



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**February 3<sup>rd</sup>, 2025**  
**6:00 p.m.**

**Doc Ref:**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the regular Town Council meeting held on January 20<sup>th</sup>, 2025.
- 4) Proclamations and Announcements:
  - a) February 15th is National Flag of Canada Day
- 5) Delegations/Presentation:
  - a) Janet Sunberg re: Small Business D25-029
  - b) Property Valuation Services Corporation re: Property Assessment D25-030
- 6) Correspondence:

**Action:**

  - a) Letter from Judith Cleveland re: Water meter D25-031

**Information:**

  - a) Letter from Kim Masland, Minister of Emergency Management D25-032
  - b) Response Letter from Jared Purdy, Regional Executive Director, TCRCE D25-033
  - c) Letter from Jan Simpson, National President CUPW Locals D25-034
  - d) Letter to the Adjudicators of the Commemorative Partnership Program D25-035
- 7) Council Items:
  - a) Noise Control By-law – 1<sup>st</sup> Reading D25-036
- 8) Committee Reports:
  - a) Port Committee Meeting Minutes – September 2024 D25-037
- 9) Staff Reports:
  - a) Town Council Meeting Policy D25-038
  - b) Town Council Committee Policy D25-039
  - c) Council Remuneration Policy D25-040
  - d) Shelburne Events Committee D25-041
  - e) Complaints Handling System D25-042
  - f) Office Relocation/Accessibility Report D25-043
  - g) Traffic Update D25-044
  - h) Wastewater Report D25-045
  - i) Water Utility Report D25-046
  - j) By-law Officer Report D25-047

**10) In Camera** – MGA 22 (2) (a) - acquisition, sale, lease and security of municipal property and MGA 22 (2) (e) - contract negotiations.

**11) New Business:**

**12) Upcoming Meetings/Events:**

- a) Public Hearing and Special Council Meeting, Wednesday, February 5<sup>th</sup>, 2025, 5:30pm & 6:00pm, Council Chambers, 63 King Street.
- b) Lobster Chowder Chowdown Showdown, Black Loyalist Heritage Centre, February 9<sup>th</sup>, 2025, 1:00pm.
- c) Town of Shelburne closed, Monday, February 17<sup>th</sup>, 2025, for Nova Scotia Heritage Day.
- d) Next Council Meeting, Tuesday, February 18<sup>th</sup>, 2025, 6:00pm, Council Chambers, 63 King Street.

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**January 20<sup>th</sup>, 2025**

**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  
By-law Officer, Dana Nash

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6:01pm and welcomed everyone.

**Approval of the Agenda**

**THAT** Council approves the agenda for January 20<sup>th</sup>, 2025.

**Ringer-D. Acker**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on January 6<sup>th</sup>, 2025 and the Special Council meeting held on January 13<sup>th</sup>, 2025.

**E. Acker - Cruz**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a) National Non-Smoking Week – January 20-27, 2025
- b) Bell Let's Talk Day – January 22<sup>nd</sup>, 2025
- c) African Heritage Month – February
- d) RCMP Appreciation Day – February 1<sup>st</sup>, 2025

Councillors read announcements on the above.

**Delegations/Presentations:**

- a) Kevin Curry – Sou West Nova Transit

Mayor Jacklin welcomed Mr. Curry to the table. Mr. Curry presented his presentation found in the Council package. He provided Council with an overview of the services that Sou West Nova Transit provides, emphasizing that it is for all residents of the community. He touched on short- and long-term goals, partnerships, extending hours, charter service, fleet electrification, etc. There was discussion and

questions after his presentation, Councillors thanked him for coming.  
THAT Council defer to budget deliberations.

**E. Acker – Ringer**

**MOTION CARRIED**

**M25-009**

**Correspondence**

**Action:**

a) Email from TLC Pharmacy re: Crosswalk

Councillor Elizabeth Acker addressed the letter included in the package. Given the increase in traffic, she suggested that it would be beneficial to investigate the feasibility of installing a new crosswalk with lighting.

*THAT Council direct staff to engage with local traffic authority to discuss the safety concerns and pedestrian usage at the Water and King Street intersection and report back to Council with recommendations based on discussions with the traffic authorities.*

**E. Acker – Cruz**

**MOTION CARRIED**

**M25-010**

**Information: NONE**

**Council Items:**

a) Amalgamation/Consolidation/Unification

CAO Mattatall informed the Council that this session would serve as an educational opportunity for all Councils to receive the same information. She also noted that, following advice from the Municipal Advisor, a letter should be sent to the Minister requesting the advisors visit to facilitate the discussion.

*THAT Council write a joint letter with the Town of Lockport and the Municipality of the District of Shelburne to the Minister of Municipal Affairs requesting an education session to gain a greater understanding of the models for municipal restructuring, the processes, and previous examples in Nova Scotia of municipalities joining together.*

**E. Acker – D. Acker**

**M25-011**

**MOTION CARRIED**

b) Commercial Development District By-law – 1<sup>st</sup> Reading

Mr. Kahn explained that the Town previously had a Commercial Development District By-law, which requires review every four years. As this review did not occur, the by-law has since lapsed. He then reviewed his report included in the meeting package.

*THAT Council reads the attached bylaw "Commercial Development District Improvement Program" a first time with amendments to insert the word Property between the words Heritage and Act in section 21 and directs staff to prepare for Second reading at the Special Council Meeting February 5, 2025.*

**Cruz-Ringer**

**M25-012**

**MOTION CARRIED**

c) Municipal Planning Strategy & Land Use By-law Amendments – 1<sup>st</sup> Reading

Mr. Kahn addressed his report included in the Council package, outlining several proposed amendments.

He highlighted key changes to the Municipal Planning Strategy and Land Use By-law, including the creation of a new Residential–Apartment (R-A) zone, updates to the variance process and criteria for all variances, and the addition of a property on Ohio Road to the Commercial Development District map. Council discussed these amendments and noted that no members of the public attended the previous Public Hearing on these amendments, held on January 8, 2025.

*THAT Council reads the attached amendments to the Town’s Municipal Planning Strategy and Land Use Bylaw amendments a first time with amendments to insert the word Property between the words Heritage and Act in section 66c of the Land Use Bylaw.*

*AND THAT Council direct staff to prepare for a Public Hearing and Second Reading at the Special Council Meeting February 5<sup>th</sup>, 2025.*

**E. Acker - Ringer**

**M25-013**

**MOTION CARRIED**

d) Notice of Amendment to the Municipal User Fees Policy re: Planning and Development

Mr. Kahn informed Council that he will provide a report ahead of the February 5, 2025, Special Council Meeting and Public Hearing. He explained that this serves as a notice of the upcoming amendments to the planning and development fees outlined in the Municipal User Fee Policy.

*THAT notice is given that amendments to the Town’s Municipal User Fee Policy regarding planning and development fees will be considered at the Special Council Meeting February 5<sup>th</sup>, 2025.*

**Ringer – D. Acker**

**M25-014**

**MOTION CARRIED**

e) Low Carbon Communities Funding Award

CAO Mattatall spoke to her report found in the Council package and provided Council some background information. The goal of the project is to look at getting our community ready for climate change and reduce emissions.

*THAT Council approves the award of the Low Carbon Communities funding and commits to matching funds in the amount of \$5,250.00 for the 2025-2026 fiscal year.*

**E. Acker – Cruz**

**M25-015**

**MOTION CARRIED**

**Committee Reports:**

a) Kids Fair Play Fund

Councillor Cruz provided Council with an update on the Kids Fair Play Fund.

**Staff Reports**

a) FOIPOP Fee Refund

*THAT Council approve the refund of \$1275, 89 to ECOJUSTICE, representing 50% of the original FOIPOP fees.*

**Cruz – D. Acker**

**M25-016**

**MOTION CARRIED**

b) Travel Expense Policy

*THAT Council adopt the updated Travel Expense Policy as presented.*

**E. Acker – Ringer**

**M25-017**

**MOTION CARRIED**

c) Hospitality Policy

CAO Mattatall explained that the above policies have to be reviewed after an election and as such, staff have made a few suggestions for Councils review.

*THAT Council adopt the existing Hospitality Policy with the removal of Appendix A.*

**Cruz – E. Acker**

**M25-018**

**MOTION CARRIED**

d) Appointment of Building Official & Fire Inspector

CAO Mattatall explained the report from Marcia d'Eon found in the package. When we hire a new Building Official, Council needs to appoint them.

*THAT Council of the Town of Shelburne appoint Darren Stoddard as Building Official for the Town of Shelburne.*

*AND THAT Council of the Town of Shelburne appoint Darren Stoddard as Fire Inspector for the Town of Shelburne.*

**Ringer – E. Acker**

**M25-019**

**MOTION CARRIED**

e) Heat Source at Water Plant

*THAT Council direct staff to move forward with the purchase of new heaters of the same kind to replace units to a maximum cost of \$6000.*

**D. Acker – Cruz**

**M25-020**

**MOTION CARRIED**

f) Building Inspector Report – January

The above report is for information only.

**New Business:**

New Business was brought forward by Councillor D. Acker regarding a residents concern around how narrow Annapolis Road is, he asked that Public Works look into this.

**Upcoming Meetings/Events**

- a) African Heritage Month Proclamation, Monday, February 3<sup>rd</sup>, 2025, 11am, Black Loyalist Heritage Centre, Birchtown
- b) Next Council Meeting, Monday, February 3<sup>rd</sup>, 2025, 6pm, Council Chambers, 63 King Street.

c) Public Hearing and Special Council Meeting, Wednesday, February 5<sup>th</sup>, 2025, 5:30pm & 6pm, Council Chambers, 63 King Street.

**Adjournment**

***THAT*** the Regular Town Council Meeting of January 20<sup>th</sup>, 2025, be adjourned at 7:20pm.

**D. Acker**

\_\_\_\_\_  
Jill Webb, Exec. Coordinator

\_\_\_\_\_  
Stanley Jacklin, Mayor

\_\_\_\_\_  
Sarah Mattatall, CAO

DRAFT



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

Document #	D25-029
Rec'd by	gw
Date	Jan 23/25
COPIES TO:	
Council Chambers	✓
902-875-2991 Ext. 8	
Agenda	✓
each month: Each Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 or check the Town of Shelburne website at [www.shelburne.ca](http://www.shelburne.ca)

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

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

Name of Presenter: Janet Sunberg  
 Address: P.O. Box 201, 131 Water St., Shelburne, NS  
 Phone: 902 875-6040 Email: dirHodishes@gmail.com

Council/Committee you wish to appear before:

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

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

I've been asked to present some ideas I spoke to the mayor regarding business promotion in town.

Date of Council/Committee meeting at which you wish to appear: Feb. 3, '25

Are you representing:

- Yourself
- An Organization/Society/Club (Name): \_\_\_\_\_
- A Business (Name): Dirt to Dishes Pottery (me)
- Other (Please Specify): \_\_\_\_\_

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

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

Please return the completed form to:

Jill Webb, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS,  
875-2991 ext. 8, Fax: 902-875-3932.

(902)

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

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

Signature

Janet Sunberg

**For Office Use Only:**

Date Request Received: Jan. 23/25

Approved       Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

Approved, Date of Presentation: Feb. 3/25

Signature of Executive Coordinator/Committee Secretary J. Webb

Document #	D25-030
Rec'd by	gjo
Date	Jan 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

# PVSC 2025 ASSESSMENT ROLL

TOWN OF SHELBURNE

FEBRUARY 3, 2025



## NOVA SCOTIA'S PROPERTY ASSESSMENT AND TAXATION SYSTEM

# ABOUT PVSC



Created under the Property Valuation Service Corporation Act and responsible for assessing all real property in Nova Scotia as per the Nova Scotia Assessment Act



Municipally funded, not-for-profit



Governed by a Board of Directors



Approximately 130 employees across 62 communities around Nova Scotia

# WHAT WE DO & DON'T DO

## PVSC does:

- Deliver an Assessment Roll to all 49 NS municipalities
- Deliver ~650,000 Assessment Notices to NS property owners
- Administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation program on behalf of the NS government

## PVSC does **NOT**:

- Have the authority to:
  - Set tax rates
  - Collect taxes
  - Create tax policy
  - Provide tax relief
  - Determine land ownership

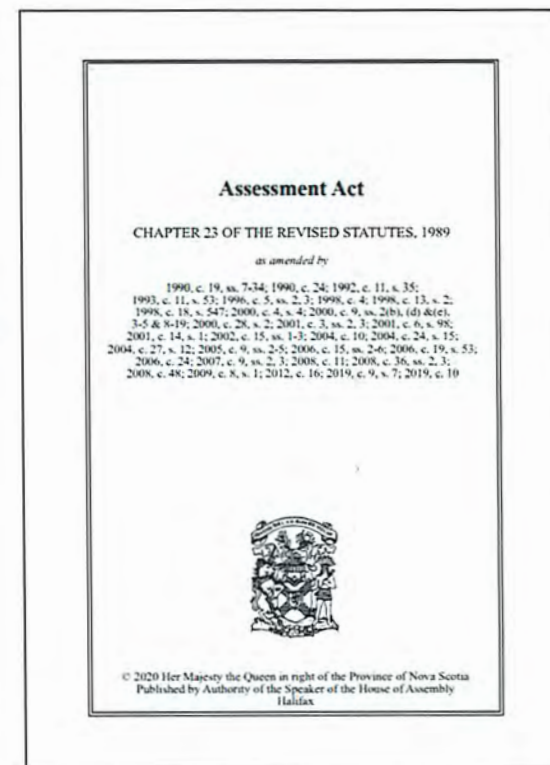
# MARKET VALUE

The *Nova Scotia Assessment Act* requires that we assess property at market value:

*“... the amount which in the opinion of the assessor would be paid if it were sold on a date prescribed by the Director in the open market by a willing seller to a willing buyer”*

**AND**

*“The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December immediately preceding the filing of the roll”*



# MASS APPRAISAL

- PVSC uses mass appraisal to determine the value of all real property in Nova Scotia each year
- Property assessments based on market evidence
- PVSC measures market value assessment accuracy, uniformity, and fairness against the *Assessment Act* and the internationally accepted standards of the International Association of Assessing Officers (IAAO)

Mass Appraisal:  
*The process of valuing a group of properties as of a given date using common data, standardized methods and statistical testing*

## ROLL QUALITY STANDARDS

- PVSC uses advanced statistical analysis to conduct an in-depth examination of market trends and indicators for every assessment roll
- Assessments are rigorously tested for accuracy and uniformity to ensure compliance with the Nova Scotia Assessment Act and industry standards set by the International Association of Assessing Officers

### QUALITY MEASUREMENTS

- Valuation Approach Selection
- Mass Appraisal Statistics
  - Level of Assessment
  - Fairness of Assessments
  - Equity Between Groupings

# MASS APPRAISAL DATA SOURCES

- Discussions with property owners
- Income and expense information
- NS Land Registry
- Typical cost data
- Sales reviews & real estate websites
- Aerial photography
- Municipal building permits
- Field inspections



## THREE APPROACHES TO DETERMINING VALUE

PVSC uses three internationally accepted valuation methods:

### **Sales Comparison**

Analyze sales of comparable properties to determine value and adjust for local market conditions

### **Income**

Determine the income a property can earn (after expenses) and convert net operating income to market value

### **Cost**

Calculate land value and current cost to replace buildings, then deduct for depreciation



## COMMON QUESTIONS ABOUT SALES

- Are all sales considered in your analysis?
- When a house sells, does that price become its assessed value?
- How are market areas determined?
- What happens when you don't have enough sales in a market area?
- Why can a neighbourhood or street have different assessed values?

# THE CAPPED ASSESSMENT PROGRAM

- PVSC administers the Capped Assessment Program (CAP) on behalf of the Nova Scotia Government
- The program places a 'cap' on the amount that the taxable assessment for eligible residential property can increase year over year based on the Nova Scotia Consumer Price Index (CPI) in November

2024 PROPERTY ASSESSMENT				
Classification	Assessed Value	*Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$192,600 <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">Assessed value reflects the market and state of the property</div>	\$153,000 <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">Capped assessment reflects the NS CPI in October</div>		\$153,000 <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">Taxable assessed value is what is used to determine property taxes</div>
<b>2024 TOTAL</b>	<b>\$192,600</b>			<b>\$153,000</b>



1.5% CAP  
for 2025

## 2025 ASSESSMENT ROLL

- The 2025 assessment roll reflects a property's market value as of January 1, 2024, based on market evidence from 2023
- The assessment also consider a property's physical state as of December 1, 2024, including new construction, renovations, and demolitions
- On December 17, 2024, the 2025 assessment roll was sent to Nova Scotia's 49 municipalities
- Assessment notices mailed on January 13, 2025 to over 650,000 property owners

# 2025 ASSESSMENT ROLL

Total 2025 Assessment Roll= **\$188M**

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Residential Property Assessment:

**\$148M** total assessed value

**1,087** accounts

Residential assessed value with CAP = **\$107M**

Total residential accounts with CAP = **807**

---



Commercial Property Assessment:

**\$40M** total assessed value

**176** accounts

# 2025 ASSESSMENT ROLL



22  
Permits



50  
Property  
Transactions



41  
Appeals  
in 2024

# THE APPEAL PROCESS

- Each property owner receives a notice of assessment which indicates an assessed value for their property
- Should a property owner disagree with their assessed value they can file an appeal
  - 2025 assessment appeals must be received by February 13, 2025
  - Instructions on how to file an appeal is included on the assessment notice
- There are three levels of appeal:
  - PVSC initial assessor review
  - Nova Scotia Assessment Appeal Tribunal (NSAAT)
  - Utility and Review Board (UARB)

## CONTACT INFORMATION

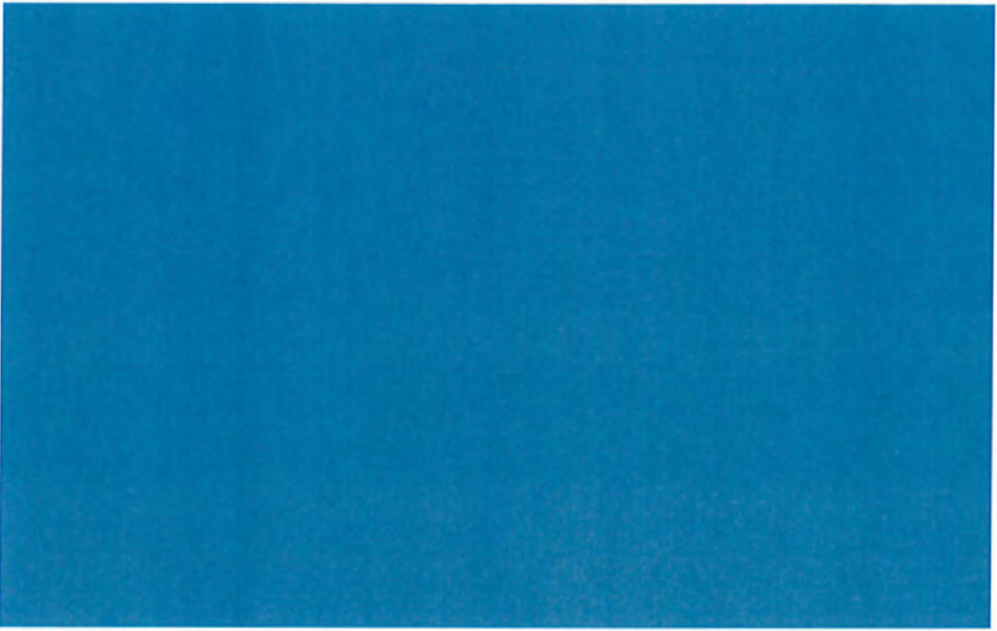
- Should you get questions from constituents about property assessment, please direct them to our contact centre where they can connect with our knowledgeable and expert staff

Phone: 1-800-380-7775

Email: [inquiry@pvsc.ca](mailto:inquiry@pvsc.ca)

Website: [www.pvsc.ca](http://www.pvsc.ca)

THANK YOU



January 20, 2025

Document #	25-031
Rec'd by	JW
Date	Jan 20/25
COPIES TO:	
Author	
Agent	
Committee	

To whom it may concern:  
Town of Shelburne

To begin, please allow and accept my apology for having inadvertently transgressed regarding removal of what, I have only recently come to know, was a remote meter reader for my water system.

I have owned 114 Hammond Street for around twenty years, never knowing what the grey box was on the front corner of my house. To my memory, there were no identifying markings of purpose or ownership or warnings about removal written on the box. I never saw it do anything or anyone do anything to it. When I would ask people, they didn't seem to know either, the common guess was that it was an outdated box belonging to Bell. That made sense to me because there were telephone accoutrements on the other side of the wall in the living-room. As I did not have a landline, I assumed the box was defunct and planned to ask the next Bell man I encountered to remove it. This past summer, the internet was installed and I asked the Bell technician if he could remove the larger unsightly Bell box that was in the middle of the front of the house. He obliged and left the debris for me to place in the garbage. After he had gone, I realized I had forgotten to ask about the smaller grey box in question. During the summer/fall, there were workers repairing and replacing shingles. One young man was an electrician so I thought he would be a good person to ask but he didn't recognize its purpose either. So, we considered it defunct Bell technology like the other box and he removed it for me.

Over the years, I have come to learn and value the age of the house and have been trying to choose things like paint colours, shutters, etc. that might be in keeping with its original Georgian style and attempting to, as much as finances will allow, honour its historical place in the community.

The reason I wanted these boxes removed was to have, as much as possible, the house present

itself in keeping with its history and, back in that day, there would have been no visible signs of technology.

As for my own experience, I have owned and/or lived in about 8 different houses in 6 different communities but have never ever encountered a remote meter reader before. I have lived with wells since 1988 so I didn't even know, or could have imagined, that they even existed!

When Mike Rhuland came to my home to investigate what had happened, it all came as a total shock to me. He was cordial and kind enough to give me a copy of a page of by-laws with Section 19 highlighted. I have read that section and now understand my responsibility regarding this circumstance. However, I would like to address a couple concerns.

Firstly, even if I had read section 19 prior, the section does not describe or identify what the item actually looks like. So, as a casual reader, I likely would have still continued to think that grey box was a Bell box.

Secondly, post this event, please allow me to suggest that the box that was unknowingly removed, after at least 20 years, was likely outdated technology on the precipice of renewal, being likely in the waning part of its useful life.

To be charged for its replacement, considering the previously described circumstances, would leave a bit of distaste in the mouth and cast a pall over the good intentions in my attempt to contribute to and improve my small part of this lovely community.

In closing, I realize I am "old school" but I also would like to suggest that it would be a kind gesture, of and for good will and citizenship, for the town to present a printed copy of current by-laws to new residents in their year of purchase accompanied by a welcome letter from the town as well as a list of department heads and numbers for contact. This would provide a personal touch along with a concrete reference and guide for new citizens and a better feeling overall... It's just a suggestion and one I would have welcomed years ago.

Thank you for your kind attention and for your understanding that this action was inadvertent and without intent to harm. I do apologize again for any inconvenience.

Yours very truly,  
Judith L. Cleveland



**Emergency Management  
Office of the Minister**

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

Document #	D25-032
Rec'd by	gw
Date	Jan. 21/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

January 17, 2025

**VIA EMAIL**

To: Mayors, CAOs and Wardens

**Re: Moving towards Consistent and Impactful Emergency Response**

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

**Activation of Emergency Operations Centres**

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

**When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.**

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



**Emergency Management  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

**When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation**

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim Masland'.

Kim Masland  
Minister of Emergency Management



P.O. Box 670  
162 Mowatt Street  
Shelburne, NS  
BOT 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)

Document #	
D25-005	
Rec'd by	
jw	
Date	
Dec. 11/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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



January 10<sup>th</sup>, 2025

Mayor Stanley Jacklin  
Town of Shelburne  
P.O Box 670  
162 Mowatt Street  
Shelburne, Nova Scotia  
BOT 1W0

Document #	
D25-033	
Rec'd by	
[Signature]	
Date	
Jan. 17/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
Subject: Response – Request for Clarification and Action Regarding Bussing Issues in Shelburne	

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

Dear Mayor Jacklin,

Thank you for your letter dated December 11<sup>th</sup> regarding your concerns around the current state of bussing in your community. I can appreciate the inconvenience for families when a bus route is cancelled due to driver illness/shortage. As a region, it's not something we take lightly and continue to focus on finding solutions to the issue. With 2 daughters actively in the system, I know firsthand the importance of reliable and safe transportation to and from school.

**Combined Bussing**

We have notified the respective School Advisory Councils that this request is not possible in this moment and won't be a viable direction for the foreseeable future. This step requires significant infrastructure including additional buses. With our current fiscal realities, this is not a viable or sustainable option.

TCRCE's total budget for the 24/25 fiscal year is approximately \$106,000,000. The largest portion of this budget is dedicated to salaries and benefits, which account for around 80-85%. This leaves approximately 15-20% of the budget to cover all other expenses.

To give you a clearer picture, TCRCE employs approximately 1,070 full-time staff (measured in full-time equivalents), in addition to numerous substitutes and casual workers. Given that such a significant portion of the budget is allocated to salaries and benefits, there isn't much flexibility within the remaining 15-20%. This remaining budget must cover all costs associated with the various programs offered, professional development, supplies, travel, as well as a range of contractual obligations.

**Recruitment**

We have taken several steps including a full-day Job Fair at Shelburne NSCC on May 31<sup>st</sup>, 2024. During the week of September 24<sup>th</sup>, 2024, we displayed a school bus with a "We're Hiring" banner on Highway 103 across from Tim Horton's in Shelburne. These are in addition to



ongoing job ads across the country, as well as job postings on our regional and provincial websites. We have advertised an open position for Substitute Driving positions across all 3 counties due to driver shortages. Over a 2-year period, we've collected the following for your consideration:

	Yarmouth County	Shelburne County	Digby County
<b>Interview Applicants</b>	45	16	20
<b>Did Not Attend</b>	9	9	7
<b>Incomplete Training</b>	12	3	8
<b>Applicants Hired</b>	20	4	5

### Bus Cancelations

As it relates to your concern around frequent cancellations of bus runs in your community, I offer the information below for your consideration. While a cancelled bus route in any community at any time is of concern, I'm proud of the steps our region has undertaken to mitigate these instances. As outlined below, I'd counter that our region is cancelling bus routes far less than others across the province and has made significant efforts to minimize impact on our families as much as possible. With all due respect, I don't characterize 5 days over 2 years in the current climate as frequent. Table C alone demonstrates our staff's commitment to doing all they can to avoid such cancelations.

**NOTE:** All the following data represents a timeline of January 2023 through December 2024)

**Table A:** Outlines an overview of total route cancelations by county.

Route Cancelations		
Yarmouth County	Shelburne County	Digby County
4 full days – 0 half days	5 full days – 2 half days	0 full days – 0 half days

**Table B:** Outlines an overview of total double runs to avoid cancellation by county.

Double Runs – Another Route Transports Vacant Route		
Yarmouth County	Shelburne County	Digby County
20 full days – 10 half days	11 full days – 17 half days	3 full days – 4 half days

**Table C:** Outlines an overview of drivers assigned out of county to avoid cancellation.

Driver Assigned Out of County to Avoid Cancellation		
Yarmouth → Shelburne	Digby → Yarmouth	Yarmouth → Digby
73 full days – 62 half days	7 full days – 10 half days	8 full days – 11 half days



**Table D:** Outlines a region-by-region comparison of route cancelations.

<b>Region to Region Comparison – Route Cancelations (Comparable-Sized Regions)</b>		
<b>Tri-County Region</b>	<b>Neighboring Region</b>	<b>Neighboring Region</b>
10	396	47

**Fleet Maintenance – Regime for Safety**

- Every Bus is pre-tripped checking over 30 components/operation before assignment
- Preventative Maintenance (PM1 & PM2) schedules are every 3000 kms and 12,500 kms- buses are checked, components adjusted/fluids changed.
- Brake inspections/measurements every six months
- Motor Carrier Inspections – every six months
- Diagnostic updates every 60 days
- Body repair/paint refresh for fleet on going
- Comprehensive rust proofing program

**Revising Schedules, etc.**

Bus runs and routes undergo major reviews annually over the summer months and these are conducted thoroughly by our Transportation Department. When efficiencies are possible, routes are blended as per Provincial Policy Guidelines. Any run or route changes are pushed out to parents directly with minimum of one week’s notice (also website/ social media) and late bus routes are advertised when time exceeds 15 minutes (social media/ website etc.).

**Conclusion**

With the above said, our primary goal is to never cancel a bus run or have any late buses. However, that isn’t our currently reality and we’re more than willing to meet and collaborate around efforts to recruit more drivers in Shelburne County and address existing gaps. I’d be remiss to state that our transportation department is a group of people who take a great deal of pride in their roles and face constant scrutiny, which is often misguided and lacking the full scope of facts. I trust the above provides you with some data that reflects their efforts. As a region, we remain committed to resolving the gaps that do exist and would value any input or opportunity to collaborate.

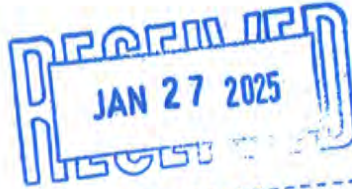
Sincerely,

Jared Purdy  
Regional Executive Director  
Tri-County Regional Centre for Education

**BY EMAIL AND MAIL**

January 16, 2025

Stanley Jacklin, Mayor  
 Town of Shelburne  
 PO Box 670 162 Mowatt St  
 Shelburne, NS B0T 1W0



Dear Stanley Jacklin:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

Document #	D25-034
Rec'd by	JW
Date	Jan 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
[edsc.cdi-iic.esdc@labour-travail.gc.ca](mailto:edsc.cdi-iic.esdc@labour-travail.gc.ca)

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



January 30<sup>th</sup>, 2025

Document #	D85-035
Rec'd	ju
Date	Jan. 30/25
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

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)

To the Adjudicators of the Commemorative Partnership Program,

The Town of Shelburne is pleased to express its strong support for the Black Loyalist Heritage Society's initiative to create a No. 2 Construction Battalion memorial with an interpretive panel. This project holds significant cultural and historical value, and we recognize the importance of honoring the contributions of the Battalion.

We believe this memorial will serve as an enduring tribute and educational resource, enriching the heritage of our community and fostering a deeper understanding of the Battalion's role in Canadian history.

We commend the efforts of the Black Loyalist Heritage Society and fully support this meaningful endeavor.

Sincerely,

Stanley Jacklin  
Mayor  
Town of Shelburne



Document #	D25-0316
Rec'd by	gw
Date	Jan 28/25
COPIES TO:	
Council	✓
Agenda	✓
Commission	

## TOWN OF SHELBURNE NOISE CONTROL BY-LAW

### Memo

**Subject:** Amendment to the Noise Control By-Law

The Town of Shelburne is reintroducing the amendment to its Noise Control By-Law for first reading. This amendment aligns the by-law with the recently adopted Road Trails By-law. The reintroduction is necessary due to procedural error, where insufficient time was provided between the public notice and second reading.

As per sections 168 and 169 of the *Municipal Government Act*, the process for passing a by-law is as follows:

1. First Reading at Council
2. Publication of Notice of Intent to Consider (at least 14 days before second reading; not including the date it is published or the date of second reading).
3. Second Reading at Council
4. Final publication (to advise the public that the by-law has passed). If Ministerial approval is required, final publication should not occur until after the Minister(s) have approved.

Restarting this process ensures compliance with the *Municipal Government Act* and allows the necessary time for public notice.

Attached to this memo is a copy of the amended Noise Control By-Law for your reference.

Dana Nash, By-Law Enforcement Officer

Town of Shelburne  
162 Mowatt Street  
P.O. Box 670  
Shelburne, NS, B0T 1W0  
© 902-875-6482



## **TOWN OF SHELBURNE**

### **NOISE CONTROL BYLAW**

#### **A BY-LAW RESPECTING REGULATION AND PROHIBITION OF CERTAIN NOISES**

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

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

#### **Definitions**

2. In this Bylaw, words take their ordinary dictionary meaning other than those defined below:

(a) "Council" means the Town Council of the Town of Shelburne;

(b) "Town" means the Town of Shelburne;

(c) "construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any work in connection therewith; but does not include blasting;

d) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, hydraulic breakers, excavators, dozers, pile drivers, pneumatic or hydraulic tools, tractors, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;

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

### **Prohibitions and Interruptions**

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

## BYLAW

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

### **Fixed Exemptions**

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

### **Notwithstanding**

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

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

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

### **Grant of Exemption by Council**

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

**Penalties**

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

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

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

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

**Repeal**

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

Town Clerk's Annotations:

Date of Original Bylaw: May 19, 2010

Date of Amended Bylaw 1<sup>st</sup> Reading: ~~July 20<sup>th</sup>, 2020~~

Date of Advertisement: ~~August 7<sup>th</sup>, 2020~~

Date of Amended Bylaw 2<sup>nd</sup> Reading: ~~September 8<sup>th</sup>, 2020~~

Advertisement of Passage: ~~December 16, 2020~~

Mailed to the Minister:

~~Karen Mattatall, Mayor~~

Stanley Jacklin, Mayor

~~Julie Ferguson, Town Clerk~~

Sarah Mattatall, CAO

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

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

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

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

Appendix A

Application for a Special License to Discharge a Firearm

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

**Name:** \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Category (check one):**

**Gun Club**

**Bow & Arrow**

**Air Rifle**

**Fireworks**

**Re-enactors**

**Film Industry**

**Requirements:**

**Gun Club**

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

**Bow & Arrow**

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

**Air Rifle**

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

## Fireworks

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

## Re-enactors / Muesums

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

## Film Industry

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

Appendix B

Blasting Permit

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

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**Requirements:**

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

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

**Approved by:**

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date of Approval

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

Appendix C

Application for a Grant of Exemption by Council

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

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**Requirements:**

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

**Rights of Council:**

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

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

## BYLAW

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

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

### **Public Input:**

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

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

**BYLAW**

Date of Council Meeting for Application Review: \_\_\_\_\_

Date of Public Hearing (if applicable): \_\_\_\_\_

Approved

Denied

Conditions:

CAO \_\_\_\_\_

Mayor \_\_\_\_\_



# Shelburne Port Committee

September 19, 2024.

3:00 pm Community Centre – 63 King Street

## Minutes

Document #	D25-037
Rec'd by	JW
Date	Jan 30 2025
Copies to:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

### Present:

Chair: Town Mayor Harold Locke  
 Port Manager: Wayne Langthorne  
 Public Member: Karl White  
 Public Member: Herb Locke  
 Public Member: Pat Melanson  
 Public Member: Percy Cox  
 Town CAO: Sarah Mattatall  
 Town Staff: Jane Crowell  
 Town Staff / Secretary: Jennifer Perry

### Regrets:

Municipal Councillor: Anthony Gosbee  
 Municipal Staff: Val Kean  
 Town Councillor: Rick Davis  
 Municipal CAO: Warren MacLeod  
 Town Deputy-CAO: Ken Smith  
 Public Member: John Garland

- 
- 1) **Call to Order** (*Chair Harold Locke*)  
*Meeting was called to order at 3:02pm by the Chair.*
  - 2) **Approval of 19 September 2024 Agenda**  
*Mover: Karl White, Seconder: Herb Locke*
  - 3) **Approval of Minutes from Shelburne Port Committee meeting held on 20 June 2024.**  
*Mover: Herb Locke, Seconder: Karl White*
  - 4) **Delegations:** None
  - 5) **Correspondence:** None

### 6) Reports:



Port Manager's Report (Port Manager, Wayne Langthorne)

The Port Manager provided a verbal update on port operations, noting that everything is running smoothly with no issues to report at this time.

Finance Manager's Staff Report (Finance Manager, Jane Crowell)

The Finance Manager provided the committee with an update on the port's financial status and outstanding accounts as of September 2024.

*Finance Manager's report accepted.*

**7) New Business:**

The Port Committee expressed its appreciation to Mayor Harold Locke and Councillor Rick Davis for their service to the committee during their elected term.

**8) Next Meeting:**

Thursday December 12<sup>th</sup>, 2024 @ 3:00pm – Community Centre – Meeting Room B (63 King St)

**9) Adjournment**

*Meeting adjourned at 3:16 pm. Mover: Karl White*



**Town of Shelburne**  
**Staff Report to Council**  
**Town Council Meetings Policy**

Document #	D25-038
Rec'd by	gw
Date	Jan 30/25
Copies to	
Council	✓
Agenda	✓
Committee	
Council	

**General Overview:**

This report is intended to present the proposed amendments to the Town Council Meetings Policy for review and consideration by Council. These amendments aim to streamline Council meeting procedures, administrative processes, and ensure compliance with the Municipal Government Act (MGA).

**Background:**

The Town Council Meetings Policy has been revised to provide clearer guidelines for the conduct of Town Council meetings. The proposed revisions address several key areas of Council operations, including:

- **Virtual Meetings:** Guidelines on when and how Council meetings may be conducted electronically, ensuring effective communication and accessibility for all members.
- **In-Camera Sessions:** Clarification of when in-camera sessions may occur, in alignment with the Municipal Government Act.
- **Organization of Council:** Updates regarding the appointment of the Deputy Mayor and the management of Council meetings.
- **Delegations and Correspondence:** Updated procedures for delegations presenting to Council and handling correspondence requiring Council's attention.
- **Council Member Attendance and Quorum:** Revisions to clarify Council member attendance requirements and the procedure for quorum management.

These revisions are designed to improve the transparency, efficiency, and procedural clarity of Town Council meetings, and align with legislative requirements.

**Recommendation:**

THAT Council approve the revisions to the Town Council Meetings Policy as presented.

**Attachments:**

Draft Town Council Meetings Policy with Proposed Revisions

*Respectfully submitted,*

*Sarah Mattatall*  
*Chief Administrative Officer*



**TOWN OF SHELBURNE**  
Town Council Meetings Policy

Document #	D25-038
Rec'd	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

**Intent**

This policy applies to all meetings of Town Council as described below. The Town Council Meetings Policy will repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing Town Council meetings.

The intent of this policy is to provide a standard set of guidelines concerning meetings of Council. This policy will provide Council, staff and community members with a reference for Council meeting procedures, schedules and roles and responsibilities of Council members and members of the public wishing to participate in meetings of Council.

**Scope**

All meetings of Council must be held in accordance with the Municipal Government Act; other sets of rules are outside of the scope of this policy.

The Town Council Meeting Policy applies to all members of Town Council, staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees.

**Terms and Procedures**

**Town Council:** Council shall consist of five (5) elected members; three (3) Councillors, a Deputy Mayor and a Mayor.

**Organization of Council:** Within four weeks after an election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor. The position of Deputy Mayor shall rotate between the remaining Council members annually at the first meeting in November.

**Council Meeting Packages:** The Executive Coordinator shall distribute a Council package containing all relevant documents for each regular or special meeting; including: an agenda, minutes, documents corresponding to delegations or Council items, staff reports or other materials as per the agenda necessary to the meeting. The Council package and agenda will be distributed prior to the meeting as well as posted to the Town's website a minimum of three days prior to the meeting. Council packages will be posted to the Town's website for public access on the Friday before the meeting.

### Virtual Meetings:

As an alternative to in-person meetings, Council meetings may be conducted by electronic means such as telephone conferencing or internet conferencing provided that the following criteria are met:

1. Notice of the alternative form of meeting is provided to the public at least two (2) days prior to the meeting;
2. The alternative form of meeting chosen permits all members of Council to effectively communicate with each other during the meeting;
3. All votes are taken as recorded votes;
4. The meeting may be recorded and the recording may be made available on the Town of Shelburne website within 24 hours of the end of the meeting.

A member of Council may attend and participate in an in-person meeting of Council by electronic means provided that one of the following criteria is met and the member is not on extended vacation or unexcused leave of absence:

- (i) the member has made a request to the Mayor/ Chair based on planned unavailability;
- (ii) the member of Council is away due to work or family commitments;
- (iii) there is inclement weather and business cannot be postponed; or,
- (iv) the member is not able to attend in person for health reasons but is able to attend by electronic means.

Any Councillor participating by electronic means is deemed present at the meeting. Otherwise, shall be marked absent if:

- (i) a technology problem prevents participation;
- (ii) communication is lost and cannot be reconnected.

**In-Camera Sessions:** In-camera sessions will occur as per Section 22 1) and 2) of the Municipal Government Act:

- (1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by council are open to the public.
- (2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:
  - (a) acquisition, sale, lease and security of municipal property;
  - (b) setting a minimum price to be accepted by the municipality at a tax sale;
  - (c) personnel matters;
  - (d) labour relations;
  - (e) contract negotiations;
  - (f) litigation or potential litigation;

- (g) legal advice eligible for solicitor-client privilege;
- (h) public security.

*No decision shall be made at a private council meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the municipality.*

**Regular Council Meetings:** Regular Council Meetings will be held on the first and third Monday of the month, beginning at 6:00 p.m., except when designated otherwise by motion of Council. Council shall not sit later than 10:00 p.m. unless a motion is made to sit beyond, to a maximum meeting time of 10:30 p.m. Council meetings will be held in Council Chambers except when designated by motion of Council to be held in an alternate location or at an alternate time. Should a regular Council meeting fall on a statutory holiday the meeting will be moved to ~~a date designated by motion of Council the next day, unless modified by motion of Council.~~ Times and dates of regular Council meetings will be made available to the public ~~through public posting of schedules and~~ on the Town website.

**Special Council Meetings:** The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business if each Council member is notified at least three days in advance and the ~~Executive Coordinator Clerk~~ gives at least two days public notice of the meeting. Meetings may be called by motion of Council to discuss items or topics demanding particular attention or to discuss items requiring time outside the scope of regular Council meetings. Special Council meetings will follow the same procedures as regular Council meetings, however, special Council meetings shall generally be limited to 90 minutes.

**Other:** ~~Members of~~ Council may meet from time to time with travelling government officials, politicians or leaders of organizations outside of the Regular Council Meeting schedule.

**Staff:** The Chief Administrative Officer and the Executive Coordinator will be in attendance at meetings of Council. The CAO will assist and inform Council, the Executive Coordinator will keep a record of the meeting.

**Breaks:** Council will break at 8:30 p.m. for fifteen (15) minutes.

**Order of Business:**

The order of business at a regular or special Council meeting shall generally adhere to the following organizational structure:

- a) The Chair will call the meeting to order;
- b) Approval of the meeting Agenda;
- c) ~~Additions/Amendments to agenda~~
- d) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since such meeting;
- e) Reading and announcement of Proclamations
- f) Consideration of delegations;

- g) Consideration of correspondence;
- h) Motions or items brought forward by Council;
- i) ~~Town-committee-reports~~; Committees of Council – Council Reports
- j) Other Committees - Council Reports
- k) Consideration of reports of staff;
- l) New business;
- m) Adjournment.

**Quorum:** As per the Municipal Government Act (Section 20), quorum will be achieved by a majority of the maximum number of persons that may be elected to the Council. In the case of quorum not being met within 30 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned to a date agreed on by Council the following Monday.

**Chairperson:** Once quorum is met, the Mayor, if in attendance, shall chair the meeting. If the Mayor is not present within fifteen minutes of the time appointed for the meeting, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is in attendance within fifteen minutes of the time appointed for the meeting, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members Chairperson and he/she shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

**Minutes:** A record of Town Council meetings will be kept by the Executive Coordinator. The minutes will be held in a book/binder specifically for that purpose and that book/binder shall be properly indexed and available to the public. The minutes shall contain a record of the date, location, time, Council members and staff present, and the outcomes and actions taken on all agenda item and shall be posted to the Town's website for public access.

**Recordings:** Regular Town Council Meetings and Special Town Council Meetings will may be recorded and uploaded to the Town of Shelburne's Vimeo Channel for public viewing and information. In-Camera sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Executive Coordinator, remain the official record of legislative meetings. Delegations will be advised that the meetings are recorded should they wish to stand off of camera during their presentation.

**Delegation:** Organizations or individuals presenting to, or making a request of, Council in person at a Town Council meeting. Delegations must submit a completed Delegation Application to the Clerk Executive Coordinator for approval a minimum of one week prior to the Council meeting; applications are available at the Town Office or online. Approved delegations are allotted up to 15 minutes to present to Council; this includes discussion. With the approval of Council, the discussion portion may be extended.

**Correspondence:** Correspondence to Council and/or correspondence requiring the attention of Council will be placed on agenda in two categories; Action (for correspondence requiring a

## POLICY

response of Council) or Information. Correspondence must have a name and contact information included anonymous correspondence will not be accepted. In order for a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received no later than 12pm the Wednesday before the meeting.

**Council Items:** Any member of Council may bring forward items of business or interest for consideration by Council **by providing documentation by noon hour on the day of the meeting.** Motions can be made on these items **at this time and referred to the next meeting unless a matter is of urgency.**

**Town Council Committee Reports:** The Town Council Committee Reports will be presented by one of the Council members who sit on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council in the Council package for their review. The Council member will present only the highlights of the meetings and motions or items requiring Council action or direction.

**Staff Reports:** Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. The CAO **or designated staff person** will answer questions regarding the reports.

**Motions of Council:** Any member of Council can make a motion. The Chairperson can make a motion only after he/she has relinquished the chair to another Council member; the Chairperson will re-take the chair upon completion of the motion. A roll call vote can be requested by any Council member; the Executive Coordinator will record the names and vote of each Council member in the minutes.

~~A motion which has been introduced and voted on at a Council meeting cannot be introduced for reconsideration by the same member who originally introduced it, but only by a member who voted on the prevailing side and only at the same meeting or the next regular meeting of Council thereafter; nor can a motion that is substantively the same as one which has previously been voted on be introduced at a subsequent meeting of council.~~

**Conflict of Interest:** Any Council member with a conflict of interest related to motions or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare and record this conflict. The Council member will enter their name, the date and the topic of conflict in a book provided by the **Executive Coordinator Clerk** for such records. The Council member in conflict will be excused from participation in the meeting during the time which the topic is under consideration.

**New Business:** New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Executive Coordinator for submission to



**Town of Shelburne**  
**Staff Report to Council**  
**Town Council Committees Policy**

Document #	D25-039
Rec'd by	[Signature]
Date	Jan 30/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committees	<input type="checkbox"/>
Commission	<input type="checkbox"/>

**General Overview:**

This report is intended to present the proposed amendments to the Town Council Committees Policy for review and consideration by Council. These amendments aim to enhance the structure, efficiency, and accountability of Council committees while ensuring alignment with the Municipal Government Act (MGA).

**Background:**

The proposed amendments address a few areas in the Town Council Committees Policy that required refinement and clarification to ensure consistency and transparency. These updates enhance the structure, roles, and responsibilities of committees, standardize meeting procedures, and improve public engagement while aligning with the Municipal Government Act (MGA). The goal is to make the policy clearer and more effective for everyone involved.

**Recommendation:**

THAT Council approve the revisions to the Town Council Committees Policy as presented.

**Attachments:**

Draft Town Council Committees Policy with Proposed Revisions.

*Respectfully submitted,*

*Jill Webb*  
*Executive Coordinator, Town of Shelburne*



**TOWN OF SHELBURNE**  
Town Council Committees Policy

Document #	D25-039
Rec'd by	POLICY
Date	
COPIES TO:	
Council	
Agenda	
Committee	

**Intent**

This policy applies to any and all Town Council Committees listed herein. The Town Council Committees Policy will repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing Town Council Committees. This policy does not apply to non-Town Council committees on which members of Council may sit, for example, the RCMP Advisory Board Committee, Library Board and Arena Board.

The intention of this policy is to simplify and manage the creation and dissolution of Town Council Committees as required based on need, effectiveness and relevance. This policy will include a list of current Town Council Committees.

This policy will serve as a reference in the formation of new Town Council Committees; this Policy will provide guidelines for the organization of committees, committee membership, meeting times, roles of committee members and the requirements and criteria necessary to be designated as a Town Council Committee.

**Scope**

The Town Council Committee Policy *adheres by the Municipal Government Act (MGA) and* applies to all Town of Shelburne Committees of Council, at all times and without exception. Council Committees will make recommendations to Council by motion. Town Council may by motion override any decision of any Town Council Committee. The following provisions shall apply to all Town Council Committees established by this Policy, except where the Policy specifically provides otherwise.

**Terms and Procedures**

The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise:

**Town Council Committee:** Town Council Committees are formed by motion of Council amending this policy. The purpose of every Town Council Committee is to serve the community in some meaningful and recognizable way and to make recommendations in this regard to Council. Town Council Committees must provide regular agendas and minutes to Council and staff to be made available to the public. Each Town Council Committee is responsible for the creation of its own Terms of Reference which will be included in this policy by motion of Council when approved.

Committees will submit regular written reports or minutes to Council for review and present recommendations for Council approval. This will generally take place at the first regular Council

meeting of the month. Where a committee recommendation is urgent it can be delivered at another meeting by a member of Council serving on the committee.

**Terms of Reference:** Town Council Committees must develop Terms of Reference for members to promote and adhere to which are clear in purpose and easily recognizable as being for the public good. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. All current Town Council Committee's Terms of Reference will be included in this policy. Generally each Committee's Terms of Reference will include: Background, Committee Vision, Committee Mission and the Role of the Committee.

**Membership:** Town Council Committees will generally be comprised of two members of Council, one or more non-voting staff members, including the designated Committee Secretary, with the remaining membership of up to 10 members consisting of community volunteers and/or individuals with particular skill sets relative to the committee. Staff are not prohibited from serving on a committee as a voting member. The Audit Committee is an exception to this rule, being comprised of Council members, staff, and at least one member who is not a municipal employee or member of Council. Each committee will submit increases and decreases in membership to Council for approval. The majority of voting members of Town Council Committees must be residents of the Town.

Members of the public can apply to any Town Council Committee for membership at any time in the year. There is no formal application process; applicants can apply in person at a committee meeting or in writing to the Secretary or Chair of the Committee. Applications will be reviewed by the committee and applicants who meet the criteria of the committee, and where there is membership space available, will have their applications forwarded via the regular report to Council for final approval. The Committee will notify the applicant of the decision.

~~Vacancies for all Town Council committees will be advertised as needed to meet quorum and to inform the public of existing committees, their meeting schedules and their roles in the community.~~

**Role of Town Council Committee Chair:** The Chair is appointed annually. Council may appoint a Chair of any committee from the membership by motion. If Council does not appoint a Chair, the Chair will be determined from the membership by the committee members. Committees may remove and appoint a Chair as deemed necessary, by way of a recommendation to Council. The Chair of a Town Committee is entitled to speak and vote on any motion. The Chair will call the meeting of the committee to order and ensure appropriate procedures are followed. The Chair will serve as the representative of the committee at official functions; however, this function can also be delegated to another member(s) of the committee as required.

## POLICY

**Role of Town Council Committee Secretary:** The Secretary is always a non-voting staff member. The Secretary will prepare the agenda and keep the minutes of the committee meetings. The Secretary will provide agendas and minutes to the membership and the *Executive Coordinator* for submission to Council and for public access. The Secretary will have the following responsibilities:

- a) to collect agenda items and input from committee members and issue the agenda, along with any other required documents, to the committee prior to the meeting;
- b) prepare and issue minutes of meetings in a timely fashion;
- c) ensure that the activities of the committee are communicated effectively to the community, prepare any press releases and *arrange for posting to the* ~~coordinate with the~~ Town's website ~~manager~~ to ensure that pertinent information is made available to the public.

**Role of Committee Members:** The expectations of individual committee members are as follows:

- a) to attend committee meetings;
- b) to provide feedback and input on Town policies, procedures and practices to ensure they address issues relating to the committee's Terms of Reference;
- c) to represent the committee as required at functions and events.

**Meeting Procedures:** The Committee shall meet at such a time and place as set out at the preceding meeting or at such other time and place as Council, the Committee Chair, or a quorum of committee members decides, with at least three (3) days advance notice. Committees which meet on a monthly basis will endeavor to keep a regular meeting day, e.g., the third Monday of the month. *Lack of agenda items will lead to the cancellation of the meeting.* The date, time and location of committee meetings shall be posted by the Secretary by providing a copy of the agenda to committee members and the *Executive Coordinator* ~~Town Clerk. The Clerk will post the agenda and minutes for the public; all meeting dates and times, agendas and minutes of the committee shall be open to the public except as expressly authorized by law.~~

Quorum at a meeting of a Town Council Committee shall be the same as quorum at a Town Council meeting pursuant to provincial legislation.

Subject to the other provisions of this Policy, the rules of conduct and debate that apply at Council meetings apply at committee meetings. Committees are encouraged to develop their own conventions to facilitate committee business.

## POLICY

**Agenda Items:** To ensure their inclusion on meeting agendas all items must be forwarded to the Secretary at least five (5) working days prior to the next scheduled meeting. The committee agenda, along with the meeting package, will be distributed to committee members at least three (3) working days prior to the next scheduled meeting. ~~Additional items which may arise can be brought forward under New Business, if time permits.~~

**Resources/Accounts:** Where applicable, Town Council Committees will be allotted funds as a component of the Annual Operating Budget for purposes directly related to their Terms of Reference; committees are generally expected to submit an annual plan to Council outlining how these funds will be used. Individual committee members, with the exception of staff members, do not have the power to expend funds on behalf of the Committee.

Subject to motion(s) of Council, the resources which may be utilized by the Committee, in addition to expense claims for committee business through the CAO, include:

- a) ~~advice and support of the Committee Secretary (member of staff), or designate;~~
- b) use of the Town's facilities and supplies for meetings, including photocopying, postage and other administrative needs as approved by the CAO;
- c) use of external services necessary to discharge the Committee's Terms of Reference, e.g., advertising, as approved by the CAO;
- d) such other resources are reasonably required, through the CAO.

The members of the committee shall serve without remuneration but may be paid such expenses as are necessarily incurred by each member in the discharge of duties approved by the committee.

**Code of Conduct :-Professional Public Conduct:** Volunteer members of any Town Council Committee will follow all applicable Town of Shelburne policies and/or by-laws while serving in the community and/or representing the Town as part of a Town Council Committee.

**Conflict of Interest:** Any member of a Town Council Committee with a conflict of interest related to motions or actions of the committee, must acknowledge the conflict and follow the same procedures as those followed by Council; have the conflict recorded in the minutes and be excused from participation in the meeting during the time which the topic is under consideration. *Please refer to the Municipal Conflict of Interest Act.*

**Annual Review:** In the event that a Town Council Committee ceases to function as described by this policy or as described in the committee's Terms of Reference, or ceases to meet for three or more successive meetings, or is unable to meet with quorum for three or more

## POLICY

successive meetings, Council may proceed with a review of the viability of the committee and determine whether to dissolve. Town Council Committees can only be dissolved through motion of Council amending this policy; Town Council Committees dissolved by motion of Council, can be so dissolved without consultation with the Committee members. In the instance that a Committee is dissolved, the dissolution will be posted on the Town website and all the Committee members will be notified prior to the next scheduled meeting.

### **Current Town Council Committees List:**

Port Authority Committee

Asset Management Committee

Audit Committee

*Source Water Protection Committee*

*Heritage Advisory Committee*

**Approved by Council:** December 6<sup>th</sup>, 2017

**Amendments by Council:** February 3<sup>rd</sup>, 2025

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**Mayor Clerk**



**Town of Shelburne**  
**Staff Report to Council**  
**Council Remuneration Policy**

Document #	D25-040
Rec'd by	gw
Date	Jan. 30/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
Stipends and Index to	<input type="checkbox"/>

**General Overview:**

That report proposes amendments to the Council Remuneration Policy, updating stipends and implementing annual increases based on the Nova Scotia Provincial Consumer Price Index to better reflect the time and responsibilities of elected officials.

**Background:**

The Council Remuneration Policy sets the compensation for elected officials. In previous years, Council has declined any increases. However, with growing demands on their time, added responsibilities, and community involvement, we aim for fair compensation.

**Analysis:**

**Base Remuneration Adjustments:**

Mayor: Previous stipend \$20,000.00 to current stipend \$23,411.44 annually.

Deputy Mayor: Previous stipend \$14,000.00 to current stipend \$16,387.90 annually.

Councillors: Previous stipend \$12,000.00 to current stipend to \$14, 046.74 annually.

*\* Remuneration will increase annually based on the Nova Scotia Provincial Consumer Price Index.*

**Conclusion:**

Updating the Council Remuneration Policy ensures compensation aligns with the demands and responsibilities of elected officials.

**Recommendation:**

That Council approve the proposed amendments to the Council Remuneration Policy, updating stipends to better reflect the time and responsibilities of elected officials, with annual increases.

**Attachments:**

1. Current Council Remuneration Policy

*Respectfully submitted,*

*Jill Webb  
Executive Coordinator*



# TOWN OF SHELburne

## Council Remuneration Policy

Dopine 040	
<b>POLICY</b>	
Rec'd by	
Date	
<b>COPIES TO:</b>	
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**Intent**

It is the intent of this policy to provide guidelines concerning Council remuneration. This policy takes effect April 1<sup>st</sup>, 2016.

**Scope**

The Council Remuneration Policy applies to all Town of Shelburne Council members.

**Definitions**

Remuneration: the amount paid to each Council member for attendance at Town meetings and Town functions and work fulfilling the responsibilities of the position held by each and by virtue of being an elected official.

Council: elected members of Shelburne Town Council, including the Mayor, Deputy Mayor and all Councillors.

**General Guidelines**

1. The Mayor, Deputy Mayor and Councillors will each be remunerated for the following, according to their roles and respective duties:

Mayor	<del>\$20,000.00</del>	<b>\$23,411.44</b>
Deputy Mayor	<del>\$14,000.00</del>	<b>\$16,387.90</b>
Councillors	<del>\$12,000.00</del>	<b>\$14,046.74</b>

2. Mayor, Deputy Mayor and Councillor remuneration may change annually in accordance with changes in the Nova Scotia Provincial Consumer Price Index.
3. One third of annual remuneration will be deemed an allowance for expenses related to discharge of duties as Council in their capacity as elected officials of the Town.
4. The Council sets a deduction of \$50.00 for each day of meetings missed in excess of five days per calendar year for regular Council meetings, Town Committee meetings and/or meetings where Council attendance is expected, with the exception of the Council member attending another Council approved meeting.

## POLICY

5. Members of Council who are appointed as Council representatives to Boards, Commissions, Committees or Agencies, and who are entitled to remuneration for that appointment, shall remit that payment to the Town.

**Approved by Council: February 3<sup>rd</sup>, 2016**

**Amended by Council: February 3<sup>rd</sup>, 2025**

**Jill Webb**

Document #	D25-041
Date	Jan 22/25
Copies To	
Council	✓
Agenda	✓
Committee	

**From:** Val Kean  
**Sent:** January 22, 2025 10:04 AM  
**To:** Sarah Mattatall  
**Cc:** Jill Webb; Robin Smith  
**Subject:** Funding Request from Events  
**Attachments:** Shelburne Events Committee\_Support Request 2025.pdf

Hi Sarah,

Last night, January 21, 2025, the Shelburne Event Committee approved the following budget amounts for our 2025 events:

- Dock St. Days = \$38,500
- NS Pumpkin Regatta = \$20,000
- Miracle on Dock St. = \$14,000

Based on the funding breakdown approved by both Municipal (73%) and Town Council (27%) for 2024/2025, the attached is an overview of the requested 2025/2026 event support from each. I have also included the dates for the events for your information.

Thank you,

*Val Kean*

Director of Economic & Community Development  
Municipality of the District of Shelburne  
414 Woodlawn Drive, Shelburne, NS, B0T 1W0  
902-875-7051  
www.municipalityofshelburne.ca

\*Regular Office Hours are Monday – Thursday, 8am – 5pm\*



# 2025 Event Budgets



## Dock St. Days = \$38,500

-\$2,000 Anticipated Funding

- Requested Funding
  - Municipality = \$25,185 + Staff Lead, Insurance
  - Town = \$9,855 + Street Closure
- 2024 Budget \$36,500



## NS Giant Pumpkin Regatta = \$20,000

-\$5,000 Anticipated Funding

- Requested Funding
  - Municipality = \$10,950 + Staff Lead, Insurance
  - Town = \$4,050 + Street Closure
- 2024 Budget \$13,500



## Miracle on Dock St. = \$14,000

- Requested Funding
  - Municipality = \$10,220 + Staff Lead, Insurance
  - Town = \$3,780 + Street Closure
- 2024 Budget \$14,000

Requested funding support is based on population percentages - 73% MoDS, 27% ToS



## Town of Shelburne Staff Report to Council Complaints Handling Policy

Document #	D25-042
Rec'd by	gw
Date	Jan 30/25
COPIES TO:	
Council	✓
Agency	
Committee	

### General Overview:

This report introduces the proposed *Complaints Handling Policy* for Council's consideration and outlines the potential benefits of purchasing complaint reporting software, either in this budget cycle or the next, to enhance efficiencies for both staff and residents in managing complaints.

### Background:

On February 5<sup>th</sup>, 2024, the previous Council discussed the need for a formal Complaints Handling Policy. Subsequently, at the March 4<sup>th</sup>, 2024 Council meeting, CAO Chris Frotten from the Municipality of Barrington presented the Complaints Reporting System that his municipality has successfully utilized for several years. The presentation highlighted how a structured policy, supported by appropriate software, has greatly improved Barrington's ability to handle resident complaints efficiently and transparently.

Council expressed interest in the adoption of a similar policy and system for the Town of Shelburne at that time. Based on feedback from Council and staff, a draft *Complaints Handling Policy* is attached for consideration. This policy will formalize and standardize the complaint management process in the Town of Shelburne.

### Analysis:

The draft *Complaints Handling Policy* aims to formalize the process for receiving, investigating, and resolving resident complaints. By establishing clear guidelines, the policy will enhance transparency, consistency, and accountability in the Town's responses to community concerns. It also outlines the procedures for submission, tracking, and resolution of complaints, ensuring residents receive timely and effective responses.

Additionally, staff recommends that Council consider purchasing complaint reporting software to complement the policy. Such software would modernize and streamline the complaint process by enabling:

- Real-time reporting and tracking of complaints by staff.

- **Online submission** of complaints, providing greater accessibility for residents.
- Enhanced **efficiency and transparency** in managing the volume of complaints.

The Municipality of Barrington has reported improvements in operational efficiency after implementing their system, which has reduced manual tracking efforts and allowed staff to focus on resolution rather than administrative tasks. The Town could expect similar benefits, including shorter response times, better service delivery, and long-term savings in staff time.

**Conclusion:**

The proposed *Complaints Handling Policy* is a crucial step in improving how the Town of Shelburne manages resident complaints. In addition, planning for the purchase of complaint reporting software will further enhance the efficiency and effectiveness of this process. This investment will contribute to operational improvements, cost savings, and a better experience for residents.

**Recommendation:**

THAT Council adopt the proposed *Complaints Handling Policy*; and  
THAT staff explore options for purchasing a complaint reporting software solution for consideration in the upcoming budget discussions.

**ATTACHMENTS**

1. Draft Complaints Handling Policy
2. Sample Complaint Form (Appendix "A")

*Respectfully submitted,*

*Sarah Mattatall*  
*Chief Administrative Officer*



# TOWN OF SHELBURNE COMPLAINTS HANDLING POLICY

Document # D25-042
<b>POLICY</b>
Date
COPIES TO:
Council
Agenda
Committee

## PURPOSE

The purpose of this policy is to enable the Town of Shelburne to promptly and effectively address program and service delivery concerns raised by members of the public. This policy assists the Town in providing excellent service to the public and contributes to continuous improvement in operations. The Town strives to reduce customer dissatisfaction by:

1. Providing a timely and accurate response to complaints; and
2. Using complaints as an opportunity to improve program and service delivery issues.

This policy does not address:

1. Complaints about non-town services;
2. Issues already addressed by legislation or an existing Town by-law, policy, or procedure;
3. Decisions made by Council or a committee of Council;
4. Internal employee complaints.

## INTERPRETATION

In this policy:

1. **Complainant** means the individual filing the complaint with the Town of Shelburne.
2. **Complaint** means an issue or concern raised regarding a town program, service, or operation which is unresolved at the time of the incident and is submitted formally in accordance with this policy.
3. **CAO** means the Chief Administrative Officer of the Town.
4. **Council** refers to the Town Council of Shelburne.
5. **Designated Officer** refers to the CAO or their designate.
6. **Employee** means an employee of the Town.

## EARLY AND INFORMAL RESOLUTION

The Town encourages early and informal resolution. Staff should be empowered to resolve complaints informally at the first point of contact, without engaging in a formal process.

## FILING A COMPLAINT

Anonymous complaints **will not be acted upon**.

Complaints can be submitted to the Town Office in person, via telephone, mail, or email, and must be logged into the Town's complaint/request tracking system. Submissions must include:

1. The complainant's name, phone number, email address, and mailing address;
2. Details of the complaint, including:
  - a) Background leading to the issue(s);
  - b) Date(s), time(s), and location(s) of the incident(s); and
  - c) Names of any employees previously contacted regarding the issue(s);
3. Any actions being requested of the Town.

Complaints may be submitted using the form provided in Appendix A.

## RECEIPT AND ACKNOWLEDGEMENT

Upon receiving a complaint, the Designated Officer will acknowledge receipt in writing within five (5) business days.

## INVESTIGATION

The Designated Officer will review the issues identified by the complainant. In doing so, they may:

1. Review relevant municipal and provincial legislation;
2. Review relevant Town policies and procedures;
3. Review any existing documentation related to the complaint;
4. Interview employees or members of the public involved;
5. Identify actions to address the complaint or improve Town operations; or
6. Take other steps deemed necessary to resolve the matter.

Within thirty (30) calendar days of receiving the complaint, the Designated Officer will provide a written response to the complainant. This response will include:

1. Whether the complaint was substantiated;
2. If the complaint is not substantiated, the Designated Officer will provide reasons for their decision;
3. Any actions the Town has taken or will take as a result of the complaint.

If a response cannot be provided within thirty (30) days, the Designated Officer will notify the complainant of the delay and provide an estimated response time.

**APPENDIX "A"**

**COMPLAINT FORM**

**Your Name:**

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**Phone Number:**

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**E-mail Address:**

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**Mailing Address:**

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*Please note: Complaints shall be considered confidential but are subject to Part XX of the Municipal Government Act and the Freedom of Information and Protection of Privacy (FOIPOP) Act.*

**Details of Your Complaint:**

Please provide the following details regarding your complaint:

- Relevant Date(s): \_\_\_\_\_
- Time(s): \_\_\_\_\_
- Location: \_\_\_\_\_
- Background information:  
(Include details of the issue and any municipal employees you have contacted regarding the matter.)

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*Additional space is available at the end of this form if required. Relevant photographs or other supporting materials can be attached.*

**How could the situation be improved?**

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**Additional Information:**

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## Town of Shelburne Staff Report to Council

### Relocation of Town Hall/Accessibility Project Wrap-Up

Document #	D25-043
Rec'd	gw
Date	Jan 30/25
COPIES	10
Council	✓
Agenda	✓
Committee	
public the	

#### General Overview:

This staff report is to document for the information of both the new Council and the public the range of activities completed in order to finalize the relocation of the Town Hall operations from the "Old Town Hall" to an accessible location in the "Post Office" Building.

#### Background:

Town Council approved \$75,000 in the 2023-24 fiscal budget from the Operating Reserve to begin the process to relocate the administration and governance activities of the Town from an aged building to a proposed fully accessible location in the second floor and the basement of the Town owned post office building. The overall project was broken into several components:

1. Sale of the old Town Hall;
2. Review of the new location to ensure a plan of action was undertaken to make the "Town Hall" fully accessible to the public;
3. Procuring and installing of furnishings and technology to meet the operational needs of the Town including establishing a "Council Chamber" at the Community Centre;
4. Relocating documents, equipment, permanent records, folders, etc. to the new location including activities such as;
  - a. Purchasing a fireproof safe to safeguard important records;
  - b. Relocating and installing IT and related equipment and;
  - c. Organizing the relocated items to optimize the space available and the current needs of the organization.

It should be noted that the Town Hall operations were substantially closed for a week in August to allow staff to focus their time and energy on this phase; and

5. Implementing the accessibility requirements from the consultant's report including the installation of an elevator lift in order to make the second floor fully accessible.

#### Analysis:

With the advice of the Accessibility Coordinator, Eastern Shelburne County, contact was made with 3 certified accessibility professionals to complete a comprehensive audit with Ann Sinclair

being awarded the contract to carry out a thorough review of the "Post Office Building" resulting in a report which guided our staff and contractors in terms of converting our facility to meet the provincial regulations. The report also was a key determinant in being awarded two grants totalling \$111,789 (Municipal Capital Growth Fund for \$61,789 and Community Accessibility Program Grant for \$50,000). The Town utilized 11 suppliers/contractors for a project cost of \$177,507. Eligible expenses included some of the following:

Elevator Lift Install	\$149,159
Accessibility Audit	\$7,154
Automatic Door Openers – Mowatt	\$11,872
Automatic Door Openers – Community Centre	\$1365
Reception desk	\$4993

The sale of the old Town Hall took place over a period of 14 months. During this period, 5 interested buyers approached the Town. After addressing a range of queries, the Town contracted with an engineering firm to complete a Phase 1 Environmental Assessment, conduct a structural review of damaged concrete masonry and carrying out hazmat testing resulting in a report. The Town liaised with the PVSC to determine a fair market value for the property which led to the Town setting a minimum price of \$100,000 for the property in compliance with the MGA. A tender to sell was made public, along with the engineer's report being available to any interested purchases. The successful bidder was Duane MacLellan, owner of District 33 Winery. (Attached is the "Sale of Property by Public Tender")

With respect to the renovation upgrades and other improvements to the new locations, the Town dealt with over 25 suppliers and contractors including the following expenditures:

Banker boxes	\$645
New office phone system	\$5735
Fridge & Stove for lunchroom in basement	\$1770
Fire rated floor safe	\$1424
Installation of floor	\$7483
Movers	\$1251
Prematic thermostats	\$1136
Survey for relocation	\$1042
Employee Parking signs	\$424
Washer and Dryer – public works	\$1559
Legal Fees on sale	\$4317

Conference equipment	\$4703
Install locks – bathroom door	\$2181
Security System installation	\$6852
Environmental Report	\$6049
Structural Report	\$2902

As per the range of activities being undertaken to facilitate the relocation, most staff members were involved at various times to make the project a success. From a financial perspective, the overall project cost \$258,952 (\$81,445 for the relocation/upgrade and \$177,507 for the accessibility portion) being funded by the sale proceeds of the Old Town Hall (\$130,000) and the two provincial grants (\$111,789) and the Town's operating reserve (\$11,163).

**Attachment:**

Town of Shelburne – "Sale of Property by Public Tender"

*Respectfully submitted,*

*Ken Smith*

*Deputy CAO, Town of Shelburne*

Document #	D25-043
Rec'd	
Date	
Council	



## TOWN OF SHELBURNE SALE OF PROPERTY BY PUBLIC TENDER

TAKE NOTICE that tenders are now invited for the purchase of the Town office building as described below. Sealed tenders will be accepted until 3:00 p.m. on April 25, 2024, at the Town office located at 168 Water St, Shelburne, NS. Tenders will be opened at the same location on the same day at 3:00 p.m.

DESCRIPTION OF PROPERTY: PID 80145790; AAN 4652452; Assessed Value \$100,000  
Minimum tender amount: \$100,000

### TENDER REQUIREMENTS:

Tender price must be submitted in a sealed envelope. It must be accompanied by a deposit of at least five per cent of the tender amount. The deposit shall be made by way of a certified cheque/bank draft/money order payable to the Town. Recent engineering reports on the condition of the building and the property are available to bidders strictly on a without prejudice basis without warranty or representation as to their truth or accuracy. Brewery and distillery usage will be prohibited per the condition of the sale. The successful proponent must adhere to the Town's by-laws including but not limited to sewer regulations. The successful proponent shall be also required to sign an agreement of purchase and sale with the Town containing certain standard conditions as well as acknowledging all of the above and in addition, a condition that the property is being sold without warranties or representations.

**Bid Closing: April 25<sup>th</sup>, 2024 at 3:00 p.m.**

For inquiries or to obtain additional information, please contact:  
Sarah Mattatall, CAO  
902-875-2991 ext. 5

[Sarah.mattatall@shelburnens.ca](mailto:Sarah.mattatall@shelburnens.ca)



## Town of Shelburne Staff Report to Council Traffic Concerns

Document #	D25-044
Rec'd by	gw
Date	Jan 29/25
COMMITTEE	
Council	✓
Agenda	✓
Committee	

### General Overview:

This report provides Council with input from the Traffic Authority regarding previously raised traffic concerns by residents, as requested by Council. The following observations and recommendations are based on assessments of key areas in question, including stop sign visibility, safety signage, and potential speed limit reductions.

### Analysis:

#### 1. Stop Sign at the Intersection of George and Elliott:

The Traffic Authority has identified that this intersection does not present an urgent safety concern, as there are already two stop signs where the streets meet. However, due to the width of the intersection, there may be confusion for motorists, particularly those driving east on George Street. To mitigate potential misunderstandings, the Traffic Authority recommends installing an additional stop sign with 3-way signage at each post. While not critical, this would help clarify traffic flow. A review of files back to 2022 shows only one recorded stop sign violation at this intersection.

#### 2. Safety Signage Along Anne, Harriet, Carleton, and Cornwallis Streets:

The Traffic Authority conducted multiple assessments of these streets and noted that all required signage is already in place. However, additional signage—such as "Slow Down", "Children Playing" or "Stop Sign Ahead"—could further enhance safety, particularly as a reminder for drivers to be cautious in residential areas. Although no significant safety concerns were found, a gradual evergreening program to add signage over time could be considered. It is important to note that a file review back to 2022 revealed only a few complaints about speeding, primarily on George Street.

#### 3. Speed Limit Reduction:

The Traffic Authority has expressed concerns about the effectiveness of reducing speed limits on busy streets from 50 km/h to 30 km/h, suggesting that such a change may not be practical or well-received. A middle-ground approach is recommended: lowering the speed limit on side streets to 30 km/h while maintaining the current limit on busier streets like King and Water.

Additionally, the use of electronic speed radar signs could be explored to monitor and enforce speed limits on main routes, particularly near high-traffic areas.

The Traffic Authority is open to further discussion on these matters and is willing to support a trial period for any measures enacted. Electronic speed radar devices could also be used to gather data on vehicle speeds, helping determine whether permanent changes are needed.

**Recommendation:**


THAT Council direct staff to investigate the costs of additional traffic signage, including but not limited to stop signs, safety signage, and speed radar devices, for Council's consideration during the upcoming budget process.

*Respectfully submitted,*

*Sarah Mattatall*

*Chief Administrative Officer*

# TOWN OF SHELBURNE

Document #	D25-045
Doc #	25
Date	Jan 27/25
Comes to	107
Council	✓
Agenda	✓
	

## STAFF REPORT Wastewater Utility

**DATE: Jan. 28th, 2025**

**Dear Council Members,**

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

### 1. Introduction:

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

### 2. Key Performance Indicators:

- **Effluent Quality:** The quality of the treated wastewater continues to meet or exceed all regulatory requirements.
- **Treatment Efficiency:** Although we are experiencing higher flows, the Efficiency of the plant has continued to be good.
- **Compliance:** The quality of the treated wastewater continued to meet or exceed all regulatory requirements for our E. coli, TSS (total suspended solids), CBOD (Carbonaceous Biochemical Oxygen Demand), and Ammonia levels. We are 100% in compliance as of writing this.



# TOWN OF SHELBURNE

- **Maintenance and Infrastructure:**

1. The plant is back to running on 2 clarifiers.

Although the repairs hadn't yet been made, the increase in flow and inclement weather dictated that it had to be back online. Engineer Dave Trudel was on site, Thursday Jan 23<sup>rd</sup>. He offered some solutions to the clarifier issue (as well as a few others within the plant), and we are awaiting his report

2. Main water supply to the plant has been shut off. Backup system (well on site) was switched to on Tues, Jan 21<sup>st</sup>. This was due to a water break/hydrant failure.
3. Pavement in the Sewer plant parking lot, could potentially of been effected by hydrant break, something we will have to investigate in warmer temperatures.

3. **Challenges and Mitigation Strategies:**

- **Resource Management:** For the 6<sup>th</sup> consecutive month we are in compliance with all our DOE permits to operate.
- **Emergency Preparedness:** Comprehensive emergency response plans are in place to address potential incidents or disruptions to our operations, ensuring continuity of service and protection of public health. Operators have installed Voyent Alert on their cell phones to keep up with local emergency alerts.
- **Sampling Plan:** Operators continue to sample on a weekly basis, according to CBCL sampling plan.

4. **Public Concerns:** No complaints, problems or concerns reported.

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



# TOWN OF SHELBURNE

## STAFF REPORT Water Utility

Document #	D25-016
Rec	g
Date	Jan 28/25
Council	✓
	✓



DATE January 28<sup>th</sup> 2025,

Dear Council Members,

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

- **Water Quality:** We meet all DOE regulatory requirements by means of continuous monitoring.
- **Treatment Efficiency:** The treatment process is kept to the highest standards and is worked on continually.
- **Maintenance and Upkeep:** All maintenance is being kept up to decrease down time. Nova Scotia Power has completed the power hook up to the drying bed pump house and we believe the electrician is coming in February to wire the pump. Two of the main heaters in the water treatment plant have stopped functioning and will require replacement.
- **Occurrences:** Tuesday January 21<sup>st</sup> 1100h- Public Work staff member noticed the hydrant on Rose Island Lane was leaking water. It appears that the seal in the hydrant failed causing water to enter and freeze. This caused the water line supplying the Sewer Treatment Plant to rupture. The repair is not yet completed due to weather conditions. It should be noted that the Sewer Treatment Plant has an existing well (Back up) and is not without water.
- **Compliance:** We are following and are up to date with all tests set forth by DOE. I continue to work with Mark Holden and Trevor Marriot on any issues that come up. There is nothing to report for this period.
- **Resource Management:** We try to make the process as effective as possible to eliminate waste. Weekly water samples are submitted for testing to ensure the protection of our water shed.
- **Technological upgrades:** Awaiting quotes to replace faulty heaters, as well as quotes to replace existing steel pipes in the treatment plant with plastic. We are now using the new software to collect water meter reading. Our first read went well, but there are still a few things to work out.



# TOWN OF SHELBURNE

- **Workforce Development:** Lead Operator and Assistant will be taking the Water Treatment exam on May 21<sup>st</sup> in Bridgewater. The assistant is trained and will be placed on the *On Call* schedule in February.
- **Public Concerns:** Nothing new to report

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Mike Rhuland  
Water Treatment Operator  
902 319 9352





## By-law Officer Report

December 2024

Document #	D25-047
Rec'd by	gn
Date	Jan 27/25
Council	
Agenda	✓
Committee	

### **Calls for Service (December 1 to December 31):**

1. **24-086. Service Request:** Responded to a resident's concern regarding a horse on Hammond Street lacking adequate shelter. Conducted an inspection, and the property's shelter was found to be sufficient. **RESOLVED.**
2. **24-087. Service Request:** Addressed concerns about ongoing renovations on Mowatt Street potentially obstructing sidewalk access, including plowing and residential use. Spoke with property owner, who committed to keeping the sidewalk clear and free of ice and snow. **RESOLVED.**
3. **24-088. Service Request:** Investigated a report of a vehicle parked on Mowatt Street in violation of the winter parking ban. Issued a warning. **RESOLVED**

### **Assignments:**

1. Reviewing existing by-laws and policies.
2. Working towards Special Constable Appointment.

### **Summary of Additional By-Law Officer Duties and Outcomes:**

1. Complaint, 24-033, 24-063, 24-071: **ONGOING.**
2. Complaint, 24-081: **RESOLVED.**
3. Parking warning that was issued but ignored resulting in the vehicle being towed.
4. Assisted in small IT tasks with support from G23 Technologies.

Respectfully submitted,

Dana Nash