



AGENDA
Town Council Meeting – Town Council Chambers
September 2nd, 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 July 21st, 2025, and the Minutes from the Special Town Council meeting held on August 8th, 2025.
- 4) Proclamations and Announcements:
 - a) Fetal Alcohol Spectrum Disorder (FASD) Awareness Day/Month
- 5) Delegations/Presentation:
 - a) Shelburne Volunteer Fire Department D25-166
- 6) Correspondence:
Action: NONE

Information:
 - a) Email- Municipal Affairs re: Value-for-money audit of the Nova Scotia Firefighters School D25-167
 - b) Shaping our Future: Policing in Nova Scotia D25-168
- 7) Council Items:
 - a) Notice of Motion- 5 Ton Truck Purchase
 - b) Notice of Motion- March 31st, 2025 Financial Statements
- 8) Committee Reports: **NONE**
- 9) Staff Reports:
 - a) Street Closure for Parking- 28 John Street D25-169
 - b) 2025/26 General Operating Budget D25-170
 - c) CAO Report
 - d) Asset Retirement Obligation (ARO) D25-171
 - e) RFP- Fuel Tank Replacement D25-172
 - f) Wastewater Report D25-173
 - g) Water Utility Report D25-174
 - h) Public Works Report D25-175
 - i) Building Inspector's Report- July D25-176
 - j) SVFD Report- July D25-177
- 10) In Camera Session: MGA (22) (2) (e) – Contract Negotiations
- 11) New Business:
- 12) Upcoming Meetings/Events:

- a) Guild Hall Summer Arts Series, Final Performance, One Meter Up, September 11th, 2025, 7-9pm, Guild Hall, Free Admission
- b) Fall Town Wide Yard Sale, October 4th, 2025, 8am-2pm, Rain or Shine!
- c) Next Council Meeting, September 15th, 2025, 6pm, Council Chambers, 63 King Street

13) Adjournment



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

Document #	D25-1166
Rec'd by	JD
Date	Aug. 29/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
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.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting per 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: Parrell Lake

Address: 122 Clements St, Shelburne

Phone: 902-875-7685 Email: shelburnetive@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):

Fire Service Training Ground

Date of Council/Committee meeting at which you wish to appear: Sept 2/25

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): Shelburne Volunteer Fire Dept
 - 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 then 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:

Jessie Dyer, Executive Coordinator, Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, 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: Aug 29/25

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Sept. 2/25

Signature of Executive Coordinator/Committee Secretary 



Town of Shelburne
Minutes of the Regular Council Meeting
July 21st, 2025

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn
By-Law Enforcement Officer, Dana Nash

Call to Order

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

Approval of the Agenda

THAT Council approves the agenda for July 21st, 2025, Council Meeting.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on July 7th, 2025.

D. Acker- Cruz

MOTION CARRIED

Proclamations and Announcements:

- a) Emancipation Day- August 1st: Councillor Acker read a brief description on Emancipation Day and the importance of this date.

- b) National Peacekeepers' Day- August 9th: Councillor Ringer explained what National Peacekeepers' Day is and thanked them for their service.

- c) National Acadian Day- August 15th: Councillor Cruz read a paragraph on National Acadian Day and spoke to what this day honours.

Delegations/Presentations:

- a) PCANDD, Imran Khan, COO, presented information to Council on a new proposal for subdivision of property in the Municipality of Shelburne. Mr. Khan is asking for Town water hook up for the new development.
- b) Thriving Together, Jacqueline Philippe and Wendy Eakins made a presentation to Council for a proposed repurposing of the of the former Roseway Manor Building (after the new Roseway Manor Rebuild is completed) into a regional detox and recovery centre serving all of Tri-County.

In- Camera Session:

- a) MGA 22 (2) (e) contract negotiations.

THAT Council go in-camera at 6:35pm for matters under MGA 22 (2) (e) contract negotiations.

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 7:10pm. Motion coming out of in-camera:

THAT Council directs staff to prepare letters to those landowners who have expressed interest in the Town services encouraging them to engage in the Municipal Planning Strategy and Land Use Bylaw update process underway.

AND THAT staff report back on intermunicipal servicing options as part of the Municipal Planning Strategy and Land Use Bylaw, expected in early 2026, to ensure servicing discussions are comprehensive, consider the Town's servicing needs and allows for public engagement.

Cruz- E. Acker

M25-091

MOTION CARRIED

Correspondence

Action:

- a) Letter- Warden Penny Smith re: Potential Extension of Town Sewer Services

- b) Email- Steve Hirchak re: Pool By-Law

THAT Council direct staff to prepare a report outlining:

- Best practices and regulatory approaches from other Nova Scotia municipalities.
- Advice from the Town's insurance provider regarding potential liability and risk mitigation; and
- Potential options for the development of a residential swimming pool by-law for the Town of Shelburne

E. Acker- Ringer

M25-092

MOTION CARRIED

Information:

- a) Letter- Andrew Locke re: Community Notification, 1st Annual South Shore Bick Buck Contest

Council Items:

- a) Notice of Motion- SRHS Blue & Gold Club Booster Donation

THAT Council approve a \$100 donation to the SRHS Blue and Gold Booster Club in support of student-athletes and their families.

E. Acker- Cruz

M25-093

MOTION CARRIED

Committee Reports: NONE

Staff Reports

- a) RFP Award- Planning Documents Public Engagement

THAT Council award the Planning Document Engagement request for proposals to ATN Strategies for \$19,059 excluding HST; \$21,918 including HST.

E. Acker- Cruz

M25-094

MOTION CARRIED

- b) RFP Award- Graham's Park and Grovestine Complex Park Plans

THAT Council award the request for proposals for preparing Graham's Park and Grovestine Complex Park Plans to Fathom Studios for a cost of \$64,125 excluding HST; \$73,102.50 including HST.

D. Acker- Ringer

M25-095

MOTION CARRIED

- c) CAMPS- Sewer Connection

THAT Council directs staff to install a sewer connection for CAMPS on Commissary Lane, excluding work on the lands leased by CAMPS, and pay the sewer connection fee on behalf of CAMPS.

Ringer- Cruz

M25-096

MOTION CARRIED

d) King Street Centre Drainage Issues

THAT Council directs staff to investigate the costs of a new stormwater connection and regrading of the site, including the potential removal of the central existing maple tree, reporting back to the September 2nd, 2025, Regular Council Meeting.

Ringer- Cruz

M25-097

MOTION CARRIED

e) CAO Report

f) By-Law Officer Report- June

g) SVFD Report- June

h) Water Utility Report- June

i) Wastewater Utility Report- June

The above reports are for information only.

New Business:

Mayor Jacklin asked if there was any new business for Council to consider.

Deputy Mayor D. Acker

- Dock Street Days Recap: Successful and well attended event. Highlights include Fireworks display, Parade of Lights, Car Show. Deputy Mayor D. Acker made the recommendation to restrict bicycles on Dock Street during the event for safety and improved flow.
- Guild Hall Weather Protection: Inquired regarding the possibility of using weather wrapping or protective panels to shield the Guild Hall from the elements.
- George Street Guard Rails: Resident request to have the guard rails painted. Question raised as to why this maintenance is no longer being carried out.

Councillor E. Acker

- Dock Street Days: Commended the Events Committee on organizing a successful and well-received Dock Street Days event.
- Special Olympics Summer Games: Special Olympics Summer Games will take place July 24-27 at St. Francis Xavier University in Antigonish. Encouraged the community to support the athletes.

- Appreciation for Staff: Praised Town Staff for their hard work and dedication. Expressed hope that staff can enjoy some well-deserved vacation time over the summer.

Councillor Cruz:

- Summer Olympics Summer Games: Martin Fudge has invited Council to attend the Special Olympic Summer Games send-off, 8:30-9:15am at Needs Convenience.
- Keep it Moving Funding: funding is still available to support training and equipment needs.

Councillor Ringer:

- Birthday Acknowledgment: Extended a belated happy birthday to Fire Chief Darrell Locke, recognizing his leadership and continued service to the community.
- Roseway Hospital Fundraising: Noted that the Roseway Hospital Charitable Foundation is currently fundraising for an ultrasound unit. Encouraged public support and awareness for this important healthcare initiative.

Mayor Jacklin:

- Appreciation for Staff: Thanked Town Staff for their ongoing hard work and dedication. Acknowledged the high quality of service across all departments.
- Dock Street Days Praise: Echoed earlier comments and stated that it was a fantastic event. Happy to be apart of the Events Committee.

There was no further new business.

Upcoming Meetings/Events

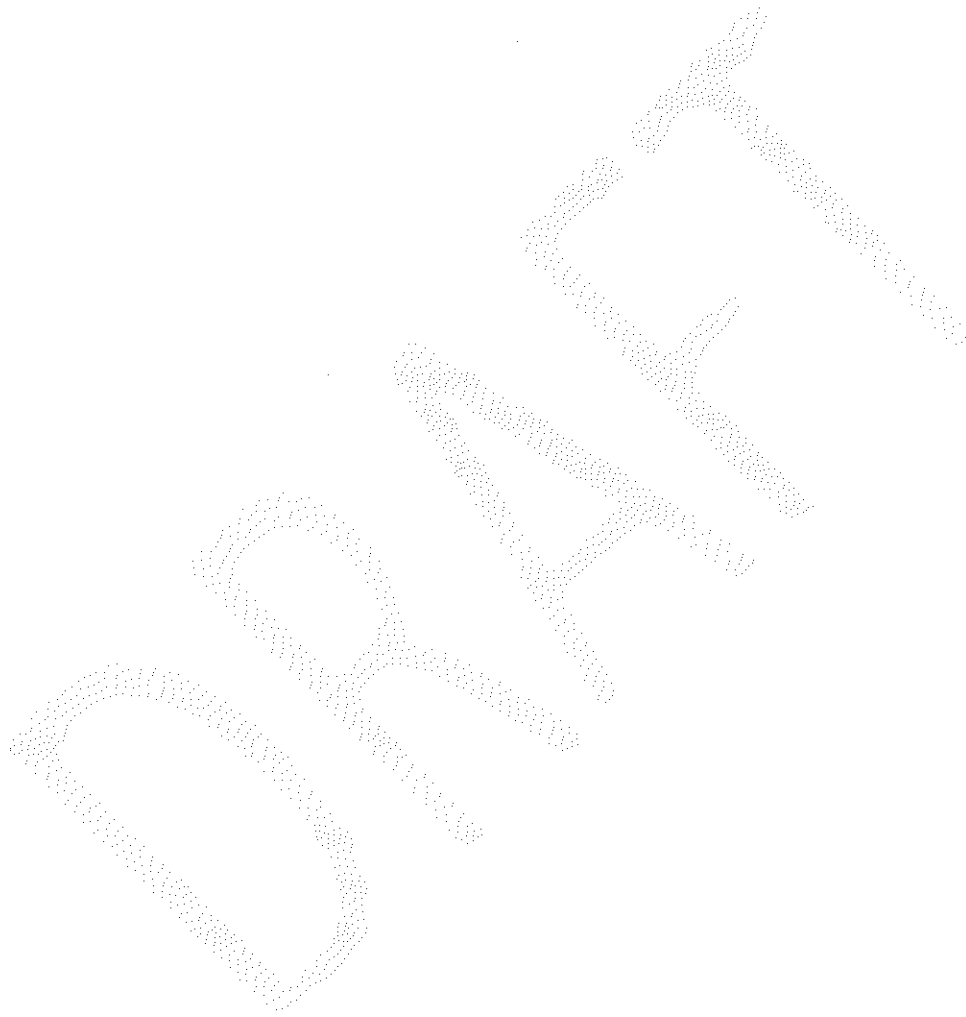
- a) Southshore Summerfest ft. Classified, Saturday, August 2nd, 2025, 2-11pm, Exhibition Grounds
- b) Shelburne County Exhibition, August 5-9, 2025, Exhibition Grounds
- c) Journey Back to Birchtown, August 7-9, 2025, Black Loyalist Heritage Centre
- d) Next Council Meeting, Sept 2nd, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of July 21st, 2025, be adjourned at 7:56 pm.

E. Acker

Jessie Dyer
Recording Secretary





Town of Shelburne
Minutes of the Special Town Council
Meeting
August 8th, 2025

Council Members Present

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

Staff Present

Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn

Call to Order

Mayor Jacklin called the Council meeting to order at 1:01pm and welcomed everyone.

Approval of the Agenda

THAT Council approves the agenda for August 8th, 2025.

E. Acker-D. Acker

MOTION CARRIED

Council Items:

a) Staff Report- RFT- Ohio Road Re-paving

THAT Council awards the request for tender for the repaving of the Ohio Road to Dexter Construction Company Ltd. for \$442,434, including \$54,334 in HST.

E. Acker-Cruz

M25- 098

MOTION CARRIED

b) Notice of Policy- Partial Street Closure

c) Staff Report re: 1 Ton Public Works Truck

THAT Council approve the 2026/27 Public Works Capital Project to replace the 1 Ton Truck with Plow with a used 5 Ton Truck to be moved to the 2025/26 fiscal year.

Cru -Ringer

M25-026 099 .

MOTION CARRIED

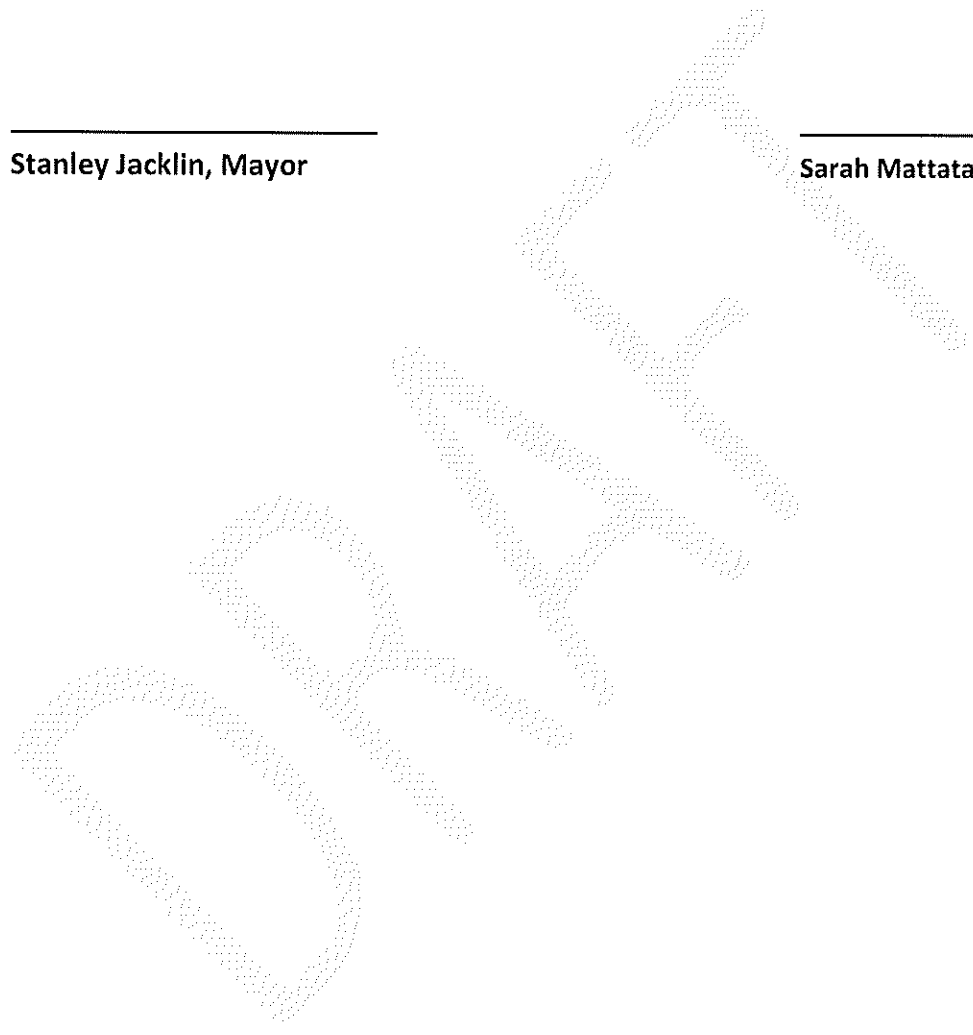
Adjournment

THAT the Special Town Council Meeting of August 8th, 2025, be adjourned at 1:06pm.

D. Acker

Stanley Jacklin, Mayor

Sarah Mattatall, CAO





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

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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: SVFD (Chief Locke)

Address: _____

Phone: _____ Email: _____

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):

Training

Date of Council/Committee meeting at which you wish to appear: Sept. 2/25

Are you representing:

- Yourself
- An Organization/Society/Club (Name): _____
- 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 then 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.

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Signature

For Office Use Only:

Date Request Received: _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Sept. 2/25.

Signature of Executive Coordinator/Committee Secretary 



**Municipal Affairs
Office of the Minister**

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

Document #	D25-167
Rec'd by	JW
Date	Aug 20/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

August 5, 2025

VIA EMAIL

To: Mayors and Wardens

Re: Value-for-money audit of the Nova Scotia Firefighters School

The Province values the crucial role fire services play in emergencies throughout the province. Firefighters put their lives at risk every day to keep Nova Scotians safe and away from harm, and in return, they deserve to be trained at a school that puts their safety first.

In June, we commissioned a comprehensive value-for-money audit into the operations and governance of the Nova Scotia Firefighters School. This letter is to inform you that we released the findings publicly today. The results were clear: the Nova Scotia Firefighters School cannot safely and effectively operate as it is.

The findings of the report were troubling. They show a consistent failure to uphold a culture of safety, and serious, unaddressed safety-related deficiencies. The report also identified a dysfunctional governance structure, outdated bylaws, non-existent committees, lack of strategic planning and a decline in infrastructure. Other issues noted in the report were lack of stakeholder engagement, inadequate oversight of the Executive Director, eroded public trust and a loss of confidence by firefighters.

As a result, the Province is ending its relationship with the school. A steering committee on firefighter training will be established in the coming weeks to oversee an interim training plan and to guide the work on a long-term comprehensive training model for firefighters once the results of a broader fire services review are in. The goal is to have the interim training available by fall.

The results of the audit will help to inform a broader fire services review focusing on governance, operations, communications, funding and more, expected in September.

Nova Scotian firefighters deserve no less.

Mayors and Wardens
Page 2

A link to the value-for-money audit report is included:
<https://beta.novascotia.ca/documents/nova-scotia-firefighters-school-audit>.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr".

Honourable John Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, NSFM

Shaping the Future: Policing in Nova Scotia

Comprehensive Policing Review 2025

Document #	D25-1108
Rec'd by	JD
Date	Aug 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

NOVASCOTIA



Message from the Attorney General and Minister of Justice

The events of April 18th and 19th 2020 forever changed our province, our country, and the lives of impacted family members and communities. The Mass Casualty Commission called on all of us to reflect deeply and take action. One of its clear recommendations was that Nova Scotia undertake a comprehensive review of the structure of policing, with a mandate to chart a better path forward.

In September 2023, government responded by launching a province-wide review. From the outset, we made it clear that we are committed to meaningful change. We know that policing and the people who do this critical work are essential to the safety and wellbeing of our communities. We also know there are gaps and challenges that must be addressed. In 2024 we retained Deloitte Canada to undertake an in depth analysis of the current state of policing in Nova Scotia, review best practices in Canada and across the world, consider options, and make recommendations for change.

Shaping the Future: Policing in Nova Scotia reflects the voices of thousands of Nova Scotians, including community members, police officers and leaders, municipalities, academics, and justice system partners. I want to thank everyone who shared their experiences, ideas, and hopes for the future. Your input is invaluable.

This work matters and it is only just beginning. These are complex issues with lasting impacts. Getting this right requires thoughtful, inclusive, evidence-based decision-making. I am confident that by listening to one another, and working together, our new policing framework will reflect the values of our province and provide police services that support public safety and works for all Nova Scotians today, and for generations to come.

Thank you for being part of this important journey.



The Honourable Becky Druhan

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Government's public reporting on the review of policing in Nova Scotia is presented through two complementary documents, each offering distinct but essential insight. Shaping the Future captures what we heard from Nova Scotians, their concerns, expectations, and aspirations for the future of policing. The methodology of public engagement was developed by the Independent Police Review Engagement Advisory Committee, and was facilitated by trusted community partners. Deloitte has used the insights from the public engagement, a detailed analysis of the province's current policing model and a jurisdictional scan, to develop recommendations for change. That analysis is set out in the separate Deloitte Report, which is also being released publicly. Together, these two documents provide a clear and accountable record of both public input and technical advice, reflecting government's commitment to transparency and to making informed, evidence-based decisions on the vital issue of public safety.

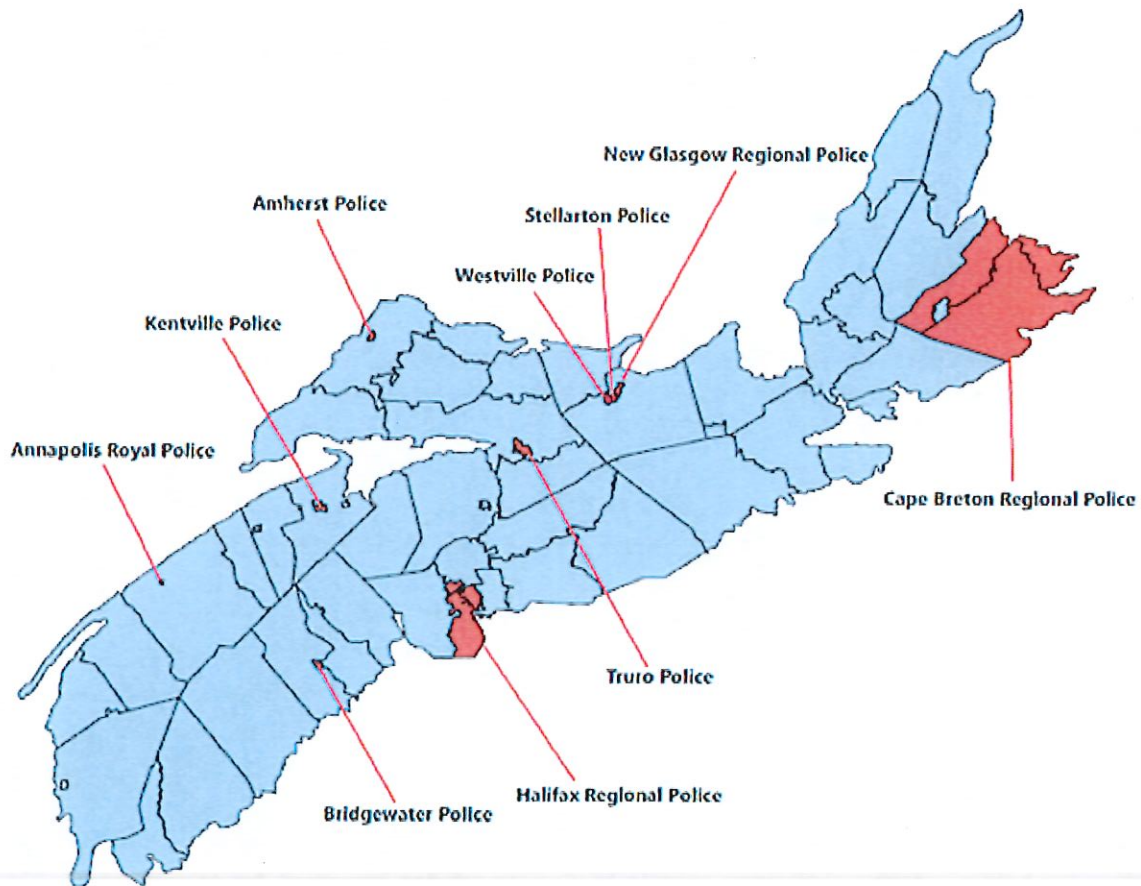
Policing in Nova Scotia - The Current Context

Nova Scotians care deeply about policing. They expect and deserve to feel safe, respected, and supported in their communities no matter where they live. Policing in Nova Scotia involves many partners and levels of government with various responsibilities, and different channels of governance and engagement.

In Nova Scotia, communities are served by ten distinct municipal police services and the Royal Canadian Mounted Police (RCMP). The RCMP, as the Provincial Police, provide direct policing services across the province. They also regularly assist the ten municipal police agencies by providing specialized police services.

Nova Scotia Police Agencies Boundaries

● RCMP H Division ● Independent Municipal Police



Policing Arrangements

In Nova Scotia, the *Police Act* enables delivery of police services to all the province's communities through several arrangements.

Provincial Police Service Agreement

Nova Scotia has an agreement with Public Safety Canada called the Provincial Police Service Agreement (PPSA). Under the PPSA, the RCMP functions as the Nova Scotia Provincial Police and provides policing services to 34 municipalities, districts, counties and towns. In addition, five municipalities contract directly with the Government of Canada for RCMP policing services through Municipal Police Service Agreements (MPSA).

Municipal Police Agencies

Ten municipalities have chosen to establish municipal police departments to provide crime prevention, law enforcement, assistance to victims of crime, emergency and enhanced services, and public order maintenance.

These ten distinct agencies are: Amherst, Annapolis Royal, Bridgewater, Cape Breton Regional Municipality, Halifax Regional Municipality, Kentville, New Glasgow, Stellarton, Truro and Westville.

First Nations and Inuit Policing Program (FNIPP)

Nova Scotia is a participant in the federal First Nations and Inuit Policing Program (FNIPP) which was designed by Public Safety Canada and provides First Nations communities across Canada access to policing services that are professional, dedicated and culturally appropriate. Policing services for Nova Scotia's thirteen First Nation communities are provided through the PPSA, Community Tripartite Agreements or Community Quadripartite Agreements.

Federal Policing Program (FPP)

In addition to policing under the PPSA, MPSA, and FNIPP, the RCMP delivers the Federal Policing Program (FPP), which protects Canadians against serious domestic and international criminal threats. This includes national security risks, international organized crime, cybercrime, and border integrity. The FPP also addresses large-scale economic and financial crimes, international policing, and sensitive investigations.

Comparison of personnel and sworn officers, population served, and geographic coverage by policing services in Nova Scotia.

(Collected as part of the Nova Scotia Policing Review and validated by law enforcement and justice partners.)

Policing Services	Number of Personnel*	Number of sworn officers (full-time Equivalent)	Number of sworn officers per thousand citizens	Population Served**	Geographic Area (square km)
Amherst Police Department	47	27	2.78	9,700	12
Annapolis Royal Police Service	11	4.5	8.49	530	2
Bridgewater Police Service	41	24	2.73	8,800	14
Cape Breton Regional Police Service	268	200	1.90	105,000	2,500
Halifax Regional Police Service	779	565	2.73	206,753	274
Kentville Police Service	22	19	2.87	6,630	17
New Glasgow Regional Police Service	46	33	2.64	12,500	10
Stellarton Police Service	16	15	3.75	4,000	9
Truro Police Service	51	35	2.69	13,000	38
Westville Police Service	9	6	1.69	3,540	14
RCMP "H" Division	1,447	960	1.44	665,253	52,394
Total	2,737	1,888.5	----	----***	----

*Note: Personnel numbers include sworn officers, civilian staff, and administrative staff.

**Note: All population Statistics were sourced from data from the 2021 Census of Canada and validated with law enforcement agencies.

***Note: Due to some overlapping jurisdictions, the sum of the population served would exceed the population of Nova Scotia in 2021.

Review Timeline

For several decades, municipal, provincial and federal justice stakeholders have called for change to policing in Nova Scotia. Beginning in the late 1990s, following municipal amalgamation in several regions of the province, Nova Scotia saw numerous major reports and reviews conducted, and key decisions made regarding policing models and public safety in the province. Following the 2020 mass casualty in Nova Scotia, the Mass Casualty Commission provided recommendations to help keep communities safer. Turning the Tide Together: Final Report of the Mass Casualty Commission was released and included 130 recommendations, 75 of which related directly to policing in Nova Scotia and Canada. Recommendation P67 called for a review of the structure of policing in Nova Scotia.

MARCH 2023

Mass Casualty Commission Final Report: Turning the Tide Together is released – Recommendation P.67 calls for a review of policing in Nova Scotia.

SEPTEMBER 2023

Department of Justice announces that it will conduct the Nova Scotia Policing Review. A Request for Proposals is issued for an external consultant.

MARCH 2024

Deloitte Canada is named as the successful external consultant to conduct the Nova Scotia Policing Review. Engagement Advisory Committee is announced for the engagement portion of the Review.

APRIL 2024

Nova Scotia Policing Review begins.

MAY TO JULY 2024

Engagement with justice partners is conducted, site visits and data and document review is completed.

JULY 2024

Public survey is released to the public and is open for three weeks.

SEPTEMBER 2024

Community conversations are conducted across Nova Scotia.

Directive issued to all police agencies to comply with 39 updated standards.

MARCH 2025

Data collection phase of the Nova Scotia Policing Review is completed.

JUNE 2025

Deloitte's Comprehensive Nova Scotia Policing Review Report, that includes recommendations for change, is shared with Nova Scotians.

NEXT STEPS

- Implementation of foundational improvements to make policing more effective.
- Meetings with municipalities.
- Provincial audits of the Nova Scotia Provincial Policing Standards begin.

Review Methodology

Engagement

The Review methodology allowed for engagement in meaningful discussions and encouraged a broad range of feedback. The Review Engagement Advisory Committee was instrumental in developing an engagement strategy that supported meaningful dialogue with Nova Scotians. Engagement channels included a public survey, community sessions with equity groups, including African Nova Scotians, Indigenous people, 2SLGBTQIA+, newcomers, people with disabilities, religious organizations, conversations with justice partners including other government departments, and workshops with police leaders and front-line officers.



Jurisdictional Scan

The Review included an extensive jurisdictional scan that engaged police and justice officials in other provinces and internationally, to identify current best practices and emerging trends. This included analysis of policing arrangements in other Canadian cities, as well as in the United Kingdom, Finland, Ireland, and Australia. A review of technical police data and documentation was also completed.

The jurisdictional scan showed that across Canada and the world, policing is shifting to include more robust information sharing and management, better community integration into police response through layered approaches, and a more equitable approach to service delivery.

Policing Across Canada: Different Models in Every Province

While policing in Canada is governed by national laws and standards, each province or territory has developed its own model to meet local needs. These differences reflect geography, population size, crime trends, and community priorities. Here's what that looks like across the country:

Province/Territory	Model
British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Prince Edward Island	RCMP as provincial police; First Nations policing services; municipal police services
Ontario	OPP is a standalone provincial service; cities like Toronto and Ottawa have fully independent municipal forces.
Quebec	Sûreté du Québec serves rural/small municipalities; larger cities like Montreal and Quebec City maintain their own forces.
Newfoundland and Labrador	RCMP as provincial police; The Royal Newfoundland Constabulary as provincial police.
Territories (YT, NT, NU)	RCMP is the sole service provider, working with communities to address unique social and geographic challenges.

What We Heard: Engagement Method and Themes

Public Survey

The Police Review survey was available in English and French, and technical support was made available for those with accessibility needs. The survey was promoted through a public announcement by the Government of Nova Scotia and through social media.

Over 6,700 Nova Scotians completed the survey in full and shared their unique perspectives and ideas. Respondents included:

Age		Ancestry	
Youth (Ages under 18)	7	European Descent / White / White European Descent	1,873
Ages 18-24	345	Mi'kmaw/Indigenous/ Aboriginal/First Nations/Inuit	77
Ages 25-34	1,083	Identified as a member of multiple racial groups	65
Ages 35-44	1,355	Black/African Descent	62
Ages 45-54	1,268	Asian	41
Ages 55-64	1,323	Middle Eastern	16
Seniors (Ages 65 and above)	1,363	Latin/Latina/Latino	9
No Answer	42	Identified as a member of another racial group	9
		Prefer not to disclose	4,634

Gender		Region	
Female	3,388	Central Zone	3,339
Male	2,768	Northern Zone	1,447
Prefer Not to Answer/Other	366	Western Zone	1,312
Transgender/Non-Binary	264	Eastern Zone	599
		Prefer not to disclose	89

Conversations with Justice System Partners

From May to July 2024, more than 150 individuals from justice organizations in Nova Scotia participated in engagement activities. These individuals represented:

- *Police leadership and frontline officers*
- *Police officers who identify as racialized people*
- *Police dispatch and other first responders*
- *Staff from Government of Nova Scotia departments*
- *Chief Administrative Officers from municipalities and towns*
- *Members of police advisory boards and boards of police commissioners*

Engagements included one-on-one interviews, focus groups, surveys, and in-person site visits. These conversations offered insights into the varied challenges, opportunities, and priorities for policing in Nova Scotia from the perspective of those working within or alongside the system.

Community Engagement Sessions

In August and September of 2024, 35 community engagement sessions were held across Nova Scotia. These sessions were led by trusted community organizations and were held virtually and in person. Over 240 Nova Scotians shared their experiences and perspectives on policing. These conversations were conducted in environments that prioritized cultural safety, accessibility, and trust.

Participants reflected the diversity of Nova Scotia and included:

- *African Nova Scotian communities*
- *Indigenous communities*
- *Faith-based communities*
- *2SLGBTQIA+ and gender diverse communities*
- *Newcomer and immigrant communities*
- *Persons with disabilities*
- *Women and families*
- *Individuals connected to transition houses and related services*

The engagements offered critical insight into how policing is experienced across the province, and what meaningful change would look like from the perspective of those most impacted.

Feedback Themes

1. Visibility and Trust

What We Heard:

Participants consistently emphasized the need for more visible policing in their communities, as well as the importance of building stronger relationships between police and the communities they serve.

We also heard from participants who described experiences of discrimination or stereotyping in their interactions with police, often based on race, age, mental health, or socioeconomic status. These experiences contribute to distrust of law enforcement.

Overall, participants supported community policing approaches focused on proactive engagement and relationship-building, particularly in rural and First Nations communities. Justice partners echoed the need for relationship-based policing and a stronger community presence beyond enforcement roles.

There was also widespread support for shifting responsibility or including trained community-based professionals in responses related to mental health and substance use.

Key Feedback:

- More officers are needed from diverse backgrounds, including women, visible minorities, and 2SLGBTQIA+ individuals.
- Through increased staffing, police visibility should include more regular community presence and participation in local events.
- Bias, stereotyping, and assumptions of criminality should be confronted and addressed.
- There should be a focus on proactive engagement outside of crisis situations to build trust and familiarity.
- Two-way communication between police and the public should be strengthened.
- Increased public awareness about the role and responsibilities of police services is required.
- Police must prioritize sustained, respectful relationship-building with communities including First Nations and rural communities.
- Response times for serious crimes should be improved.

2. Service Delivery

What We Heard:

Concerns were raised about unequal access to police services across the province, particularly between rural and urban areas. Participants highlighted inconsistent response times and service levels, often dependent on, or perceived to be dependent on, agency capacity or officer discretion. Justice system partners also identified growing strain on municipal budgets and the need for modern tools to support effective service delivery.

Key Feedback:

- More equitable police service delivery across all regions, especially in rural communities is needed.
- Inconsistent service and response standards across agencies needs to be addressed.
- Ensure adequate resources are allocated to priority issues like traffic enforcement, drug-related crime, and theft.
- The financial pressures on municipalities when planning and funding public safety services needs to be considered.
- More investment in modern policing tools, such as body-worn cameras and real-time officer tracking is needed.

3. Oversight and Accountability

What We Heard:

Many participants called for greater transparency, stronger civilian oversight, and improved governance of police services. There was a particular desire for independent mechanisms to oversee police conduct, budget decisions, and internal investigations. Actual and perceived barriers to reporting negative experiences (such as fear of retaliation) were also noted.

Justice system partners emphasized the importance of governance structures, like police advisory boards, in supporting accountability and building public trust.

Key Feedback:

- Transparency around use of force and internal investigations should be improved.
- Civilian oversight to ensure public involvement in budget decisions should be expanded.

- Police complaints processes need to be stronger and barriers to reporting misconduct should be reduced or removed.
- Police boards and commissioners must be empowered to play a meaningful role in oversight.

4. Recruitment and Training

What We Heard:

Ongoing, relevant training was identified as a priority, particularly in areas such as mental health, intimate partner violence, trauma-informed practices, cultural competency, and de-escalation. Participants and partners emphasized the need for culturally competent services and stronger internal supports for a more inclusive workforce.

Challenges with recruitment and retention were also raised, especially in rural and remote areas, along with the need for more diverse representation within police forces.

Justice partners noted that many smaller agencies face barriers in accessing high-quality training due to cost or staffing limitations.

Key Feedback:

- Standardized, province-wide training on topics like de-escalation, cultural sensitivity, and trauma-informed practices should be provided.
- More training is needed in mental health response, intimate partner violence, and homelessness.
- Recruitment of officers from underrepresented and underserved communities should be strengthened.
- Provide support for long-term officer placements in communities to foster trust and local knowledge.
- Access to training for small or rural services should be expanded.

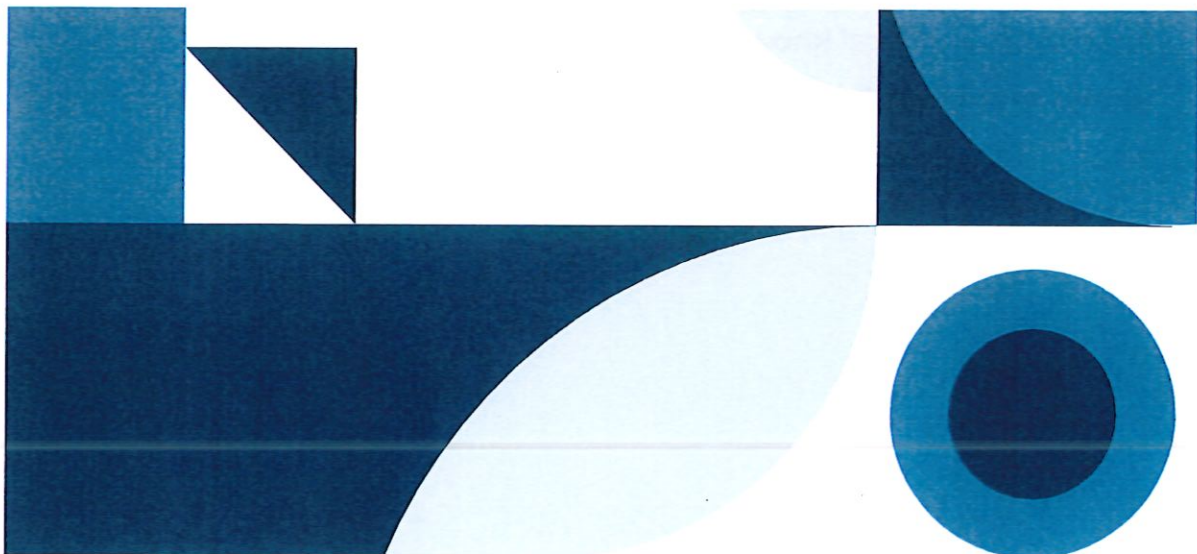
5. Police Collaboration

What We Heard:

Justice and public safety partners expressed concerns about fragmented systems, limited communication, and unclear roles across agencies. Participants also highlighted confusion during crisis responses, particularly at the intersection of health, policing, and social services. There was broad support for improved information-sharing and more formal collaboration mechanisms.

Key Feedback:

- Collaboration between agencies at all levels, from front-line coordination to strategic agreements should be improved.
- The reluctance to share information across organizations must be addressed.
- A single, provincial records management system should be developed.
- Roles and responsibilities between police, health, and social services during crisis responses should be clarified.
- Enforcement gaps related to mid-level organized crime should be filled.



Deloitte's Report

Deloitte's Report reflects the voices of Nova Scotians and their expectations for a more responsive, community-focused approach. The Report offers an in-depth analysis of the current policing landscape, including structure, resourcing, governance and service delivery. It presents detailed findings, options and puts forward clear recommendations for change that aim to improve accountability, enhance public safety and ensure police services are better aligned with the needs and values of communities across the province.

Significant research has informed Deloitte's Report. In addition to the community and police stakeholder outreach conducted by the Engagement Advisory Committee, Deloitte completed a data and document review to examine detailed information related to calls for service, operating expenses, police board reports, organizational structure, personnel and sworn officers, and matters of professional conduct and complaints. They also conducted an in depth jurisdictional scan that included best practices from across Canada and around the world.

Analysis of these materials provided important insights into policing operations across the province. Notably, the findings from the data and document review closely mirrored the feedback themes and key insights gathered through the community and stakeholder engagements. The feedback reinforced the consistency and validity of the perspectives shared throughout the process.

Key Insights

➤ Service levels are different depending on where you live

Nova Scotia has a mix of urban and rural populations, with 58.9% of Nova Scotians living in cities and towns and 41.1% of the population living in rural areas. The review undertaken by Deloitte found that many Nova Scotians who live in rural communities do not receive the same level of service and face barriers such as longer response times and extended travel to access policing services due, in part, to understaffing.

➤ The cost of policing is increasing

The cost of policing services is increasing. In Nova Scotia, municipalities policed by the RCMP share the cost between the province, the municipality and the federal government. In municipalities with their own police agencies, the cost is primarily the responsibility of the municipality. The current framework through which policing is paid for in Nova Scotia requires modernization so that all communities can afford to have access to effective policing services.

➤ **Systems don't enable information sharing between police agencies**

There are currently three different records management systems in use by police services in Nova Scotia. These systems create barriers to information sharing. Other variations in technology and data capabilities among police services across the Province (such as dispatch systems, radios, and specialized services including forensics) pose additional barriers.

➤ **The nature of crime is evolving**

Street-level crime is having a significant impact on communities. Community members are also being affected by other types of crime such as fraud and cyber-crime.

➤ **Police are often called for non-police matters**

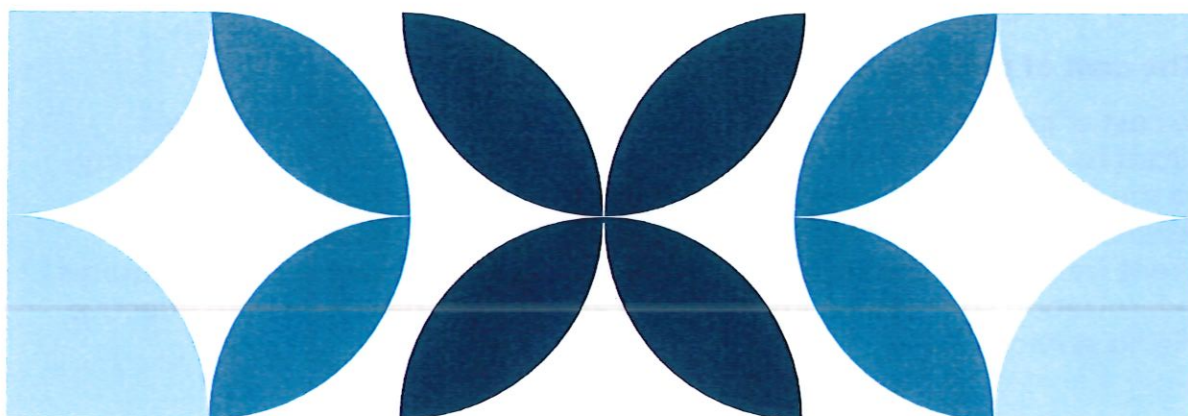
There has been an increase in the volume of non-criminal calls for service, such as those related to wellness checks, mental health, addictions, homelessness, and hospital transfers. This creates an additional strain on a system that is already taxed. In response, several police services in Nova Scotia have created new dedicated community-based units and positions.

➤ **High turnover presents a challenge for police governance bodies**

Police boards and commissions identified challenges, such as long-term member vacancies and high turnover rates. Deloitte's Report also identified opportunities to improve clarity about the role of police boards and commissions and training for new members.

➤ **The police complaints process lacks clarity**

The reporting process for police complaints and the process for resolving them lacks clarity. Data analysis found that public complaints processes are complex and may involve submitting complaints to multiple agencies and departments.



Government's Response

Nova Scotians have been clear. They want policing that is consistent, responsive, community-focused and equipped to meet the evolving needs of their communities. Deloitte's Report, informed by broad engagement and careful analysis by Deloitte, confirms that significant change is needed to meet those expectations and deliver safer communities.

We thank the more than 6,900 Nova Scotians who participated directly, as well as the hundreds of police officers, municipal leaders, and system partners who generously contributed their time, insights, and lived experiences.

The result of the Deloitte's comprehensive policing review is clear and compelling: the status quo is not an option. For too long the provincial structure and municipal decisions have resulted in under resourcing and inconsistent policing levels across the Province. Deloitte has recommended foundational changes and the expansion of the provincial police service.

We are adopting six foundational changes that will serve as the cornerstone of a renewed policing model in Nova Scotia. These changes include a new records management system, enhanced police resources, layered policing, community safety boards for civilian oversight, augmented policing standards, and a new billing system. These actions will help improve services and build a more effective and responsive approach to policing in Nova Scotia.

While Deloitte has recommended a provincial police service model, we recognize and deeply respect the proud history and contributions of municipal police services across Nova Scotia. These agencies have long played a vital role in safeguarding our communities. In recognition of this, we are offering municipalities choices that will ensure public safety is paramount as we implement this new model together. Municipalities with their own agencies may continue with those agencies if they can meet existing and augmented standards, contract with the provincial police at their own cost to receive services their agency cannot provide, or transition to the provincial police.

This vision of policing in Nova Scotia requires both provincial and municipal action. We are committed to working collaboratively with municipalities to build a stronger system of public safety where every Nova Scotian—regardless of where they live—has access to high-quality, modern policing services.

Foundational Changes

1. **Unified Records Management System:** A single, province-wide records management system for all police agencies to improve data sharing, coordination, and oversight, and support evidence-based decision-making.
2. **Enhanced Police Resourcing:** Ensuring that police services across the province are adequately resourced to increase visibility, responsiveness, and meaningful engagement with the communities they serve.
3. **Layered Policing Model:** Introducing the deployment of Community Safety Officers and Special Constables allowing for more effective responses to a range of public safety needs, while enabling sworn officers to focus on core policing duties.
4. **Establishment of Community Safety Boards:** Providing civilian oversight and governance across the full spectrum of public safety services, including law enforcement, Community Safety Officers, and Special Constables, enhancing transparency, accountability, and community trust.
5. **New Provincial Policing Standards:** Augmenting existing standards to be more prescriptive, and introducing new ones to ensure consistent, high-quality service delivery across Nova Scotia. New standards will also include training requirements for all officers in cultural sensitivity, community-specific information, and the experiences of vulnerable populations
6. **A New Billing Framework:** We will implement a revised billing framework for municipalities served by the RCMP. The new framework will promote financial sustainability, transparency, and enable reinvestment into local, community-driven safety initiatives.

These foundational actions mark the beginning of a transformation in how policing is delivered in Nova Scotia. The work ahead will take time, thoughtful planning, and strong partnerships, but the direction is clear. Our goal is a modern, accountable, community-focused policing system that reflects the values and needs of all Nova Scotians.

Acknowledgements

We extend our deepest thanks to the officers and policing staff who work to keep our Province safe every single day. Their dedication, professionalism, and courage are the foundation of public safety in Nova Scotia. We value their efforts, their commitment to service, and the personal sacrifices they make in the line of duty. A key outcome of this Review will be ensuring that they have the resources, supports, and systems they need to carry out these challenging roles successfully and safely.

We are also sincerely grateful to the thousands of Nova Scotians who took the time to share their perspectives through the online survey and community engagement sessions. Their voices have helped shape this important conversation and will continue to guide the work ahead.

Thanks are also extended to the members of the Engagement Advisory Committee, which helped to shape the breadth, scope and areas of focus for the Review:

Lindell Smith, Halifax	Rob Morris, Halifax
Hayley Crichton, North Grand Pre	Shelly Martin, Millbrook First Nation
Anise McKay, Halifax	Juanita Spencer, Halifax
Roz Penfound, Halifax	Colleen Belle, Halifax
Wayn Hamilton, Halifax	Chief Dave MacNeil, Town of Truro
Mapfumo Chidzonga, Halifax	Wayne Talbott, Town of Truro
Thierno Diallo, Halifax	RCMP Superintendent Dan Morrow, Southwest Nova Scotia
Dawn Ferris, Amherst	Sheri Taylor, Port Hawkesbury

Finally, we thank the policing leaders and justice system partners whose input, ideas, and insights have been instrumental throughout this process. Their experience and knowledge added depth and value to the Review, and their ongoing engagement will be vital as we chart our path forward.



COUNCIL REPORT - FOR DECISION

Subject: Street Closure for Parking – 28 John Street
Date: July 22, 2025
Authority: MGA s. 315 – Parital Street Closure
Council Dates: Sept 2, 2025
Notice Date: August 8, 2025
Prepared by: Mike Kahn, Director of Planning and Development

Document #	D25-169
Rec'd by	JD
Date	Aug 5/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Background

Council previously approved the sale of lands and related partial street closure on Mowatt St. However, the Municipal Government Act (MGA) states the Town can only close or partially close roads by policy, not by motion. Council will need to pass a policy closing the portion of the street for parking.

The Landowner is nearing completion on a 5 residential unit apartment building, with affordable units using a co-operative ownership model. The building is a heritage building and the Heritage Advisory Committee recommended the renovations be permitted in January of 2024.

Analysis

A public hearing on the street closure is not required under section 315 (1A) of the MGA. As stated in section 315 (1A) a public hearing is not required where:

- (a) the part of the street that remains open
 - (i) is open to vehicular and pedestrian traffic, and
 - (ii) meets all the municipal standards; and
 - (b) the part of the street that is closed
 - (i) is determined by the engineer to be surplus, and
 - (ii) is worth less than fifty thousand dollars.
- (2) The council shall give notice of its intent to close the street by advertisement in a newspaper circulating in the municipality or on the municipality's website.

Under the MGA section 268 (2) f, no subdivision approval is required, as the lands are from a part of a street and are to be consolidated with an adjacent parcel of land.

Street Portion to be Closed

The land in question is 4.4m (approx. 14 feet) wide by 22.2m (approx. 73 feet) with a total area of 114m² (approx. 1230 square feet), including a small portion in front the of the building, 1.4m (approx. 5 feet) by 9.8m (approx. 32 feet).

Council previously agreed to sell the lands on April 22, including a public hearing on the sale of land below market value, which no members of the public attended.

Alternatives

If not transferred, the landowner will need to: provide parking on site; approach a landowner within 300m to arrange for parking; or apply for another variance to further reduce the parking requirement, under the new land use bylaw requirements.

Options

Given the project has proceeded under the assumption the Town was selling this portion of land,

	Pros	Cons
Approve Policy to partially close Mowatt St	<ul style="list-style-type: none"> • Fulfils landowners request • Partially addresses neighbours concerns 	<ul style="list-style-type: none"> • Precedence of providing Town land/roads for parking
Decline to sell the lands	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not address neighbours concerns • Landowner may request another variance to further reduce parking • May threaten the project viability

Recommendation

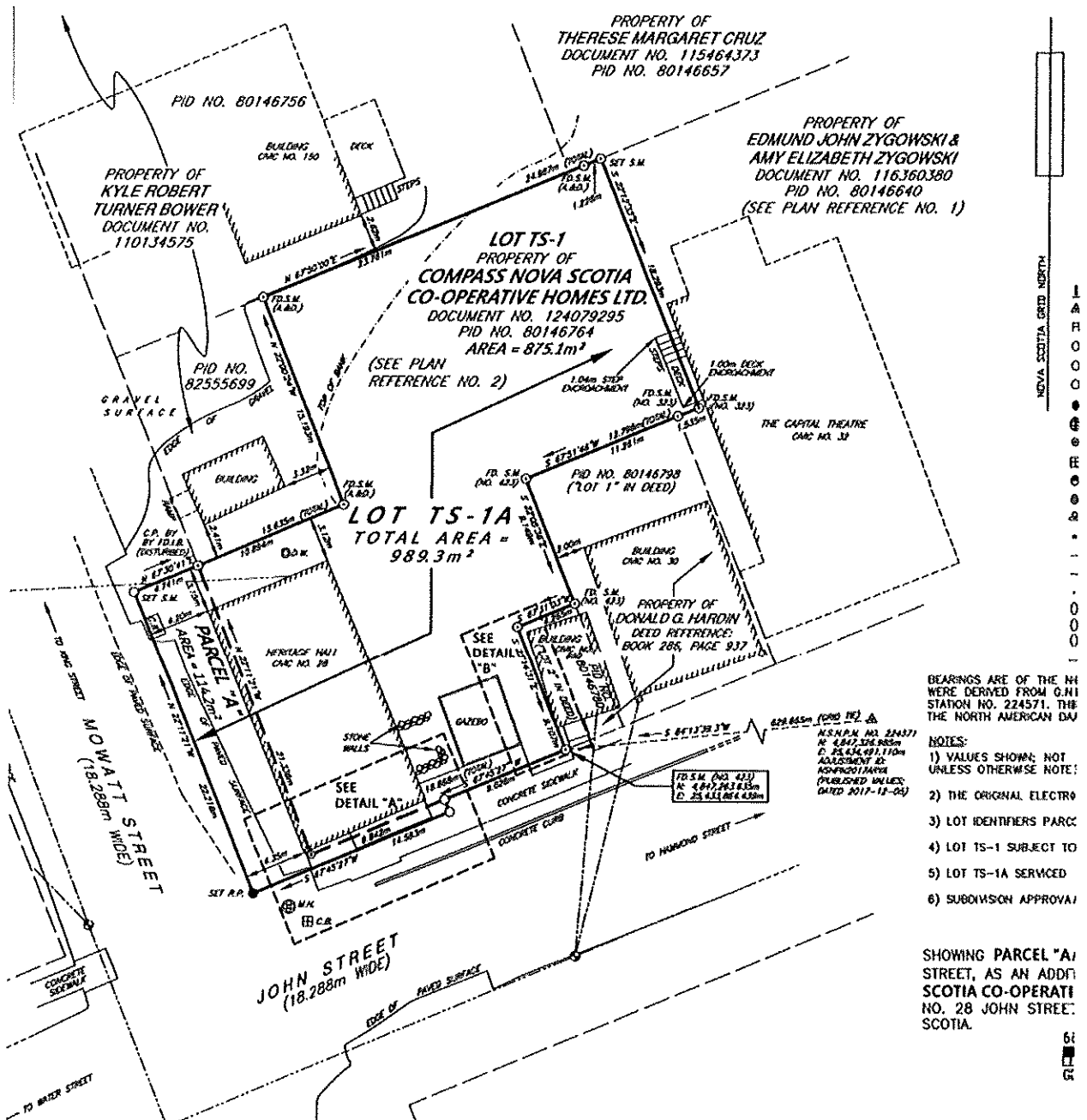
THAT Council approves the attached policy regarding the partial closure of Mowatt Street near John Street for parking in keeping with previous direction on April 22, 2025.

Appendices

Policy to Close part of Mowatt Street near John Street

Policy to Close part of Mowatt Street near John Street

THAT the Town Shelburne hereby close to public use portions of Mowatt Street, known as "Parcel A", as described in Survey Plan 24,132. A excerpt of the survey is below:





COUNCIL REPORT - FOR DECISION

Document #	
D25-170	
Rec'd by	
JD	
Date	
Aug 08/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	—

Subject: 2025/26 General Operating Budget
Date: September 2nd, 2025
Prepared For: Council
Prepared By: Jane Crowell, Manager of Finance

Purpose

This staff report is intended to gain Council approval for an amendment to the 2025/26 General Operating Budget.

Background

It has come to my attention that the 2025/26 General Operating Budget is out of balance by \$118,393 due to a formula error in the excel spreadsheet. Upon completion of the budget process, the formulas in the excel spreadsheet are checked to make sure no errors have occurred and then the budget is manually added as a second check to ensure the budget is in balance. During the final checks for this fiscal year, I failed to find the error when checking the excel spreadsheet and failed to get the budget manually added to alleviate any errors.

Analysis

Council approved the General Operating Budget for \$5,013,215 when it is \$5,131,608. To correct this error at this time, Council will need to amend the budget and authorize an additional transfer from Operating Reserve in the amount of \$118,393 to balance the Revenue to the Expenses. This amount is for the estimated budget amount for the Town Administrative Building and Canada Post located at 162 Mowatt Street.

The General Operating Reserve as of July 2025 has a bank balance of \$1,079,352 with anticipated approved transfers for 2024/25 fiscal in the amount of \$21,679.56, fiscal 2025/26 in the amount of \$179,510 and the needed 2025/26 additional transfer of \$118,393 to balance the 2025/26 General Operating Budget. With the approval of the needed transfer of \$118,393 this will bring the anticipated balance of the Reserve to \$892,409.18. With additional interest for the remainder of the year and surplus for 25/26 hopefully the Operating Reserve will be at optimal balance at end of 2025/26, if there are no further requirements to transfer from Operating Reserve. The optimal balance of the General Operating Reserve should be \$1,026,321 (General Operating Budget of \$5,131,608 @ 20% = \$1,026,321).

Changes to the 2025/26 General Operating Budget are –

General Operating Budget to increase from \$5,013,215 to \$5,131,608

Transfer from other funds (Own Reserves) to increase from \$286,133 to \$404,526 which is a total from General Operating Reserve of \$297,903 and transfer from General Capital Reserve of \$106,623.

Recommendation

THAT Council approve to amend the General Operating Budget from \$5,013,215 to \$5,131,608.

AND

THAT Council approve an additional transfer from the General Operating Reserve in the amount of \$118,393 to balance the 2025/26 General Operating Budget.



COUNCIL REPORT – FOR INFORMATION

Document #	D25-171
Rec'd by	JD
Date	Aug 25/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Asset Retirement Obligation (ARO)

Date: September 2nd, 2025

Prepared For: Council

Prepared By: Ken Smith

Purpose

The purpose of this report is to document the Asset Retirement Obligation (ARO) process and inform Town Council of the completion of this project.

Background

ARO was selected as one of the five priorities when Council updated its Strategic Plan 2023-2024. As the process wasn't complete in 2023-2024, the project was carried forward to coincide with the completion of the 2024-2025 Financial Statement Audit.

The 2023-2024 Strategic Plan outlined the ARO process being composed of the following:

- a) Contract professional services to support process; and
- b) Identify assets, assessment of obligations, risk management and compliance and reporting.

Analysis

Attached is the email to the external auditors which highlights the work carried out by staff to substantiate the note for the reporting of ARO 2024-2025 audited financial statements.

Initially, an amount of \$20,000 was allotted for this project in the 2023-2024 budget. Professional services weren't retained in 2024-2025 as staff carried out the work in house for this portion of the project. An amount of \$2,000 was allotted in the 2024-2025 budget, but only \$400 was spent in 2024-2025 with the balance of professional services carried out in-kind.

With an initial quote for the three buildings being relatively high, staff elected to obtain a second opinion which totalled \$67,000 in estimated remediation costs. This information was forwarded to the auditors after the August 11th, 2025 email (see Appendix E).

As part of the audit function, the auditors and staff will be reviewing the note with the Audit Committee and Council to finalize the 2024-2025 Financial Statements.


Attachments

Appendix A, B, C, D

Email to Michael Belliveau

Docu: DAS-171

Rec'd by:



Intent

C:

TOWN OF SHELBURNE

Asset Retirement Obligation Policy

Document #	D24-373
Rec'd by	[Signature]
Date	June 25, 2014
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

The purpose of this Policy is to identify the accounting treatment for Asset Retirement Obligations (ARO) to comply with the Public Sector Accounting Board (PSAB) Section 3280, as well as inform Council and the users of the end-of-life asset obligations.

Scope

All full-time and part-time Town employees, who manage Town assets shall fall within the scope of this policy and must adhere to the policy statement contained within this document.

Definitions

- "Accretion Expenses" means the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
- "Asset Retirement Activities" means all activities related to an asset retirement obligation. These may include, but are not limited to:
 - decommissioning or dismantling a tangible capital asset that was acquired;
 - constructed, developed or leased;
 - remediation of contamination of a tangible capital asset created by its normal use;
 - post-retirement activities such as monitoring; and
 - constructing other tangible capital assets to perform post-retirement activities.
- "Asset Retirement Cost" means the estimated amount required to retire a tangible capital asset.
- "Asset Retirement Obligation" means the legal obligation associated with the retirement of a tangible capital asset.
- "Retirement of Asset" means the permanent removal of tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.
- "Tangible Capital Assets" means non-financial assets having physical substance that:
 - are held for use in the production or supply of goods and services, for rental to other, for administrative purposes or for the development, construction, maintenance or repair of other municipal tangible capital assets;
 - have useful economic lives extending beyond an accounting period;
 - are to be used on a continuing basis in the municipality's operations; and
 - are not for sale in the ordinary course of operations.

Policy Statement

The Town shall account for and report on Asset Retirement Obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, Section 3280.

Recognition

- A liability should be recognized when, as at the financial report date:
 - There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - The past transaction or event giving rise to the liability has occurred;
 - It is expected that future economic benefits will be given up; and
 - A reasonable estimate of the amount can be made.
- A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.
- The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible asset.
- Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- Upon initial recognition of a liability for an asset retirement obligation, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and no longer providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.
- The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

Subsequent Measurement

- The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of a tangible capital asset or a component of the asset.
- On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement or any changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

Presentation and Disclosure

- The liability for asset retirement obligations will be disclosed in the financial statements.

Document #	
D25-171	
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Agenda	
Committee	

CHAPTER 1 INTRODUCTION

1.1 Background

The Town of Shelburne (Town) and the Municipality of the District of Shelburne (MDS) are facing declining populations with little in the way of economic development dedicated to reversing this trend. This combination of demographic and economic factors has left the two municipal units considering amalgamation. Amalgamation would provide for a more coordinated and concentrated effort and allow for sharing/leveraging of resources. Amalgamation would also alleviate the competition for new residents/businesses. An amalgamation working group consisting of the two Chief Administration Officers (CAOs), the Mayor, the Warden and a representative of the Province of Nova Scotia are commencing a series of studies in order to make an informed decision on continuing with the amalgamation process.

The objective of this study is to undertake an assessment of all major capital facilities owned/operated by the municipal units with the goal of identifying significant maintenance, regulatory compliance and capital funding requirements that are anticipated in the future. The results of this study will be reviewed in conjunction with the other studies (road conditions, financial analysis, governance, organizational, etc.) initiated by the amalgamation working group to determine the liabilities associated with amalgamation. The next steps in the process would include public consultation and the development of a joint letter of intent for submission to the Nova Scotia Utility and Review Board (NSUARB).

The infrastructure assessed as part of this study includes the following:

- Water treatment & distribution systems;
- Wastewater collection & treatment systems;
- Storm water management systems;
- Solid waste disposal sites;
- Waterfront infrastructure;
- Marine Terminal infrastructure;
- Municipal buildings;
- Recreational facilities; and
- Park areas.

Appendix B' (a) ASSESSMENT Approach + OPINION of Probable Costs

1.2 Assessment Approach

The intent of this study was to capture items of significant cost and/or substantial risk while respecting the available budget and timelines for completion. This approach is considered a standard industry practice for quantifying capital investment requirements for a community.

Site assessments were conducted by experienced professionals with expertise in structures, building mechanical and electrical systems, and water & wastewater infrastructure. Site assessments were by visual inspection only (i.e. non-destructive or non-intrusive). No attempt was made to move temporary objects which may be obstructing view. Building exteriors, including rooftops, were inspected from readily accessible areas only. Where applicable, buried infrastructure was visually inspected from above grade (i.e. no confined space entry).

While on-site, staff collected anecdotal information from municipal staff with respect to their experience working at the subject facility. Anecdotal information was useful in closing information gaps and providing a better understanding of previous issues/repairs and current operational practices.

It was important to consider the asset for what it is. That is, weighing the current state of the asset against its current use to determine its liabilities going forward. Many smaller municipal units inherit buildings from the province after they have already reached the end of their useful life. The municipal units try to prolong the useful life while minimizing their capital expenditures. This can often be a difficult task for many municipal units across the province. Capital expenditures tend to be directed to where they are needed most.

1.3 Opinion of Probable Costs

Asset investment requirements were utilized to generate an opinion of probable costs for the capital expenditures necessary to maintain the current level of service (status quo) to residents. Opinion of probable costs are order of magnitude only (± 40 to 50%) and represent the best engineering judgement of the consultant in the light of experience/knowledge, market conditions, and information available at the time. Estimates are based on a review of historical construction costs (local tender closing information).

1.4 Prioritization of Issues

Key issues have been prioritized by assigning an "A", "B" or "C" rating. Issues assigned an "A" rating should be the focus of any subsequent funding programs. It is worth noting that the Department of Municipal Affairs is likely only to fund those issues of high priority should both municipal units decide to proceed with the amalgamation process. Should the municipal units decide against amalgamation, the prioritized issues will be beneficial when preparing/reviewing future capital investment plans.

'Appendix B' (b) FORMER Chamber of Commerce Building

3.8.2 Former Chamber of Commerce

Table 3.13: Former Chamber of Commerce Building

Building Component	Description	Condition
Structure	<p>This building is an insulated wood framed building with wood siding. The building has an asphalt shingle covered sloped roof.</p>	<p>The wooden screen door is rotten and should be replaced.</p> <p>Several areas of the exterior siding show signs of rot and need to be repaired and painted.</p> <p>The exterior stairs handrail is not to NBCC (2010) and should be updated.</p> <p>The asphalt shingle roof appears to have been replaced lately but does not meet building code as there is no ridge vent.</p> <p>The ceiling tile should be checked for asbestos.</p>
Mechanical	<p>A ¾" water supply from the Town enters the building in the crawl space it is c/w a meter. Copper distribution piping is provided, supplying the fixtures.</p> <p>Heating is provided by electric baseboard heaters.</p> <p>A central ventilation system is not provided. Exhaust is provided in the washroom.</p> <p>Fire protection is provided by fire extinguishers.</p>	<p>All mechanical systems are in fair condition and appear to be adequate for their present use.</p>
Electrical	<p>The electrical supply is provided by an underground service feeding the main 100 amp, 120/240v, 1 phase panel board located in the bedroom.</p> <p>Lighting is provided by fluorescent fixtures.</p>	<p>All electrical systems are in fair condition and appear to be adequate for their present use.</p>

'Appendix B' (c) King St. Centre Building

Building Component	Description	Condition
Electrical	<p>The electrical supply is provided by an overhead service feeding the main 200 amp, 120/240v, 1 phase panel board located in the barrier free washroom.</p> <p>Lighting is provided by fluorescent fixtures.</p> <p>A security system is installed.</p>	<p>All electrical systems are in fair condition and appear to be adequate for their present use.</p> <p>Upgrades may be required if recommended mechanical upgrades are undertaken.</p>

3.8.6 King Street Centre

Table 3.17: King Street Centre Building

Building Component	Description	Condition
Structure	<p>The building is an old Elementary school converted to a Day Care.</p>	<p>Although the main roof was replaced 5 years ago, staff reports the roof still leaks in the winter and during heavy rain falls. The roof should be inspected.</p> <p>The exterior wood windows are in poor shape, not energy efficient and should be replaced. A lot of the sills show signs of rot.</p> <p>The exterior wood siding also shows a lot of rot and should be replaced.</p> <p>The ceiling tile throughout the building is stained from past leaks. In our opinion given the current usage of the building the ceiling tiles should be tested for asbestos.</p> <p>The shingled roof area at the rear entry has reached the end of its useful life and should be replaced.</p> <p>The stairs in the furnace room stairs do not have a proper landing and are not to current NBCC (2010). The sump area within the furnace room requires a handrail.</p>

Appendix B' (d) Little People's Place Building

3.8.7 Little People's Place

Table 3.18: Little People's Place Building

Building Component	Description	Condition
Structure	<p>This is an insulated wood framed building. The roof is an asphalt shingle covered sloped roof. The exterior siding is a painted vertical wood siding.</p>	<p>The roof shingles appear to be in fair shape but will need to be replaced in a few years.</p> <p>Building windows are a mixture of aluminum and PVC windows. Aluminum windows should be replaced as they are not energy efficient. PVC windows are in good shape.</p> <p>The exterior siding appears to be in good shape.</p> <p>The ceiling tiles should be tested for asbestos.</p> <p>There is a set of stairs on the interior in the open area that leads to the side yard. The stairs do not have a proper landing at the top and there isn't a handrail on them.</p> <p>In the kids washroom there is no separation/partition between the toilets.</p> <p>There is signs of a leak of the chimney in the mechanical room.</p>
Mechanical	<p>A ¾" water supply from the Town enters the building in the mechanical room it is c/w a meter. Copper and pex distribution piping is provided, supplying the fixtures.</p> <p>Heating is provided by an oil fired warm air furnace with serve the back half of the building. Electric baseboard supplies heat to the front half of the building. A 200 gallon exterior oil tank supplies fuel to the furnace.</p> <p>A central ventilation system is not provided. Washroom exhaust is provided.</p>	<p>All mechanical systems are in fair/good condition and appear to be adequate for their present use.</p> <p>We recommend the following upgrades to be considered:</p> <ul style="list-style-type: none"> • The installation of a central ventilation system providing fresh air to all parts of the building; and • The installation of a sprinkler system due to the age of the buildings main occupants.

Ken Smith

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Committee	

From: Underhill, Austen <aunderhill@dillon.ca>
 Sent: March 24, 2025 4:00 PM
 To: Allen, Penny
 Cc: Ken Smith; Will Butler; Sarah Mattatall; Jane Crowell; Jennifer Perry, Stephen Pearce
 Subject: Re: Asset Retirement Obligations followup
 Attachments: Town of Shelburne - Wharf ARO, 20250324.pdf

CAUTION: This email originated from an external sender.

Good Afternoon,

As requested, we have completed some research to better understand whether the Town is required to account for asset retirement obligations (AROs) for the marine terminal (wharf).

The attached memo summarizes our findings. It analyzes federal regulations under the Canadian Fisheries Act, the Environmental Protection Act (CEPA), and Environment and Climate Change Canada (ECCC), in alignment with the PSAB 3280 requirements, to determine if the Town is legally required to report AROs for the wharf to federal authorities. Given there are currently no plans to decommission the wharf, the analysis concludes that there is **no explicit federal requirement for the Town to proactively report the future financial obligations of the wharf's retirement to a federal authority.**

However, should a future decision be made to retire the wharf, there are some stipulations within the Canadian Fisheries Act, the Environmental Protection Act (CEPA), and Environment and Climate Change Canada (ECCC) that may trigger the need to account for AROs (see Table 1 in the Memo).

Thank you,
Austen

On Wed, Mar 19, 2025 at 2:41 PM Allen, Penny <PAllen@dillon.ca> wrote:
Hi everyone,

It was a pleasure meeting with you today.

As discussed, we will be in touch later this week with more information on the asset retirement obligations for the marine terminal.

I will also follow up on the timing of construction for the drill pads and whether or not we already have baseline (pre-construction) information or whether we would need new information for monitoring the wetland prior to construction.

Thank you,
Penny

Memo

To: Town of Shelburne, Nova Scotia
From: Austen Underhill, P.Eng., Dillon Consulting Limited
Date: March 24, 2025
Subject: Wharf Asset Retirement Planning

As requested by the Town of Shelburne, Nova Scotia, this Technical Memorandum (memo) summarizes Dillon Consulting Limited's findings pertaining to whether the Town is required to account for an asset retirement obligation (ARO) for their wharf.

This memo analyzes federal regulations under the Canadian Fisheries Act, the Environmental Protection Act (CEPA), and Environment and Climate Change Canada (ECCC) to determine whether a Town owning a wharf is legally required to report on asset retirement obligations (AROs) for the wharf to federal authorities. An asset retirement obligation represents a legal duty to incur costs when a tangible capital asset, such as a wharf, is retired from service. Understanding these potential reporting requirements is crucial for municipalities to ensure compliance with federal legislation and to properly manage their financial responsibilities associated with infrastructure assets. This analysis will examine the relevant federal laws and regulations to ascertain if such a reporting mandate exists.

Understanding Asset Retirement Obligations (AROs) and Public Sector Accounting Standards (PSAS)

An Asset Retirement Obligation (ARO) is fundamentally defined as a legal obligation that necessitates a party to incur costs when a tangible capital asset is permanently removed from service, which can occur through sale, abandonment, or disposal. This legal obligation can arise from various sources, including enacted legislation at any level of government (federal, provincial, or municipal), legally binding agreements or contracts, or even a promise made that creates a reasonable expectation of performance. From a governmental accounting perspective, these obligations represent estimated future costs associated with the retirement of assets, which are typically recognized as liabilities in financial statements. For public sector entities like a Town, the accounting for and reporting of these obligations are governed by the Public Sector Accounting Standards (PSAS), specifically Section PS 3280, which became effective for fiscal years beginning on or after April 1, 2022. This standard provides guidance on how to account for and report legal obligations linked to the retirement of tangible capital assets. It is important to note that PS 3280 applies to legal obligations resulting from the acquisition, construction, development, or normal operation of an asset, including obligations to dismantle and remove a facility at the end of its useful life due to environmental regulations or contractual requirements.

While PS 3280 mandates that public sector entities, including municipalities, must account for and report AROs within their own financial statements to provide a transparent view of future liabilities, it is crucial to understand that this accounting standard itself does not impose a legal obligation to report

these obligations directly to federal environmental authorities. PS 3280 is a directive on accounting standards for the Government of Canada and guides how governmental bodies should present their financial information. It requires government entities to recognize the costs associated with asset retirement at the time of the asset's construction or acquisition and to include these costs in the asset's value. Furthermore, it necessitates that local governments estimate and account for these costs annually in their financial statements. Therefore, while PSAS 3280 is critical for the financial management of AROs, the initial trigger for recognizing these obligations and the requirement to potentially report them to external agencies must be found within specific legislation, such as federal environmental laws. The standard requires a review of all legal obligations, including those arising from legislation, to determine which assets have retirement obligations that need to be accounted for.

Analysis of Reporting Requirements under the Canadian Fisheries Act

The Canadian Fisheries Act is the primary federal legislation governing the management of fisheries resources and the protection of fish and their habitats in Canada. Its overarching purpose is to provide a framework for the conservation and protection of fish and fish habitat, considering ecological sustainability and the precautionary approach. The Act empowers the government to regulate activities that could harm fish or their habitat. One key aspect related to infrastructure like wharves is the potential impact of such structures on navigable waters and fish habitats.

The Navigation Protection Program, administered under Transport Canada but closely linked to the management of waterways, requires approvals for certain works that could affect navigation. A "work" is broadly defined to include any structure, device, or thing made by humans in, on, over, under, through, or across any navigable water, and this includes the removal or decommissioning of major works. For major works, such as a substantial wharf, an owner must apply for approval if its construction, placement, alteration, rebuilding, removal, or decommissioning could interfere with navigation. While this necessitates reporting the intention and process of decommissioning to the Navigation Protection Program, it is primarily focused on the potential impacts on navigation and the physical act of removal rather than a proactive report on the future financial obligations associated with this retirement. Additionally, the Fisheries Act requires notification to the Department (likely Fisheries and Oceans Canada) in the event of fish death or habitat destruction resulting from the operation or decommissioning of a facility. This is a reactive reporting requirement triggered by environmental harm, not a proactive report on the anticipated financial costs of future retirement. Annual reports on the administration and enforcement of the Fisheries Act are submitted to Parliament, detailing activities related to habitat protection and pollution prevention, but these reports do not appear to require municipalities to proactively report on the financial obligations of retiring infrastructure.

Codes of practice exist for various works in or near water, providing best practices to avoid harm to fish and fish habitat during activities like maintenance and decommissioning. While these practices might inform the eventual retirement process of a wharf, they do not impose a separate reporting requirement for the future financial obligations to a federal body. Therefore, while the Canadian Fisheries Act and the Navigation Protection Program mandate reporting related to the physical

decommissioning process to ensure navigational safety and prevent environmental harm at that time, the reviewed information does not indicate a federal requirement to proactively report on the future financial obligations associated with the wharf's retirement.

Analysis of Reporting Requirements under the Environmental Protection Act (CEPA) and Environment and Climate Change Canada Regulations

The Canadian Environmental Protection Act (CEPA) is Canada's primary piece of federal legislation aimed at protecting the environment and human health from pollution by managing and controlling toxic substances. It provides a framework for assessing and managing risks associated with substances that could be harmful to the environment or human health. Amendments to CEPA have focused on strengthening environmental protection, particularly concerning toxic substances. Environment and Climate Change Canada (ECCC) is the federal department responsible for administering and enforcing CEPA and its associated regulations.

The Public Accounts of Canada include sections on environmental liabilities and asset retirement obligations, detailing the federal government's own accounting for these items, such as remediation liabilities for contaminated sites and AROs related to its own assets. These sections highlight the government's internal financial reporting practices and do not impose reporting requirements on municipalities.

Regulations under CEPA might require notification for significant new activities involving toxic substances based on quantity and control measures. If the retirement of a wharf involves the handling or disposal of substances listed under CEPA as toxic (such as creosote-treated wood, which could leach pollutants, or asbestos if present in older wharf structures), there could be reporting obligations related to the proper management and disposal of these materials to prevent pollution. However, these reporting requirements would typically be triggered by the specific activities undertaken during decommissioning and the nature of the substances involved, rather than a proactive report on the overall future financial obligation of retirement.

Environmental Best Management Practices (EBMPs) for small craft harbours provide guidelines for environmentally sound operations, including the handling of hazardous materials and waste management. While these practices are important for environmental stewardship, they do not constitute a legal requirement to report the future financial costs of decommissioning a wharf to ECCC. Annual reports on the administration of the Fisheries Act, jointly produced by Fisheries and Oceans Canada and ECCC, focus on habitat protection and pollution prevention efforts but do not mandate that municipalities report on the financial aspects of retiring their infrastructure assets. Therefore, based on the reviewed information, there is no direct federal regulatory requirement under CEPA or ECCC regulations that compels a Town owning a wharf to proactively report on the future financial obligations associated with its retirement to ECCC. Reporting under CEPA is more likely to be event-driven, based on specific activities or incidents involving regulated substances during the decommissioning process.

The Interplay Between Environmental Legislation and PSAS 3280

Federal environmental legislation, such as the Canadian Fisheries Act and CEPA, plays a crucial role in establishing the legal obligations that can trigger the recognition of an Asset Retirement Obligation (ARO) under Public Sector Accounting Standard (PSAS) 3280. These laws may mandate specific actions that a Town must undertake when a wharf reaches the end of its useful life. For instance, the Fisheries Act and the Navigation Protection Program might require the complete removal of a wharf from navigable waters to ensure continued safe passage and to protect fish habitat. Similarly, CEPA regulations could dictate specific procedures for the disposal of materials used in the wharf's construction to prevent environmental pollution. These legally mandated actions at the time of retirement constitute the underlying legal obligation that requires the Town to recognize an ARO in its financial statements.

PSAS 3280 provides the framework for how the Town, as a public sector entity, must account for and report these future financial obligations within its own financial statements. This ensures that the Town transparently reflects these future liabilities, allowing for better financial planning and management. It is essential to distinguish that while federal environmental laws can create the legal obligation that necessitates ARO accounting under PSAS 3280, the reporting under PSAS 3280 is primarily for the Town's stakeholders through its financial statements. This is separate from a direct legal requirement to proactively report the estimated financial costs of these future retirement activities to federal environmental authorities like ECCC. Reporting to environmental authorities is more likely to occur at the time of the activity, such as when applying for permits or providing notifications during the decommissioning process, rather than as a proactive report on the anticipated financial expenditure.

Summary of Findings and Conclusion

Based on the analysis of publicly available information, the Canadian Fisheries Act and the associated Navigation Protection Program primarily regulate the physical aspects of works in or near water, including their decommissioning. While reporting to federal authorities is required for approvals and notifications related to the physical act of retirement to ensure navigational safety and prevent environmental harm, there is no explicit federal requirement to proactively report the future financial obligations of a wharf's retirement. Similarly, the Environmental Protection Act and Environment and Climate Change Canada regulations focus on pollution prevention and the management of toxic substances. While these regulations might impose specific conditions on how a wharf must be decommissioned to protect the environment, there is no general federal regulatory requirement for a Town to proactively report the future financial costs associated with this retirement to ECCC. Reporting under CEPA is more likely to be triggered by specific environmental events or activities involving regulated substances during the decommissioning process.

In conclusion, while federal environmental legislation can create the legal obligations that necessitate the recognition and accounting for asset retirement obligations under PSAS 3280, a review completed by Dillon of publicly available information does not indicate a direct federal regulatory requirement

under the Canadian Fisheries Act, the Environmental Protection Act, or Environment and Climate Change Canada regulations that mandates a Town owning a wharf to proactively report on the future financial obligations (the estimated costs of retirement) of the wharf to a federal authority:

Table 1: Summary of Federal Legislation and Potential Triggers for an ARO

Legislation	Focus	Potential Reporting Trigger to Federal Authority (Related to AROs)
Canadian Fisheries Act	Protection of fish and fish habitat; management of fisheries resources	Likely at the time of decommissioning or removal of the wharf through the Navigation Protection Program (Transport Canada) for approvals and notifications related to impacts on navigation and fish habitat. No explicit requirement for proactive reporting of future financial obligations identified.
Environmental Protection Act (CEPA)	Pollution prevention; management of toxic substances	Reporting requirements are generally tied to specific incidents (e.g., spills) or activities involving toxic substances during decommissioning. No explicit requirement for proactive reporting of the future financial obligations identified.
Environment and Climate Change Canada Regulations	Implementing CEPA and other environmental mandates	Like CEPA, reporting is typically event-driven based on specific activities or incidents. No explicit requirement for proactive reporting of the future financial obligations identified.

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' Appendix C ' 808

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Appendix D 1 of 10

Ken Smith

From: Nathan Muise <nmuise@systemcare.ca>
Sent: July 13, 2025 5:59 PM
To: Ken Smith
Subject: Quotes for three buildings to remove building materials
Attachments: 13 GEORGE ST.pdf; 14 St Andrews Lane.pdf; 35 King St.pdf

Document #	D25-171
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

CAUTION: This email originated from an external sender.

Good day,

Please see attached quotes

Let me know if you have any questions

Thanks,

Nathan Muise - Project Manager

SystemCare Yarmouth

(902) 746-3911 *cell*

(902) 742-1742

Yarmouth, NS

nmuise@systemcare.ca



systemcare.ca

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SystemCare-Yarmouth

Service Certified

Insured: Town of Shelburne
Property: 35 King St
Shelburne, NS B0T 1W0

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Claim Rep.: Ken Smith

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Estimator: Nathan Muise
Position: Project Manager
Company: SystemCare Yarmouth
Business: 8 Trunk 1
Yarmouth, NS B5A 4H9

Business: (902) 742-1742
E-mail: nmuisse@systemcare.ca

Contractor:
Company: Yarmouth SystemCare

30.00 due to complete resto

Claim Number: PRIVATE

Policy Number: PRIVATE

Type of Loss: Addition

Date Contacted: 6/11/2025 12:05 PM

Date of Loss: 6/11/2025 12:00 PM

Date Inspected: 7/9/2025 11:30 AM

Date Received: 6/11/2025 1:28 PM

Date Entered: 7/10/2025 4:49 PM

Price List: NSHA8X_JUN25
Restoration/Service/Remodel

Estimate: 35_KING_ST_



SystemCare-Yarmouth

Thank you for considering SystemCare Yarmouth & Tri-County to provide an estimate for the environmental work required at this property

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission

Please reach out with any questions or concerns

For access to a 360 Virtual Tour at the time of inspection: <https://app.immoviewer.com/portal/tour/3122652>

Thanks,

Nathan Muise
Project Manager
(902) 742-1742

SystemCare-Yarmouth

746-3911



35_KING_ST_

35_KING_ST_
DESCRIPTION

QTY

4. Hazardous Material Remediation(Time)	1.00 EA
5. Hazardous Material Remediation(Materials)	1.00 EA
6. Asbestos test fee(Post Abatement Air Clearance)	1.00 EA

Grand Total

\$171,570.00

Nathan Muise
Project Manager

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission



SystemCare-Yarmouth

Insured: Town of Shelburne
Property: 14 St Andrews Lane
Shelburne, NS B0T 1W0

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Claim Rep.: Ken Smith

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Estimator: Nathan Muise
Position: Project Manager
Company: SystemCare Yarmouth
Business: 8 Trunk 1
Yarmouth, NS B5A 4H9

Business: (902) 742-1742
E-mail: nmuisse@systemcare.ca

Contractor:
Company: Yarmouth SystemCare

Claim Number: PRIVATE

Policy Number: PRIVATE

Type of Loss: Addition

Date Contacted: 6/11/2025 12:05 PM

Date of Loss: 6/11/2025 12:00 PM

Date Inspected: 7/9/2025 11:30 AM

Date Received: 6/11/2025 1:28 PM

Date Entered: 7/10/2025 4:49 PM

Price List: NSHA8X_JUN25
Restoration/Service/Remodel

Estimate: 14_ST_ANDREWS_LN



Thank you for considering SystemCare Yarmouth & Tri-County to provide an estimate for the environmental work required at this property

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission

Please reach out with any questions or concerns

For access to a 360 Virtual Tour at the time of inspection: <https://app.immviewer.com/portal/tour/3122654>

Thanks,

Nathan Muise
Project Manager
(902) 742-1742

SystemCare-Yarmouth



14_ST_ANDREWS_LN

14_ST_ANDREWS_LN

DESCRIPTION	QTY
4. Hazardous Material Remediation(Time)	1.00 EA
5. Hazardous Material Remediation(Materials)	1.00 EA
6. Asbestos test fee(Post Abatement Air Clearance)	1.00 EA

Grand Total

\$108,300.00

Nathan Muise
Project Manager

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission



SystemCare-Yarmouth

Insured: Town of Shelburne
Property: 13 George St
Shelburne, NS B4V 1Z8

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Claim Rep.: Ken Smith

Business: (902) 523-5113
E-mail: Ken.Smith@shelburnens.ca

Estimator: Nathan Muise
Position: Project Manager
Company: SystemCare Yarmouth
Business: 8 Trunk 1
Yarmouth, NS B5A 4H9

Business: (902) 742-1742
E-mail: nmuise@systemcare.ca

Contractor:
Company: Yarmouth SystemCare

Claim Number: PRIVATE

Policy Number: PRIVATE

Type of Loss: Addition

Date Contacted: 6/11/2025 12:05 PM

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Date Entered: 7/10/2025 4:49 PM

Price List: NSHA8X_JUN25
Restoration/Service/Remodel

Estimate: 13_GEORGE_STREET



Thank you for considering SystemCare Yarmouth & Tri-County to provide an estimate for the environmental work required at this property

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission

Please reach out with any questions or concerns

For access to a 360 Virtual Tour at the time of inspection: <https://app.immviewer.com/portal/tour/3122645>

Thanks,

Nathan Muise
Project Manager
(902) 742-1742

SystemCare-Yarmouth

' Appendix D '

10 8 10



SystemCare-Yarmouth

13_GEORGE_STREET

13_GEORGE_STREET

DESCRIPTION	QTY
4. Hazardous Material Remediation(Time)	1.00 EA
5. Hazardous Material Remediation(Materials)	1.00 EA
6. Asbestos test fee(Post Abatement Air Clearance)	1.00 EA

Grand Total

\$10,260.00

Nathan Muise
Project Manager

Please note the following:

This quote is based on a visual inspection only and is subject to change once the work commences and all of the building materials exposed

This quote does not contain asbestos sampling, only removal on the assumption the building materials contain asbestos

This quote is based on the assumption the building would be empty of its contents prior to the work commencing

This quote is valid for 6 months from the time of submission



Michael Belliveau, CPA, CA
bridgewater@bvca.ca

Doc #	D25-171
File by	
PO Box 670	
162 Mowatt Street	
Shelburne, NS	
BDT 1W0	
Phone: (902) 875-2991	
Fax: (902) 875-3932	
Agency	
Committee	

Attached, please find relevant documentation which I have compiled in order for the Town to address its obligation under PS3280 Asset Retirement Obligations.

1. Appendix A – the Town’s Asset Retirement Obligation Policy ;
2. Appendix B – Excerpts from the Final Report – Shelburne Infrastructure Study for the Town of Shelburne and Municipality of the District of Shelburne prepared by CBCL Limited in 2015 ;
 - a. Introduction – Background, Assessment Approach and Opinion of Probable Cost ;
 - b. Former Chamber of Commerce Building ;
 - c. King Street Centre Building ; and
 - d. Little People’s Place Building ;
3. Appendix C – Documentation provided by Dillon Consulting Ltd. – their professional opinion regarding the wharf ;
4. Appendix D – Quotes for the three (3) buildings to remove hazardous building materials prepared by System Care Cleaning & Restoration.

With respect to the process, outlined below are our findings and opinions :

1. The review of the Town’s infrastructure by CBCL in 2015 and staff’s independent assessment were consistent ;
2. Since 2015, the following facilities were sold, and as such did not have to be reported ;
 - a. Heritage Hall ;
 - b. Old Town Hall ; and
 - c. Old Water Tower on Lake John Road ;

3. Due to the Marine Terminal being owned by the Town, professional assistance was sought to address whether or not the terminal was eligible as an ARO. Staff conducted separate remote meetings with the Halifax specialist for Dillon Consulting and the Saint John specialist for CBCL. Dillon Consulting provided written feedback and CBCL independently arrived at the same conclusion. ARO didn't have to be recognized at this time ;
4. Both the Supervisor of Public Works and the Planner/Development Officer estimated the remaining useful life of the three (3) buildings as follows :
 - a. Former Chamber of Commerce Building – 25 years ;
 - b. King Street Centre – 50 years ;
 - c. Little People's Place – 35 years ;
5. As noted in System Cares review of the three (3) buildings, the estimated expenditures are as follows :
 - a. Former Chamber of Commerce Building - \$10,000.00
 - b. King Street Centre - \$171,570.00
 - c. Little People's Place - \$108,300.00 ; and
6. Based upon a review of the discount rates used by other municipal units for present value purposes, staff arrived at a reasonable discount rate of 3.7%.

Yours truly,

Ken Smith, CPA, CA

ken.smith@shelburnens.ca

Appendix E

Asbestos Abatement Budgetary Estimate

Document #	D25-171
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Prepared for: Ken Smith

Date: August 11, 2025

Prepared by: SAI Sustainable Services Inc.

Project: Preliminary Asbestos Abatement Estimate – Shelburne Provincial Buildings

1. Purpose

This report provides a preliminary budget estimate for asbestos abatement that may be required should the following buildings be demolished in the future:

- 35 King St, Shelburne, NS
- 14 St. Andrews Lane, Shelburne, NS
- 13 George St, Shelburne, NS

This estimate is based on:

- Visual inspection conducted on August 8th 2025.
- CBCL's previous infrastructure report noting possible asbestos-containing materials (ACM) in ceiling tiles, flooring, and pipe insulation.
- Industry knowledge of typical ACM locations in similar buildings of this age and construction type.

No intrusive sampling or laboratory analysis was performed.

2. Assumptions

For budgetary purposes, the following assumptions have been made:

- All ceiling tiles in the identified areas contain asbestos.
- All vinyl sheet flooring and 9"x9" floor tiles contain asbestos.
- All mechanical pipe elbows, fittings, and certain lengths of pipe insulation contain asbestos.

- Quantities are based on visual estimation and building plans (where available).
- Work will be completed by a licensed asbestos abatement contractor in accordance with Nova Scotia OHS regulations.
- Waste will be transported to an approved hazardous waste disposal facility.

3. Scope of Work (Assumed)

- **Type 3 abatement** for ceiling tiles and flooring and pipe insulation systems.
- Containment setup, negative air units, and decontamination facilities.
- Removal, bagging, and disposal of asbestos waste.
- Air monitoring and clearance testing by a third-party consultant.

4. Estimated Quantities & Pricing

- **35 King St, Shelburne, NS - \$32,000+taxes**
- **14 St. Andrews Lane, Shelburne, NS- \$21,000+taxes**
- **13 George St, Shelburne, NS- \$14,000+taxes**

5. Notes & Limitations

- This estimate is **non-binding** and provided solely for budgeting purposes.
- Final costs will depend on **confirmed asbestos test results**, detailed measurements, and site conditions at the time of work.
- A Designated Substance Survey (DSS) or Hazardous Materials Survey should be completed before any demolition or renovation.
- Disposal rates are based on current market conditions and may change without notice.

6. Prepared by

Devansh Khanna

Operations Director

SAI Sustainable Services Inc.

✉ info@saisustainable.com | ☎ 902-452-7600



**Sustainable
Services
Inc.**



COUNCIL REPORT - FOR INFORMATION

Document #	D25-172
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Subject: RFP- Fuel Tank Replacement
Date: August 27th, 2025
Authority: HPA, s. 14 & 15
Council Dates: Sept 2, 2025
Prepared by: Daniel MacKay, HR & Admin Coordinator

Background

The Town’s existing Fuel tanks and pumps were in poor condition and nearing the end of their service life. To reduce environmental and safety risks, ensure compliance with current regulations, and provide reliable fueling for municipal operations, the tanks were replaced with modern, double-walled units and updated pumps.

Analysis:

The Town issued a Request for Proposals (RFP) for the procurement of new gas and diesel fuel tanks. The tender closed at 3:00 PM (Atlantic Time) on August 14, 2025. Bids were opened immediately following the deadline by Town staff:

- Sarah Mattatall – CAO
- Will Butler – Public Works Supervisor
- Daniel MacKay – Administration & Human Resource Coordinator

The following was the only bid received. The amount shown reflects the total tendered price, excluding HST:

- MultiServe Petroleum Equipment – \$19,341.12

Conclusion:

Only one bid was received through the RFP process, submitted by MultiServe Petroleum Equipment in the amount of \$22,048.88 (including \$2,707.76 HST). Given the value of the bid and the fact that it was the sole submission, the contract has been awarded by staff to MultiServe Petroleum Equipment.

SCHEDULE A

COVER SHEET FOR TENDER

Company Name: MULTISERVE PETROLEUM EQUIPMENT LTD.

Company Address: 9120 HWY 14, MILFORD, NS B0N 1Y0

Contact Information: 902 758 4410

Key Contact for Tender: Name: PAUL WILLIAMS

Email: paul@multiserve.ca

Business Phone: 902 758 4410

Cell Phone: 902 488 0629

Name of Request for Tender: Fuel Tank Replacement at Wastewater Treatment Plant

Documents Attached: MULTISERVE QUOTE - Q000020736



PETROLEUM EQUIPMENT LTD.

9120 Highway 14
 Milford NS B0N 1Y0
 (902) 758-4410 Fax (902) 758-4411
 info@multiserve.ca
 www.multiserve.ca

Quote

Q000020736

Date August 12, 2025

Customer TOWNOFSHELBURNE
 Page 1 of 2

Bill To: Town of Shelburne
 168 Water Street
 P.O. Box 670
 Shelburne NS B0T 1W0

Ship To: Town of Shelburne
 168 Water Street
 P.O. Box 670
 Shelburne NS B0T 1W0

Buyer: Will Butler will.butler@shelburnens.ca

PO Number	F.O.B.	Salesperson	Quote Date	Quote Number			
	MILFORD, NS	Paul Williams	August 12, 2025	Q000020736			
Ship Via		Payment Terms	Reference				
MULTISERVE		Net 30 Days	500 GAL DW TANK				
Part Number	Description	Ordered	Shipped	B/O	Tax	Unit Price	Extended Price
TNK TS500G AG DW S601	500 Gal/2359 L A/G D/W Tank System	2	0		N	4,590.00	9,180.00
EX E148N-999U	ULC Oil Tank Gauge 48"	2	0		N	60.00	120.00
MS 2" VENT KIT-M	2" Vent Pipe, Mushroom Cap	2	0		N	150.00	300.00
MOR 179---0100 AC	2" Alum Fill Cap-Fem Thrd	2	0		N	29.248	58.50
HF G NIPPLE 2MPTX3"	Galv Nipple 2"MPTx 3"	2	0		N	9.45	18.90
HF G 4" X 2" BU	4" x 2" Reducer Bushing Galv	2	0		N	47.92	95.84
MS DECAL 042	CAP 2250 LTR 24" X 6.5" Decal, Black Text/White Background	4	0		N	15.95	63.80
MS DECAL 045	REG GASOLINE 24" X 6.5" Decal, Black Text/White Background	2	0		N	15.95	31.90
MS DECAL 040	CLEAR DIESEL 24" X 6.5" Decal, Black Text/White Background	2	0		N	15.95	31.90
CC PLPSP21202	Class 3 UNI 1202 PS (Diesel) Placard - peel&stick	1	0		N	8.50	8.50
CC PLPSP21203	Class 3 UNI 1203 PS (Gasoline) Placard peel&stick	1	0		N	8.50	8.50
GPI 171001-01	GPRO Model V20 - 115V, 20GPM, 3/4", Pump Only	2	0		N	1,177.27	2,354.54
CP 3/4" X 25'	Curb Pump Hose, 3/4" x 25' MxMS	2	0		N	199.40	398.80
GPI 110121-8	Auto Nozzle, 3/4" Npt, UL	2	0		N	116.587	233.17
GPI 139000-02	Meter, QM40-L8N	2	0		N	515.056	1,030.11
SUCTION TUBE 1"	Suction Pipe 1" (per ft)	8	0		N	6.98	55.84
GPI 133527-01	Filter kit - c/w Spin Head Adapter & Filter 3/4"	1	0		N	82.906	82.91
GPI 133527-01G	Filter kit - Gasoline, c/w Spin Head Adapter & Filter 3/4"	1	0		N	82.906	82.91



9120 Highway 14
 Milford NS B0N 1Y0
 (902) 758-4410 Fax (902) 758-4411
 info@multiserve.ca
 www.multiserve.ca

Quote

Q000020736

Date August 12, 2025

Customer TOWNOFSHELBURNE
 Page 2 of 2

Bill To: Town of Shelburne
 168 Water Street
 P.O. Box 670
 Shelburne NS B0T 1W0

Ship To: Town of Shelburne
 168 Water Street
 P.O. Box 670
 Shelburne NS B0T 1W0

Buyer: Will Butler will.butler@shelburnens.ca

PO Number	F.O.B.	Salesperson	Quote Date	Quote Number
	MILFORD, NS	Paul Williams	August 12, 2025	Q000020736
Ship Via		Payment Terms	Reference	
MULTISERVE		Net 30 Days	500 GAL DW TANK	

Part Number	Description	Ordered	Shipped	B/O	Tax	Unit Price	Extended Price
SERVICE MS	Service to remove & dispose of existing tanks and install two (2) new 500 gal	1	0		N	5,185.00	5,185.00
	Includes: Delivery of new tanks to site boom truck to remove existing and place new tanks Re-use existing electrical teck cable connections disposal of old tanks at approved disposal site NOTE: Tank fuel levels to be at the bottom of pump suction prior to beginning. remaining fuel to be disposed (approx 6"). Warranty coverage is 1 year for materials and workmanship. Timeline to begin, remove tanks and install new is one day.						

I hereby approve the listed work to be completed. August 12, 2025 Signature _____ QUOTE VALID FOR 30 DAYS *** Prices may be subject to change at any time if impacted by tariffs and surcharges beyond the control of Multiserve Petroleum Equipment Ltd. ***	HST #887341469	Subtotal	19,341.12
		NS HST 14%	2,707.76
		Total Due	22,048.88



COUNCIL REPORT - FOR INFORMATION

Subject: Wastewater Treatment Plant – Summer Operations
Date: September 2, 2025
Prepared For: Council
Prepared By: Lewis Chetwynd, Wastewater Operator

Document #	D25-173
Rec'd by	JD
Date	Aug 26/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Background

The Town of Shelburne Wastewater Treatment Plant (WWTP) experienced a strong operational season throughout the summer of 2025. The plant was able to maintain compliance with its **Approval to Operate**, deliver effective wastewater treatment, and avoid community odor concerns. This was achieved through proactive management and adjustments to treatment processes in response to seasonal conditions.

Operational Measures Implemented

To address the challenges associated with warmer weather and drought conditions, the following measures were taken:

- **Biological Additives:** Increased use of additives improved system stability and enhanced the breakdown of organic matter.
- **Oxidation Ditch Adjustments:** Higher solution levels were maintained in the oxidation ditch, improving treatment conditions and maintaining balance in the process.
- **Volatile Solids Management:** Targeted removal of volatile solids reduced the potential for odor generation and contributed to higher effluent quality.

These measures, combined with close monitoring and proactive interventions, allowed staff to sustain consistent plant performance under seasonal stress conditions.

Challenges

While the summer operations were successful, there were notable limitations and risks:

- **Aeration System Capacity:** The current aeration system is not adequately designed for the quality and volume of sludge now being processed.
- **Risk of System Stress:** During periods of elevated temperatures and high organic loadings, the aeration limitations create vulnerabilities that could compromise treatment effectiveness or lead to odor issues.



COUNCIL REPORT - FOR INFORMATION

Next Steps

To address these concerns, staff are actively working with CBCL Engineering on planned infrastructure upgrades to the WWTP. This work includes investment in a new aeration system for the Town, which will provide greater treatment capacity, improve process reliability, and reduce operational risk during challenging seasonal conditions.

Conclusion

Overall, the summer of 2025 was a successful operational season for the Shelburne WWTP. Through careful management and process optimization, staff were able to:

- Deliver effective wastewater treatment,
- Prevent odor complaints from the community, and
- Remain fully compliant with regulatory requirements.

Looking forward, the Town's planned infrastructure upgrades with CBCL, including the installation of a new aeration system, will be critical to ensuring continued strong performance and long-term reliability of the facility.



COUNCIL REPORT - FOR INFORMATION

Document #	
D25-174	
Rec'd by JD	
Date Aug. 27/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	—

Subject: Water Utility- Summer Operations
Date: September 2nd, 2025
Prepared For: Council
Prepared By: Mike Rhuland, Water Operator, WT-1

Background

The summer season of operations at the Shelburne Water Utility has gone smoothly, despite ongoing dry conditions throughout the region.

Operational Measures

- **Water Supply:**
 Even with the drought, we successfully maintained a lake level of over 5.5 feet. While our normal level during the wet season is approximately 6 feet, this represents a strong performance under challenging weather conditions. It is worth noting that in previous years levels have dropped below 5 feet, so this year's results are positive in comparison.
- **Lagoon Maintenance:**
 Sludge removal was completed from the lagoon, and the material was placed on the drying bed. The drying process is progressing well, and the sludge will be turned shortly to promote further drying and stabilization.
- **System Reliability:**
 No waterline breaks, or major repairs were required this summer, ensuring consistent service delivery to customers.
- **Regulatory Compliance:**
 All Department of Environment regulations continue to be met, reflecting the utility's ongoing commitment to safe and responsible operations

Conclusion

Overall, the summer operations for the Shelburne Water Utility were successful, with reliable water levels maintained, effective lagoon management, no significant infrastructure issues, and continued compliance with all regulatory requirements.



COUNCIL REPORT - FOR INFORMATION

Document #	
D25-175	
Rec'd by	
JD	
Date	
Aug 28, 2025	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Public Works Report
Date: September 2nd, 2025
Prepared For: Council
Prepared By: Will Butler, Public Works Supervisor

Purpose

The purpose of this report is to provide Council with an update on the activities and accomplishments of the Public Works Department over the summer months.

Background

Despite ongoing drought conditions and active fire bans throughout the summer, the Public Works team remained safe, mindful, and committed to completing all required tasks. Staff have worked diligently to ensure essential services, infrastructure maintenance, and project support continued without disruption.

Summary of Activities

1. Capital Project Support

- Collaborated with engineers on the wastewater infrastructure upgrades project.
- Provided support to the Roger Grovestine Recreation Complex project through property maintenance, painting, and road maintenance.
- Consulted with contractors to initiate the Ohio Road repaving project.

2. Infrastructure & Facility Maintenance

- Carried out regular park and cemetery maintenance.
- Completed line painting in parking areas, crosswalks, and other high-use locations.
- Responded to and repaired broken water lines and blocked sewer lines.
- Assisted with sludge removal at the water treatment plant.

3. Water & Wastewater Operations

- Supported water and wastewater operations as required.
- Provided coverage to ensure seamless service delivery during staff vacations.

4. Procurement & Planning

- Conducted preparation and research for multiple Requests for Tender (RFTs).

5. Equipment & Seasonal Readiness

- Completed maintenance and inspections on snow removal equipment in preparation for the upcoming winter season.

6. Ongoing Operations

- Continued to manage day-to-day public works responsibilities.
- Ensured staff remained up to date with mandatory training requirements.

Conclusion

The summer months were productive for the Public Works Department, with significant progress achieved on several key capital projects and operational priorities. Despite environmental challenges, staff remained adaptable, efficient, and committed to maintaining the high level of service expected by the community.



Naturally Yours

Document #	
D25-176	
Rec'd by JD	
Date Aug 20/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Inspection Department

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

August 13, 2025

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 July, 2025.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	0	2
Number of Permits Issued to Date	2	10
Construction Value	\$ 0.00	\$ 5000.00
Total Construction to Date	\$ 371,100.00	\$ 475,500.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



SHELburne VOLUNTEER FIRE DEPARTMENT

63 KING STREET, PO BOX 880

SHELburne, NS

Document #	DAS-177
Revised by	JD
Date	Aug 26/25
BOT 1WO	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of July 2025.

Total number of calls for service: 9

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

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

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT