of the Code of Conduct Working Group for their commitment and hard work over the past three years in developing and recommending a model that will effectively serve all 49 municipalities and 21 villages.

I would like to highlight that the Working Group recommended reviewing the Code three years after its implementation. This thoughtful approach underscores the importance of continuous evaluation and improvement to ensure that the Code continues to effectively support respectful and constructive conduct at the Council table.

Thank you, once again, for your commitment to the new municipal Code of Conduct. I am confident that this new standard will create a more positive work environment for municipal elected officials across Nova Scotia.

I look forward to our ongoing collaboration in the New Year as we engage in projects that will have meaningful impact on our communities.

Sincerely,

Honourable John A. Lohr  
Minister of Municipal Affairs

c: Chief Administrative Officers



December 19, 2024

Council members  
Town of Shelburne

Dear Councillors,

On behalf of the Nova Scotia Association of REALTORS® (NSAR) and our members, please accept our heartfelt congratulations on your election as Councillor in Town of Shelburne!

We are pleased to welcome strong leaders who recognize the important economic, social, and environmental impacts of appropriate, income-accessible housing in our communities.

NSAR represents over 2,100 salespeople and brokers across the province. We are the voice of real estate in Nova Scotia.

REALTORS® are a key component of the local economy. In 2023, housing transactions through the NSAR MLS® System generated **over \$586 million in spin-off spending and an estimated 4,400 jobs across the province.**

REALTORS® believe everyone should have a place to call home. Inventory and vacancy rates are extremely low across our province. Without housing, our communities suffer.

**REALTORS® have ideas that can help.** We look forward to talking to you and your colleagues about actions we can collectively take to ensure that everyone has a place to call home.

Each region of Nova Scotia has volunteer REALTORS® who serve on our Provincial/Municipal Affairs Committee (PMAC). These REALTORS® are your local experts and can be called upon for the most up-to-date local housing data and information.

Please feel free to reach out to Paige Hoveling, Stakeholder Relations Manager, at [phoveling@nsar.ns.ca](mailto:phoveling@nsar.ns.ca) or 902-568-5764 to be connected with your local REALTOR® or receive housing data, support, or housing expertise during your term.

We look forward to working with you and your council colleagues on actions we can take to ensure that every Nova Scotian has a place to call home.

Sincerely,

Roger Boutilier  
Chief Executive Officer

Andrew Gilroy  
President

Suzanne Gravel  
Chair, Provincial/Municipal Affairs Committee

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| Document # | D25-007   |
| Rec'd by   | gwo       |
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**Town of Shelburne**  
 Staff Report to Council  
 January 6, 2025

**Growth and Renewal for Infrastructure  
 Development Program (GRID)**

|                   |            |
|-------------------|------------|
| Document #        | D25-008    |
| Rec'd by          | Jan. 31/25 |
| Date              | gaw        |
| <b>COPIES TO:</b> |            |
| Council           | ✓          |
| Agenda            | ✓          |
| Address Committee |            |
|                   |            |

**Overview:**

At the December 2<sup>nd</sup>, 2024, Council meeting, there was a discussion regarding the introduction of the Growth and Renewal for Infrastructure Development (GRID) program. This program supports investment in priority municipal infrastructure projects that address critical capacity issues, build more accessible and adaptable communities, and enable the preservation and expansion of services to support housing.

A key requirement of the grant application is for Council to pass a motion identifying project priorities for submission. At the time of the program's announcement, staff were actively working to identify high-priority projects that would align with the upcoming developments in the community. As the deadline for submission was December 14<sup>th</sup>, staff engaged the Town's contracted engineers to assess and identify critical areas within our wastewater infrastructure system that would best support anticipated development projects.

**Proposed Amendment:**

Upon further review, staff propose an amendment to the original motion passed on December 2<sup>nd</sup>, 2024, to better reflect the most pressing infrastructure needs related to the Town's development priorities.

**Original Motion (December 2<sup>nd</sup>, 2024):**

THAT Council prioritize the following capital projects for submission to the Growth and Renewal for Infrastructure Development (GRID) Program:

1. Dock Street Stormwater/Wastewater Line Upgrades and Associated Pumping Stations
2. Landfill Decommissioning Project (Phase 1, Continuation)

**Recommended Amended Motion:**

THAT Council prioritize the following capital projects for submission to the Growth and Renewal for Infrastructure Development (GRID) Program:

1. Wastewater Infrastructure Study & Upgrades for Development Projects
2. Landfill Decommissioning Project (Phase 1, Continuation)

**Rationale:**

The updated project priority—*Wastewater Infrastructure Study & Upgrades for Development Projects*—better addresses the immediate need for wastewater infrastructure improvements that are critical to supporting future development in the Town. This approach will ensure that new housing and other community projects have the necessary infrastructure in place to proceed.

By amending the motion, Council ensures that the Town is strategically aligning its infrastructure investments with long-term development goals, increasing the chances of

# Growth and Renewal for Infrastructure Development Program (GRID)

|            |         |
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| Document # | D25-008 |
| Rec'd by   |         |
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## Application Guidelines 2024-25

### Introduction

The Growth and Renewal for Infrastructure Development Program (GRID) supports investment in priority municipal infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services to support housing.

This program was established as part of the renewed Service Exchange Agreement between the Province and the Municipalities. This partnership led to the creation of GRID, an application-based program, which supports provincial priorities and provides municipalities with increased flexibility in leveraging funding.

### Funding

The program may provide funding for 50% of eligible project costs, though the actual cost-sharing percentage could vary based on project specifics or budget availability.

Applicants must demonstrate their ability to cover the remaining project costs through municipal and/or other funding sources.

Funding from GRID can be leveraged by municipalities as their portion of any cost-shared infrastructure program, provided that the other programs do not prohibit this. If recipients choose to use multiple funding sources for a project, they are responsible for understanding the specific requirements of each grant program. All grants supporting the project must be clearly outlined in the project proposal. If additional grants are obtained after GRID funding approval, recipients must inform DMAH.

Funding priority will be given to shovel-ready projects that help communities address critical capacity issues, health and safety, expand services, build more accessible and adaptable communities, and projects that enable and/or preserve housing.

Preference will be given to projects where funding sources are secured or where the project can proceed regardless of securing other funding sources.

## Eligible Recipients

This program is available to Nova Scotia Municipalities and Villages.

## Eligible Projects

Eligible projects include:

### 1. Water, Wastewater and Stormwater

Construction, expansion and/or renewal of:

- Facilities for the treatment and disposal of sanitary sewage
- Sanitary sewage collection systems
- Water intake, treatment, pumping and storage facilities
- Water transmission and distribution systems
- Construction, expansion and /or renewal of storm sewers
- Infrastructure which reduces/eliminates combined sewer overflows

### 2. Climate Change Adaptation

- Capital Project Recommendations from Climate Hazard/Risk Assessments
- Coastal and Inland Flooding Adaptations

### 3. Accessibility

- Capital projects required to comply with *Accessibility Act*
- Projects supported by accessibility plans
- Accessibility improvements to municipal infrastructure including sidewalks and active Transportation (excluding Fleet)

## Eligible Costs

Eligible costs include:

- Engineering services and project management
- Design as a stand alone project
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

## Ineligible Costs

Ineligible costs include:

- Interim financing costs
- Non-fixed assets which are not essential for the operation of the asset
- Operation and maintenance costs
- Land acquisition
- Leasing land, buildings and other facilities
- Real estate fees and related costs
- Overhead costs, including salaries and other employment benefits of any employees of the Recipient

## Application and Submission

Municipal applicants may submit a maximum of 2 applications, but only 1 can be approved per cycle. A council motion must accompany the submissions and identify project priority. Village applicants may submit a maximum of 1 application. A motion from both the Village Commission and Municipal Council must accompany the submission.

Only 1 project can be active under this program at a time. An applicant is not eligible for another project until their project is complete.

The application form can be downloaded from the program [website](#). You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'GRID Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email [GRID@novascotia.ca](mailto:GRID@novascotia.ca). Please make sure that you have confirmation from the Department of Municipal Affairs and Housing (DMAH) that your completed application has been received.

The application submission must include:

- **Council Resolution:** a Municipal resolution of Council supporting the submission of the project for funding consideration under GRID. Village applications require confirmed support by the Municipality.
- **Cost Estimate:** A detailed cost estimate for the project is required. A template is provided by DMAH. Preference will be given to projects with Class A estimates.
- **Location Shapefile:** a kml file of the project location.

## Review Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met. Incomplete applications may result in your project not being reviewed for funding consideration.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

It should take 6 to 8 weeks for the DMAH to review funding applications and let you know if your application is approved.

## Evaluation Criteria

Applications are screened for eligibility and then recommended for approval based on but not limited to:

- Whether project addresses a critical capacity issue (e.g. treatment plant over capacity)
- Whether project addresses an immediate environmental and/or health and safety issue
- How the design and implementation considers impacts of climate change.
- Does the project meet accessibility regulatory requirements (i.e. *Accessibility Act*) or align with municipal accessibility plans?
- If the project enables housing development (e.g. the upgrade or extension of water/wastewater services that support new housing or preserve existing ones) and the number of units.
- Project readiness (i.e. preference given to projects which have detailed design complete and are ready to begin construction phase)

## Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of the approval. DMAH will release 100% of the payment upon receiving the signed T&Cs.

## Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request (i.e. Progress Monitoring Report) must be submitted to and approved by DMAH.

## Project Completion

The project must be complete, and all invoices must be dated no later than March 31, 2026. Only 1 active project under this program is permitted. Not eligible for another until active project is complete.

DMAH has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

## Final Reporting

Recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH. DMAH will provide the required reporting templates to successful recipients.

The Project Closeout Report must confirm all project outcome indicator values as selected in application. (refer to Appendix A: Outcome Indicators).

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

If feasible, please include a (pre and post completion) digital photo of your completed project with the Project Closeout Report. These photos may be used for media requests, reports, presentations, or communication purposes.

## Communications

Funding approvals must be kept confidential until DMAH has coordinated a public program announcement.

The contribution by DMAH must be recognized in any project promotion or communication.

A list of successful project applicants may be made public after the process is completed.

## For More Information

### **Growth and Renewal for Infrastructure Development Program**

Department of Municipal Affairs and Housing  
1505 Barrington Street, Floor 8 N  
PO Box 216, Halifax, NS  
B3J 2M4  
902-424-6642

[GRID@novascotia.ca](mailto:GRID@novascotia.ca)

## APPENDIX A-Outcome Indicators

### Water

**Outcome Indicator:**

Length of deteriorated water pipe replaced (m)

Existing # of households with improved municipal water service

Length of water service extended or upgraded (m)

Increased # of properties with access to municipal water system

Increased # of households that will have improved fire protection

Increased # of households that will be equipped with residential water meters

Increased capacity to supply, treat or store potable water (m<sup>3</sup>)

### Wastewater/Stormwater

**Outcome Indicator:**

Length of deteriorated wastewater pipe replaced (m)

Length of wastewater service extended or upgraded (m)

Increased # of properties with access to municipal wastewater system

Increased capacity to collect and/or treat wastewater (m<sup>3</sup> per year)

Length of combined sewer systems separated (m)

Type of stormwater asset(s) receiving improvements. Specify # and/or length of asset(s).

## Climate Change Adaptation

### Outcome Indicator:

# of properties where climate change risk is reduced

## Accessibility

### Outcome Indicator:

# and type of assets (municipal buildings, playgrounds, beaches, etc.) that have received new accessibility features & improvements

Length and type of active transportation assets (sidewalks, trails, etc.) receiving accessibility improvements (km)

**Jill Webb**

**From:** Sarah Mattatall  
**Sent:** January 2, 2025 10:48 AM  
**To:** Jill Webb  
**Subject:** FW: Follow-up on Council's Review of SVFD Bylaws  
**Attachments:** SVFD By Laws December 2024 v1.14 Town Amendment Request.pdf

|            |           |
|------------|-----------|
| Document # | D25-009   |
| Rec'd by   | JW        |
| Date       | Jan. 2/25 |
| COPIES TO: |           |
| Council    | ✓         |
| Agenda     | ✓         |
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|            |           |

**From:** Mike Shand <mshand@gmail.com>  
**Sent:** December 17, 2024 8:52 AM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Shelburne Volunteer Fire Department <shelburnefire@gmail.com>  
**Subject:** Re: Follow-up on Council's Review of SVFD Bylaws

Hey Sarah

We had our meeting and discussed with the membership the 2 items you had returned.

## ARTICLE XII - GENERAL

7. 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 up to a maximum of five thousand (\$5000) dollars.

The membership has requested that a monetary value of \$5000 be set for this section. After discussions as well, I believe it has been the Department not the Town that has paid for this type of thing in the recent past.

## 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.

We have left the RCMP out of the 'Honorary Membership' because of the new definition, they do not fit the requirement (they can become a member of the department if they'd like). The only benefit in being an Honorary Member historically was being able to attend the annual FD Smoker. They are invited anyway along with EHS, GSAR, etc. There has never been an RCMP member at a FD meeting. They have keys to the building to use the gym. With all this, there was no need to have them listed as Honorary Members of the department.



Document #  
D35-010  
Date  
12/17/24  
Compiled by  
Ilan White

# Library Report

Compiled by Ilan White

## What does it take to adopt-a-book?

It is exciting to see new books on display at your local library during Western Counties Regional Library's Adopt-A-Book campaign (AAB).

By the end of the two-month campaign on Nov. 30, people donated \$21,362.75, adopting 690 books.

But, what does it take to get that book on display and available to the public during this vital fundraiser?

"About four months before the start of the campaign, much of my time is spent updating the staff binders, containing posters, procedures, forms, and various supplies," says Office Manager Yvonne LeBlanc. "These are sent to all 10 library branches before the start of the campaign, along with the new books available to be adopted."

Before the campaign begins, Collections Manager Lydia Hunsberger and Acquisitions Clerk Karen Doucet meet. They work together to ensure the branches have the books they need for the campaign.

### Six-Month Head Start

"I start thinking about Adopt-A-Book about six months in advance," says Hunsberger. "I make sure we have our supplies. I work with our (book) vendors to make sure things arrive more or less ready to go. I review all of our internal staff



Yarmouth library clerk River Clairmont places an Adopt-A-Book bookplate in the front of a newly adopted book. Library clerks play a critical role in the campaign's success.

procedures to make sure the campaign runs as smoothly as possible."

"Most people probably don't realize purchasing for Adopt-A-Book is largely done by one person," she says. "It's a big job."

Doucet has to get the items into the library catalogue. This can affect the processing and circulation of other items.

The Adopt-A-Book items are more labour intensive. Doucet has to create labels and bookplates, and confirm pricing

for the tags on the outside of the books that are to be adopted.

Once the books are ready, they need to go through a four-step process to be added to the library catalogue.

"This is very time consuming and is often the stage in which errors will occur," she says.

On the front lines, the library clerks play a critical role in the campaign's success.

Some of the library branch staff organize fundraisers for AAB.

Continued on next page

# Branch Adopt-A-Book supporting fundraisers allows everyone to help

Continued from Page 1

"We spent a lot of time on the Adopt-A-Book Chance Auction fundraiser," says Digby library clerk Cindy Hazel. The staff gather donations, set up prize packs and prepare publicity for the auction.

"We also have to prepare a display for the books to be adopted," adds fellow Digby clerk Jadyn Samson.

Samson says the auction allows those who might not be able to adopt a book still contribute by buying a ticket. All funds raised buys new books for the library.

The library's Clare and Weymouth branches ran 50/50 fundraisers during the campaign.

## People Get to Choose Books

Samson and Hazel say people get excited about the fundraiser because they choose the books.

Hunsberger loves ordering and selecting the books, but she has to ensure each branch gets the right mix of books.

"I need to make sure all the branches have a diverse selection of books. I also need to be aware of trends and demand for certain items, which can be a challenge," she says. "It makes me happy when I can send out a book that I know patrons will be excited to see on the shelves."

Doucet is a bit removed from the excitement the campaign generates in the branches. She is always buoyed by news of people's generosity.



**Some library branches create mini-fundraisers in support of the Adopt-A-Book campaign such as the chance auction at the Digby library. They allow people who may not be able to afford a bigger donation support the cause.**

"I enjoy learning about the incredible donations that come through, such as Y-Con and Friends of the Library groups," she says. "It is very heartwarming when I witness the overwhelming support and appreciation extended to the library."

**"It is very heartwarming when I witness the overwhelming support and appreciation extended to the library."**

**— Acquisitions Clerk Karen Doucet**

LeBlanc is also impressed with how library users respond to the campaign.

"The thing I enjoy the most about Adopt-A-Book is seeing how many of the same patrons donate to every Adopt-A-Book campaign," she says. The campaign began in 1996 and happens every two years.

"I feel that the public want to help their library by donating to the fundraiser," says LeBlanc. "It is a way of saying 'thank you' for the library service they receive."

Samson and Hazel agree.

"The public seems to respond well to the fundraiser," Hazel says. "They want to help the library as they appreciate all that we do."

Hunsberger knows how expensive the books are and how difficult things are in today's economic environment.

"I think it's amazing that folks are coming out and showing support for their library," she says.

"Books are not cheap, and I've noticed a big increase in cost over the past year. With costs rising in all other areas of life, the fact that people are still willing to come out and adopt a book to support their library is incredible."

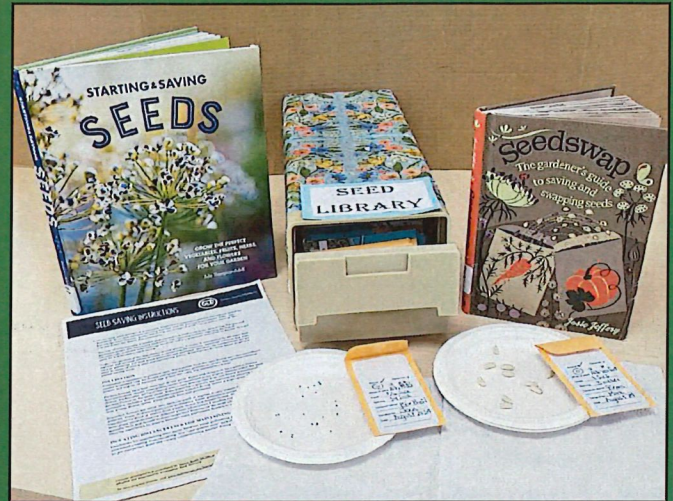
# AROUND THE BRANCHES

## Barrington

### Headquarters



Staff gathered for an in-service on Nov. 15. The valuable, day-long training session covered a wide-range of topics, including Naloxone training, pictured above.



Barrington library staff are preparing to launch a seed library in the spring of 2025.

## Digby



Headquarters long-time volunteer Mark Pitman, seated, enjoys his birthday celebration in the boardroom with Headquarters staff and management on July 10. His birthday was July 11. He started volunteering at the library in 1991.

## Clare

Effective Jan. 1, 2025, the new hours for the Clare library will be:

- Tuesday 12:30 – 8 p.m.
- Wednesday 12:30 – 5 p.m.
- Thursday and Friday 9:30 a.m. – 12:30 p.m. and 1:30 – 5 p.m.
- Saturday 10 a.m. – 1 p.m.



This visiting artist from British Columbia volunteered to create a fall scene on the Digby library chalk board on Aug. 29.

# AROUND THE BRANCHES

## Lockeport



Friends of the Lockeport Library contributed \$1,000 toward the cost of the new coat of paint to brighten the walls of the library. The top two photos are before and the bottom two are after the work.

## Shelburne



This Primary class from Hillcrest Academy visited McKay Memorial Library on Nov. 14. Look at all the great books they borrowed during their time at the library.



Children and parents mingle and share stories during Shelburne library's Family Fun program on Friday mornings. Above, a little one is being read to by his mom and a new friend. The program provides socialization, reading and creativity skills for young families.

## Weymouth

A library user with visual impairment and a friend visited the Weymouth branch because she was having trouble using Libby, the library's digital collection app. The clerks helped the pair learn how to use Libby and both can now read/listen to their favourite authors.



A three-session painting class for beginners with library clerk Michelle Doucette, right, introduced mixing paint colours and using different pallets such as wood, canvas and plastic ornaments. It also allowed older adults to socialize while learning a new skill.

## Accessibility Advisory Committee Meeting Minutes

Tuesday December 3<sup>rd</sup>, 2024

Start time: 3:00 pm

(In Person Meeting)

**In Attendance:** Adam Dedrick, Holly Perry, Jessie Dyer, Michelle Vacon, Eric MacIntosh, Terry Stacey, Frances Scott, Catherine Jones, Theresa Cruz, Craig Hillen, Ron Coole

**Regrets:** Wanda Buchannan, Alyssa Adams, Morgan Stewart Flynn, Penney Smith, Kent Balish

**Call to Order:** Meeting was called to order by Adam at 3:06pm

**Agenda Approval:** Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Eric and 2<sup>nd</sup> by Ron.

**Minutes of Previous Meeting:** Meeting minutes from September 24<sup>th</sup>, 2024 were reviewed and approved electronically. This was moved by Terry, 2<sup>nd</sup> by Eric.

### Business:

- a) **Welcome and Introduction:** All members, staff and council members introduced themselves to the new members
- b) **Accessibility Coordinator Update:** Michelle gave an update on what she has been working on (see attached report for details) A summary of the community consultation report was also discussed. (see attached report for details)
- c) **Accomplishments and Actions to add to Accessibility Plans:** The importance of having policies drafted was discussed. It was agreed that reviewing one drafted policy at a time was important as it is a lot of information at once. The focus starting out will be the Accommodations Policy.

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| Document # | D25-011   |
| Rec'd by   | gw        |
| Date       | Jan. 2/25 |
| COPIES TO: |           |
| Council    | ✓         |
| Agenda     | ✓         |
| Committee  |           |
| Vacon,     |           |
|            |           |

The importance of training opportunities was discussed. It was recommended that all employees and council members look into the accessibility foundations and OnDemand options available through "Ace".

- d) **Suggestions of Actions to Add to Plan from AAC Members:** At the next meeting it was suggested that each municipal unit break out into focus groups to discuss the priorities highlighted in the action plans.

#### **Other Business:**

- a) The importance of having the Accessibility Coordinator's position being long term (minimum of two more years) was discussed in length. The value of having this position continue was recognized by those present and there was agreement that an effort should be made to try to advocate for continuing the Accessibility Coordinator position beyond the current end date of March 31, 2025. It was pointed out that there is a role for our three municipal Councils to play in dealing with the Province of Nova Scotia whose new legislation mandates us to continue this important accessibility work. As a result of the discussion, the following motion was forthcoming.

**It was duly moved and seconded that it be recommended to all three Councils that they work together to prepare and send a letter to the Minister of Justice asking for financial assistance to extend the Accessibility Coordinator position for Eastern Shelburne County for a minimum of two more years. Motion carried.**

Further to this Councillor Craig Hillen from the Town of Lockeport agreed to draft such a letter for review, which Holly will circulate to ESCAAC members prior to the next round of council meetings.

**Next Meeting Date:** Tuesday January 28<sup>th</sup>, 2025, from 3-4:30pm in Shelburne Municipal Building. Meeting Adjourned 4:47pm.

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| Document # | D25-012    |
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| Date       | Jan. 21/25 |
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| Council    | ✓          |
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## Analysis of Currently Designated Properties

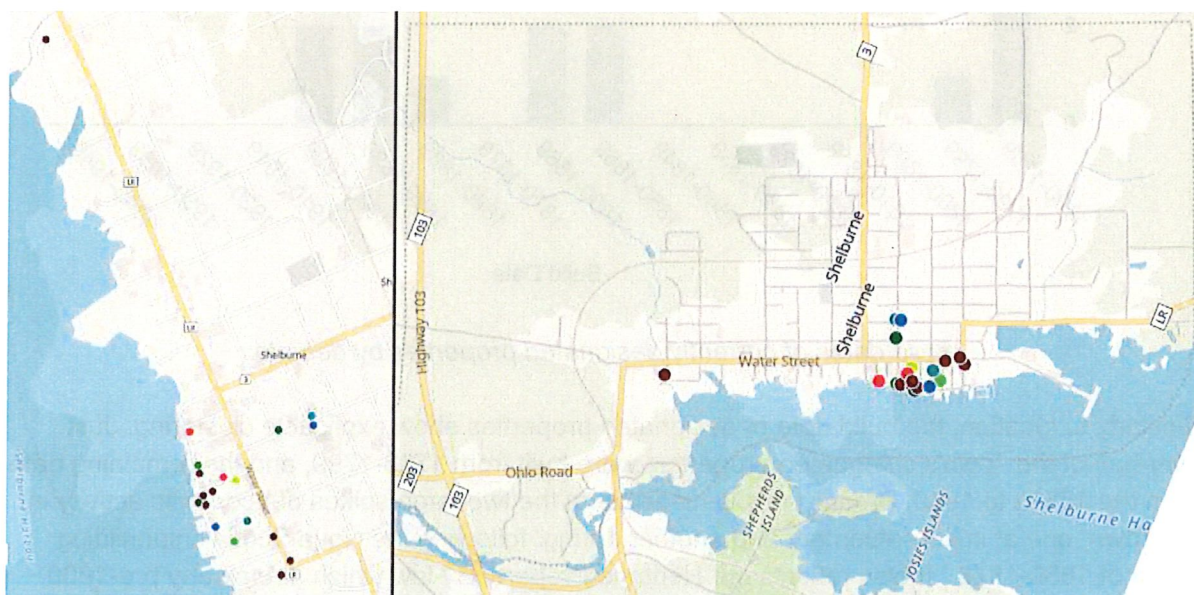
In preparing this analysis, I relied on information contained in the [Heritage House Inventory](#) (HHI) of Shelburne carried out by Mary-Lee Gonzaga from 1986-1989, and on the HistoricPlaces.ca listings for these properties. I am happy to amend any errors, omissions or oversights. See Appendix 1 for the full table.

My analysis and recommendations reflect my bias towards managing our 'roster' of designated properties to reflect the broadest possible swath of our Town's cultural and architectural history, incorporating examples of buildings of varied date, style, location, and historical association.

Other valid approaches could include designating as many of the oldest properties as possible, or selecting properties which would appear to us to be under threat.

It may be worthwhile for us to do some group goal-setting and establishing our own criteria for designation, beyond what is laid out in the Heritage Property By-Law. What do we hope to achieve and how do we propose to go about it?

### Location



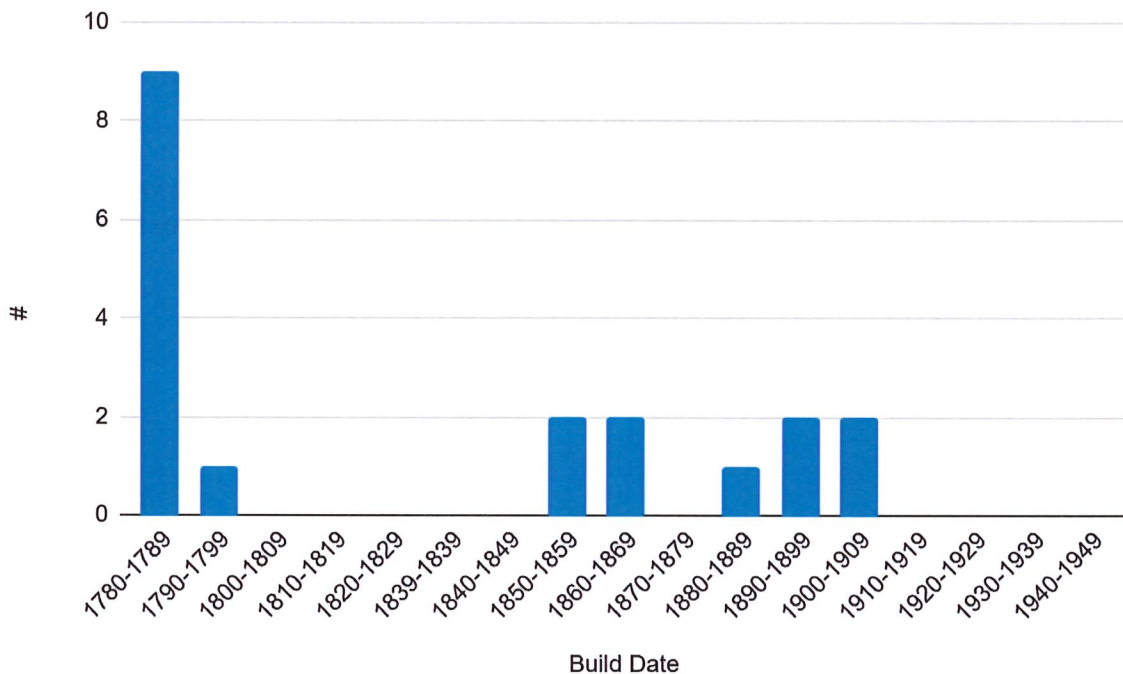
*Left: Map showing approximate locations of currently designated properties  
Right: Map showing same properties in the context of town limits*

The 19 properties that have been historically designated by the Town of Shelburne are clustered almost entirely within or adjacent to the Heritage-Waterfront Zone (H-W Zone). Only one

property is north of King Street, none are south of George Street, and only three are on streets east of Water Street.

This cluster is not unexpected, as it occurs in the densest part of the Town and where many of the oldest surviving buildings are located. Nevertheless, I recommend that as we select and evaluate properties for designation, we take the geographic distribution into account and, if possible, represent other parts of the Town in our listing.

## Build Date



*Build dates of currently designated properties by decade*

Similarly to location, the build date of designated properties show explicable clustering. Just over half of the Town's designated properties were built from 1783-1799, and the remaining date from the 1850s to 1900. Broadly, this is reflective of the two large spikes of economic activity in the Town; one at initial settlement and another during/ following the Nova Scotia shipbuilding boom of 1850-1878.<sup>1</sup> It also reflects our Heritage Property By-law which deems any pre-1900 building, landscape, or feature "heritage property" by default. Post-1900 buildings must qualify based on their historical and architectural value.

When considering future designations, we can attempt to address this by giving preference to properties with a build date within our current gaps.

<sup>1</sup> <https://www.parl.ns.ca/woodenships/why.htm>

## Architectural Style

As one would expect from the location and build date of the majority of our designated properties, nearly half are in the architectural style Gonzaga called 'New England Colonial', commonly referred to as Georgian in Canadian contexts. These date from 1783 to bef. 1800.

The next most represented style is Greek Revival, but these properties have build dates that range from the 1850s to the 1900s.

| Architectural Style<br>(as described in the HHI) | Years     | Count |
|--|-----------|-------|
| NE Colonial (i.e. Georgian)                      | 1780-1799 | 9     |
| Greek Revival                                    | 1850-1909 | 5     |
| Dutch Colonial                                   | 1780-1789 | 1     |
| Gothic Revival                                   | 1890-1899 | 1     |
| Queen Anne Revival                               | 1900-1909 | 1     |
| Second Empire                                    | 1860-1869 | 1     |
| Vernacular                                       | 1860-1869 | 1     |

All other architectural styles listed are represented by single examples (including the "catch-all" of 'Vernacular'). There are many other styles that are present in Shelburne's streetscapes that are not currently represented. It might be worthwhile to look for those in our existing HHI, or just by our own observation.

## Historic Use Category

For the purposes of this analysis, I categorized the designated properties into 4 broad categories based on their *primary* historic use: Residential, Commercial, Industrial and Religious. I then assessed the representativeness within each category using the criteria above.

It should be noted that currently no Civic, Public or Military-related buildings are designated.

## Residential Properties

12 of the 19 currently designated properties were built for residential use. Only 2 of these properties are outside the H-W Zone. In this category are 8 Georgian buildings (1780s-90s), one Dutch Colonial (1780s), one Second Empire (1860s), one Greek Revival (1890s) and one Queen Anne Revival (1900s).

Consideration should be given to identifying residential properties for designation which were built from 1800-1859, and from 1900 to the present day. We should also identify some examples of residences with architectural forms not currently designated, such as Gothic Revival.

## Commercial Properties

3 currently designated properties were built primarily for commercial use. All are in the H-W Zone with 2 of the 3 on Charlotte Lane. They represent a good range of ages – 1780s, 1850s and 1900s. One is Georgian and the other two are Greek Revival. All three represent very different types of businesses.

None of these properties are on Water Street or King Street, the primary commercial areas of Town. We may also consider commercial properties built after 1900 that would be appropriate for designation.

## Industrial Properties

2 currently designated properties were used for industrial purposes, and both are in the H-W Zone. They are fairly close in build date – 1850s and 1860s – but both were active over a long duration. One is Greek Revival, the other is of a vernacular style. Both relate to the maritime trades, but on different scales (shipbuilding vs. boat building).

Identification of industrial properties for designation which date from a different point in time may be worthwhile.

## Religious Properties

2 of our designated properties were built for religious purposes. Both are on John Street, and are close in date (1888 and 1891, respectively), but they served different functions (church hall and church) and different denominations (Presbyterian and Anglican). Neither is a strong example of its architectural style, but one is Greek Revival and the other Gothic Revival.

Consideration could be given to identifying properties relating to other denominations for designation. The Old Kirk Burying Ground is designated provincially, but not municipally. Perhaps we could consider other early graveyards or monuments.

## Appendix 1

(Highlighted properties are both Municipally and Provincially Designated)

| HHI ID  | Address           | Alias  | Property Type - Current | Property Type - Historic | Decade    | Architectural Style  |
|---------|-------------------|--|-------------------------|--------------------------|-----------|----------------------|
| HHI-22  | 10 Ann St.        | Cox's Warehouse  | Commercial              | Commercial               | 1900-1909 | Greek Revival        |
| HHI-15  | 13 Ann St.?       |  | Residential             | Residential              | 1890-1899 | Greek Revival        |
| HHI-29  | 9 Charlotte Lane  | Ross-Thomson House   | Commercial              | Commercial, Residential  | 1780-1789 | Georgian             |
| HHI-37  | 10 Charlotte Lane | Peter Guyon House  | Residential             | Residential              | 1780-1789 | Georgian             |
| HHI-31  | 13 Charlotte Lane | Charlotte Lane Café  | Commercial              | Commercial, Residential  | 1850-1859 | Greek Revival        |
| HHI-27  | 11 Dock St.       | The Dory Shop  | Commercial              | Industrial               | 1860-1869 | Vernacular           |
| HHI-26  | 20 Dock St.       | Shelburne County Museum                                      | Commercial              | Residential              | 1780-1789 | Georgian             |
| HHI-28  | 24 Dock St.       | Coyle House  | Commercial              | Residential              | 1780-1789 | Georgian             |
| HHI-38  | 28 Dock St.       | Patrick McDonough House                                      | Residential             | Residential, Commercial  | 1780-1789 | Georgian             |
| HHI-50  | 36 Dock St        | Cooper's Inn, George Gracie House                            | Commercial              | Residential              | 1790-1799 | Georgian, Italianate |
| HHI-204 | 17 George St      | Shakespear House   | Residential             | Residential              | 1780-1789 | Georgian             |
| HHI-76  | 6 Glasgow St      | Ryer-Davis House   | Residential             | Residential              | 1780-1789 | Dutch Colonial       |
| HHI-132 | 144 Hammond St    | Etherington-Robertson House                                  | Residential             | Residential              | 1900-1909 | Queen Anne Revival   |
| HHI-45  | 10 John St        | Joseph McGill Shipbuilding and Transportation Company Office | Commercial              | Industrial, Commercial   | 1850-1859 | Greek Revival        |
| HHI-120 | 28a John St       | Heritage Hall  | Residential             | Religious                | 1880-1889 | Greek Revival        |
| HHI-133 | 36 John St        | Trinity United Church  | ---                     | Religious                | 1890-1899 | Gothic Revival       |

|        |                      |   |             |             |           |  |
|--------|----------------------|---|-------------|-------------|-----------|--|
| HHI-14 | 6 St. Patrick's Lane | Rippin House, Jordan House                  | Residential | Residential | 1860-1869 | Second Empire                                      |
| HHI-92 | 114 Water St.        | Courtney House                              | Residential | Residential | 1780-1789 | Georgian   |
| HHI-12 | 119 Water St.        | White-Irwin House, Samuel<br>Marshall House | Residential | Residential | 1780-1789 | Georgian,<br>Neo-Classical,<br>Scottish Vernacular |



|                     |             |
|---------------------|-------------|
| Document #          | D25-013     |
| Received by         | gw          |
| Date                | Dec. 6/24   |
| COPIES TO:          |             |
| Council             | ✓           |
| Agenda              | ✓           |
| Standards Committee |             |
| rent, advised       | recommended |

## By-law Officer Report

### Calls for Service (November 1 to November 30):

1. **24-076. Service Request:** Responded to a concern from a resident about Minium Standards violation. Resident claims heating system isn't working properly in apartment they rent, advised tent of our Minium standards and Maintenance Standards (sec 5.13) by-law also recommended to call Tenancy Board of complaint. **RESOLVED.**
2. **24-077. Service Request:** Addressed a concern about shopping carts being left being taken from local mall. Causing potential traffic issues. One found on patrol. **RESOLVED**
3. **24-078. Service Request:** Investigated a report regarding parking, blocking residential driveway on Water St. **RESOLVED.**
4. **24-079. Service Request:** Addressed a complaint of possible unsalted sidewalks. Discussed concerns with Public works. **RESOLVED.**
5. **24-080. Service Request:** Received a complaint of roosters on Mowatt St. Investigated, did not find any sign of roosters. **RESOLVED.**
6. **24-081. Service Request:** Receieved a complaint regarding the Waste Disposal by-law. **ONGOING.**
7. **24-083. Service Request.** Addressed a complaint regarding temporary signage located on King St. **RESOLVED.**
8. **24-084. Service Request.** Addressed a concern about a vehicle parking on the opposite side of road. **RESOLVED.**
9. **24-085 Service Request.** Received a call from a concerned resident regarding animal welfare. **INVESTIGATED & RESOLVED.**

Respectfully submitted,

Dana Nash

By-law Enforcement Officer



Municipality of  
**Shelburne**

Naturally Yours

|            |                                     |
|------------|-------------------------------------|
| Document # |                                     |
| D25-014    |                                     |
| Rec'd by   |                                     |
| gw         |                                     |
| Date       |                                     |
| Dec. 2/24  |                                     |
| COPIES TO: |                                     |
| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
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**Inspection Department**

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

December 2, 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 November, 2024.

| Fiscal Year                         | 2024/2025       | 2023/2024       |
|-------------------------------------|-----------------|-----------------|
| Number of Permits Issued this Month | 0               | 2               |
| Number of Permits Issued to Date    | 12              | 13              |
| Construction Value                  | \$ 0.00         | \$ 308,000.00   |
| Total Construction to Date          | \$ 1,525,500.00 | \$ 1,606,000.00 |

Yours very truly,

**Andrew Goreham, CRBO, CFI**  
**Director of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)



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

|            |                                     |
|------------|-------------------------------------|
| Document # | D25-015                             |
| Rec'd by   | <i>[Signature]</i>                  |
| Date       | Dec 2/24                            |
| COPIES TO: |                                     |
| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
|            | <input type="checkbox"/>            |

Mayor, Councillors and CAO

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

Total number of calls for service: 12

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 7

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

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

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

**DARRELL LOCKE, FIRE CHIEF**

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

**MIKE SHAND, PRESIDENT**



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

Mayor, Councillors and CAO

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

Total number of calls for service: 9

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 6

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

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

|            |   |
|------------|---|
| Document # |   |
| DBS-016    |   |
| Rec'd by   |   |
| gwo        |   |
| Date       |   |
| Dec. 21 24 |   |
| COMES TO:  |   |
| Council    | ✓ |
| Agenda     | ✓ |
| Committee  |   |
|            |   |

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

**DARRELL LOCKE, FIRE CHIEF**

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

**MIKE SHAND, PRESIDENT**



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

|                  |                                     |
|------------------|-------------------------------------|
| Document #       | D25-017                             |
| Rec'd by         | <i>[Signature]</i>                  |
| Date             | Nov. 21/25                          |
| <b>COMES TO:</b> |                                     |
| Council          | <input checked="" type="checkbox"/> |
| Agenda           | <input checked="" type="checkbox"/> |
| Committee        | <input type="checkbox"/>            |
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Mayor, Councillors and CAO

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

Total number of calls for service: 10

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 6

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

| <u>CALLS FOR SERVICE BREAKDOWN</u> | <u>TOWN</u>          | <u>MUNICIPALITY</u> |
|------------------------------------|----------------------|---------------------|
| ALARM SOUNDING                     | 1                    |                     |
| MEDICAL                            |                      |                     |
| MOTOR VEHICLE ACCIDENT             | 1                    | 2                   |
| STRUCTURE                          | 1                    | 1                   |
| CHIMNEY/FLUE                       |                      |                     |
| VEHICLE FIRE                       |                      | 1                   |
| GRASS, BRUSH, FOREST               |                      |                     |
| POWER LINES                        |                      | 1                   |
| FLOOD CONDITIONS                   |                      |                     |
| BOATS/WATER RESCUE                 |                      |                     |
| PUBLIC ASSISTANCE                  | 1 (HANDLED BY CHIEF) |                     |
| ASSISTANCE TO POLICE               |                      | 1                   |

**DARRELL LOCKE, FIRE CHIEF**

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

**MIKE SHAND, PRESIDENT**