



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**February 18<sup>th</sup>, 2025**  
**6:00 p.m.**

**Doc Ref:**

---

**1) Call to Order**

**2) Approval of Agenda**

**3) Approval of Minutes from the regular Town Council meeting held on February 3<sup>rd</sup>, 2025, and the Special Town Council Meeting held on February 5<sup>th</sup>, 2025.**

**4) Proclamations and Announcements: None**

**5) Delegations/Presentation:**

- |   |         |
|---|---------|
| a) Mike Hartigan, George Street Shipyard Mill Society | D25-048 |
| b) Andrea Davis, No. 2 Construction Battalion         | D25-049 |

**6) Correspondence:**

**Action:**

- |  |         |
|--|---------|
| a) Corah, Seniors and Students Housing Project | D25-050 |
|--|---------|

**Information: None**

**7) Council Items:**

- |  |         |
|--|---------|
| a) Shelburne Volunteer Fire Department By-law  | D25-051 |
| b) Shelburne Events Committee  | D25-041 |
| c) Consideration of Letter from Canadian Industrial Commission on CUPW & Canada Post |         |

**8) Committee Reports:**

- |  |         |
|--|---------|
| a) Heritage Advisory Committee Meeting Minutes | D25-052 |
|--|---------|

**9) Staff Reports:**

- |  |         |
|--|---------|
| a) Crosswalk Request at Water & King Street Intersection | D25-053 |
| b) Building Inspector Report – January                   | D25-054 |

**10) New Business:**

**11) Upcoming Meetings/Events:**

- |   |  |
|---|--|
| a) Lobster Chowder Chowdown Showdown, Black Loyalist Heritage Centre, February 23 <sup>rd</sup> , 2025, 1:00pm. |  |
| b) Next Council Meeting, Monday, March 3 <sup>rd</sup> , 2025, 6:00pm, Council Chambers, 63 King Street.        |  |

**12) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**February 3<sup>rd</sup>, 2025**

**Council Members Present**

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

**Staff Present**

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

**Regrets**

Councillor Therese Cruz

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6:00pm and welcomed everyone.

**Approval of the Agenda**

*THAT* Council approves the agenda for February 3<sup>rd</sup>, 2025.

**E. Acker – D. Acker**

**MOTION CARRIED**

**Approval of the Minutes**

*THAT* Council approves the minutes from the regular Town Council Meeting held on January 20<sup>th</sup>, 2025.

**Ringer – D. Acker**

**MOTION CARRIED**

**Proclamations and Announcements:**

a) February 15<sup>th</sup> National Flag of Canada Day

Councillor Ringer read an announcement on the above.

**Delegations/Presentations:**

a) Janet Sunberg re: Small Businesses

Mayor Jacklin welcomed Mrs. Sunberg to the table to begin her presentation. She shared several ideas on how Town Council could consider supporting small businesses. Among her suggestions were Council visiting local businesses, hosting a "Mix and Mingle" event, creating a detailed map of Shelburne for the Visitor Information Centre, ensuring the centre has up-to-date promotional materials on local businesses, increasing involvement in South Shore Tourism, and dedicating a staff member specifically to tourism efforts. Mayor Jacklin and Council thanked Mrs. Sunberg for her time and valuable input.

b) Property Valuation Services Corporation re: Property Assessment

Mayor Jacklin welcomed Paul Beazley and Rod Tremblay to begin their presentation. Mr. Beazley and Mr. Tremblay reviewed the information included in the package, explaining how property assessments work. They outlined PVSC's responsibilities, clarified what falls outside their scope, and noted that all appeals must be submitted by February 13, 2025.

At 6:30 p.m., Council took a brief break for the Cadets to ring the bells and reconvened at 6:35 p.m.

Following the presentation, a question-and-answer session took place, during which several Councillors raised concerns they had heard from the public. Mayor Jacklin thanked Mr. Beazley and Mr. Tremblay for attending and for addressing all questions.

**Correspondence**

**Action:**

a) Letter from Judith Cleveland

CAO Mattatall provided background information on the letter and explained how our water meter's function, including their lifespan.

***THAT** Council direct staff to contact the customer to advise she is responsible for the payment of the water meter.*

**E. Acker – D. Acker**

**MOTION CARRIED**

**M25-016**

**Information:**

a) Letter from Kim Masland, Minister of Emergency Management

b) Response letter from Jared Purdy, Regional Executive Director, TCRCE

c) Letter from Jan Simpson, National President CUPW Locals

d) Letter to the Adjudicators of the Commemorative Partnership Program

Councillor Acker requested that a copy of Mr. Purdy's letter be sent to the SACs at both Hillcrest Academy and Shelburne Regional High School. She also noted that she will be bringing a motion to the next meeting regarding CUPW for Council discussion. The correspondence provided is for information.

**Council Items:**

a) Noise Control By-law – 1<sup>st</sup> Reading

CAO Mattatall informed Council that the matter was being revisited due to insufficient time previously allocated.

***THAT** Council approves the first reading of the Noise Control By-law and continue with the second reading of the by-law on March 3<sup>rd</sup>, 2025.*

**E. Acker – Ringer**

**M25-017**

**MOTION CARRIED**

**Committee Reports:**

a) Port Committee Meeting Minutes – September 2024

The above minutes were presented for information only.

**Staff Reports**

a) Town Council Meeting Policy

Councillor Acker mentioned that she was really happy to see Video Conferencing covered in our policy.  
*THAT Council approve the revisions to the Town Council Meetings Policy as presented.*

**D. Acker - Ringer**

**M25-018**

**MOTION CARRIED**

b) Town Council Committees Policy

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

**E. Acker – D. Acker**

**M25-019**

**MOTION CARRIED**

c) Council Remuneration Policy

CAO Mattatall explained that previously Council has not accepted an increase, however, last year they did, so we updated the policy to reflect current stipends with an increase annually.

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

**E. Acker – Ringer**

**M25-020**

**MOTION CARRIED**

d) Shelburne Events Committee

CAO Mattatall explained that this year's funding request differs slightly from last year's, as it now includes the cost of street closures, adding an additional expense for the Town. The street closure alone would cost the Town \$3,577, excluding janitorial expenses. She recommends a 50/50 cost-sharing approach to manage these added costs.

*THAT Council defer the Shelburne Events Committee ask to the budget process.*

**D. Acker – E. Acker**

**M25-021**

**MOTION CARRIED**

e) Complaints Handling System

CAO Mattatall provided Council with background information, noting that the previous Council had received a presentation from CAO Frotten of the Municipality of Barrington regarding their Complaint Handling System. At that time, the previous Council requested that staff develop a Complaints Handling Policy and to include a Complaints Handling software system in the budget discussions. CAO Mattatall sought confirmation on whether this remains the preferred course of action moving forward.

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

**E. Acker - Ringer**

**M25-022**

**MOTION CARRIED**

f) Office Relocation/Accessibility

CAO Mattatall spoke to Mr. Smith's report in the package, highlighting that relocating to the new Town office at 162 Mowatt Street, allowed the Town to generate tax revenue from the former Town Hall building while also creating an accessible space using grant funding. No motion, for information only.

g) Traffic Update

CAO Mattatall explained her report in the package. Council discussed and had some suggestions.

*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.*

**E. Acker – D. Acker**

**M25-**

**023**

**MOTION CARRIED**

h) Wastewater Report

i) Water Utility Report

CAO gave Council a brief update regarding the water main break on Commission Street.

j) By-law Officer Report

The above reports are for information.

**In-Camera:**

*THAT Council go in-camera at 8:28pm for matters under MGA 22 (2) (a) – acquisition, sale, lease and security of municipal property and MGA 22 (2) (e) contract negotiations.*

**E. Acker – Ringer**

**MOTION CARRIED**

*Council came out of in-camera at 9:10pm. No motions coming out of in-camera.*

**New Business:**

New Business was brought forward by several Councillors regarding various meetings and events they had attended since the last Council meeting.

**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.

**Adjournment**

***THAT*** the Regular Town Council Meeting of February 3<sup>rd</sup>, 2025, be adjourned at 9:18pm.  
***Ringer***

---

Jill Webb, Exec. Coordinator

---

Stanley Jacklin, Mayor

---

Sarah Mattatall, CAO

DRAFT



**Town of Shelburne**  
**Minutes of the Special Town Council Meeting**  
**February 5<sup>th</sup>, 2025**

**Council Members Present**

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

**Staff Present**

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

**Call to Order**

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

**Approval of the Agenda**

***THAT*** Council approves the agenda for February 5<sup>th</sup>, 2025.

**E. Acker – Cruz**

**MOTION CARRIED**

**Council Items:**

a) Municipal Planning Strategy and Land Use By-law Amendments

***THAT*** Council approve the second reading of the Town's Municipal Planning Strategy and Land Use By-law amendments.

**Cruz – Ringer**

**M25-024**

**MOTION CARRIED**

b) Commercial Development District

***THAT*** Council approve the second reading of the "Commercial Development District Improvement Program".

**E-Acker – D. Acker**

**M25-025**

**MOTION CARRIED**

c) Municipal User Fees Policy Amendments

*THAT Council amends the Municipal User Fees Policy by replacing section 5.7 with the attached chart in Appendix A.*

**Ringer – Cruz**

**M25-026**

**MOTION CARRIED**

**Adjournment**

*THAT the Special Town Council Meeting of February 5<sup>th</sup>, 2025, be adjourned at 6:06pm.*

*D. Acker*

---

**Jill Webb, Exec. Coordinator**

---

**Stanley Jacklin, Mayor**

---

**Sarah Mattatall, CAO**



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

Document # D25-048	
Rec'd by [Signature]	
Date Jan 30/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.town.shelburne.ns.ca](http://www.town.shelburne.ns.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: MIKE HARTIGAN  
 Address: 4167 - SANDY POINT ROAD, JORDAN BAY  
 Phone: 902-875-2387 Email: MBCHARTIGAN@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):

TO PRESENT COUNCIL AN OVERVIEW OF ACTIVITIES AT THE MILL OVER THE PAST FEW YEARS AND DESCRIBE SOME OF OUR FUTURE PLANS.

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

Are you representing:

- Yourself
- An Organization/Society/Club (Name): GEORGE STREET SHIPYARD MILL SOCIETY
- A Business (Name): N/A
- Other (Please Specify): N/A

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your

presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

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

**Please return the completed form to:**

Robin Smith, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS,  
[robin.smith@shelburnens.ca](mailto:robin.smith@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

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

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

Signature



PROJECT: MANAGER / TREASURER

**For Office Use Only:**

Date Request Received:

January 30/2025

Approved

Refused

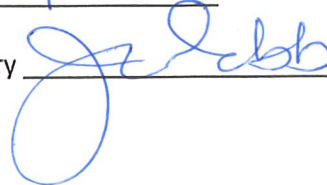
Reason for Refusal:

Applicant Notified

If Approved, Date of Presentation:

Feb. 18/25

Signature of Executive Coordinator/Committee Secretary





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

Document #	D25-049
Rec'd by	[Signature]
Date	Jan 30/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Chambers, Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.shelburnens.ca](http://www.shelburnens.ca).

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

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

Name of Presenter: Andrea Davis

Address: 119 Birchtown Road, Shelburne, NS B0T 1W0

Phone: 902.875-1310 Email: andrea@blackloyalist.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):

To ~~discuss~~ provide information on the No. 2 Construction Battalion / Black History / African Nova Scotian War Memorial  
Date of Council/Committee meeting at which you wish to appear: Feb 18, 2025 history

- Are you representing:
- Yourself
  - An Organization/Society/Club (Name): The Black Loyalist Heritage Society
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_

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

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

**Please return the completed form to:**

Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, [jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

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

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

Signature

  
\_\_\_\_\_

**For Office Use Only:**

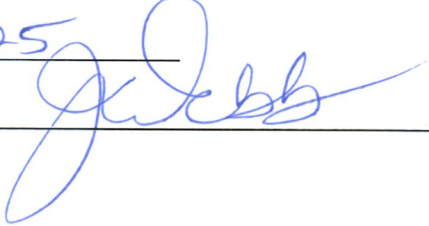
Date Request Received: Jan 30 / 2025

Approved  Refused

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

Applicant Notified

If Approved, Date of Presentation: Feb. 18 / 25

Signature of Executive Coordinator/Committee Secretary   
\_\_\_\_\_



# HomeShare: Bridging seniors and students through intergenerational housing

Document #	D25-050
Rec'd by	gw
Date	Feb. 10/25
COPIES TO:	
Agenda	<input checked="" type="checkbox"/>
Committee	<input checked="" type="checkbox"/>

**Project type:** Needs assessment for program design and pilot

**Project status:** Grant application in progress

**Grant type:** College and Community Social Innovation Fund grants (CCSIF)

## Program overview

This project aims to conduct a comprehensive needs assessment to design and pilot a housing program connecting seniors with post-secondary students in shared living arrangements. The goal is to address key challenges such as the housing crisis, affordability and seniors' desire to remain in their homes while benefiting from intergenerational connections. The assessment will gather insights from seniors and students to identify the supports, resources and structures necessary for a successful pilot program.

## Main objectives:

### 1. Understanding seniors' needs:

- Explore the financial, social and practical supports seniors need to stay in their homes while sharing with students.
- Address barriers like technology access, safety concerns and compatibility with tenants.

### 2. Identify students' requirements:

- Gauge interest among post-secondary students in shared living arrangements with seniors.
- Identify appealing factors, such as affordability, privacy and campus access.

### 3. Evaluate existing models and gaps:

- Review initiatives like Happipad and the Cape Breton University/Town House project to identify successes, challenges and underperformance factors.

## Target communities

Focus on rural college communities with CORAH centres at NSCC campuses—Annapolis Valley, Strait Area and Shelburne—using existing mailout lists and contacts to recruit seniors and students for the research.

## Expected outcomes

The project aims to foster intergenerational benefits by highlighting shared advantages like companionship, cost-sharing and skill-sharing. It will produce a comprehensive needs assessment report outlining key supports and conditions for diverse living arrangements. A data-informed framework for a pilot Seniors & Students Housing Program will be developed, addressing safety, affordability and community connections.

## NSCC social science capabilities

NSCC's lead researcher, Lisa Mader, brings decades of experience as a counselling therapist at the College. Through her work with students facing housing insecurity, discrimination and poverty, she identified recurring patterns and systemic gaps. Over time, her focus has expanded from individual counselling to a broader examination of issues affecting students and the community. Lisa played a pivotal role in the national Post-Secondary Student Homelessness/Housing Research Network, highlighting the often-overlooked struggles of students facing housing insecurity, challenging stereotypes and advocating for awareness and practical solutions.

## Our ask

We are seeking collaborative partners to support the grant application for this project. Potential partners can provide input, resources or funding to help shape this innovative program addressing housing and intergenerational needs.

## Questions? Contact us:

902-497-4477

Lisa.Mader@nsc.ca

[nsc.ca/appliedresearch](http://nsc.ca/appliedresearch)

**nsc.ca**

Applied Research

Jill Webb

**From:** Mike Shand <mshand@gmail.com>  
**Sent:** February 4, 2025 8:06 AM  
**To:** Sarah Mattatall  
**Cc:** Darrell Locke; Jill Webb; Shelburne Volunteer Fire Department  
**Subject:** Re: SVFD By-Law  
**Attachments:** SVFD By Laws February 2024 v1.15 Town Amendment Request.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Document #	D25-057
Rec'd by	JSW
Date	Feb 4/25
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

Hi Sarah

We discussed the additional amendment request at our meeting last night and attached are the By Laws with Article XII Section 7 removed.

**ARTICLE XII - GENERAL**

**7. The Department shall ask the Town of Shelburne to pay all expenses of the Chief or Deputy Chief to attend any events deemed appropriate to represent the Department up to a maximum of five thousand (\$5000) dollars.**

**Council has asked that there be no monetary value associated with this and that it be paid for by the Department using donations.**

**Removed this section from Article XII – General all together.**

Thanks.

...Mike

On Tue, Jan 21, 2025 at 11:19 PM Sarah Mattatall <[Sarah.Mattatall@shelburnens.ca](mailto:Sarah.Mattatall@shelburnens.ca)> wrote:

Yes, this may be the easiest solution.

I will take this back to our March meeting once confirmation is received.

Thanks again, Mike.

**BY-LAWS OF THE SHELBURNE  
VOLUNTEER FIRE DEPARTMENT**

**OF**

**SHELBURNE  
NOVA SCOTIA**

Document #	D25-051
Rec'd by	
COPIES TO:	
Council	
Agenda	
Committee	

**February 4, 2025 v1.15**

**TOWN AMENDMENT REQUEST**

## TABLE OF CONTENTS

ARTICLE	PAGE
I NAME	3
II OBJECTIVE	3
III EXECUTIVE AND FIRE OFFICERS	3
IV COMMITTEES	3
V MEETINGS AND PRACTICES	4
VI DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS	5
VII DUTIES OF COMMITTEES	9
VIII PROPOSALS FOR MEMBERSHIP	10
IX ELECTION OF EXECUTIVE AND FIRE OFFICERS	11
X FINES AND REMIDIAL ACTION	12
XI NEGLECT OF DUTIES	12
XII GENERAL	13
XIII HONORARY MEMBERSHIP	15
XIV EXPULSIONS	15
XV LEAVES OF ABSENCE	15
XVI REINSTATEMENTS	15
XVII RETIREMENTS	16
XVIII AMENDMENT OF BYLAWS	16

## **ARTICLE I – NAME**

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

## **ARTICLE II – OBJECTIVE**

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

## **ARTICLE III – EXECUTIVE AND FIRE OFFICERS**

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

## **ARTICLE IV – COMMITTEES**

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

## **ARTICLE V – MEETINGS AND PRACTICES**

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

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

## **ARTICLE VI – DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS**

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

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

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

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

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

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

VI Section 3.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VII - DUTIES OF COMMITTEES**

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

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

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

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

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

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

## **ARTICLE VIII - PROPOSALS FOR MEMBERSHIP**

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

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

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

## **ARTICLE IX - ELECTION OF EXECUTIVE AND FIRE OFFICERS**

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

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

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

## **ARTICLE X – FINES AND REMEDIAL ACTION**

1. Fines will be assessed as follows:

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

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

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

## **ARTICLE XI - NEGLECT OF DUTIES**

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

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

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

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

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

## **ARTICLE XII - GENERAL**

1. The business year of the Department shall be the same as that of the Town of Shelburne.
2. The Department shall meet annually with representatives from the Town of Shelburne. The primary purpose of this meeting is for the Town to understand the Department's budget and to assist in the Town's financial planning related to events, vehicle acquisitions, and equipment purchases by the Department.
  - a. The following representatives are required to attend the annual budget consultation meeting:
    - The Fire Chief of the Shelburne Volunteer Fire Department,
    - The President of the Shelburne Volunteer Fire Department,
    - The Treasurer of the Shelburne Volunteer Fire Department,
    - The Chief Administrative Officer (CAO) of the Town of Shelburne, and
    - The Finance Manager of the Town of Shelburne.
  - b. The meeting shall occur annually, no later than January 15<sup>th</sup> of each fiscal year, or as mutually agreed by both parties.
  - c. The meeting will focus on a review of the Department's annual budget, planned participation in any events or training that could impact the Town's financial planning, including travel expenses, event fees, or other related costs, planned purchases of vehicles or major equipment, including timelines for acquisition, estimated costs, and potential funding sources, and financial forecasts and future needs that may affect the current Town's budget allocations or long-term financial strategy.

- d. The Treasurer of the Shelburne Volunteer Fire Department shall provide a detailed budget report, including an outline of anticipated expenses for events, vehicle purchases, and equipment upgrades.
  - e. The Town of Shelburne's CAO and Finance Manager shall review the provided information to understand the financial needs and activities of the Fire Department, and plan for any potential impact on the Town's overall financial resources.
3. Only active, retired, and honorary members of the Department will be permitted to visit the Firefighter's Club Room on Smoker Nights, unless a special dispensation is granted at a meeting of the Department. At all other times, active and retired members may bring a maximum of three (3) guests to the Club Room. Members are responsible for the behavior of their guests and will be held accountable for any misbehavior on their part.
  4. Request for rental or loan of the Firefighter's Club Room and facilities must be brought forward for consideration at a monthly meeting of the Department.
  5. The Chief or Deputy Chief has authority to loan small items or equipment on the condition that such equipment must be returned promptly or, if damaged, replaced promptly.
  6. In the event of the death of an active member, retired member or member of the Ladies Auxiliary, at the request of the family, the Chief or President will make the necessary arrangements to honor the deceased.
  7. Any member using his/her personal vehicle for department business pre-authorized by the Chief or Deputy Chief, shall be entitled to kilometer reimbursement at a rate used by the Town at the time.
  8. Members are personally responsible for obeying all traffic laws when responding to alarms and shall be fully liable in the event of an accident or violation of any laws while driving their personal vehicle.
  9. In the event of the death of an active member of the Department, including those on a leave of absence, their assigned number shall be retired from service. A plaque with the members photograph, years of service and date of passing shall be displayed at the station at a location deemed fit to honor those members. The members' helmet may also be offered to their family if desired. This shall be overseen by the Sick and Accident Committee.
  10. Time served during a Military deployment will be counted as time served in the Department.

## **ARTICLE XIII - HONORARY MEMBERSHIP**

1. Any person who is ineligible to become an active member but performs some outstanding

service to the Department may be elected as an Honorary member by resolution of the Department and shall be presented with a certificate indicating this status.

## **ARTICLE XIV - EXPULSIONS**

1. Any member who willfully alters, defaces, damages, or destroys any property of the Department, Town, or another firefighter, may be expelled from the Department.
2. Any member caught stealing anything from a fire scene or otherwise, may be expelled from the Department.
3. Any member who assaults, utters threats against, or harasses another member of the department, their spouse or minor, as defined by the Criminal Code of Canada (See Appendix) may be expelled from the Department.
4. All decisions regarding expulsions from the Department, except for those defined in Article XI, shall be by secret ballot at a regular meeting at which a quorum is present. A majority vote shall govern.

## **ARTICLE XV - LEAVE OF ABSENCE**

1. On receiving a written application from a member deemed to be 'in good standing', the Chief may grant a leave of absence from the Department for a period of up to six months once within a twelve (12) month period. The member may ask for permission to return to active duty at any time during this period, with the Chief reserving the right to refuse an early return if they deem this to be in the best interest of the member.
2. Any further request for extensions beyond six (6) months and in six (6) month increments, the member or a member designate, will bring the matter to a regular meeting of the Department, either in person or writing, and the membership will decide whether the extension is to be approved following the procedure outlined in Article V Section 6.

## **ARTICLE XVI REINSTATEMENT**

1. A member may elect to leave the Department at any time, after giving written notification to the membership.
2. If the member wishes to rejoin the Department at a future date, they will submit a written application to the Department and the membership will vote, following the procedure outlined

in Article V Section 6, to accept or reject the members application. A favorable vote will permit the applicant's record of service to be continued from the last recorded attendance. A re-instated member will be required to complete the new candidate competencies.

## **ARTICLE XVII - RETIREMENTS**

1. A member who retires after a minimum of sixteen (16) years of service with the Shelburne Volunteer Fire Department will be issued a certificate recognizing the number of completed years of service.
2. Retiring members will be honored in the following ways outlined below.
  - A. Any retiring member who has served for a minimum of 16 years with the Shelburne Volunteer Fire Department will be entitled to a party costing up to \$150 that is not monetarily redeemable as a gift or the retiring members' helmet.
  - B. The Department will also provide a retiring member with 16 to 19 years' service with the Shelburne Volunteer Fire Department, a gift of \$150.00 in recognition.
  - C. The Department will also provide a retiring member with 20 to 25 years' service with the Shelburne Volunteer Fire Department, a gift of \$200.00 in recognition.
  - D. The Department will also provide a retiring member with 26 to 35 years' service with the Shelburne Volunteer Fire Department, a gift of \$250.00 in recognition.
  - E. The Department will also provide a retiring member with 36 years' service or more with the Shelburne Volunteer Fire Department a gift of \$300.00 in recognition.
3. Retiring members who have served 25 years or more will have their number retired from service.
4. Retiring members will receive a party or gift outlined in Article XVII Section 2 only once, not on multiple reinstatements and retirements from the Department.
5. All retired members may attend all Departmental functions and meetings. They may be given permission to speak at a meeting by the membership but may not vote, move motions, or propose amendments to any motions.

## **ARTICLE XVIII - AMENDMENT OF BY-LAWS**

1. The By-Laws shall be reviewed by the By-Law Committee every five (5) years.
2. Any member wishing to amend, alter or repeal any of these By-Laws must give written notice at a regular monthly meeting of the department. The proposal will be placed on the agenda for the next regular meeting of the Department or at a special meeting.

3. No By-Law shall be amended or repealed except by a majority vote of the department at a meeting at which a quorum is present.
4. Proposals for amendments arising from the review of the By-Law Committee will be presented to the Department at the next regular meeting or a special meeting will be called for discussion and approval.
5. A proposal for amendment by either a member or the By-Law Committee shall be read at a meeting, this being defined as the First Reading. The Second Reading will be at the next regular meeting or a special meeting. If, after discussion, a motion is put forward to have the amendment(s) entered in the By-Laws of the Shelburne Volunteer Fire Department, a vote shall be called by show of hands.
6. All revised By-Laws will be submitted to the Shelburne Town Council for ratification before they become the governing document for the Department.

## **Appendix**

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

### **Criminal Harassment**

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

### **Prohibited Conduct**

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

- (a) repeatedly following from place to place the other person or anyone known to them;
- (b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;

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

#### Uttering Threats

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

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

#### Assault

265. (1) A person commits an assault when

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

# Dock<sup>st</sup> Days

July 18-20, 2025

NOVA SCOTIA GIANT

# PUMPKIN

FESTIVAL & REGATTA

October 11, 2025

on **Miracle**  
**Dock**  
Street

December 6, 2025

— We look forward to seeing you in Shelburne!!



# Save the Dates

Document #	D25-041
Rec'd by	gw
Date	Jan 22/25
AS TO:	✓
	✓

# 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



**Meeting Minutes**

**Heritage Advisory Committee**

**Thursday December 5<sup>th</sup>, 2024**

**3pm – Council Chambers, 63 King St**

**COMMITTEE MEMBERS IN ATTENDANCE:**

Sandra Walsh, Chair, Public Member  
Cady Berardi, Shelburne Historical Society Member  
Janet Stritychuk, Public Member  
Therese Cruz, Council Member

**ALSO IN ATTENDANCE:**

Mike Khan, Senior Planner  
Jessie Dyer, Recording Secretary

**REGRETS**

Sheldon Ringer, Council Member  
Chris Sharpe, Public Member

Document #	D25-052
Rec'd by	GW
Date	Feb. 12/25
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**1. CALL TO ORDER:**

The meeting was called to order at 3:05pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

**2. APPROVAL OF AGENDA**

a. December 5<sup>th</sup>, 2024

**2(a) MOTION: APPROVAL OF AGENDA – December 5<sup>th</sup>, 2024**

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for December 5<sup>th</sup>, 2024, be approved.

**Cady-Janet**

**CARRIED**

**3. MOTION: APPROVAL OF MINUTES – October 10<sup>th</sup>, 2024**

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for October 10<sup>th</sup>, 2024, be approved.

**Janet-Cady**

**CARRIED**

#### **4. INTRODUCTION:**

Therese Cruz was introduced as our new Town of Shelburne Councillor Member for the Heritage Advisory Committee.

#### **5. COMMITTEE ITEMS**

##### **5(a) Review of Potential Heritage Properties**

Cady presented a document of the Designated Heritage Properties in the Waterfront Zone. Cady compiled a list of potential properties suggested for designation for the Committee to discuss.

##### **1. Andrew Bower House (1898) – 36 King Street**

- Witches Cap on the roof ( Only 1 of 2 properties with this design in Town)
- Meets all requirements
- This property was approved by the Committee and a proper proposal package will be prepared

##### **2. Kelley Block (1872) - 47 Water Street**

- This property is actively for sale
- Meets two requirements
- It was suggested that we approach this after it sells
- Was also suggested that we place a plaque with age/history of the property
- It was agreed upon that more details will be sought for this property

##### **3. George Street Ship Yard Mill (1903) – 13 George Street**

- This property doesn't meet date cut off
- The Town owns this property, it was questioned if there was a different process for registering a Town property
- This may be the only one still standing
- The committee voted yes to pursuing this property

##### **4. William McCarthy House – 80 Hammond Street & 42 Thomas Street ( Family Properties)**

###### **a. 80 Hammond Street**

- This property is for sale
- The stronger of the two houses

###### **b. 42 Hammond Street**

- This property has a stronger historical aspect

- We may be able to collaborate with the Black Loyalist Heritage Society on these properties
- It was decided to hold off on any decisions regarding these properties and work slower on this.

\*\* Mike suggested before we start any designation work we contact the property owners to let them know what our intentions are.

#### **5 (b) Heritage Hall Update**

The renovations have started at the Heritage Hall property. They have ran into some issues regarding parking, power and sewer.

There are issues regarding the amount of parking stalls available. The Town is looking at selling a portion of Mowatt Street to convert into 3 parking stalls. A variance was created to go from 5 stalls to 3. Residents have been notified of the variance via letter and they can appeal.

The main issue with the sewer is it may not be sufficient to handle 5 apartments. They may need to tear up the street to update.

#### **5 (c) Senior Planner Update**

- The new owners of the Courtney House may be looking at putting on a metal roof. If so they will write a letter and come before the Committee to present.

**Land Use Bylaw** – Heritage Properties have been added to the variances.

The first public engagement for the Land Use Bylaw (LUB) updates will be January 8<sup>th</sup>, 2025  
Looking to have this completed by March 2025.

- Cady asked is the HAC should be there for support on the Heritage Property variances. Mike said yes to the Public Hearing which is scheduled for February 5<sup>th</sup>, 2025.

\*\* The Municipality of Shelburne has there Municipal Planning Strategy and LUB out for comment.

#### **6. NEW BUSINESS**

A motion was made THAT the HAC reappoint Janet Stritychuk for another 2 year term beginning in 2025 and ending in 2027.

**Therese-Cady**

**CARRIED**

#### **7. UPCOMING MEETING DATE AND TIME:**

The next HAC meeting will be held on Thursday February 6<sup>th</sup>, 2025 in Council Chambers (63 King St.) at 3:00 pm.

#### **8. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 4:06pm.

**Janet-Cady**



Town of Shelburne  
Staff Report to Council  
February 18, 2025

## Crosswalk Request at Water & King Street Intersection

Document # D25-053	
Rec'd by [Signature]	
Date Feb. 13/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

### Background:

A request from TLC Pharmacy was received requesting to have a crosswalk painted at the corner of King and Water Street, on the TLC side of the intersection. There is some history regarding this location. It was previously believed that law enforcement had advised against installing a crosswalk at this intersection, though the exact reasoning is unclear. Additionally, a crosswalk was painted in the past but was later removed.

### Traffic Authority Input:

Consultation with the traffic authority has been initiated to assess the feasibility and safety implications of a crosswalk at this location. Initial feedback indicates that a marked crosswalk would be beneficial. However, additional safety measures, such as pedestrian-activated lights, would enhance pedestrian safety, particularly given the visibility and traffic volume at this intersection. While light activation is the safest option, the cost would need to be investigated.

### Considerations:

Ensuring pedestrian safety is a priority, particularly in areas with high foot traffic. When evaluating options for a crosswalk, it is important to consider the cost implications of a painted crosswalk with approach signage compared to a crosswalk equipped with pedestrian-activated lights.

### Recommendation:

THAT Council direct staff to paint a crosswalk at the corner of King and Water Streets on the TLC Pharmacy side and install appropriate crosswalk signage; and THAT Council defer consideration of crosswalk lighting until budget discussions.

Respectfully Submitted,

Jill Webb, Executive Coordinator



Municipality of  
**Shelburne**

Naturally Yours

**Inspection Department**

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

February 6, 2025

Document #	D25-054
Rec'd by	gww
Date	Feb 5/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

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

Dear Ms., Mattatall:

**Re: Monthly Building Report**

The following is the Building Inspection Report for the month of January, 2025.

Fiscal Year	2024/2025	2023/2024
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	13	14
Construction Value	\$ 3,900,000.00	\$ 250,000.00
Total Construction to Date	\$ 5,425,500.00	\$ 1,310,000.00

Yours very truly,

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

/aad

Andrew Goreham, Manager of Inspection Services

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