



AGENDA
Town Council Meeting-Council Chambers
January 15th, 2024
6:00 p.m.

Doc Ref:

-
- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the regular Town Council meeting held on January 2nd, 2024.
 - 4) Proclamations and Announcements:
 - a) National Non-Smoking Week – January 21-27, 2024.
 - b) Bell Let's Talk Day – January 24th, 2024.
 - c) Nova Scotia Federation of Municipalities – Certificate of Recognition D24-246
 - 5) Delegations/Presentation:
 - a) Babatunde Awoyiga, Project Lead – Housing Needs Assessment D23-221
 - b) Pam Mingo – Fence Monument D23-232
 - 6) Correspondence:

Action:

 - a) Communities in Bloom Letter D24-247

Information:

 - a) Gloucester Tree Letter D24-248
 - b) Attorney General Justice Office of the Minister – Access to Justice in Shelburne County D24-249
 - 7) Council Items:
 - a) Delmar Construction Ltd. – Elevator Quote D24-250
 - b) Municipality of the District of Shelburne – Exploration of Consolidation D24-251
 - c) ICESoft Technologies – Voyent Alert Proposal D24-252
 - d) Atlantic Canada Cruise Association Invoice D24-253
 - e) Dillon Consulting Report – Landfill Site D24-254
 - f) Hanging Baskets D24-255
 - 8) Committee Reports:
 - a) Shelburne Volunteer Fire Department Report – December D24-256
 - b) Building Inspector Report – December D24-257
 - 9) Staff Reports:
 - a) CAO Report D24-258
 - b) By-Law Officer Report – December D24-259
 - 10) New Business:
 - 11) Upcoming Meetings/Events:
 - a) Bell Let's Talk Day – January 24th, 2024.
 - b) Next Council Meeting, Monday, February 5th, 2024.
 - 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
January 2, 2024

Council Members Present

Mayor Harold Locke
Councillor Sheldon Ringer
Councillor Elizabeth Acker
Councillor Rick Davis
Councillor Ben Nickerson

Staff Present

Sarah Mattatall, Chief Administration Officer
Ken Smith, Interim CAO
Jill Webb, Executive Coordinator

Call to Order

Mayor Harold Locke called the Council meeting to order at 6pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the Agenda for January 2nd, 2024.

Ringer-Nickerson

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the regular Town Council Meeting held on December 4th, 2023.

Acker-Davis

CARRIED

Proclamations and Announcements:

a) **Pay it Forward Day – In Memory of Carmen Faith Huskilson**

We would like to recognize January 12th, 2024, as *Pay it Forward Day in Memory of Carmen Faith Huskilson*. Town Council encourages you to do random acts of kindness in the community and beyond. Whether helping a stranger, neighbour or friend, thousands of people around the globe are participating in this day in the name of Carmen Huskilson and we are honoured to support this legacy.

b) **Volunteer of the Month - January**

Wayne King is being recognized as the Volunteer of the Month for January for his hard work and dedication to our community.

Wayne's lifelong dedication stands as a testament to his unwavering commitment and passion. His journey began with influences from his early days at the Shelburne County Golf Country Club (now River Hills Golf and Country Club), where his father, Arch, a founding member, introduced him to community service. These formative experiences set the stage for his diverse roles in the community.

As a Shelburne Volunteer Fire Fighter in the 1970s, Wayne initiated the four-wheel drive rallies, bringing adventure and camaraderie to the community, a tradition that thrives to this day. His leadership skills further shone through in the realm of sport and recreation, where he managed and tirelessly volunteered at the Shelburne County Arena and Minor Hockey from the late 70s to the early 90s and recently returned to aid operations.

In the maritime sector, Wayne's impact was equally significant. His pivotal role in relocating the Shelburne Harbour Yacht Club and nurturing the Sailing Academy has been foundational. His victory over Christopher Reeves in a sailing race and commitment to the Albacore restoration project have inspired many to embrace maritime traditions.

Wayne's behind-the-scenes work at the Shelburne Curling Centre, particularly in maintenance and support of his son Matthew's volunteering, highlights his ongoing dedication to community service.

For all that Wayne has done and continues to do for this community, the CP&V Committee and Town Council recognize him as the Volunteer of the Month for January. Thank you!

Delegations/Presentations: None

Correspondence

Action:

a) Letter – Pam Mingo

Councillor Acker spoke to the letter, she said it was a great endeavor and idea. Councillor Davis asked if the monument would be a permanent structure and it was confirmed it would be. All Councillors agreed that they need to find out the decision regarding the fence before proceeding with the decision regarding the monument but would love to see this move forward.

M24- 142 THAT Council defer the topic until a decision is made regarding the fence.

Acker-Ringer

CARRIED

b) Email – Candy Venning re: trees

Councillor Acker spoke to Ms. Venning's email and stated that there are issues with some of our trees in town and we do have a tree policy we will need to look into. Harold would like staff to do some investigating on this and get back to Ms. Venning.

Information:

a) Response Letter – Financial Consumer Agency of Canada re: Scotiabank Closure

Councillor Acker mentioned she was very disappointed that there has been no consultation with the Community, decisions were just made and when a letter was sent requesting a public meeting nothing has happened. She did mention that people can still write letters stating their concern however, if they aren't willing to listen to a letter being sent from Council representing the community, she has a hard time believing that they will listen to one individual.

Councillor Ringer mentioned that we should notify the public on how to contact Financial Consumer Agency of Canada, Councillor Acker and Mayor Locke reiterated that the public already has the information in our Council package.

b) Barrington Lake Wildfire After-Action Review

Councillor Acker was very impressed with the document, she felt it was very thorough and thought it will be useful if any other emergencies in the future occur.

Council Items

M24-143 a) Appointment of Deputy CAO Part-Time
THAT Council approve the appointment of Ken Smith as a part time Deputy CAO/Returning Officer. for a term of one year.
Davis-Ringer
CARRIED

b) Region 6 Solid Waste Management
Harold explained that there is a budget in the document that needs to be approved. There is no indication of price increases, but he assumes there will be based on the budget, however it shouldn't be a big hit financially.
M24-144 THAT Council approve the 2024/25 Region 6 Solid Waste Management Budget.
Nickerson-Acker
CARRIED

c) Mark Perry, Fisheries and Oceans Email re: ramp on Dock Street
Harold commented that there are lots of good points in Mr. Perry's letter.
M24-145 THAT Council direct staff to prepare a report.
Acker-Davis
CARRIED

Committee Reports:

a) Western Counties Regional Library Meeting Minutes.
Councillor Acker told Council that she sits on this committee and that this is the largest region and the lowest paid employees, she told council there likely will be a letter coming requesting an increase in contributions we make for libraries. Something to think about come budget time.
b) Heritage Advisory Committee
M24-146 THAT Council approve the Terms of Reference for the Heritage Advisory Committee.
Davis-Ringer
CARRIED

M24-147 THAT Cady Beradi and Sandra Walsh be appointed for 2 years, and Chris Sharpe and Janet Stritychuk be appointed for 1 year.
Acker-Nickerson
CARRIED

M24-148 THAT in light of the fact that "wood shingle cladding" is one of the character defining elements for which the building is designated, we recommend that the developers of 28 John Street be allowed to use any materials that maintain the appearance of the current wood shingles.
Ringer-Nickerson
CARRIED.

Staff Reports

- a) Building Inspector Report – November
- b) By-Law Officer Report – November
- c) SVFD Report – November
- d) Fence Relocation

As the topic arose, Councillor Davis put the motion on the floor to relocate the fence. CAO Mattatall then spoke to the report regarding the pros and cons of the fence relocation. Councillor Davis told Council that he had an owner with an adjacent property who would help with costs. Councillor Ringer said he doesn't see a point right now in moving the fence, it's added work for Public Works and if the future needs it, we can re-look at it then, Councillor Nickerson agreed. Councillor Acker spoke up and said if we are going to move it, we do it now and don't wait. She also mentioned she had some residents complain how hard it was to get in and out with big trucks and if we are looking at the ATV

trail coming, it would allow more parking.

M24-149 THAT Council relocate the fence.

Davis-Acker

CARRIED

e) Deputy CAO Report

The Deputy CAO went over his report highlighting several areas and spoke on each item updating Council on what staff has been working on.

M24-150 THAT Council direct staff to prepare a draft updated Strategic Plan based upon the 2017-2021 plan as a starting point for Council/Staff workshop to be scheduled in January.

Davis-Ringer

CARRIED

Mayor Locke asked Council to move back to the fence monument topic and asked staff to contact Ms. Mingo to discuss her project and the location to bring back to Council.

New Business

Councillor Acker told Council that the Town of Shelburne is sponsoring a Public skate this coming Sunday, January 7, 2024, from 12-1:30pm, she encourages the public to get out and join in.

Councillor Davis reminded the public to wear reflective or bright clothing when walking at night as it's so dark and hard to see people.

Councillor Ringer mentioned he has noticed a trend with the by-law officer report saying working on updating by-laws and he would like more information on what staff is doing.

Upcoming Meetings / Events

- a) Pay it Forward Day, In Memory of Carmen Faith Huskison, January 12th, 2024.
- b) Next Council Meeting – Monday, January 15th, 2024, Council Chambers, 6pm

Adjournment

THAT the Regular Town Council Meeting of January 2nd, 2024, be adjourned at 6:48pm.

Davis

CARRIED

Mayor

Executive Coordinator

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Rec'd by JW	
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Nova Scotia Federation of Municipalities

Certificate of Recognition

Presented to
Councillor Rick Davis
of The Town of Shelburne

In Recognition of 10 Years of Dedicated Service
to Municipal Government in the Province of Nova Scotia

This Scroll of Recognition acknowledges a significant contribution to the institution of local government. It further acknowledges a commitment to the philosophy, goals, and activities of the Nova Scotia Federation of Municipalities

Presented in the year 2023



Juanita Spencer, CEO, NSFM



Mayor Brenda Chisholm-Beaton, President, NSFM

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Town of Shelburne

Municipal Housing Needs Report

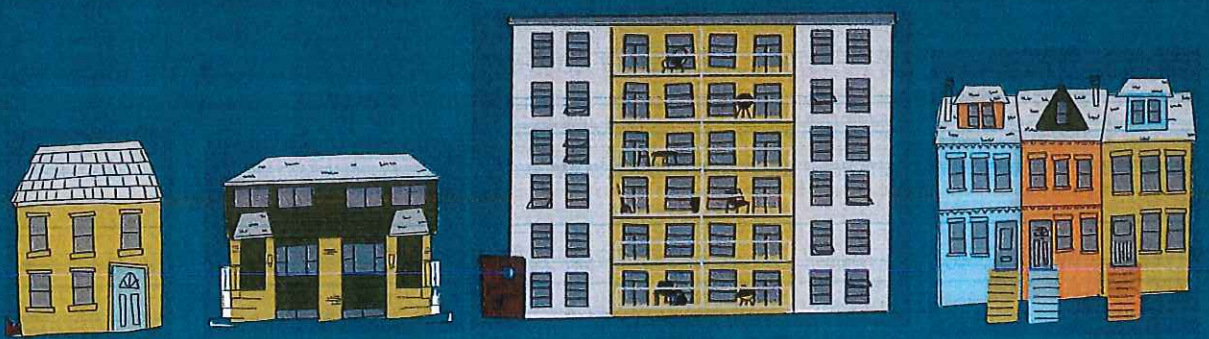


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Embargoed

1 Introduction

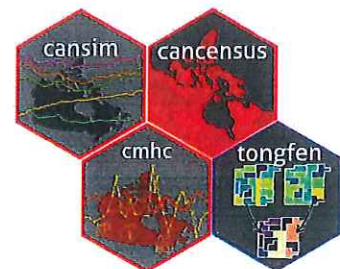
The purpose of a housing needs assessment is to understand the current and anticipated housing conditions across a given geography, in the case of this and accompanying reports, the conditions across the province of Nova Scotia and its municipalities. Generally, this work strengthens the ability of local stakeholders and governments to:

- Identify current and future housing needs and
- Identify existing and projected gaps in housing supply

Empowering municipalities and the province to become effective partners in housing provision requires reliable data to identify the stock necessary to meet current and future needs and how to drive related policy and investment. The insights generated by a needs assessment can help to inform ongoing land use and social planning initiatives at the local level, as well as provide hard evidence in support of advocacy to more senior levels of government.

The goal of this municipal report is to share appropriate, available, and accurate data to municipal governments so that they further understand their current housing situation and what they might anticipate. For more details about methodologies, provincial trends, and definitions, please refer to the **Provincial Report**.

Note that all data references the municipality unless noted otherwise.



2 Key Findings

Housing shortage

As of the end of 2022, there was no gap between the demand for housing and the available housing supply. Projections suggest that there may be no new demand for housing over the near-term. Furthermore, historical trends demonstrate that there was minimal, if any, construction activity over the same period.

Population

Between 2016 and 2021, the population of Shelburne decreased by 5%, compared to the provincial growth rate of 5%. The municipality experienced growth among 25- to 44- and 65- to 84-year-olds - 3% and 1%, respectively.

"Having enough housing is at the core of our issues in growth and development."

Finance and Treasury Board (FTB) estimates suggest that the 2022 total population was 1,680, with a potential further decrease of 1% between 2022 and 2027. Senior populations should increase during that time.

Contraction from 2027 to 2032 may be of a slightly greater magnitude (-2%) compared to the half-decade prior.

Households

Between 2016 and 2021, there was an overall 2% decrease in households, with tenures split into 67% owners and 33% renters. Households in Shelburne are also getting smaller with a 4% increase in 1-person households between census periods.

Estimates suggest that total households reached 810 in 2022, with a potential decrease of 1% from 2022 to 2027 (5 total). Household losses should predominantly occur among non-senior led households.

Similar magnitudes of contraction may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should continue to grow.

Non-market housing

As of January 2023, Shelburne had a public-housing inventory of 41 units, of which 21 were for families and 20 for seniors.

Short-term rentals (STRs)

About 2% of the municipality's housing inventory may have been used as a short-term commercial rental in 2021 (the last full year of data). This means that upwards of 19 units might have been removed from the long-term market in 2021, though it is uncertain exactly how many would have been long-term rentals or purchased for permanent occupancy if not used as a STR.

Shelter costs

Average rents reported by the Property Valuation Services Corporation (PVSC) decreased 5% from 2020 to 2021, following a 9% increase between 2019 and 2020. Notwithstanding, PVSC reported a slight decrease in the local vacancy from 7.5% in 2020 to 7.0% in 2021, falling above the healthy vacancy range of 3% to 5%.

23

Survey Respondents from the
Town of Shelburne

Top Housing Challenges:

1. I am not experiencing any challenges with finding affordable housing.
2. I am already living in affordable housing.
3. Finding housing at a price I can afford.
4. Finding housing that is close to my family or my family's educational institution.
5. Finding housing that is close to public transportation.

If there were no limitation on housing, top choices would be:

1. House (single detached home, duplex, mobile home)
2. I am already in housing that is suitable to my needs.
3. Apartment (rental)
4. Condominium
5. Community Housing/Non-profit Housing

30%

of respondents have considered leaving
their community due to housing issues

17%

of respondents have faced discrimination
when trying to access housing

4%

of respondents do not feel safe in their
housing situation

Median municipality home prices increased 38% from 2019 to 2022, compared to 5% between 2016 and 2019. The rapid rise in prices is a combination of increased demand and low interest rates (until recently).

Affordability

About 22% of all couples, 51% of all lone-parent households, and 79% of all single person households earned below the estimated income required to afford the 2022 median sale price of a local dwelling. For rentals, about 4% of **renting** couples, 7% of **renting** lone-parents, and 63% of **renting** single persons earned below the estimated income required to afford the 2021 average local rents.

Housing need

When a household lives in a dwelling that requires more than 30% of its before-tax household income, is overcrowded, and needs major repairs - and no alternative exists - it is in Core Housing Need. In 2021, about 14% of the municipality's households (945 total) lived in Core Housing Need. Need is particularly prevalent among:

- 24% of renter households (60 total);
- 15% of Indigenous households (15 total); and
- 26% of single persons / roommate households (75 total)

Generally, the number of people in and rates of Core Housing Need across segments has decreased since 2016. However, comparing 2021 to 2016 rates (particularly for affordability) is difficult given the influence of the Canada Emergency Response Benefit (CERB) on incomes. Overall, the municipality reported a higher rate of Core Housing Need than of Nova Scotia overall (10%).

3 Housing Supply

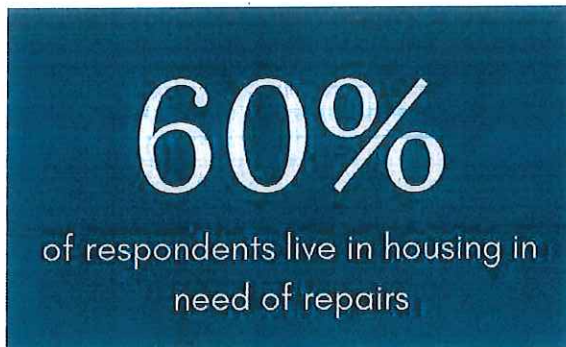
3.1 Market Housing

As of the 2021 Census, there were 917 private dwellings across the Town of Shelburne, 87% of which were occupied by usual residents (those who live in municipality permanently). The rest of the inventory may either be occupied solely by foreign residents and/or by temporarily present persons, and unoccupied dwellings. For those dwellings occupied by usual residents, Table 3-1 summarizes the totals and distribution by structure type for the district. The overwhelming share of current supply is held by the single-detached home (72%).

Table 3-1: Total & Share of Dwellings Occupied by a Usual Resident by Structure Type

Total	Single-detached	Semi-detached	Row house	Duplex apt	Apt (< 5 storeys)	Apt (5+ storeys)	Movable	Other
795	575	30	20	20	85	0	60	10
100%	72%	4%	3%	3%	11%	0%	8%	1%

Source: 2021 Census



Shelburne's public survey responses

"We don't need high end luxury homes. We need 2- and 3-bedroom homes, apartments, or townhouses."

3.1.1 Construction Activity

The pace of construction is represented by the annual total units permitted, units started, and units completed - these are separate but related phases of the same unit construction process.

A permit signifies the anticipated future housing to be built, a start reflects how many permits led to a shovel in the ground, and a completion represents how many units were actually added to the occupiable supply. Construction takes time and its pace

varies depending on the building type. Consequently, the number of units permitted in one year cannot be directly linked to starts or completions in another. The **Provincial Report** offers a detailed explanation of each element.

Table 3-2 shows the number units permitted in the municipality. Note that 2022 data reflects an extrapolated September 2022 total and that negative numbers mean more demolitions occurred than new builds. Starts and completions data is not available.

Table 3-2: Construction Activity by Dwelling Type

Units permitted							
	2010	2017	2018	2019	2020	2021	2022*
Total	4	-1	0	0	-3	5	1
Single	0	-1	0	0	-3	3	0
Semi	0	0	0	0	0	0	0
Row	0	0	0	0	0	0	0
Apartment	4	0	0	0	0	1	1
Other	0	0	0	0	0	1	0

* 2022 units permitted extrapolated from September 2022 YTD to date totals to reflect entire year.

Source: Statistics Canada Custom CSD Tables 34-10-0001, 34-10-0066

"A business [...] needed 8 to 9 people to move into the community to run it. Plus, they needed to hire locals too. But there's no place for the workers to live. So, they've bought land from the town in order to build."

Table 3-3 summarizes the change in unit size and tenure between the 2016 and 2021 Censuses. The distribution of new units shows what sizes are most occupied by renter and owner households. These Census results indicate that the long-term rental supply is shrinking at a slower pace than ownership relative to percent change - owner occupied dwellings decreased 4% and renter occupied dwellings decreased 2%.

Table 3-3: Change in Units by Size & Tenure between Census Periods

	Total	Studio / 1-bedroom	2-bedroom	3+ bedroom
Owned dwellings				
Owned (2016) - 67% of total HHs	550	30	135	395
Owned (2021) - 67% of total HHs	530	40	135	350
Change in units	-20	10	0	-45
Share of change	100%	18%	0%	82%
Rented dwellings				
Rented (2016) - 33% of total HHs	270	95	100	70
Rented (2021) - 33% of total HHs	265	45	105	115
Change in units	-5	-50	5	45
Share of change	100%	50%	5%	45%

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

Note that not all additional units in the table necessarily reflect a new unit, and some may represent conversions from rental to ownership or vice versa. Between 2016 and 2021, total dwellings (not only occupied by a usual resident) increased from 909 to 917 - an 8-unit increase. This suggests that there was a loss of residents living in Shelburne permanently and that there existed a higher share of non-usual property owners in 2021 than in 2016.

Table 3-4: Change in Total Dwellings versus Dwellings Occupied by Usual Residents

Dwellings	2016	2021	% change
Total dwellings (a)	909	917	1%
Dwelling occupied by a usual resident (b)	820	794	-3%
Share (b / a)	90%	87%	

Source: Statistics Canada 2016 & 2021 Census

3.1.2 Housing Accelerator Fund Considerations

The Housing Accelerator Fund (HAF) is a program introduced by the Canada Mortgage & Housing Corporation (CMHC) with the objective to bolster the housing supply at an accelerated pace. Local governments within Canada - including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals - are eligible to apply to the HAF. Interested municipalities can find the HAF's pre-application reference material [here](#). Note that a Housing Needs Assessment (such as this one) is required as part of a complete application (though not needed immediately for the initial submission).

An applicant is required to provide two projections to CMHC. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026. The two projections are:

- The total permitted housing units projected without program funding.
- The total number of permitted housing units projected with program funding. This second projection is known as the “housing supply growth target.”

For additional guidance, Table 3-5 summarizes the growth by unit type (more closely defined with HAF application requirements) and tenure between 2016 and 2021. The table demonstrates that single-detached dwellings were the most notable form of occupied housing added to the long-term market.

Table 3-5: Unit Change by Estimated HAF Dwelling Type & Tenure, 2016 & 2021 Census

	Total	Single ^a	Missing middle ^b	Multi-unit ^c
Total dwellings				
Total (2016)	820	585	245	0
Total (2021)	795	585	215	0
Change in units	-25	0	-30	0
Share of change	100%	0%	100%	0%
Owned dwellings				
Owned (2016)	550	490	60	0
Owned (2021)	530	475	60	0
Change in units	-20	-15	0	0
Share of change	100%	100%	0%	0%
Rented dwellings				
Rented (2016)	270	95	185	0
Rented (2021)	265	110	155	0
Change in units	-5	15	-30	0
Share of change	100%	33%	67%	0%

^a Single means single-detached homes, which are buildings containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure.

^b Missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 storeys). Note that this definition for low-rise does not match the Statistics Canada cut off less than 5 storeys.

^c Multi-unit refers to apartments that are 4-or-more storeys. The HAF further defines these by whether they are in close proximity to rapid transit or not, which is not possible to summarize based on the data available.

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

CMHC does not prescribe a formula for projections, leaving this decision up to the municipality who would know best about on the ground construction activity (not only by the numbers but also through discussions with local builders/developers).

A simple example includes using most recent permitting data (the five-year average between 2017 and 2021), applying the historical shares of new construction between 2016 and 2021, and comparing the potential units permitted to the estimated total demand over the three years (based on Housing Shortage data - Section 4). The results, shown in Table 3-6, are for discussion purposes and not a prescribed logic - the municipality can form its own approach based on other data provided and internal resources.

Note that the final column provides the straight-lined shortage anticipated by the end of the HAF. This may not represent the total possible intervention by the HAF, as this depends on the choices made by the municipality. Rather, it highlights the total shortage the HAF can help reduce. Furthermore, values are rounded to the nearest 5.

Table 3-6: Example of Simple HAF Permit Projection

	Historical share of new housing	Possible annual units permitted	Estimated 3-year units permitted ^a
Total	100%	5	15 (A)
Single	0%	0	0
Missing middle	100%	5	15
Multi-unit	0%	0	0

Relationship between units permitted and HAF requirements (rounded up to nearest 5)	
C: Estimated September 2023 housing stock: ^b	925
D: Projected annual units permitted (based on '16-'21 average - see Table 3-2)	5
Required units permitted over 3 years to meet minimum 1.1% average annual growth rate ^c (C x 1.1% x 3 years)	35
Required additional units permitted over 3 years to meet minimum 10% increase ^d over historical average (D x 10% x 3 years)	5

^a Units permitted between September 2023 and September 2026; 3-year unit demand includes 2022 shortage

^b 2021 Census (Statistics Canada) + 2021 permits + 2021 permits x 2/3 (September 2023 estimate)

^c Average annual units permitted (min. 1.1%) = Total number of units permitted with HAF support / 3 years / Total dwelling stock (results rounded up to nearest 5)

^d Increase in units permitted (min. 10%) = (Projected average housing supply growth rate with HAF) / Projected average housing supply growth rate without HAF - 1 (results rounded up to nearest 5)

3.2 Non-Market Housing

3.2.1 Public Housing

Of the 11,200 total inventory of publicly owned dwelling units (as administered by the Nova Scotia Public Housing Authority), 41 are located in Shelburne – 21 of these units are reserved for families, while 20 are for seniors' housing. Many units are 1-bedroom apartments, due to the high volume of senior-specific units – 49% of all units and 100% of these 1-bedroom units were for seniors.

About 26% of Shelburne's public housing tenants have lived in public housing for more than 5-years.

Table 3-7: Public Housing Inventory, January 2023

		Total	Family	Senior
Total unit inventory		41	21	20
Inventory by unit size	Studio	2	2	0
	1-bedroom	20	0	20
	2-bedroom	2	2	0
	3+ bedroom	17	17	0
	Not reported	0	0	0
Inventory by dwelling type	Single family	0	0	0
	Row	0	0	0
	Apartment	37	17	20
	Not reported	4	4	0
Length of tenure in public housing	Less than 1 year	38%	18%	52%
	1 to 5 years	36%	47%	28%
	5 to 10 years	19%	29%	12%
	10+ years	7%	6%	8%
Household income	Median income (mth)	\$1,400	\$1,015	\$1,665
	Median income (ann)	\$16,800	\$12,180	\$19,980

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.2 Rent Supplements

As of March 2023, 31 households across the Shelburne Census Division (no data is specifically available for the Town of Shelburne) were receiving rent supplement support, equivalent to 49 total people. About 29% were families, 49% were seniors, and 22% were classified as non-elderly single households.

Table 3-8 further details the percentage share of rent supplements that served a specific vulnerable population.

Table 3-8: Rent Supplement Demographics, Shelburne Census Division, March 2023

	Total	Family	Senior	Non-elderly
Total rent supplements	31	9	15	7
People benefiting	49	27	15	7
Average HH size	1.6	3.0	1.0	1.0
Average dependents	0.5	1.9	0.0	0.0
Share of supplements serving a vulnerable group:				
Indigenous person(s)	0%	0%	0%	0%
Person(s) w/ a disability	19%	33%	7%	29%
At risk of homelessness	19%	22%	7%	43%
Homeless	0%	0%	0%	0%
Newcomer(s)	3%	11%	0%	0%
Mental health / addictions	13%	33%	0%	14%
Racialized person(s)	0%	0%	0%	0%
Veteran(s)	0%	0%	0%	0%
Fleeing domestic violence	6%	22%	0%	0%
Young adults	3%	11%	0%	0%

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.3 Non-Profit & Co-operative Housing and Shelters

Formal datasets related to third-party affordable housing organizations and their unit inventories are limited. The **Provincial Report** offers some discussion about what shelters exist provincially, with some detail by Economic Region.

3.3 Short-Term Rentals (STRs)

Between 2018 and 2022, there has been an increase of 4 dwellings used as short-term rentals. Of those, 94% were entire homes or apartments, of which 9 were potentially¹ "commercial" units - meaning they were available/reserved more than 50% of the year.

¹Noted as "potentially" since 2022 data is only up to September.

If 2021 commercial units are compared to the 2021 dwelling stock (917 – as per the Census), about 2% of the municipality’s housing inventory may have been used as a short-term commercial rental.

Table 3-9: Short-Term Rental Activity & Inventory

	Data by year				Percent change		
	2018	2020	2021	2022	'18-'20	'20-'22	18-'22**
Total unique STRs	14	27	26	18	+93%	-33%	+29%
Entire home/apt	12	27	26	17	+125%	-37%	+42%
Hotel room	0	0	0	0	n.a.	n.a.	n.a.
Private room	2	0	0	1	-100%	n.a.	-50%
Shared room	0	0	0	0	n.a.	n.a.	n.a.
Avg annual revenue	\$11,041	\$4,039	\$6,607	\$7,244	-63%	+79%	-34%
Total market ('000s)	\$155	\$109	\$172	\$130	-29%	+20%	-16%
Commercial STRs*	11	19	19	9	+73%	-53%	-18%

* A commercial STR is one that was listed as available and/or has been reserved more than 50% of the days in a calendar year.

** 2022 data reflects as of September 2022. Commercial STRs use 9 months for their calculations versus a full year.

Source: derived from AirDNA data

Embargo

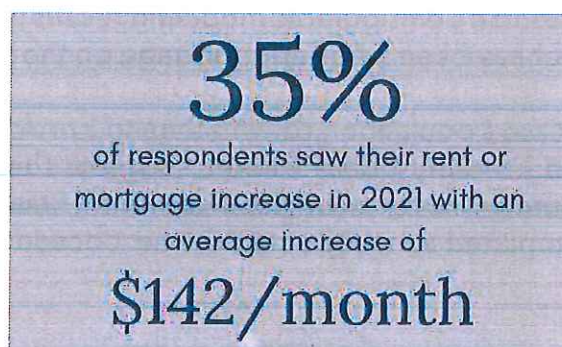
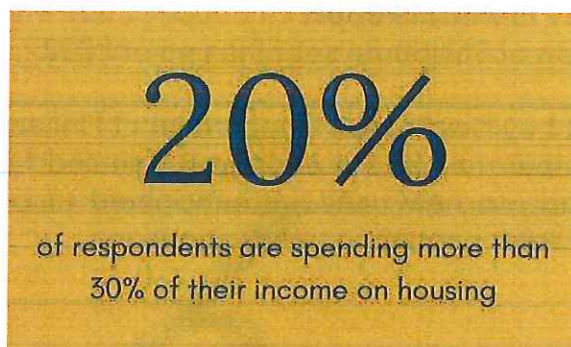
4 Housing Shortage

Based on demographic modeling results (see **Provincial Report** for details), there may not have been a housing shortage on the Town of Shelburne as of the end of 2022.

A base population growth scenario provided by Nova Scotia's Department of Finance and Treasury Board further suggests that there may be no additional demand for housing locally over the near-term. Relatedly, no new units are anticipated to be completed annually over the next decade if recent permitting trends continue.

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5 Housing Affordability



Municipality's public survey responses

5.1 Homeownership

Housing is becoming more expensive. This is not simply a claim of observing the appreciation of property as a commodity but also as an increase relative to other periods, levels of income, and availability.

5.1.1 Market Activity

Median sale prices across Nova Scotia have seen increases since 2016, with significant increases since 2019. Shelburne's median sale price has increased from \$114,680 to \$165,000 between 2016 and 2022. This represents a 44% change in median sale price.

Table 5-1: Median Sale Prices by Dwelling Type & Select Years

	Price				Percent Change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Total	\$64,900	\$114,680	\$119,900	\$165,000	+77%	+5%	+38%
Single	\$65,100	\$114,680	\$120,000	\$171,500	+76%	+5%	+43%
Semi	-	\$215,000	-	-	-	-	-

Source: NSAR MLS®

5.1.2 Homeownership Affordability

Table 5-2 details the percentage share of households, separated by household types, that could afford a home based on their respective income levels versus the median sale prices from 2022. The affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**. Note that income bracket distributions are based on Census Division data.²

² Since Census Division data is used, readers will notice estimate similarities between municipalities belonging to the same Census Division.

Lone parents and single persons are least likely to have income levels necessary to afford to own a home. Single-detached homes are the most attainable types of dwellings based on value, but 51% of lone-parent households and 79% of single-person households fall below the income levels necessary to afford the median single-detached local home.

Table 5-2: Estimate of Sales Affordability by Income Level (All Households)

		2022 median sale price:			\$171,500
		% of HHs below income level			Single Detached Dwelling
Income level	Attainable sales price	Couples	Lone parents	Single persons	
\$40,000	\$119,500	11%	22%	59%	no
\$45,000	\$134,500	15%	34%	67%	no
\$50,000	\$149,500	19%	41%	74%	no
\$55,000	\$164,500	22%	51%	79%	no
\$60,000	\$179,500	25%	57%	82%	yes
\$65,000	\$194,500	29%	61%	85%	yes
\$70,000	\$209,500	34%	61%	87%	yes
\$75,000	\$224,000	39%	67%	88%	yes
\$80,000	\$239,000	45%	67%	90%	yes

Homeownership	Total Dwelling	Single Detached Dwelling
Est'd income needed to buy median home	\$55,200	\$57,400
% of total households below income	44%	44%

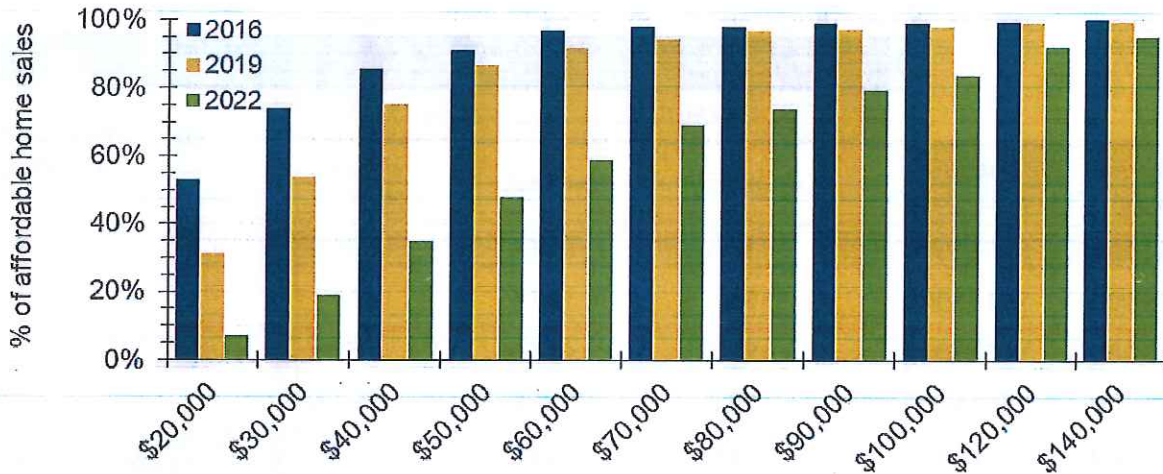
Source: Derived from Statistics Canada tables (see Provincial Report), Bank of Canada, NSAR MLS®

About 44% of all local households earned an income below what would be needed (around \$55,200) to purchase the median home in 2022. This highlights the importance of housing interventions to address the shortage identified above in order to reduce typical housing prices to reasonably affordable levels.

Figure 5.1 presents the levels of affordability for respective household income levels for 2016, 2019, and 2022 for Shelburne Census Division (no data is specifically available for the Town of Shelburne). It illustrates the percentage of home sales in each year that would be affordable (30% of household income) at a given income level.

While there were already signs of decreasing affordability from 2016 to 2019, the municipality suffered a significant shock from 2019 to 2022. For instance, a \$70,000 income could afford 95% of home sales in 2019. In 2022, this fell to 70%.

Figure 5.1: Estimated % of Households that Can / Cannot Afford Typical Sale Prices, Shelburne Census Division



Source: Derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS®

5.2 Rental Market

5.2.1 Market Activity

Table 5-3 reports the rental data for Shelburne. The overall average rent in 2021, per PVSC data, was \$567. This is an increase of 10% from 2018. There has been a 7% increase for studio units, a 12% increase for 1-bedroom units, an 11% increase for 2-bedroom units, and an 11% increase for 3+ bedroom units over the same period.

Table 5-3: Average Rents by Unit Size and Select Years

	Price				Percent Change		
	2018	2019	2020	2021	'18-'19	19-'20	20-'21
Total	\$517	\$547	\$597	\$567	+6%	+9%	-5%
Studio	\$449	\$475	\$484	\$479	+6%	+2%	-1%
1-bed	\$524	\$554	\$619	\$585	+6%	+12%	-5%
2-bed	\$574	\$607	\$672	\$639	+6%	+11%	-5%
3+bed	\$624	\$660	\$753	\$692	+6%	+14%	-8%
Vacancy	7.5%	7.5%	7.2%	7.0%			

Source: PVSC Custom Tables

Shelburne's vacancy rate has decreased from 7.5% to 7.0% between 2018 and 2021 which falls above the healthy vacancy range of 3% to 5%.

5.2.2 Rental Affordability

Table 5-4 details the percentage share of **renter** households, divided by household type and income levels, that can afford 2021 average rent for various unit types. As with ownership, single person households face the highest income barrier to affordability. About 47% of single person households fall below the income level required to afford the average rent for a studio apartment in 2021.

It should be noted that the affordability reported is based on the ability to afford the rent for the entire unit, not split between tenants. Furthermore, the affordability threshold is the same used by Statistics Canada and CMHC – 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**.

Table 5-4: Estimated Rent Affordability by Income Level (Renter Households)

Income level	Attainable rent	2021 average rent:			\$479	\$585	\$639	\$692
		% of HHs below income level			Studio	1-bed	2-bed	3+ bed
		Couples	Lone parents	Single persons				
\$20,000	\$330	0%	0%	24%	no	no	no	no
\$25,000	\$420	0%	0%	47%	no	no	no	no
\$30,000	\$500	0%	7%	56%	yes	no	no	no
\$35,000	\$590	4%	7%	63%	yes	yes	no	no
\$40,000	\$670	4%	7%	69%	yes	yes	yes	no
\$45,000	\$750	10%	20%	80%	yes	yes	yes	yes
\$50,000	\$840	10%	20%	86%	yes	yes	yes	yes
\$55,000	\$920	10%	32%	86%	yes	yes	yes	yes
\$60,000	\$1,000	10%	39%	86%	yes	yes	yes	yes

Renting	Average	Studio	1-bed	2-bed	3+ bed
Est'd income needed to rent average unit	\$33,800	\$28,600	\$34,900	\$38,100	\$41,300
% of renter households below income	31%	24%	31%	36%	42%

Source: Derived from Statistics Canada Custom Census 2021 tables, PVSC

Approximately 31% of local renter households earned an income below what would be needed (about \$33,800) to afford the median rental unit. Readers will notice that

the financial barriers to own appear to be significantly higher than to rent. While this may be the case, it is important to recognize the data source impacts to this discussion.

Sales data for homeownership only considers asking prices, not the existing mortgages held by homeowners at the same time. Rental data includes both asking and occupied rents, meaning that the rents reported underrepresent what households would pay changing units.

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6 Housing Need

Three housing indicators are used to evaluate housing need: adequacy (housing condition), suitability (enough space), and affordability. Core housing need is a specific condition of housing where a household falls under one of the aforementioned indicators and cannot find reasonable housing without spending 30% or more of their before-tax income. Deep unaffordability (also known as “severe” unaffordability) is when a household is spending 50% or more of their before-tax income on housing.

Generally, housing indicators and Core Housing Need data demonstrate the number and share of households particularly impacted by precarious living conditions. These are the households that increased supply or non-market interventions would positively impact most, as many might not have the means or supports to escape these conditions without intervention.

6.1 Housing Need by Tenure & Indigenous Identity

Table 6-1 shows the share of households currently living in conditions that meet the three housing criteria, separated by tenure and Indigenous identity.³ Note that data for suitability is unavailable.

In Shelburne, overall households living in unaffordable dwellings decreased by 38% between 2016 and 2021. Those living in inadequate dwellings decreased by 30%. Notwithstanding a 48% decrease between census periods, 24% of all renters lived in unaffordable dwellings as of 2021.

Table 6-1: Housing Need Criteria by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		775	525	250	100
Households living in inadequate conditions	Total households	80	45	30	15
	<i>Change since 2016</i>	-30%	-36%	-40%	-
	Share of households	10%	9%	12%	15%
Households living in unaffordable conditions	Total households	105	40	60	-
	<i>Change since 2016</i>	-38%	-27%	-48%	-
	Share of households	14%	8%	24%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

³ Note that numbers expressed in the housing need tables may differ from those reported by Statistics Canada on individual community Census Profiles. This is because the custom data table applies a different universe than the Census Profile. More information can be found in the Provincial Report.

Table 6-2 shows the municipality's households currently meeting the conditions of Core Housing Need and those in deep unaffordability, as well as the changes in those categories between 2016 and 2021. Since 2016, there has been a 43% decrease in overall Core Housing Need, with decreases across the tenure and Indigenous Identity. Notwithstanding, 14% of all households faced core need in 2021.

Since 2016 there has been an overall decrease of 50% to households living in deep unaffordability, but 8% of all renters remain in these conditions.

Table 6-2: Core Housing Need & Deep Unaffordability by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		775	525	250	100
Households living in Core Housing Need	Total households	105	50	60	15
	Change since 2016	-43%	-23%	-48%	-25%
	Share of households	14%	10%	24%	15%
Households living in deep unaffordability	Total households	35	20	20	-
	Change since 2016	-50%	-20%	-56%	-
	Share of households	5%	4%	8%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

6.2 Housing Need by Household Type

Table 6-3 and Table 6-4 present information related to housing indicators and Core Housing Need, respectively, by household type.

Generally, renter and single person / roommate households experience parallel issues when it comes to housing. About 26% of single person / roommate households faced financial challenges related to shelter in 2021.

Lone parents also faced considerable housing challenges, reporting the highest rate of inadequacy (19%).

Table 6-3: Housing Need Criteria by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		265	115	80	290
Households living in inadequate conditions	Total households	15	15	15	20
	<i>Change since 2016</i>	-57%	0%	-	-64%
	Share of households	6%	13%	19%	7%
Households living in unaffordable conditions	Total households	15	-	-	75
	<i>Change since 2016</i>	-63%	-	-	-25%
	Share of households	6%	-	-	26%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Since 2016, single persons / roommate households living in Core Housing Need decreased 38%, reaching a 26% share of all related households in 2021. Couples without children reported the next most prevalent core need (8%), despite a 50% decrease between census periods. Further, 10% of single persons lived in deeply unaffordable conditions as of 2021, despite a 33% decrease.

Table 6-4: Core Housing Need & Deep Unaffordability by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		265	115	80	290
Households living in Core Housing Need	Total households	20	-	-	75
	<i>Change since 2016</i>	-50%	-	-	-38%
	Share of households	8%	-	-	26%
Households living in deep unaffordability	Total households	-	-	-	30
	<i>Change since 2016</i>	-	-	-	-33%
	Share of households	-	-	-	10%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

7 Demographic Profile

7.1 Population

7.1.1 Current Population

Between 2016 and 2021, the population of Shelburne decreased by 5%, compared to the provincial growth rate of 5%. Table 7-1 below illustrates the municipality's population change compared to provincial changes. The municipality experienced growth among 25- to 44- and 65- to 84-year-olds - 3% and 1%, respectively.

"The lack of places for people to live is a huge factor in being unable to grow the town."

Table 7-1: Total Population by Age Cohort (2021) & Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Nova Scotia	Total	136,710	106,185	234,180	276,990	192,285	23,035	969,380
	Share	14%	11%	24%	29%	20%	2%	100%
	5yr %Δ	+2%	-1%	+9%	-2%	+19%	+6%	+5%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Town of Shelburne	Total	255	135	330	485	410	35	1,645
	Share	16%	8%	20%	29%	25%	2%	100%
	5yr %Δ	-2%	-21%	+3%	-11%	+1%	-22%	-5%

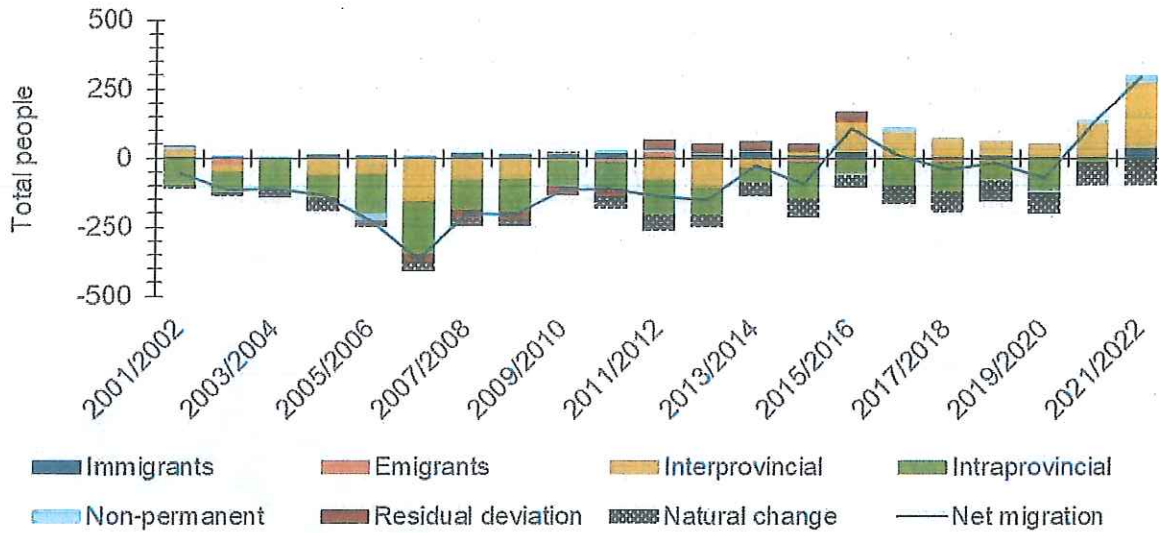
Source: Statistics Canada Census 2016 and 2021

7.1.2 Migration

Shown in Figure 7.1 is the net-migration for the Shelburne Census Division (data is not available at the municipal level - the entire Census Division includes all related urban and rural municipalities) between 2001/02 and 2021/22, inclusive of totals for intra-provincial and international migration, as well as emigration.

Between 2016 and 2021, the Census Division's net-migration steadily increased to a two-decade high in 2021/2022 with a total of 295 newcomers. Not all newcomers will move to one place and could be distributed across the region.

Figure 7.1: Historical Components of Migration, Shelburne Census Division



Source: Statistics Canada Table 17-10-0140

7.1.3 Anticipated Population

The municipality's anticipated population is derived from applying the historical share of local total populations by age cohort to the regional projections by age cohort produced by the Department of Finance & Treasury Board (FTB) in February 2023. In other words, results assume that the municipality will represent the same share of the region's population over the projection horizon.⁴ This does not consider nuanced population changes by community.

Table 7-2: Anticipated Total Population by Age Cohort and Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	285	110	330	435	470	40	1,670
	Share	17%	7%	20%	26%	28%	2%	100%
	5yr %Δ	+8%	-19%	-3%	-9%	+11%	+14%	-1%
		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	280	100	305	415	485	55	1,640
	Share	17%	6%	19%	25%	30%	3%	100%
	5yr %Δ	-2%	-9%	-8%	-5%	+3%	+38%	-2%

Source: derived Department of Finance & Treasury Board February 2023

⁴ Since a municipality represents the same share of its region (i.e., Census Division) over time for projections (population and households), similar rates of growth will exist for each of the municipalities within the region. Therefore, readers reviewing multiple reports may notice a likeness between them.

Estimates suggest that the total 2022 population was 1,680, with a potential further decrease of 1% between 2022 and 2027. Senior populations should increase during that time.

Contraction from 2027 to 2032 may be of a slightly greater magnitude (-2%) compared to the five years prior. Again, senior cohorts should continue to be the main contributor to growth, demonstrating a long-term vision to meet the needs of an expanding senior age group.

7.2 Households

7.2.1 Current Households

Table 7-3 illustrates the various characteristics of households in Shelburne. The tables show tenure splits for maintainer by age cohort, household types, and household sizes respectively, as well as the 5-year percent change in those populations.

Table 7-3: Households by Tenure & Characteristics (2021) & Five-Year Percentage Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Household Maintainer Age	Total	35	175	295	265	30	790
	Owner	0%	47%	68%	81%	100%	67%
	Renter	100%	53%	32%	19%	0%	33%
	5yr %Δ	+17%	+9%	-2%	-7%	-14%	-2%

		Couple w/o Child	Couple w/ Child	Lone Parent	Non-census*	Other**	Total
Household Type	Total	270	115	80	300	20	790
	Owner	83%	48%	67%	57%	100%	67%
	Renter	17%	52%	33%	43%	0%	33%
	5yr %Δ	+4%	-18%	-6%	+3%	-43%	-2%

		1-person	2-person	3-person	4-person	5+ person	Total
Household Size	Total	270	340	100	35	40	790
	Owner	56%	80%	70%	0%	0%	67%
	Renter	44%	20%	30%	100%	100%	33%
	5yr %Δ	+4%	+1%	-23%	0%	-11%	-2%

* Non-census means single persons or persons living with a roommate

** Other households are one-census-family households with additional persons or multiple-family households

Source: Statistics Canada Custom Census 2016 & 2021 Tables

The primary household maintainer is the person within a household who pays the rent, mortgage, taxes, or other major expenses for the dwelling. For households in which multiple incomes are present, the first name listed on a census questionnaire is taken to be the primary maintainer.

Between 2016 and 2021, there was an overall 2% decrease in households, with tenures split into 67% owners and 33% renters. Couples without children have seen the largest increase, with 4% since 2016. Noteworthy is the 3% increase in non-census families (single persons or roommate households) given their significant cohort size (300 total). Relatedly, households in Shelburne are also getting smaller with a 4% increase in 1-person households between census periods.

7.2.2 Anticipated Households

A similar apportionment as for the anticipated population is performed for anticipated households. Note that anticipated households are a major input to housing demand calculations, but do not equate exactly to demand. Housing demand projections incorporated adjustments to reflect total dwellings (not only those occupied by a usual resident which projections would solely consider).

Estimates suggest that total 2022 households reached 810, with a potential decrease of 1% from 2022 to 2027 (5 total). Household losses should predominantly occur among non-senior led households.

Similar magnitudes of contraction may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should continue to grow.

From 2022 to 2032, about 50 new senior-led households might choose to live in the municipality, again reinforcing the need for senior appropriate or generally accessible housing over the foreseeable future.

Table 7-4: Anticipated Households by Maintainer Age and Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	25	175	265	305	35	805
	Share	3%	22%	33%	38%	4%	100%
	5yr %Δ	-29%	-3%	-9%	+11%	+17%	-1%

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	25	160	250	310	45	790
	Share	3%	20%	32%	39%	6%	100%
	5yr %Δ	+0%	-9%	-6%	+2%	+29%	-2%

Source: derived from Statistics Canada 2016 Census, Department of Finance & Treasury Board February 2023

8 Conclusion

The above information provides context for the Town of Shelburne's housing conditions. Historical and anticipated population and household trends indicate the town may face a continued demographic decline over the medium-term, which suggests that there may be no additional demand for housing locally unless conditions change.

If recent permitting trends continue, no new units are anticipated to be completed annually over the next decade. This projection is based on recent historic trends and may be impacted by changes in local conditions and by choices made by the municipality.

Embargoed

29 November 2023

Town of Shelburne
168 Water Street
Shelburne, Nova Scotia
B0T 1W0

Document # D23-232	
Rec'd by gw	
Date Nov. 30/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Dear Mayor and Council,

I would like to propose an art installation in tribute to the first responders (and the supporters thereof) of the Barrington Lake Complex Fires that impacted our community so greatly earlier this year. The proposed site for this installation is on the fencing at the corner of Water and King Streets, facing the park so that members of the community and visitors alike can see the visual display of our gratitude.

I am proposing that the firefighters of Nova Scotia crest be placed in the center, surrounded by heart shaped wooden cutouts that have the names of all the organizations that supported our community during our time of need. This would include the multiple fire departments that came to our aid as well as the many volunteer organizations that supported these fire departments and community members directly impacted by the wildfires.

The proposal is for the students of SRHS, and teacher Les Goulden, to create and paint the heart shaped cut outs. Each fire department and organization would be represented per heart. These hearts would be added to the fence in a tasteful manner and the overall installation would symbolize our appreciation and respect for the people and organizations that came to help our community.

We are seeking Town Council's approval of our proposal so that we can start the project with SRHS early in the new year. We anticipate having this installation completed by May of 2024 and are hoping to gain the supplies needed from other contributors.

Many thanks for your consideration,



Pam Mingo
Shelburne, NS



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

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D23-232	
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[Signature]	
Date	
Jan 5/24	
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Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chamber, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-853-2222 or check the Town of Shelburne website at www.shelburne.ns.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, 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: Pam Mingo

Address: 59 Lakeview Drive

Phone: 512-3005 Email: pmingo40@hotmail.com

- Council/Committee you wish to appear before:
- Town Council
 - Community Participation & Volunteerism Committee
 - Port Committee
 - Asset Management Committee
 - Shelburne County East RCMP Advisory Board
 - Accessibility Committee

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

To discuss future plans for ART/Memorial for firefighters

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

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 the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

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

Please return the completed form to:

Candy Venning, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS,
Candy.Venning@shelburnens.ca (902) 875-2991 ext. 8, Fax: 902-875-3932.

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

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

Signature

Pam Mayo

For Office Use Only:

Date Request Received: _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: _____

Signature of Executive Coordinator/Committee Secretary _____

January 15, 2024
Pam Mingo – Fence Monument

Document #	
D23-232	
Rec'd by <i>gm</i>	
Date <i>Jan 15/24</i>	
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What:

Monument to acknowledge firefighters, departments and volunteers who assisted and helped during the Wildfires.

Location:

Park at Corner of King and Water Street
OR
Atlantic House Park

Look:

- Firefighters crest in middle, surrounded by several hearts with names of the departments and volunteers.

Funding:

- Asking Municipality for \$400 to cover miscellaneous costs.
- Looking for donations from several businesses.
- High School will be cutting the hearts with the Skilled Trade Students
- Volunteers for painting/wood burning.

Maintenance:

- Special treated wood
- Lacquer, etc.
- Done by volunteers.

Ideas:

- Celebration once completed.

Moving Forward:

Would like Council to allow the installation of a monument in recognition of the Firefighters, departments, and volunteers to be permanently erected on the fence of Atlantic House Park.



Document # D44-247	
Rec'd by [Signature]	
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December 6th, 2023

Mayor Harold Locke
Town of Shelburne
 168 Water Street, PO Box 670
 Shelburne, Nova Scotia B0T 1W0

Honourable Mayor and Council,

Communities in Bloom is a non-profit, charitable, Canadian organization committed to fostering civic pride, environmental responsibility, and beautification through community engagement and the challenge of friendly competition.

The program nurtures involvement and action by citizens of all ages, municipal governments, local organizations, institutions, not-for-profits and businesses. It strives to improve the tidiness, appearance, and visual appeal of our neighborhoods, parks, open spaces, and streetscapes through the imaginative use of flowers, plants and trees.

A focus on environmental awareness and the preservation and conservation of the cultural, natural, and built heritage elements are also an integral pillars to the success of the program.

We invite your community to explore the program, experience Canadian community pride, and enjoy the benefits of people, plants and pride...growing great places together, by participating in the 2024 Communities in Bloom program.

In the past few years, significant changes have occurred in society's expectations for, and usage of, our outdoor environments. We encourage you to join communities across the Atlantic provinces and Canada to develop:

- **civic pride**
- **mitigate and adapt to the impacts of climate change**
- **enhance green spaces**
- **strengthen neighborhoods and**
- **increase investment opportunities and tourism**

Your community will receive **invaluable feedback from a professional team of experienced, volunteer judges** who will provide you with a comprehensive report of observations and recommendations to serve as a **template for continuous improvement** following their visit.

7856 5th Line
 South,
 Milton, ON
 L9T 2X8

T 514 694-8871

E-Mail/Courriel : bloom@cib-cef.com
 Web Site : www.communitiesinbloom.ca
 Site Internet : www.collectivitesenfleurs.ca

 [cibcef](https://twitter.com/cibcef)
 [communitiesinbloom](https://www.facebook.com/communitiesinbloom)
 [@cibcef](https://www.instagram.com/cibcef)



Your community has the option to participate in one of the following categories:

- **Population Category (community is evaluated):**

Two volunteer judges visit and evaluate the community to provide a detailed report, including any special mentions and an overall bloom rating (from 1 to 5 blooms) The evaluation visit will be scheduled for two days with accommodation provided by the host community.

Or

- **Friends Category (community is not evaluated):**

Community is not evaluated: becomes part of the Communities in Bloom network, able to access educational, idea sharing for community improvement, and an invitation to attend the annual symposium.

Participating in the CiB program has proven, **positive benefits!** While impacting all sectors of your municipality, CiB will help to encourage and enhance community involvement, improve green infrastructure, and become more environmentally sustainable. The very high Return on Investment that has been noted by other communities make CiB **one of the best investments** you can make for your hometown!

CiB Atlantic is challenging and inviting your community to act early and REGISTER for the 2024 Atlantic Provincial Edition!

The deadline to register is **February 29th, 2024**. The registration form can be completed directly on-line, by following this link: <http://www.communitiesinbloom.ca/cib2024>

Also, at the request of our communities, we decided to continue with a **colour theme for 2024**. Next year's colour will be **ORANGE**. We invite everyone to plant orange in honour of our Indigenous communities as we celebrate all the ways Plants Love You.

The National Symposium on Parks & Grounds and National & International Awards Ceremonies will be held in Charlottetown, Prince Edward Island from October 17-20, 2024. We would be pleased to showcase your achievements and to celebrate your bloom rating and level.

For more information about how Communities in Bloom can **help your community** become a **Greener and Healthier** community, please contact:

Sonia Parrino - CiB Program Specialist

Phone: (514) 694-8871 email: bloom@cib-cef.com

Sincerely,

Susan Ellis,
B.A., B. Ed., Ec.D.
CiB National Chairperson



How to Participate in Communities in Bloom

www.communitiesinbloom.ca

Growing Great Places Together

Document #	D24-247
Rec'd by	gw
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THE PROGRAM

Communities in Bloom is a volunteer and partnership-driven charitable organization that uses a multi-tiered competitive evaluation process to foster community strength, involvement and continuous improvement. This is accomplished by nurturing environmental sustainability, enhancements of green spaces, and heritage conservation, in cultural and natural environments encompassing municipal, residential, commercial, and institutional spaces. National beautification programs have flourished in Europe – including Great Britain, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

The program began in 1995 with 29 Canadian communities and has grown to improve the quality of life in hundreds of participating communities in the provincial, national and international editions.

All communities are invited to participate in the provincial or national editions, within their population category. Trained volunteer judges travel across Canada during the summer to evaluate communities and the overall contributions of municipality, businesses & institutions and residents, including volunteer efforts in regards to the following criteria:

Community Appearance reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality. Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.



Tignish, PE

Environmental Action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.



Grand-Falls Windsor, NL

Heritage Conservation includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the “persona” of a community and refers to the heritage that helps define the community including the legacy of tangible elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.



Chipman, NB

Tree Management Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.

Landscape includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

Plant and Floral Displays evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

PROGRAM STRUCTURE

Communities in Bloom is designed to be a continuous community improvement program. It is divided into three phases: Provincial, National and International.

Provincial Editions

Communities participate in their population category within their province and are awarded a bloom rating of 1 to 5 blooms at a provincial awards ceremony in the fall. Based on provincial guidelines, success in a provincially evaluated category leads to the community being invited to the national program.

Any community is allowed to participate in a non-competitive provincial category either to learn about the program or, if they are past participants, to maintain their initiatives, program and committees. Both evaluated and non-evaluated options are available in Atlantic provinces.

Each provincial organization also offers special programs and categories specific to provincial context and objectives.

National Edition

Who is invited to participate in the national edition?

Population

- Past National finalists from the previous year's national edition are invited back to the national competition

- Communities from the previous year's provincial editions as recommended by the respective provincial organization.

Circle of Excellence

A non-competitive category for National Winners without an evaluation.

Class of Champions

A category where Canadian communities who have won in the Population category compete amongst themselves.

Grand Champions

A category where past winners of the Population, International Challenge and Class of Champions compete amongst themselves.

Special Attractions

A category that features green attractions such as parks, living history museums, public gardens, etc.

International Challenge

A competitive category between national and international winners.

The information in this brochure is provided for information purposes only and may vary from actual 2024 program offerings in your area.

PROGRAM BENEFITS

Communities have recognized numerous benefits from participating in the program:

- Increased civic pride and community involvement
- Environmental stewardship through the enhancement of green spaces
- Mobilization of citizens, groups, organizations, businesses and the municipality
- Best practices and Information exchange
- Valuable information and feedback from the judges
- Economic development and increased property values
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries
- Improved quality of life
- Participation from all ages and walks of life of the community

PROCESS FOR PARTICIPATION

Registrations

Please note that the Atlantic Provincial Edition is administered by the CiB National office, you can contact the National organization by visiting:

<http://www.communitiesinbloom.ca>

You can access the on-line registration form by following this link:

[2024 CiB Atlantic Edition Registration](#)

Cost

Evaluated category (by population)

Up to 1,000 population: \$425 CAD
1,001- 5,000 population: \$495 CAD
5,001 - 10,000 population: \$595 CAD
10,000 + population: \$775 CAD

Non evaluated category

Networking (Non-Evaluated): \$250 CAD

Your Local Committee

The committee is usually composed of local citizens, including one member of council and members of associations, businesses and organizations interested in horticulture, heritage and improving community life.

The committee's objectives are:

- To involve the community by means of local contests, which increase awareness about the program, its benefits and opportunities.
- To act as a liaison with the municipal authorities and Communities in Bloom.

Budget

While participation in the program does not require considerable financial resources, obtaining funds to promote the program, involve the community, honour participants and volunteers, attend the award ceremonies, etc. is recommended.

It is suggested for the community to prepare an estimated budget and to find sources of funding, such as fundraising programs, community events, etc. Communities in Bloom can provide fundraising ideas and examples from other communities.

Bloom Ratings

Communities are rated from 1 to 5 Blooms

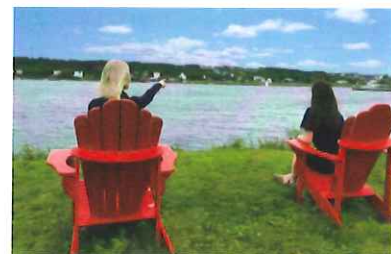
Up to 55 points:	1 Bloom
56-63 points:	2 Blooms
64-72 points:	3 Blooms
73-81 points:	4 Blooms
82 points and more:	5 Blooms

There are four (4) levels of 5 Blooms exclusive to the National and International Edition, for evaluated communities only.

5 Blooms:	82 to 83.9%
5 Blooms (Bronze):	84 to 86.9%
5 Blooms (Silver):	87 to 89.9%
5 Blooms (Gold):	90% and over

- A community does not have to be entered in a competitive category, but will need to be evaluated.

- With the introduction of this enhanced higher award standards, the marking of scores will be more critical.



Bay Roberts, NL

PROGRAM COMMITMENT

The participating communities have a responsibility to:

- Involve the entire community to participate (with the support of municipal council)
- Prepare for the judging during the summer
- Provide lodging for 1 or 2 nights for 2 judges.
- Provide transportation for the judges to and from the nearest airport/train station.
- Attend the Provincial and/or National awards ceremonies if budget permits it.
- Pay a registration fee, based on population categories and level of competition.

THE JUDGES' VISIT – USEFUL TIPS

- Prepare information that addresses all criteria in the evaluation form.
- Make good use of the time spent by the judges in your community, to benefit from their expertise.
- The judges' itinerary should include all of the criteria.
- Provide the judges with the opportunity to interact with key individuals and network in your community.
- Let them see that you are proud of your achievements.

AWARDS CEREMONIES

The Provincial Awards Ceremonies are held in the fall and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremonies is held in the fall, in conjunction with the National Symposium on Parks and Grounds. All National Finalists are encouraged to attend. The communities are showcased by means of community exhibits and promotional material.

PROMOTIONS

www.communitiesinbloom.ca: CiB's website gives visibility to our participants in the NewsComm and Explore our Communities section of our website. The website also includes a resource centre featuring information from sponsors and communities along with electronic copies of our magazines.

Social Networks: CiB participants are welcomed to send us updates, news and photos to post on our Facebook, Twitter and Instagram pages:
www.facebook.com/communitiesinbloom
www.twitter.com/cibcef www.instagram.com/cibcef

Within the context of climate change and environmental concerns, all communities involved in the program can be proud of their efforts, which benefit all of society.



Communities in Bloom
National Office
7856 Fifth Line, Milton, ON
L9T 2X8
Tel.: 514-694-8871
bloom@cib-cef.com
www.communitiesinbloom.ca

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 STATE HOUSE, BOSTON 02133-1053

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 HOME TEL. (978) 283-3148
 BTarr@senate.state.ma.us

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Dear Harold,

Thanks for keeping the bonds of
 friendship between Gloucester and Shuburne
 alive! It is an honor to collaborate
 with you.

Best wishes for a happy holiday season,
 and a happy, healthy and prosperous
 New Year!

Bruce

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

2023

Mayor Locke,

Thank you once again for continuing the long time relationship between our two communities.

As we lit the tree last night it set a tone of just how important the Gloucester/She/burne relationship continues to be.

Please accept this commemorative medallion in commemoration of Gloucester's 400th anniversary as a small token of our thanks. Sincerely, Greg Vigh



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Attorney General
Justice
Office of the Minister

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

Document #	D24-249
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Date	Dec. 20/23
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Committee	

December 20, 2023

Shelburne County Mayors and Warden

VIA EMAIL:

Mayor Rex Stoddard mayor@clarksharbour.com

Mayor Cory Nickerson cory@lockeport.ns.ca

Mayor Harold Locke harold.locke@shelburnens.ca

Warden Lindsey (Eddie) Nickerson enickerson@barringtonmunicipality.com

Warden Penny Smith warden@municipalityofshelburne.ca

Dear Mayors Nickerson, Locke, Stoddard, and Wardens Nickerson and Smith:

RE: Access to Justice in Shelburne County

Thank you for your letter of June 6, 2023, and sharing your concerns about court services for the residents of Shelburne County.

The Department of Public Works was recently advised by Shelburne CAO that it has an engineering report recommending the demolition of the building at the end of the term of our lease in March 2024 as a result of structural issues with the building. Accordingly, we will be asking Public Works to officially provide notice that the Department of Justice will not be seeking an extension of its lease beyond March 2024.

While the Shelburne Courthouse is no longer an option, I am pleased to advise that we will continue discussions with the Municipality of Barrington to explore moving our satellite court operations to this area. We are currently reviewing audit results of the cellblock and other upgrades that would allow for this location to become operational and completing a fit-up cost assessment.

While we are committed to exploring opportunities to have a satellite courthouse in Shelburne county, I also want to ensure you are aware of recent technology advancements being made to enhance access to justice across the province. I appreciate that all citizens of Shelburne County may not have internet connectivity, yet for many, for example, it is now possible to make fine payments on-line. During the COVID-19 pandemic, courts increasingly relied upon video conferencing platforms, and other technologies, which enabled courthouse users to access justice without always having to go to a courthouse. Use of these technologies continue today and continue to grow.

You may be aware that in 2021, the Nova Scotia Judiciary and Nova Scotia Department of Justice established a joint Digital Task Force. The Task Force is exploring more ways to use technology in the court system. The goals of the digital transformation are to identify ways to use technology in the courts to improve access to justice, increase simplicity and efficiency, improve outcomes for citizens, and maintain trust and confidence in the court system. We want to provide access to a safe and secure justice system for all users.

Ensuring all Nova Scotians have appropriate access to justice is important and I look forward to further discussions respecting the utilization of the facility in Barrington as a satellite courthouse.

Yours sincerely,



Brad Johns
Attorney General and Minister of Justice

cc: Lauren Scaravelli, Executive Director, Court Services, Department of Justice

Delmar Construction Limited

77 Parade St., Suite 1, Yarmouth, N.S. B5A 3K3
tel - (902-742-4672) fax - (902-742-7271)
E-mail delmar.con@ns.sympatico.ca

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Jan 4, 2024

Will Butler
Town of Shelburne

Regarding: Elevator shaft quotation for the "Post Office Building" on 162 Mowatt St. Shelburne.

We are pleased to provide a quotation for the Installation of an Elevator shaft to accommodate the Genesis Platform Lift as per the guidelines provided.

We have included a complete project excluding the supply and install of the Genesis Platform Lift.

Our Quotation Includes:

Demolition

- Provide Dust control partitions as required to stop dust from migrating into remainder of the building.
- Cut away flooring as required.
- Cut concrete on two levels as required.
- Jackhammer and remove concrete from the building.
- Cut out the steel deck on the second level.
- Remove existing pair of doors on the ground floor and hand over to the town.
- Cut Plaster ceiling away on the main floor level.
- Cut T-bar ceiling away on the second level as required.
- Remove door and partition on the second level to accommodate the new shaft wall and door.

Metals

- Supply and install structural steel reinforcing under the main level deck in order to support the applied loads of the new lift.

Carpentry

- 2x6 framing of walls on each level to frame the new shaft.
- 2x4 framing to close in the hole remaining after the doors on the main level are removed. (facing post office side)
- 3/4" plywood floor installed on existing steel deck in order to create a 3" recess in the floor to eliminate the need for a ramp.

Finishes.

- 5/8" fire rated drywall on interior and exterior of the new shaft on each level.
- Crack fill and paint drywall.
- Provide rubber base on exterior of the shaft walls.
- Patch in the existing plaster ceiling into the walls of the new shaft.
- Patch in the T-bar into the walls of the new shaft.

General Items.

- Engineered structural drawings of the shaft.
- Construction supervision.
- Permit fee.
- Travel Expenses
- Cleaning during construction
- Final Cleaning
- Liability and Builders risk insurance.

Cost of work above: \$51,052.00 + hst

Electrical

- Supply and install new wiring for the elevator.
- Supply and install new wiring for fire alarm components.
- Relocate all Electrical conduits and wiring that are in the way of the new shaft.
- Re-arrange existing wiring to accommodate new elevator.

Plumbing

- Move heating pipes for existing unit heater to accommodate new elevator.

Fire Alarm

- Provide on-site services to diagnose any troubles in the existing fire alarm.
- Relocate Fire Alarm panel following renovation.
- Verification of system once all is complete.

Cost of Electrical, Plumbing and Fire Alarm \$43,725.00 + HST

Total Cost \$94,777.00 + HST

All work is assumed to be done in between 8am to 5pm, weekdays.

Mark Bourque



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO Phone: (902) 875-3544 - Fax: (902) 875-1278

December 20, 2023

Town of Lockeport
c/o Mayor Cory Nickerson
PO Box 189
Lockeport, NS
BOT 1LO

Town of Shelburne
c/o Mayor Harold Locke
PO Box 670
Shelburne, NS
BOT 1WO

Dear Mayor Nickerson and Mayor Locke,

Re: EXPLORATION OF CONSOLIDATION

Following the recent court ruling opening the way for the Antigonish consolidation, the Council of the Municipality of the District of Shelburne confirmed at its December 13, 2023 Council meeting that they are still interested in exploring the concept of consolidation with the Town of Shelburne and the Town of Lockeport.

As such, Council kindly requests that you place this item on your next Council agenda for discussion and provide confirmation of interest from your respective Councils.

We look forward to hearing from you in the new year.

Sincerely,

Warden Penny Smith

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December 12, 2023

ICESoft Technologies - Voyent Alert Proposal for Municipality of the District of Shelburne, Town of Shelburne and Lockeport

Submitted by

Liana Munroe

Senior Software Sales Executive

877-263-3822

liana.munroe@icesoft.com

Attention: Val Kean, Marcia D'eon

Document # Day-252	
Rec'd by gm	
Date Dec. 20/23	
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To best serve the needs and budget considerations of the organizations, I have offered three separate pricing models.

Option Summary:

Option 1 – Municipality of the District of Shelburne implements Voyent Alert, coverage to the Towns is not included.

- Municipality of the District of Shelburne branding on account and collateral package.
- The Municipality of the District of Shelburne will be allocated 5 Administrative seats.
- Towns of Shelburne and Lockeport are not granted administrative access.
- Towns of Shelburne and Lockeport can at anytime choose to implement their own Voyent Alert account for day-to-day notifications, separately and at their own cost on their own contract, etc.

Option 2 - Municipality of the District of Shelburne implements Voyent Alert for emergency alerting and day to day notifications for any participating municipalities.

- Municipality of the District of Shelburne branding on account and collateral package.
- Municipality of the District of Shelburne has full control over account management.
- A total of 6 Administrative seats will be allocated.
- Municipality of the District of Shelburne can assign limited administrative seat access and privileges to the Towns of Shelburne and Lockeport.
- Towns of Shelburne and Lockeport can have their own branded alert templates.

Option 3 - Municipality of the District of Shelburne implements Voyent Alert, any participating municipalities will receive their own sub account to manage and run independently.

- Municipality of the District of Shelburne branding on its own account and collateral package.
- Towns of Shelburne and Lockeport will receive their own self managed accounts, with their own branding and collateral package.
- The Municipality of the District of Shelburne will be allocated 5 Administrative seats.
- Towns of Shelburne and Lockeport will be allocated 3 Administrative seats each.
- Discounted pricing is applied for Towns

Option 1



Voyent Alert! Hosted Services Quote

Quote Number: VQ- MODS 2023 - 1
Date: 12/12/2023
Quote Expiry Date: 03/30/2024

Date format: mm/dd/yyyy

Service Provider Details:
ICESoft Technologies, Canada Corp.
Suite 340, 600 Crowfoot Cres. N.W.
Calgary, AB T3G 0B4 Canada
Email: product.sales@icesoft.com

Prepared For:
The Municipality of the District of Shelburne
414 Woodlawn Drive
Shelburne, NS, B0T 1W0
Attention:
Name: Val Kean
Email: val.kean@municipalityofshelburne.ca
Phone: 902-875-3544

ICESoft Contact Information:
Name: Liana Munroe
Telephone: +1 877 263-3822 ext. 330
Email: liana.munroe@icesoft.com

Product/Description:	Amount
Voyent Alert! Annual Service Subscription Subscription Term: One Year	\$3,500.00 + tax

Entitlements:

- All setup, training, support and features on Product Description Sheet
- Inclusive of unlimited registrations for the Municipality of the District of Shelburne based on organic registration.
- Unlimited emergency and day to day communications on all channels
- Unlimited Team and Group Communications
- Up to 5 administrators (additional can be purchased at \$400.00 each per year)

Additional Terms:

- Payment Terms Net 30 days. Invoicing to occur as of Subscription Start Date.
- Pricing in Canadian Dollars.
- The full Subscription amount will be billed to the Municipality of the District of Shelburne.
- All services provided are subject to ICESoft Voyent Alert! Terms of Service Agreement.

Option 2



ICESOFT
TECHNOLOGIES

Voyent Alert! Hosted Services Quote

Quote Number: VQ- MODS 2023 - 2
Date: 12/12/2023
Quote Expiry Date: 03/30/2024

Date format: mm/dd/yyyy

Service Provider Details:

ICESoft Technologies, Canada Corp.
Suite 340, 600 Crowfoot Cres. N.W.
Calgary, AB T3G 0B4 Canada
Email: product.sales@icesoft.com

Prepared For:

The Municipality of the District of Shelburne
414 Woodlawn Drive
Shelburne, NS, B0T 1W0

Attention:

Name: Val Kean
Email: val.kean@municipalityofshelburne.ca
Phone: 902-875-3544

ICESoft Contact Information:

Name: Liana Munroe
Telephone: +1 877 263-3822 ext. 330
Email: liana.munroe@icesoft.com

Product/Description:

Amount

Voyent Alert! Annual Service Subscription

\$5,200.00 + tax

Subscription Term: One Year

Entitlements:

- All setup, training, support and features on Product Description Sheet
- Inclusive of unlimited registrations for the Municipality of the District of Shelburne, Town of Shelburne and the Town of Lockeport based on organic registration.
- Unlimited emergency and day to day communications on all channels
- Unlimited Team and Group Communications
- Up to 6 administrators (additional can be purchased at \$400.00 each per year)

Additional Terms:

- Payment Terms Net 30 days. Invoicing to occur as of Subscription Start Date.
- Pricing in Canadian Dollars.
- The full Subscription amount will be billed to the Municipality of the District of Shelburne.
- All services provided are subject to ICESoft Voyent Alert! Terms of Service Agreement.

Option 3



Voyent Alert! Hosted Services Quote

<p>Quote Number: VQ- MODS 2023 - 3 Date: 12/12/2023 Quote Expiry Date: 03/30/2024</p> <p><i>Date format: mm/dd/yyyy</i></p>	<p>Service Provider Details: ICESoft Technologies, Canada Corp. Suite 340, 600 Crowfoot Cres. N.W. Calgary, AB T3G 0B4 Canada Email: product.sales@icesoft.com</p>								
<p>Prepared For: The Municipality of the District of Shelburne 414 Woodlawn Drive Shelburne, NS, B0T 1W0</p> <p>Attention: Name: Val Kean Email: val.kean@municipalityofshelburne.ca Phone: 902-875-3544</p>	<p>ICESoft Contact Information: Name: Liana Munroe Telephone: +1 877 263-3822 ext. 330 Email: liana.munroe@icesoft.com</p>								
<table border="1"><thead><tr><th>Product/Description:</th><th>Amount</th></tr></thead><tbody><tr><td>Voyent Alert! Annual Service Subscription Subscription Term: One Year</td><td>\$3,500.00 + tax</td></tr><tr><td colspan="2">Entitlements:<ul style="list-style-type: none">- Inclusive of unlimited registrations for the Municipality of the District of Shelburne, Town of Shelburne sub account and the Town of Lockeport sub account based on organic registration.- Unlimited emergency and day to day communications on all channels- Unlimited Team and Group Communications- Up to 5 Municipality of the District of Shelburne Administrators (additional can be purchased at \$400.00 each per year).- Discounted rates as shown below for municipal sub accounts. Sub accounts are branded for each municipality, operated individually, and include full operational application privileges, custom configuration and benefits such as marketing collateral package, web portal alert publishing, control over internal groups etc.</td></tr><tr><td>Add in sub account for Town of Shelburne with 3 Admins – \$2,000 Add in sub account for Town of Lockeport with 3 Admins – \$2,000</td><td>Total \$7,500 + tax</td></tr></tbody></table>		Product/Description:	Amount	Voyent Alert! Annual Service Subscription Subscription Term: One Year	\$3,500.00 + tax	Entitlements: <ul style="list-style-type: none">- Inclusive of unlimited registrations for the Municipality of the District of Shelburne, Town of Shelburne sub account and the Town of Lockeport sub account based on organic registration.- Unlimited emergency and day to day communications on all channels- Unlimited Team and Group Communications- Up to 5 Municipality of the District of Shelburne Administrators (additional can be purchased at \$400.00 each per year).- Discounted rates as shown below for municipal sub accounts. Sub accounts are branded for each municipality, operated individually, and include full operational application privileges, custom configuration and benefits such as marketing collateral package, web portal alert publishing, control over internal groups etc.		Add in sub account for Town of Shelburne with 3 Admins – \$2,000 Add in sub account for Town of Lockeport with 3 Admins – \$2,000	Total \$7,500 + tax
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<p>Additional Terms:</p> <ul style="list-style-type: none">• Payment Terms Net 30 days. Invoicing to occur as of Subscription Start Date.• Pricing in Canadian Dollars.• All services provided are subject to ICESoft Voyent Alert! Terms of Service Agreement.									

Voyent Alert!
Product Description Sheet

Features	
Geofencing	
Rich Alert Zone Editor	✓
Pre-defined Alert Templates	
Basic Library	✓
Customized Library	✓
Communication Channels	
Mobile App (iOS and Android)	✓
SMS/Email/Text to Voice	✓
Social Media (Facebook/Twitter)	✓
Web Portal	✓
Exclusive Features	
Alert Scheduler	✓
Group/Team Alerting	✓
Topic Groups	✓
Recipient Response and Receipt Acknowledgement	✓
Training Environment	✓
KML/KMZ map file import	✓
3 rd Party Service Integrations	✓
CAP-CP Integrations	✓
Multi-Tier Administration	✓
Rich Media Support	✓
Training and Support	
Support Hours	24/7/365
Instructor Led Online Training	✓
Emergency Concierge Service	✓
FAQ/Knowledge Base	✓
SLA Support	✓
Remote Desktop Service	✓
Phone Support	✓
Community Onboarding Collateral Kit	
Sample web page content	✓
Print-ready pdf files for mailers and one-pagers	✓
Print-ready pdf files for banners	✓
Social media images and captions	✓
Registrant YouTube Videos	✓
Registrant community Info/FAQ site	✓

Document #	
D24-252	
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[Signature]	
Date	
Dec. 20/23	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



VOYENT ALERT!

SMART COMMUNICATIONS **FOR CONNECTED COMMUNITIES**





BY **ICESOFT**

-  **BASED IN CANADA** Established & located in Calgary.
-  **STRONG HISTORY** 20 years in the software industry.
-  **CUSTOMER SUPPORT** Past clients include FedEx, US Nuclear Regulatory, UPS
-  **HIGHLY DIFFERENTIATED** Unique alerting service launched in 2017

COMMUNICATION **CHALLENGES?**

- Time and Resources?
- Cost?
- Gaps in coverage?
- Not satisfied with existing system?
- No reliable system in place?



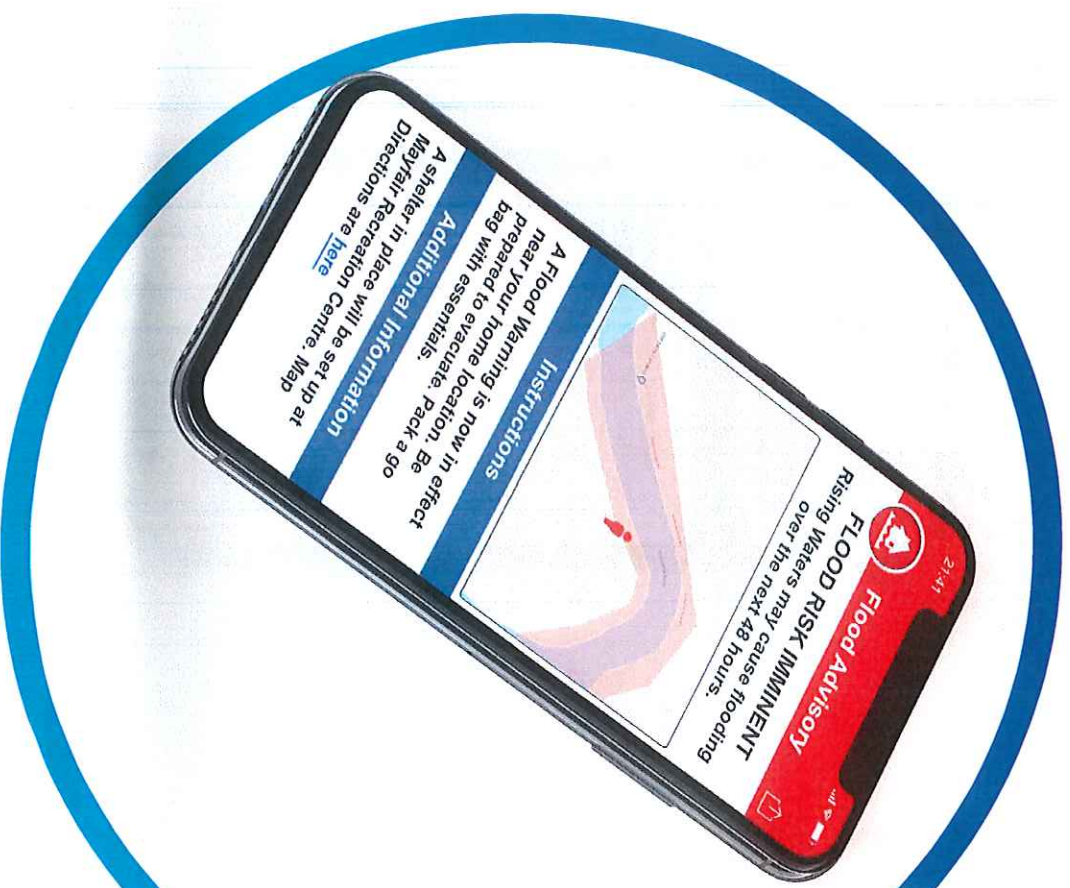
NOTIFICATION **REQUIREMENTS?**

- Emergency Alerts
- Road Closures
- Boil Water Orders/ Water Access
- Day to Day Communications
- Public Notices



ABOUT VOYENT

- Voyent Alert! is a Multi-Purpose Notification Service.
- Used for BOTH Emergency as well as Day-to-Day communications
- Focused on communities.



CRITICAL INCIDENT



FIRE



BIOHAZARD



GAS LEAK



SEVERE WEATHER



FLOOD



Violent Incident



DAY TO DAY



ROAD **CLOSURE**



FIRE **BAN**



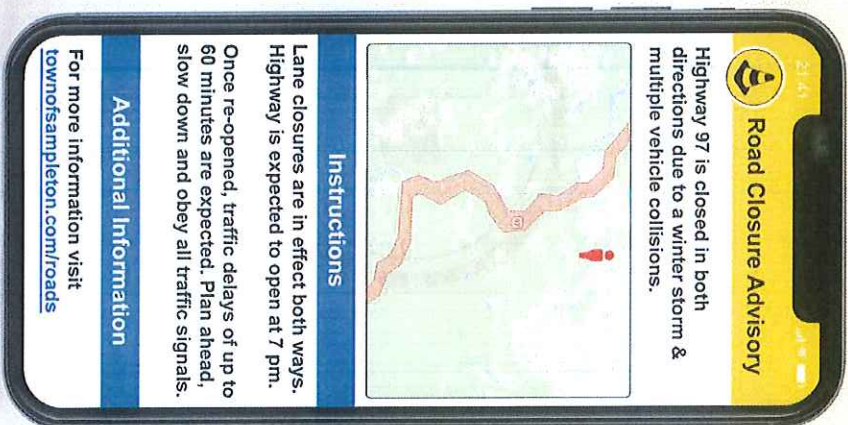
FACILITY **CLOSURE**



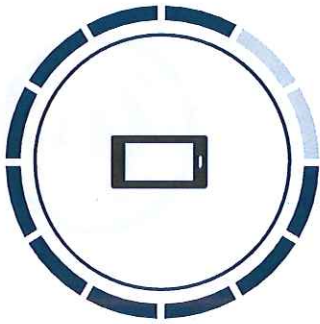
WATER **ADVISORY** Public **Notice**



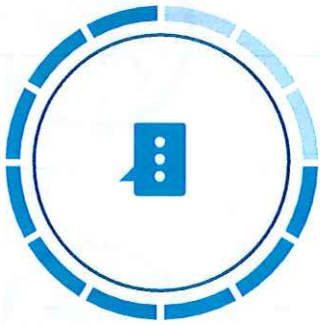
CRIME **WATCH**



MULTI-CHANNEL **DELIVERY**



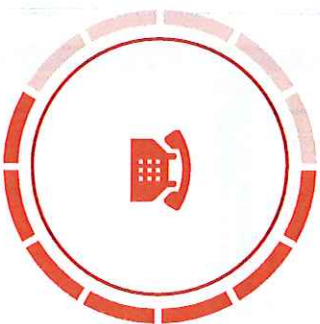
MOBILE **APP**



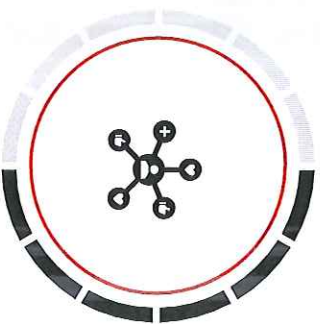
SMS / **TEXT**



EMAIL



VOICE TO **LANDLINE**



SOCIAL **MEDIA**

Alerts on app can be shared to a contact list.



OUR **DIFFERENCE**

Targeted, Personalized & **ENRICHED**

BEYOND THE TRADITIONAL
TEXT BASED OFFERING

Competing Solution



VoyentAlert



Flood Alerts from November 2021

PEASI Alertable - one SMS segment in alert. Recipient must have data in order to view information

9:41 91%


← (855) 756-1140

Fraser Valley Regional District:
Evacuation Order, Othello
Road, Electoral Area B Updated
alertable.ca

Tap to load preview

Sunday, Nov 28 • 5:38 PM

Fraser Valley Regional District:
Evacuation Order, Othello
Road, Electoral Area B Updated
alertable.ca



Alertable - Emergency Alerts
Alertable provides a smart alert system to notify Canadians. Sign up today for severe alertable.ca

Nov 28, 5:38 PM

Text message

Voyent Alert - Up to 10 SMS segments can be included in alert.

10:33 86%

← 25378

Saturday, Nov 27 • 10:31 AM

THE REGIONAL DISTRICT OF NANAIMO AND DISTRICT OF LANTZVILLE: UPDATED Flood Watch (Farm, Home)

The River Forecast Centre has upgraded the High streamflow advisories to a Flood Watch. River levels are rising and will approach or may exceed bankfull. Flooding of areas adjacent to affected rivers may occur.

INSTRUCTIONS: Residents in low lying areas should take precautions including implementing their personal preparedness plans early and moving to higher ground. Stay away from river and stream banks as fast moving water conditions are very dangerous. Monitor the River Forecast Centre and visit rdn.bc.ca/flooding for proactive steps.

DETAILS: <https://cavoyent-alert.com/w/0006Pv3>

Text message

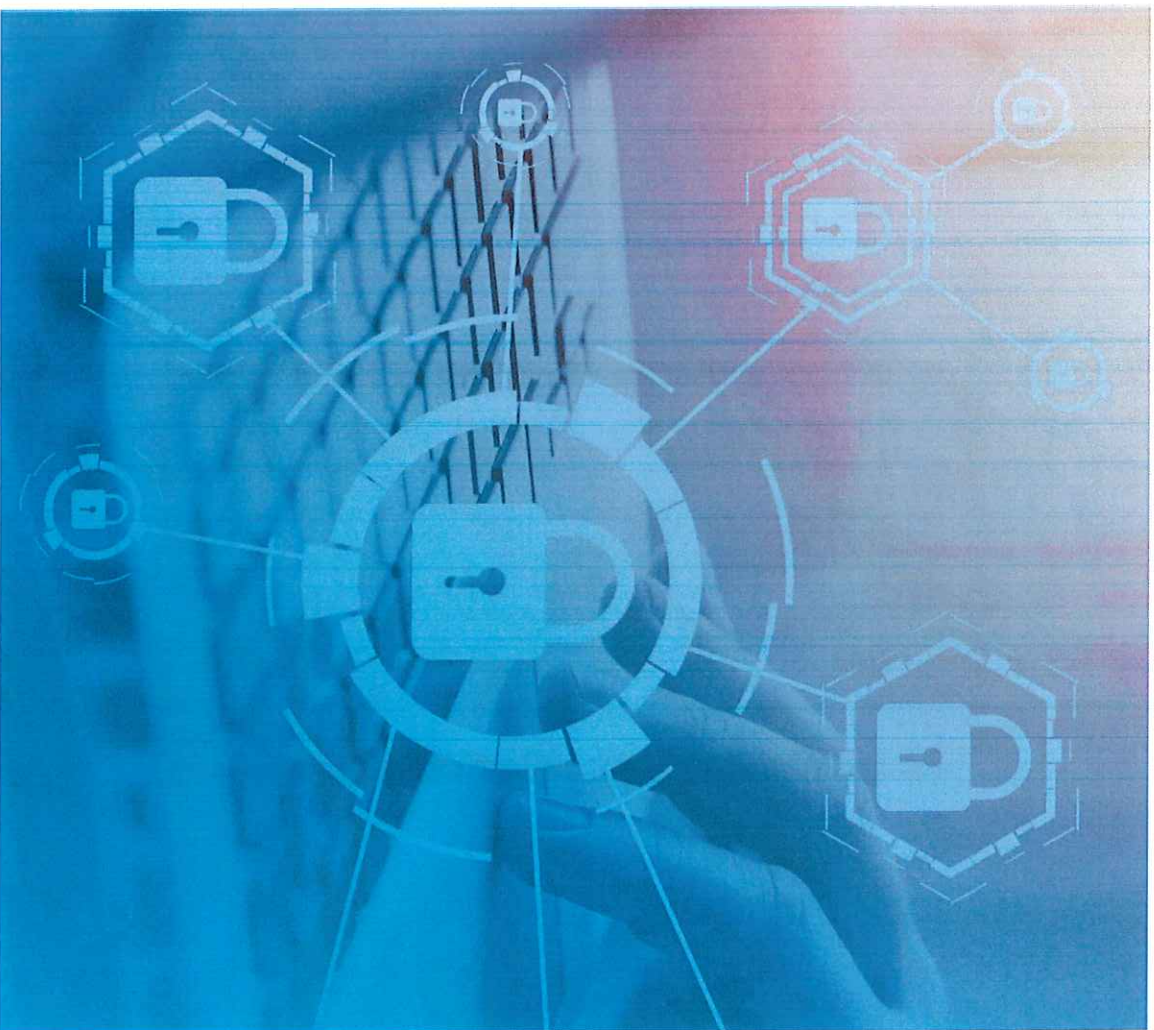
PRIVATE & **SECURE**

ANONYMOUS **REGISTRATION**

2 FACTOR **AUTHENTICATION**

FEDERAL & **PROVINCIAL COMPLIANT**

PIPEDA **COMPLIANT**

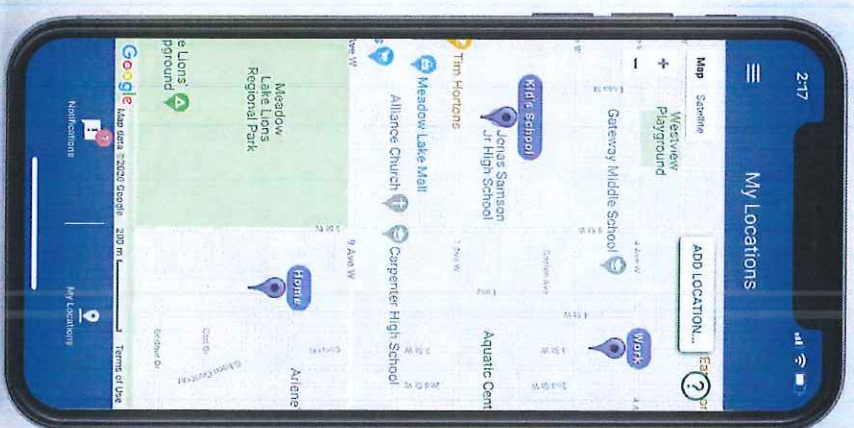


USER FRIENDLY

MULTIPLE **USER LOCATIONS**

TOPIC **GROUPS**

CUSTOM **CALLER ID**



EASY POINT & CLICK INTERFACE

WEB BASED

- Run from any computer, anywhere
- No Programming Required
- No Software to Maintain


INCLUDES TEMPLATES

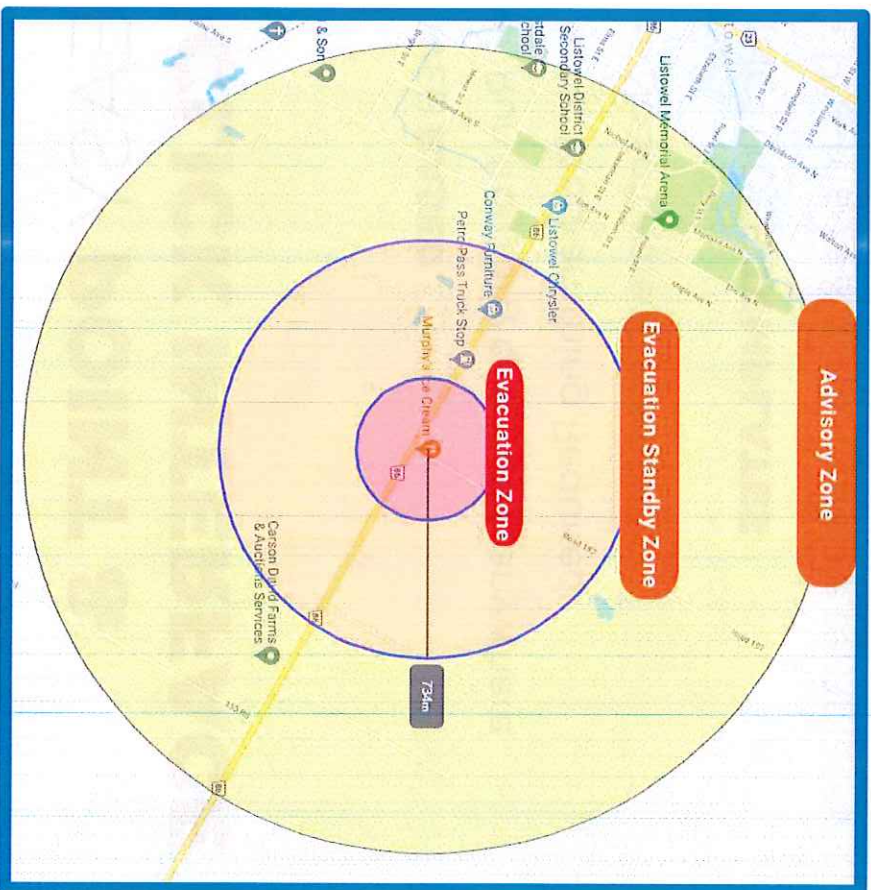
- Pre-made & customizable templates

New Alert

Choose a template from the list below:

Filter templates by name or categories...

Name
 Hazardous Materials Spill Advisory
 Emergency EOC Personnel Meeting Called
 Wildfire Evacuation Order
 Flood Evacuation Order
 Major Route Lane Closures Advisory
 Water Service Disruption Advisory
 Crime Watch - Break and Enters in Area
 Community Event - Music in the Park



ADVANCED GEOFENCING

- Any Shaped Zones
- Nested Zones
- Map Shape Layers
- Easy KML/KMZ import into alert templates

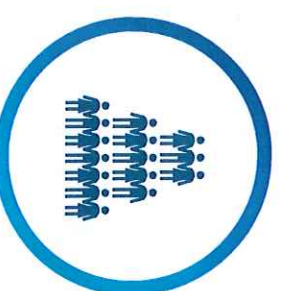
Extensive **Features**



TRAINING **ENVIRONMENT**



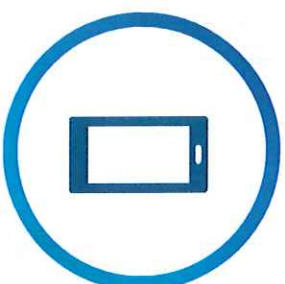
REPORTING & **ANALYTICS**



MANAGE **RECIPIENTS**



PHONETIC **SUBSTITUTION**



DEVICE **ACCESSIBILITY**

RECIPIENT GROUPS

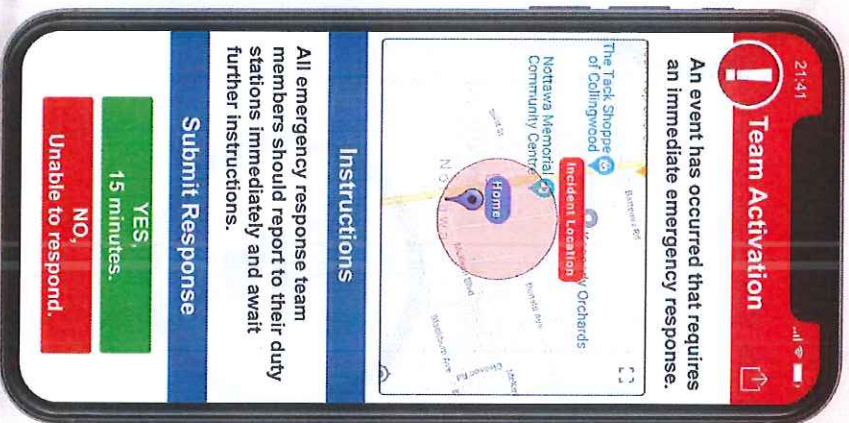
INTERNAL **TEAM COMMUNICATIONS**

- Public Works Personnel
- Recreation Personnel
- EOC Personnel
- Team Recall

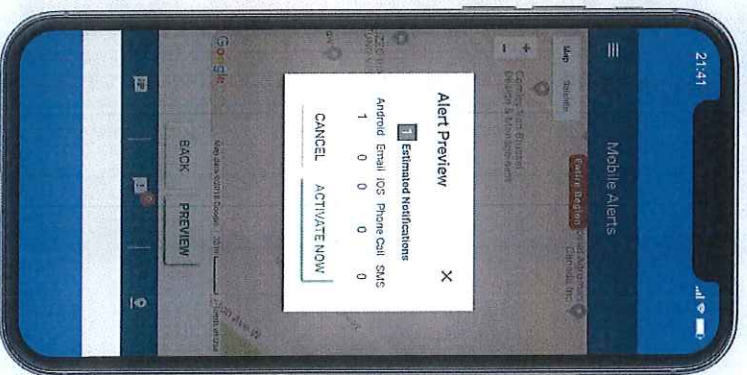
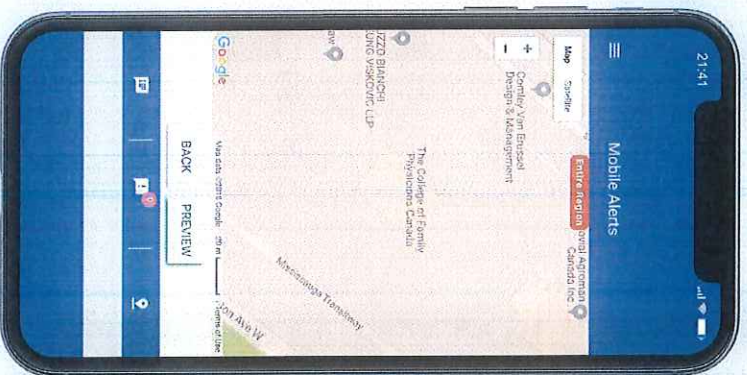
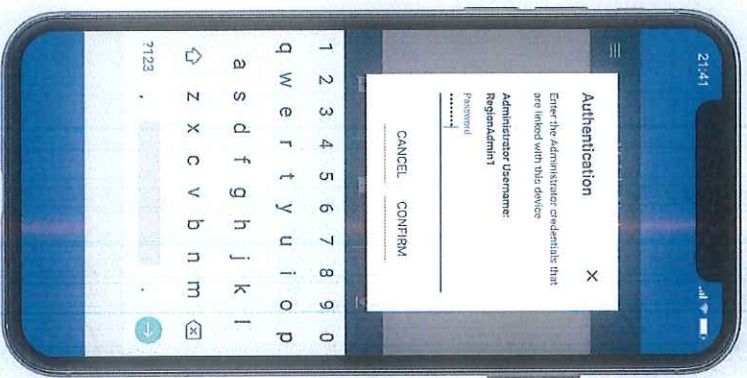
RECIPIENT **RESPONSE**

USER QUERY & **ACKNOWLEDGE**

- Pose Queries / View Response
- Read Receipt / Reporting
- View Team Member locations
- Residents can respond in an emergency



4 STEPS - MOBILE ADMIN



Administrators can dispatch alerts from the mobile app in 4 steps

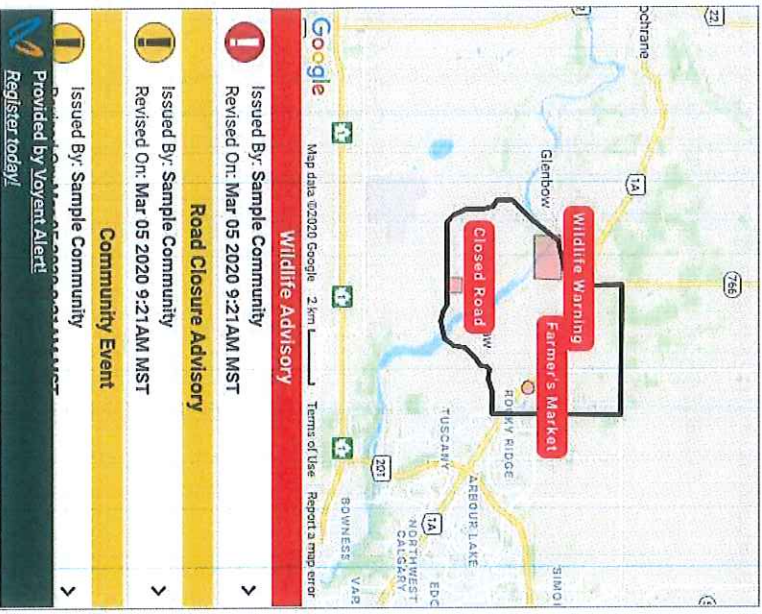
RICH MEDIA

Attach photos and PDFs to provide more interest and context.

USE **CASES**

- Formal notifications
- Community / Rural crime watch
- Community Events Marketing





PUBLIC PORTAL

Anyone can view a summary of real time alerts on your public facing website.

Viewers may also click "Register Today". Utilize this feature to drive registration in your community.

3rd PARTY SYSTEMS

INTEGRATION

Import from 3rd Party Sources

- Tsunami, NTWC, Provincial / Federal Alerts etc.
- CAP-CP
- Optionally re-broadcast to Admins only or General Public

Export Alerts – coming soon

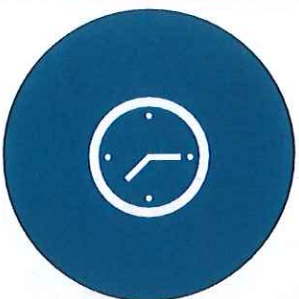
- CAP-CP Export (with MAP zones)
- Import to Provincial / Federal Systems
- Integrate with CAP-CP compliant equipment (Road Signs etc.)



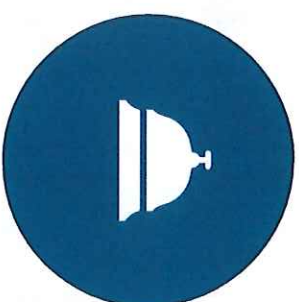
ADMINISTRATIVE **SUPPORT**



LOCAL & **CANADIAN**



24/7/365 **ALWAYS ON**



EMERGENCY CONCIERGE **SERVICE**

Applications and data hosted on Canadian AWS servers

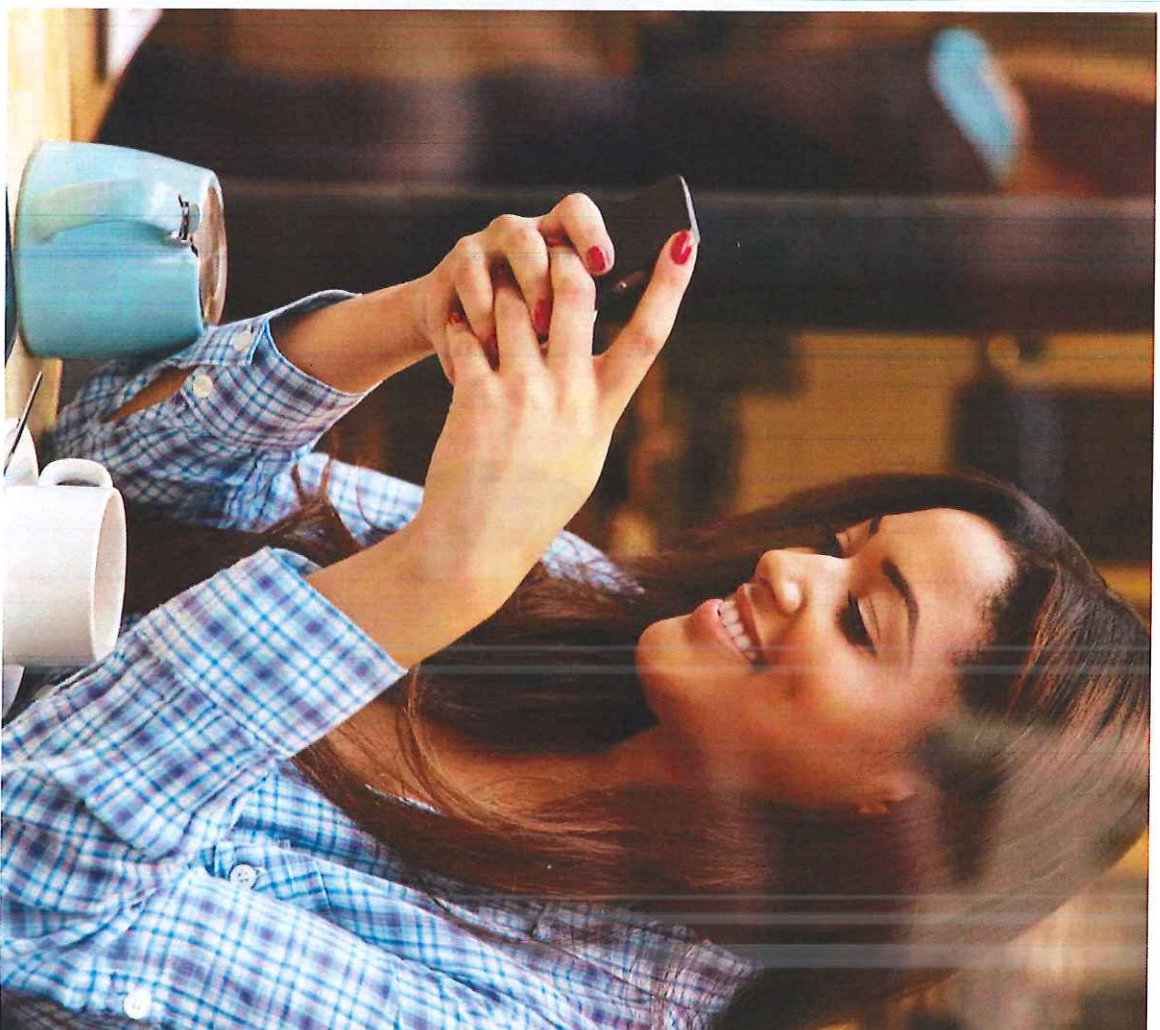
COMMUNITY **SUPPORT**

EASY POINT & CLICK **SUPPORT PAGE**

- How to Register & Login
- What to Expect
- Online Videos

SEARCHABLE **FAQ**

ASK A **QUESTION**



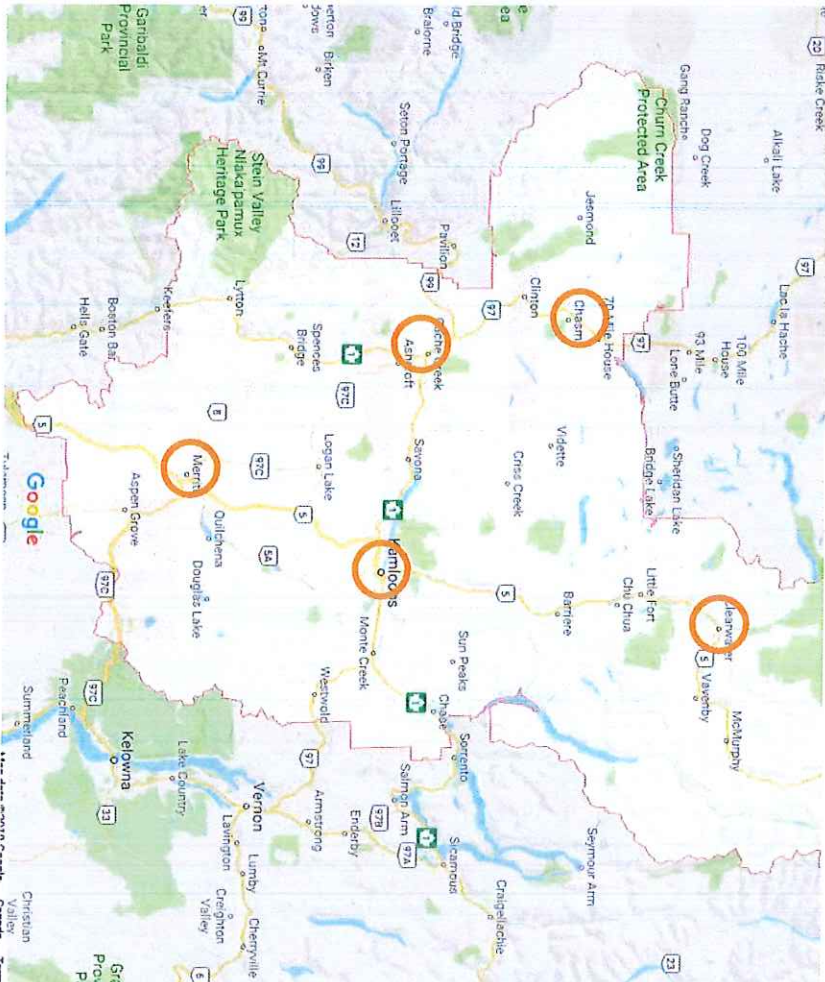


ROLLOUT **KIT**

- ONLINE **VIDEOS**
- WEB **CONTENT**
- CUSTOM **ART**
- SOCIAL **MEDIA**
- USER **FAQ**

MULTI-REGION SUPPORT

Registrants can receive in app alerts from any Voyent Alert covered community.



400+ COMMUNITIES **ACROSS** CANADA

CITY OF **EDMUNSTON, NB**

VILLAGE OF **GRAND MANAN, NB**

CITY OF **FREDERICTON, NB**

VILLAGE OF **VALLEY WATERS, NB**

TOWN OF **SUSSEX, NB**

TOWN OF **SAINT ANDREWS, NB**

TOWN OF **SACKVILLE, NB**

RURAL COMMUNITY OF **HANWELL, NB**

TOWN OF **HERON BAY, NB**

VILLAGE OF **NEW MARYLAND, NB**

INVERNESS COUNTY, NS

VICTORIA COUNTY, NS

ST. MARY'S DISTRICT, NS

GUYSBOUROUGH COUNTY, NS

CITY OF **CORNER BROOK, NL**

TOWN OF **LEWISPORTE, NL**

TOWN OF **CLARENVILLE, NL**

TOWN OF **PASADENA, NL**

TOWN OF **LOGY BAY, NL**

TOWN OF **HARBOUR MAIN, NL**

TOWN OF **BAY ROBERTS, NL**

TOWN OF **TORBAY, NL**

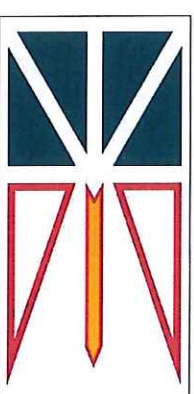
TOWN OF **GRAND FALLS-WINDSOR, NL**

TOWN OF **CHAPEL ARM, NL**

TOWN OF **IRISHTOWN-SUMMERSIDE, NL**

TOWN OF **STEADY BROOK, NL**

TOWN OF **PORTUGAL COVE / ST. PHILLIPS, NL** TOWN OF **NORMAN'S COVE, NL**



FREE TRIAL

30 DAY FREE INTERNAL TRIAL

30 DAY **UNCONDITIONAL CANCELLATION**

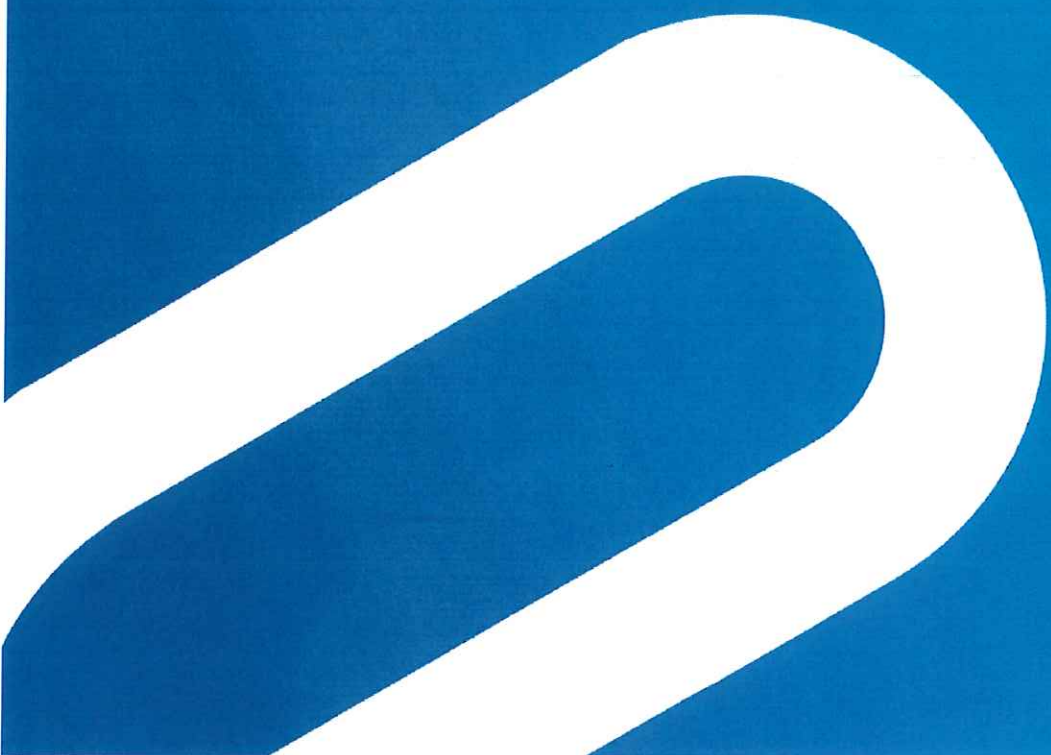


THANK **you**

 Suite 340, 600 Crowfoot Cres. NW
Calgary, AB, Canada
T3C 0B4

 1-877-263-3822 x330

 liana.munroe@icesoft.com





Town of Shelburne
 Staff Report to Council
 January 15, 2024
Atlantic Canada Cruise Association

Document #	D24-253
Rec'd by	gw
Date	Jan 15/24
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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General Overview:

This staff report aims to provide Council with an update on the Town of Shelburne's membership with the Atlantic Canada Cruise Association (ACCA).

Background:

As a member of ACCA, the Town of Shelburne participates in Cruise Atlantic Canada, a dynamic regional partnership encompassing port, tourism, and cruise ship interests across the four Atlantic provinces, in collaboration with the Atlantic Canada Opportunities Agency and Parks Canada.

ACCA's mission is to foster the sustainable growth of Atlantic Canada as a premier cruise destination through strategic leadership, collaboration, partnerships, and innovative marketing initiatives.

Analysis:

Membership in ACCA significantly positions the Town of Shelburne as a recognized cruise destination, thereby strengthening our tourism sector. The affiliation grants us access to valuable marketing materials and resources, effectively promoting our port for upcoming cruise seasons.

Currently, discussions between the Town's Port Manager and FK Warren are underway regarding the 2024 cruise schedule. However, no updates are available at this time as conversations are still ongoing.

Financials:

The Town has received the annual membership invoice from ACCA, indicating an increase from the previous year.

Recommendation:

It is recommended that Council defer discussions on the membership fee to the budgeting process. This delay will allow for a more comprehensive examination of the financial implications associated with the increased fee.

Respectfully Submitted,
 Sarah Mattatall
 Chief Administrative Officer

INVOICE

INVOICE # 2213

DATE December 15, 2023

Document #	D24-253
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Date	Dec. 15/23
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Agenda	✓
Committee	

Atlantic Canada Cruise Association

PO Box 29052

Halifax, NS B3L 4T8

Phone (902) 229-4304

Email director@cruiseatlanticcanada.com

Web cruiseatlanticcanada.com

TO

Town of Shelburne

Sarah Mattatall

PO Box 670, 168 Water Street

Shelburne, NS B0T 1W0

Description	Amount
Membership dues – December 1, 2023 – November 30, 2024	\$4,500.00
Total	\$4,500.00

Payment is due within 30 days. Interest of 2% per month on accounts over 30 days

If you have any questions concerning this invoice, contact Sarah Rumley | (902) 229-4304 | director@cruiseatlanticcanada.com

cruise ATLANTIC
CANADA 



Document #	D 24 - 254
Rec'd by	Dec. 8/23
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

TOWN OF SHELBURNE

Shelburne Landfill Investigation

2023 Test Pit Investigation





December 7, 2023

Town of Shelburne
168 Water Street
Shelburne, Nova Scotia
BOT 1W0

Attention: Sarah Mattatall – Chief Administrative Officer

Closed Shelburne Landfill – 2023 Landfill Investigation Results -Draft

Dillon Consulting Limited (Dillon) is pleased to provide the results of the 2023 field program completed at the closed Shelburne Landfill located in Shelburne, NS. It also includes recommended next steps with preliminary costs.

We are sending this for your review prior to finalizing. Please let us know if you have any questions or wish to discuss. Otherwise let us know and we will finalize.

Sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in blue ink that reads "Christopher Shortall".

Christopher Shortall, P.Eng., FEC
Project Manager

CRS:jes

Our file: 21-3183-1000

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Halifax, Nova Scotia
Canada
B3S 1B3
Telephone
902.450.4000
Fax
902.450.2008

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- A Test Pit Logs
- B Test Pit Photos
- C Laboratory Results
- D CSR GeoSurveys Limited Electromagnetic Survey Shelburne, Nova Scotia

1.0 Introduction

On June 21 and September 8, 2023, Dillon Consulting Limited (Dillon) visited the former Shelburne Landfill (Landfill) to conduct a test pit investigation of the final cap. The investigation was undertaken to determine the condition of the existing soil cover including the thickness, permeability and the presence/absence of municipal solid waste.

2.0 Background

The Landfill is located at 13 Morvan Road, presented on **Figure 1**, and encompasses approximately 2.0 hectares. The Landfill originated in the 1940's and accepted waste material from the Town of Shelburne (Town) and surrounding generators including the Town of Lockeport, Canadian Forces Station Shelburne and Eastern Shelburne County. The landfill is a first-generation landfill that utilized natural processes to provide environmental protection. Material was delivered to the Landfill for disposal. It is our understanding that some of the material was buried under on-site and that material was burned to reduce volume. We understand that the Landfill was closed in 1996.



Photo 1 – Top of Landfill

Since 1996, storm event brush debris, at the request of the *Department of Environment and Climate Change* (NSECC), were stockpiled at the top of slope at the southern end of the Landfill. It is our understanding that the brush piles have been removed.

In 1998, a closure tender was called by the Town to:

- Reshape the landfill contours;
- Grade the side slopes to a uniform 2H:1V slope;
- Relocate metals and auto bodies;
- Place and compact a minimum of 300 mm of on-site soil (high silt/clay content) on the top and side slopes;

- Slopes not less than 2:1: and
- Hydroseed the top and slopes.

Provincial legislation banned the disposal of MSW in “first generation”, natural attenuation, landfills, after December 31, 2005.



Photo 2 – Brush Pile

The Landfill was also utilized as a transfer station for white goods and metals until 2016. Additionally, in 2016 the Town conducted an L1 Limited Remediation Program resulting in the removal of 15.89 tonnes of petroleum impacted soil.

In January 2022, Dillon undertook a Visual Site Assessment of the Site to document, if present, observations of:

- Engineering considerations (e.g., leachate seeps, cell cap damage, and settlement);
- Natural environment considerations (e.g., watercourses, wet areas/wetlands, vegetation); and
- Hydrogeological considerations (e.g., presence/absence of monitoring wells, observable potable wells on nearby properties, site and surrounding area topography/drainage).

During the January 2022 site visit, surficial standing water was observed to the west of the Landfill in residential areas. Indicating that, at least seasonally, the area exhibits shallow groundwater and saturated soil conditions. Shallow groundwater in contact with standing surface water presents the potential to impact groundwater quality with the presence of naturally occurring microbiological contaminants (e.g., bacteria).



		PROJECT	SHELBURNE LANDFILL INVESTIGATION	PROJECT NO.	21-3183
SCALE 1:15,000 300 0 300 METRES		TITLE	SITE LOCATION	FIGURE NO.	1
		DATE	OCTOBER 2023		

The recommendations arising from the January visit included:

- A legal and topographic survey of the site should be completed to determine the limits of the Landfill, location of debris currently stockpiled and site features such as tree line, water courses, general topography and wet areas;
- The 1998 closure activities should be reviewed. Typical closure requirements of first-generation landfills in Nova Scotia require a minimum of 1,000 mm of low permeability soil (1.0×10^{-6} cm/sec), that functions as a barrier layer to minimize infiltration, plus a vegetative layer or topsoil (typically 200 mm) plus hydroseeding;
- A test pit program should be completed to determine the thickness and permeability of the cover material placed in 1998 and if possible, the thickness (depending on the depth of the material in the Landfill and the reach of the excavator) and general composition of the material in the Landfill;
- Delineation of the wet areas to determine if they are wetlands based on the functional assessment methodology of the Wetland Ecosystem Services Protocol for Atlantic Canada;
- Conduct a geophysical survey along the perimeter of the landfill and surrounding wet areas;
- Install monitoring wells on the subject property, two of which will be installed as background wells to evaluate naturally occurring soil/groundwater conditions; and
- Select up to three surface water monitoring stations from surface water bodies on or near the subject property.



Photo 1 – Top of the Landfill with Brush Pile

To date the following activities have occurred:

- Legal and topographic surveys;
- Test pit program, results are included in this report;
- Delineation of the wet areas, results are included in this report; and
- Geophysical survey, completed under the separate monitoring project.

The following activities have not commenced:

- Monitoring well installation and surface water monitoring stations are yet to be completed pending the results of this report and will be recommended to be integrated into the final closure activities.

3.0 Test Pit Program

On June 2, 2023, Dillon visited the Landfill to conduct a test pit investigation of the cover material to determine:

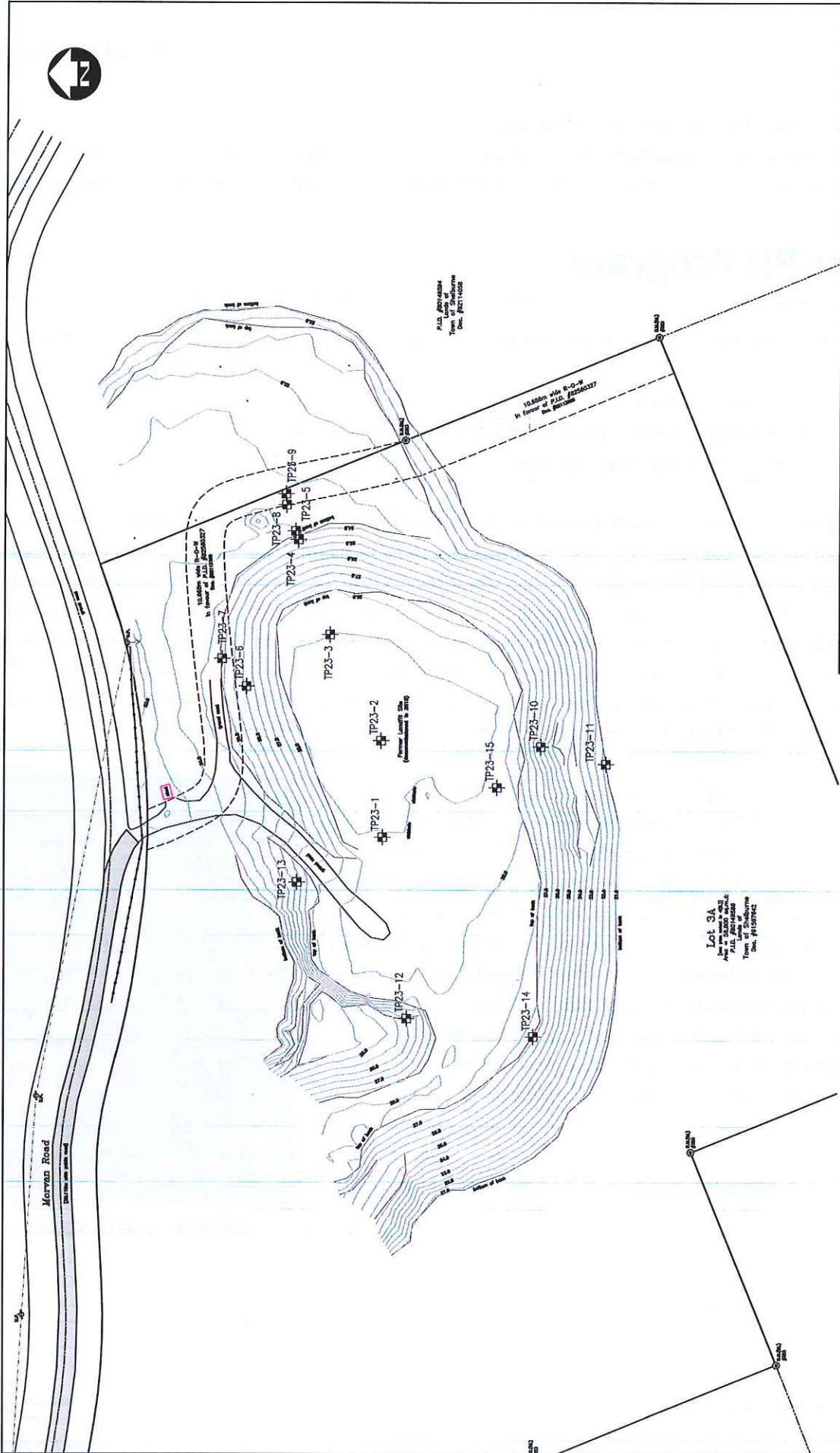
- The limit of waste placed in the landfill;
- The depth of cover material placed on the top and side slopes; and
- The permeability of the cover material.

Findings and observations made during the site visit were documented and photographed. The test pit program consisted of fifteen test pits located as presented in **Figure 2**. The cover layer in the test pits generally consisted of light brown Silty Sand with Gravel. Cover thickness ranged from approximately 300 mm to 900 mm on the top of the landfill (i.e., TP23-1, TP23-2, TP23-3 and TP23-15). The final cover thickness observed was inconsistent in the test pits excavated in the side slopes and ranged from 50 to 300 mm at TP23-6 and 0 to 150 mm thickness at TP23-10). TP23-14 was in the shoulder of the southwest slope and had approximately 300 mm of cover material. No final cover layer was observed in TP23-4 and TP23-11 which were in the toe of the east and south landfill slope respectively.

Waste was observed in all the test pits except for TP23-7, TP23-12, and TP23-13 (inconsistent black seam, possibly ash). Samples were collected from TP23-2 and TP23-14 and submitted to Harbourside Geotechnical Consultants for grain size analysis and remolded permeability tests. Test pits TP23-5, TP23-8, and TP23-9 were excavated in the flat area to the east of the landfill. Waste was observed in these test pits with no defined cover layer. The remolded permeability in TP23-2 and TP23-14 were 1.1×10^{-5} and 7.2×10^{-6} cm/sec, respectively. Test pit logs are presented in **Appendix A**. Photographs of the test pits are presented in **Appendix B**. Laboratory results are included in **Appendix C**.



Photo 3 – Test Pit on Top



	PROJECT	SHELburnE LANDFILL INVESTIGATION	PROJECT NO.	21-3183
	TITLE	TEST PIT PLAN - JUNE 2023	FIGURE NO.	2
DATE		OCTOBER 2023		



LEGEND
 ⊕ TP23- APPROXIMATE TEST PIT LOCATION (DILLON, 2023)



Photo 2 – Test Pit on Side Slope

4.0

Wetland Assessment

Wetland assessments determined that the property contains one continuous swamp feature. The tree canopy contains abundant red maple and balsam fir, with willows and black spruce present. There is a significant shrub layer containing abundant speckled alder with multiflora rose and immature maple, fir and spruce tree area present. The herbaceous layer contains several fern species (e.g., sensitive fern, cinnamon fern and crested shield fern) as well as fowl manna grass, and field horsetail. Of note are several areas where poison ivy is dominant and covers the herbaceous layer.



Photo 3 – Wetland Area

The swamp soil is generally characterized as having a layer of decomposing organics (histosol) above mineral soil. To the west of the assessment area, the histosol is deeper, although it still exhibits swamp characteristics. Typical hydrological indicators are present and include a high-water table, soil saturation, water-stained leaves, drainage patterns, and stunted/ stressed plants. There is a watercourse along the western boundary of the property that flows through the wetland. The results of the wetland delineation are presented in **Figure 3**. As shown on **Figure 3**, wetland terrain immediately surrounds the majority of the landfill boundary. Modification to a wetland, for instance for the construction of monitoring well drill pads, would require approval from NSECC.

5.0 Geophysical Survey

In September 2022 the Town issued a tender for the decommissioning of the Landfill to conduct an intrusive environment site assessment, a geophysical survey, the identification of surface water monitoring stations and the installation of groundwater monitoring wells.

In November 2022 Dillon was awarded the contract and CSR GeoSurveys Ltd. was engaged by Dillon to conduct the electromagnetic survey of the Landfill as part of that project. The survey collects electrical conductivity data that can identify areas of potential buried debris or groundwater impacts. As well, magnetic susceptibility is used to identify metallic debris possibly associated with the Landfill's approximate limits. The August 2023 report identified areas that had high conductivity values that are usually a sign of potential contaminants or waste in the subsurface.

Additionally, there were small irregular magnetic measurements that generally suggest buried metals or conductive objects. **Figure 4** presents a figure from the CSR GeoSurveys Ltd. report that summarizes their findings. The full report is included in **Appendix D**. It was noted after reviewing **Figure 2** and **4** that there were no test pits in the northern and western areas where there were high conductivity values. Whereas, in areas with high magnetic susceptibility test pits had been excavated.

6.0 Additional Test Pits







On September 13, 2023, Dillon visited the Landfill to conduct additional test pit in the northern and western areas where the geophysical survey noted high conductivity results to determine:

- The limit of waste placed in the landfill.
- The depth of cover material placed on the top and side slopes.

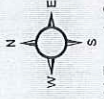
TOWN OF SHELburnE

First Generation
Landfill Project

FIELD DELINEATED FEATURES FIGURE 1

-  Mapped Watercourse
-  Adjacent Parcel
-  Field Delineated Watercourse
-  Site Boundary
-  Site Contour
-  Field Delineated Wetland

MAP DRAWING INFORMATION:
 DATA PROVIDED BY: GeoNova, NSDNRR,
 Town of Shelburne
 MAP CREATED BY: SCM
 MAP CHECKED BY: OLB
 MAP PROJECTION: NAD 1983 (CSRS) v6
 MTM Nova Scotia



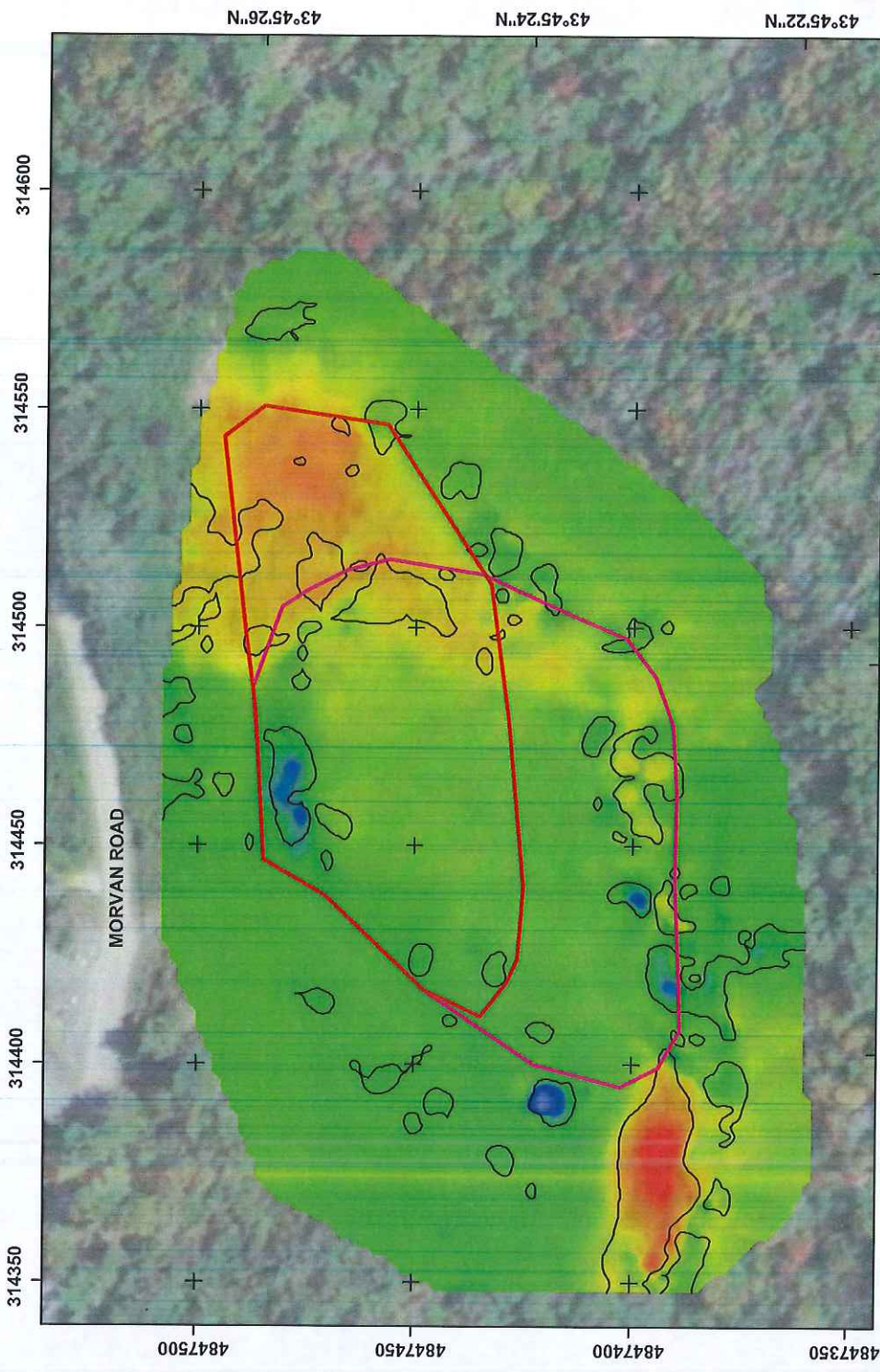
PROJECT: 225099
 STATUS: DRAFT
 DATE: 2023-09-18

SCALE 1:3,537.88
 0 40 80 km





Legend
— Magnetic Susceptibility Anomaly Outline
□ Interpreted Landfill Boundary
□ Assumed Landfill Boundary



65°18'20"W

65°18'16"W

65°18'12"W



PROJECT: SHELburne LANDFILL INVESTIGATION
TITLE: CSR GeoSurveys Figure 4.3 - Interpreted landfill boundary based on EM-31 conductivity and magnetic susceptibility data
DATE: OCTOBER 2023

PROJECT NO. 21-3183
FIGURE NO. 4



Photo 4 – Test pit near the Toe

Findings and observations made during the site visit were documented and photographed. The test pit program consisted of seven test pits located as presented by TP23-16 through TP23-22 in **Figure 5**. The cover material and thickness were inconsistent in the test pits conducted during this site visit. The cover layer observed in test pits TP23-16, TP23-21, and TP23-22 was visually like the Silty Sand with gravel identified in the test pits conducted during the June 2, 2023, site visit. Brown organic material, light greyish-beige soil and brown soil was the material observed as cover above the waste in the remaining test pits.

Cover thickness in the test pits ranged from 0 to 500 mm. No cover was observed at test pit TP23-18. Waste was observed in all the test pits. Pooled water was observed in TP23-20. Test pit logs are presented in **Appendix A**. Photographs of the test pits are presented in **Appendix B**.

7.0 Conclusion

The landfill was closed in 1996 and capped with 300 mm of soil in 1998. The wetland assessment identified that the edge of the wetland is at the toe of the landfill. The test pit program identified depth of cover soil over the placed or incinerated waste ranging from none present to 1.8 m with the average thickness of cover soil of approximately 500 mm.

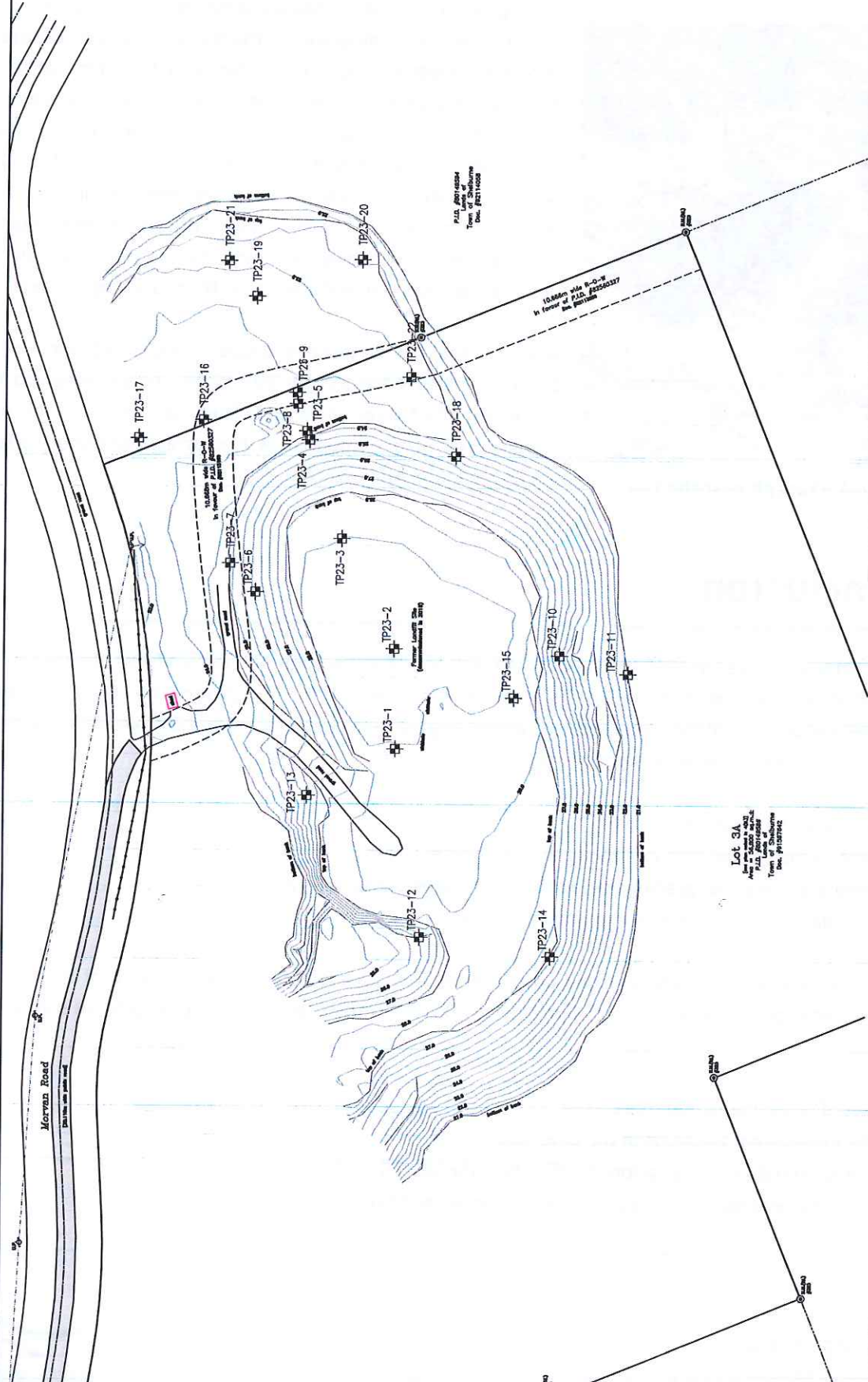
The purpose of a landfill cover is to:

- limit surface water from infiltrating into the waste;
- minimize erosion by grading the landfill and seeding the surface; and
- provide cover over the waste to prevent contact.

First generation landfills in Nova Scotia, when closed, were generally capped with 1,000 mm of low permeability soil with a hydraulic conductivity of 1.0×10^{-5} cm/sec. and 200 mm of vegetative soil or topsoil.

We would recommend that due to:

- the inconsistent thickness of the cover soil;
- the potential for precipitation to infiltrate in the landfill; and
- contaminants may, driven by infiltration, migrate out from the landfill.



Lot 31A
 Area of 2,500 sq. ft.
 in favour of P.L.D. #2140337
 in favour of P.L.D. #2140337
 Town, P#11571642

P.L.D. #2140337
 in favour of P.L.D. #2140337
 Town, P#11571642

Former Levee Site
 (Abandoned in 2016)

	PROJECT	SHELburne LANDFILL INVESTIGATION	PROJECT NO.	21-3183
	TITLE	TEST PIT PLAN - SEPTEMBER 2023	FIGURE NO.	5
DATE		OCTOBER 2023		

LEGEND
 TP23- APPROXIMATE TEST PIT LOCATION (DILLON, 2023)

That additional capping material be placed at the landfill.

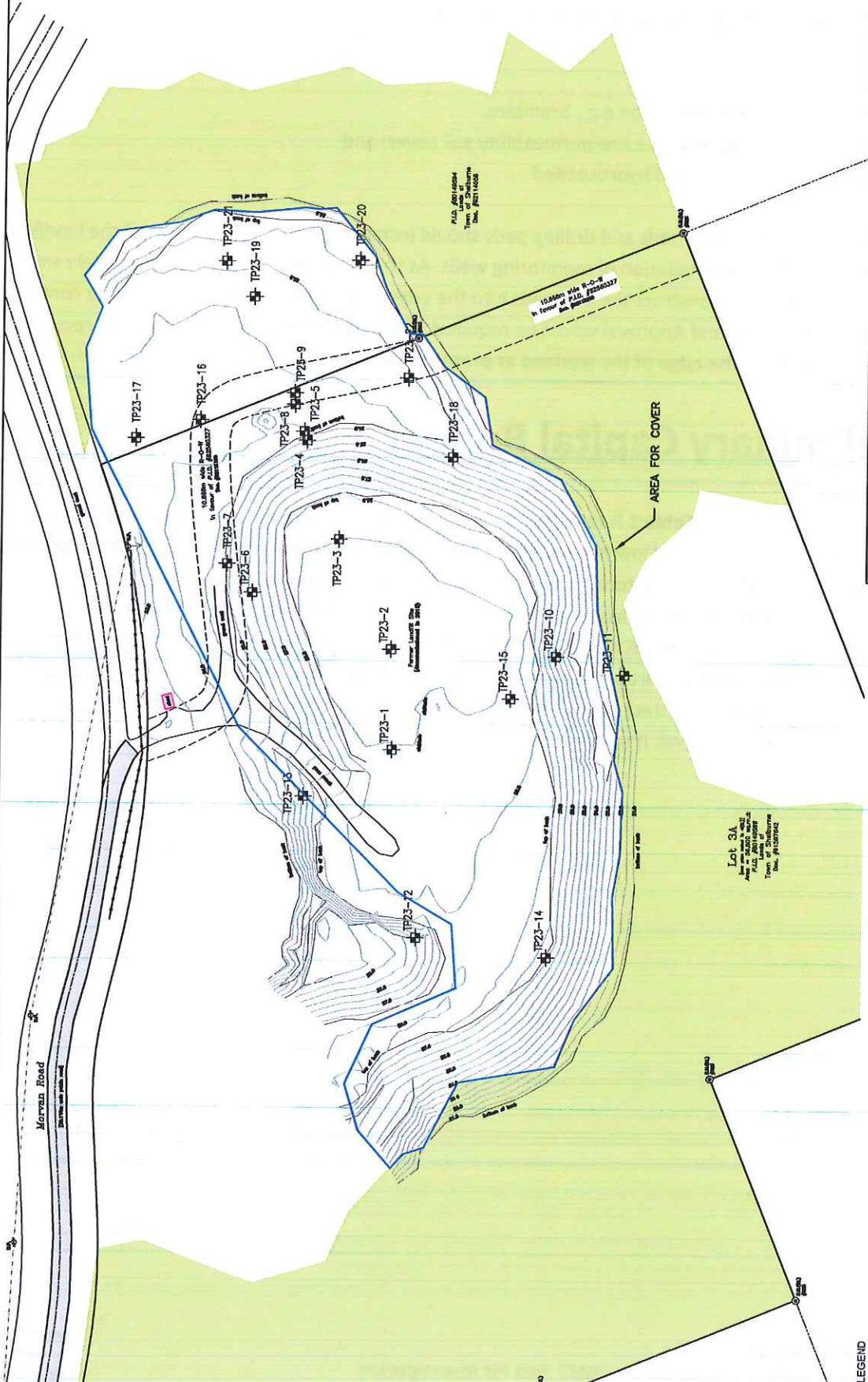
This would involve:

1. removal of surface vegetation e.g., brambles.
2. the landfill re-capped with a low permeability soil cover; and
3. vegetative soil placed and hydroseeded.

Additionally, three access roads and drilling pads should be installed along southern edge of the landfill to provide access for the installation of monitoring wells. As this would involve placing a relatively small amount of material to construct the drill pads into the edge of the wetland, NSECC should be contacted to determine if a Wetland Approval would be required. The approximate limit of the landfill recapping would be defined at the edge of the wetland as presented in **Figure 6**.

8.0 Preliminary Capital Budget

The costing presented in **Table 1** is representative of the preliminary work items to recap the site. A section through the proposed low permeability cover is shown in **Figure 7**. Note that the estimated costs for installing groundwater monitoring wells and establishing surface water monitoring stations are included in the environmental site assessment budget currently authorized by the Town. It should be noted that that contract extends to the end of March 2024. As it is recommended that the drill pad locations be constructed as part of the capping program yet to be finalized the Town may wish to consider extending that contract beyond the noted deadline. Please note that the cost to apply for a Wetland Alteration Approval, if needed, has not been included at this point.



	PROJECT	SHELburne LANDFILL INVESTIGATION	PROJECT NO.	21-3183
	TITLE	APPROXIMATE CAP AREA	FIGURE NO.	6
DATE		OCTOBER 2023		



- LEGEND
- TP23- APPROXIMATE TEST PIT LOCATION (DILLON, 2023)
 - APPROXIMATE CAP AREA
 - FIELD DELINEATED WETLAND

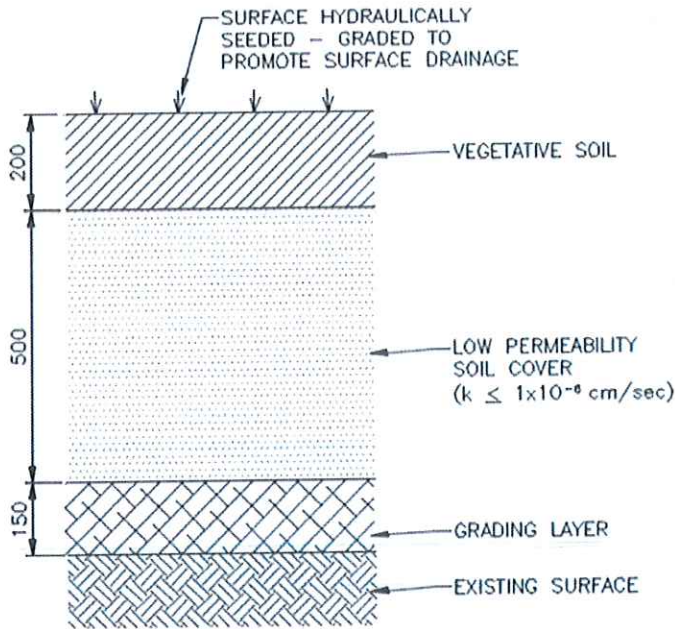


Figure 7 – Proposed Cap

Table 1 – Preliminary Capital Budget

Item	Description	Units	Quantity	Unit Price	Budget
1	Vegetation Removal	LS	1	\$5,000	\$5,000
2	Low Permeability Soil (500 mm)	CM	9,500	\$25	\$237,500
3	Vegetative Soil (200 mm)	CM	3,800	\$30	\$114,000
4	Hydrogeology Drill Pads	LS	3	\$7,500	\$22,500
5	Hydroseeding	SM	19,000	\$2	\$38,000
6	Miscellaneous	LS	1	\$5,000	\$5,000
7	Sediment Control Allowance	LS	1	\$10,000	\$10,000
Subtotal					\$432,000
Engineering (15%)					\$65,000
Contingency (20%)					\$87,000
Preliminary Budget					\$584,000

9.0

Closure

Dillon Consulting Limited (Dillon) has used the degree of care and skill ordinarily exercised under similar circumstances at the time the work was performed by reputable members of the environmental consulting profession practicing in Canada. Dillon assumes no responsibility for conditions it was not authorized to investigate or which were beyond its scope of work. There is no warranty expressed or

implied by Dillon that the work will discover all potential contamination since it may not be possible, even with exhaustive sampling, testing and analysis, to document all potential contamination on the site.

This report was prepared by Dillon for the sole benefit of the Town of Shelburne. The material in the report reflects Dillon's best judgment in light of the information available to Dillon at the time of preparation. Any use which a third party (i.e., a party other than the Town of Shelburne) makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Dillon accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Appendix A

Test Pit Logs

Town of Shelburne

*Shelburne Landfill Investigation - 2023 Test Pit
Investigation*

December 2023 – 21-3183



<p>TP23-1 (top of the primary mound) Total Depth: approximately 2.44 m (8')</p> <ul style="list-style-type: none"> • 0 to 150 mm rootmat • 150 to 750 light brown soil (fines, sand, and gravel) with rock <ul style="list-style-type: none"> ○ some orange staining observed • 750 mm to 900 mm black layer (assumed waste/ash) • 900 mm to 1.80 m light brown soil (fines, sand, and gravel) • 1.80 m to 1.95 m black layer (assumed waste/ash) • 1.95 m to 2.25 m light brown soil (fines, sand, and gravel) • 2.25 m to 2.44 m black layer (assumed waste/ash)
<p>TP23-2 (top of the primary mound, sample collected) Total Depth: 2.44 m (8')</p> <ul style="list-style-type: none"> • 0 to 100 mm rootmat • 100 mm to 900 mm light brown soil (fines, sand, and gravel) with rock <ul style="list-style-type: none"> ○ Some rust colored staining and small amounts of garbage at approximately 200 mm • 900 mm black seem (assumed to be waste/ash) • 900 mm to 2.44 m waste mixed with soil
<p>TP23-3 (top of the primary mound) Total Depth: 2.13 m (7')</p> <ul style="list-style-type: none"> • 0 to 100 mm rootmat • 100 mm to 1 m light brown soil (fines, sand, and gravel) with large rock • 1 m to 2.13 m waste mixed with soil <ul style="list-style-type: none"> ○ Black seems (assumed to be waste/ash) observed at approx. 1 m and 1.3 m ○ Orange staining observed
<p>TP23-4 (toe of east slope) Total Depth 2.44 m (8')</p> <ul style="list-style-type: none"> • Layers not well defined • 0 to 100 mm rootmat • 100 mm 2.44 m waste mixed with brown soil (fines, sand, gravel), rock, and black substance (assumed to be ash). <ul style="list-style-type: none"> ○ From approx. 600 mm to 1.2 m depth (inconsistently) there is light brown soil (fines, sand, gravel) mixed into garbage
<p>TP23-5 (secondary mound, beyond east toe) Total depth: 1.22 m (4')</p> <ul style="list-style-type: none"> • 0 to 100mm rootmat • 100 mm to 450 mm brown soil (fines, sand, and gravel) with rock • 450 mm to 1.22 m waste mixed with soil and black material (assumed to be ash)
<p>TP23-6 (north slope) Total depth: 1.52 m (5')</p> <ul style="list-style-type: none"> • 0 to 50 mm rootmat • 50 mm to 225 mm to light brown soil (fines, sand, and gravel) with rock

<ul style="list-style-type: none"> • 225 mm to 1.52 m waste mixed with brown soil (fines, sand, and gravel), rock and black material (considered ash) <ul style="list-style-type: none"> ○ black and orange staining present
<p>TP23-7 (toe of north slope meeting road) Total Depth: 2.44 m (8')</p> <ul style="list-style-type: none"> • 0 to 75 mm rootmat • 75 mm to 375 mm light brown soil (fines, sand, gravel) with rock. <ul style="list-style-type: none"> ○ A small inconsistent black seam on one side at approximately 300 mm • 375 mm to 2.44 m brown soil (fines, sand, gravel) with rock to bottom
<p>TP23-8 (secondary mound) Total Depth: 0.9 m (3')</p> <ul style="list-style-type: none"> • Layers not well defined • 0 to 75 mm rootmat • 75 mm to 0.9 m waste mixed with brown soil (fines, sand and gravel) with rock
<p>TP23-9 (secondary mound) Total depth: 750 mm (2'6")</p> <ul style="list-style-type: none"> • 0 to 50 mm rootmat • 50 mm to 750 mm waste mixed with light brown to brown soil (fines, sand, and gravel) mixed with waste • Black material, assumed ash observed in test pit
<p>TP23-10 (south slope) Total depth: 1.22 m (4')</p> <ul style="list-style-type: none"> • Layers were not well defined • 0 to 225 mm rootmat <ul style="list-style-type: none"> ○ a large piece of debris uncovered below rootmat • 225 m to 300 mm light brown soil (fines, sand, and gravel) with rock • 300 mm to 1.22 m waste mixed with brown soil (sand, fines, and gravel) with rock
<p>TP23-11 (toe of south slope) Total depth: 900 mm (3')</p> <ul style="list-style-type: none"> • layers poorly defined • 0 to 150 mm rootmat • 150 mm to 900 mm mixed brown to reddish brown soil (fines and sand) and black material (possible ash) • Water running from north side and a small amount standing in the bottom
<p>TP23-12 (toe of north west slope) Total Depth: 900 mm (3')</p> <ul style="list-style-type: none"> • 0 to 900 mm light brown soil (fines, sand, and gravel) with rock
<p>TP23-13 (on northwest slope) Total Depth: 1.83 m (6')</p> <ul style="list-style-type: none"> • 0 to 150 mm rootmat • 150 mm to 1.83 m light brown soil (fines, sand, gravel) with rock
<p>TP23-14 (on southwest shoulder, location sampled)</p>

<p>Total Depth: 1.83 m (6')</p> <ul style="list-style-type: none"> • 0 to 50 mm rootmat • 50 mm to 350 mm light brown soil (fines, sand, and gravel) • 350 mm to 1.83 m Waste mixed with soil and rock to bottom <ul style="list-style-type: none"> ○ Black marks observed in test pit
<p>TP23-15 (top of the primary mound, in location of previous brush storage) Total Depth: 1.83 m (6')</p> <ul style="list-style-type: none"> • 0 to 150 mm woodchip/organic material • 150 to 450 mm light brown soil (fines, sand, gravel) • 450 mm to 1.83 m mixed waste and brown soil (fines, sand, gravel) and rock <ul style="list-style-type: none"> ○ Black seem at approximately 450 mm depth
<p>TP23-16 (secondary mound) Total depth = 1.52 m (5')</p> <ul style="list-style-type: none"> • 0 to 100 mm rootmat • 100 mm to 300 mm light brown soil (fines/sand/gravel) with rock • 300 mm to 1.22 m light brown soil (fines/sand/gravel) with rock and pockets of orange stained soil and black discrete seems (assumed to be ash) • 1.22 m to 1.52 m waste and black material (assumed to be ash)
<p>TP23-17 (secondary mound) Total depth = 1.58 m</p> <ul style="list-style-type: none"> • Trees and root mat removed to get to location • 0 to 300 mm brown soil (fines, sand, gravel) • 300 mm to 1.58 m waste and black material (assumed to be ash) mixed with brown soil (fines, sand, and gravel) and rock
<p>TP23-18 (east slope of primary mound) Total depth = 1.52 ft.</p> <ul style="list-style-type: none"> • 0 to 100 mm rootmat • 100 to 600 mm waste mixed with light brown soil (fines, sand, gravel) • 600 mm seem/pocket of black material (assumed ash) on one side • 600 mm to 1.52 m waste mixed with dark grey to brown soil (fines, sand, gravel)
<p>TP23-19 (secondary mound) Total Depth = 1.52</p> <ul style="list-style-type: none"> • Layer not well defined • 0 to 150 mm rootmat • 150 to mm to 450 mm light greyish beige soil (fines, sand, gravel) and rock • 450 mm to 1.52 m light grey to black material (assumed ash) mixed with waste and light greyish beige soil (fines, sand, gravel) and rock
<p>TP23-20 (secondary mound) Total Depth = 1.22 m</p> <ul style="list-style-type: none"> • Had to clear brush pile to get to location • 0 to 300 mm organic material

- 300 mm to 1.22 m black material (assumed ash), waste and light greyish brown soil (fines, sand, gravel) with rock
 - Pooled water in test pit at approximately 1.14 m

TP23-21 (secondary mound)

Total Depth = 1.52 m

- Had to clear brush pile to gain access to location
- 0 to 150 mm brown organic material
- 150 mm to 600 mm light brown soil (fines, sand, gravel) and rock
- 600 mm to 1.52 m waste, black material (assumed ash) and light brown soil

TP23-22 (secondary mound)

Full Depth = 1.52 m

- Had to remove trees to get to location
- 0 to 100 mm rootmat
- 100 mm to 600 mm light brown to grey soil (fines, sand, gravel) and rock
- 600 mm to 1.52 m waste mixed with black material (assumed ash) and light brown soil

Appendix B

Test Pit Photos

Town of Shelburne

*Shelburne Landfill Investigation - 2023 Test Pit
Investigation*

December 2023 – 21-3183





Photo 1: TP23-1



Photo 2: TP23-2

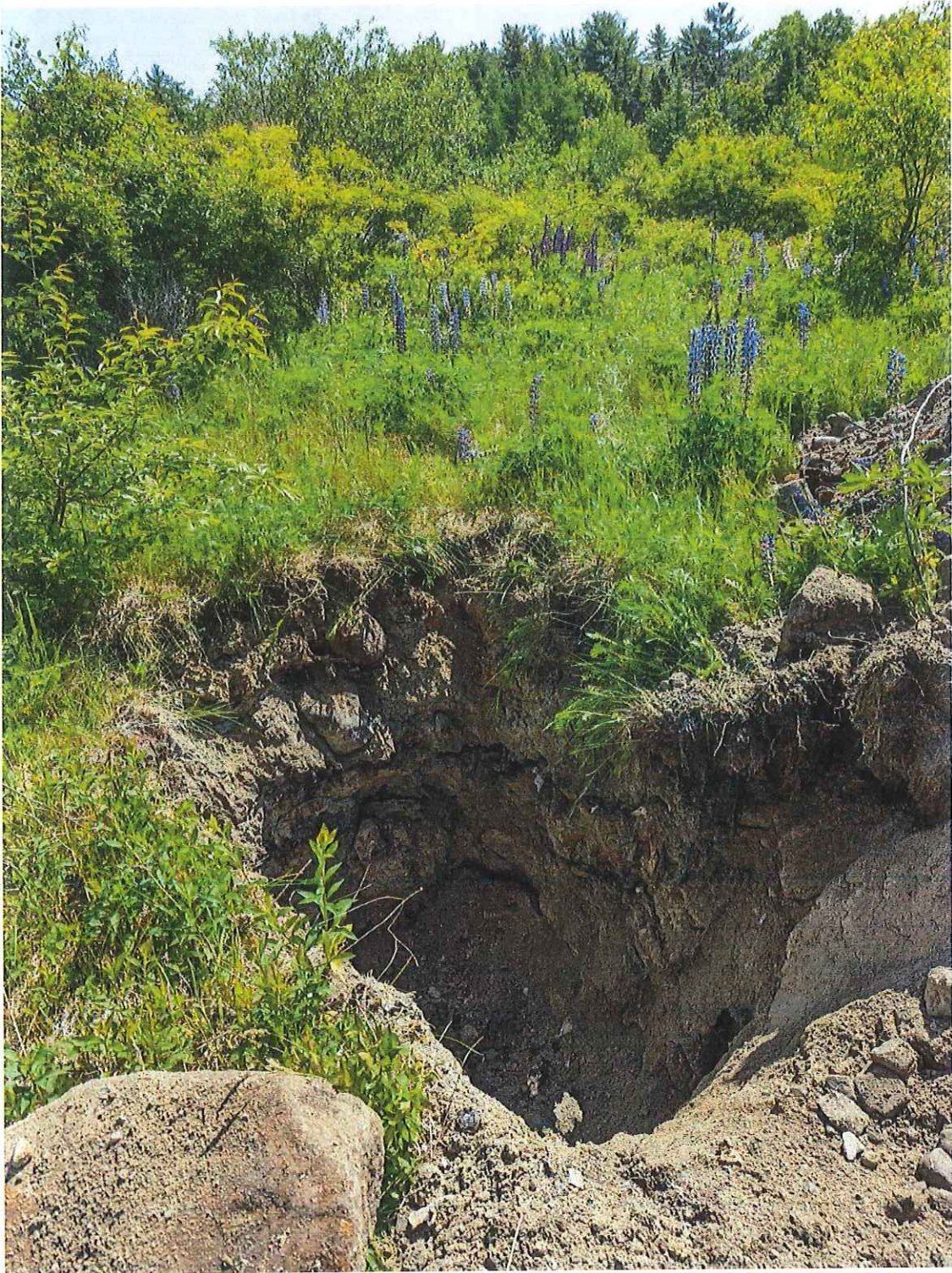


Photo 3: TP23-3



Photo 4: TP23-4



Photo 5: TP23-5



Photo 6: TP23-5 Pile



Photo 7: TP23-6



Photo 8: TP23-6 Pile



Photo 9: TP23-7 - -view 1



Photo 10: TP23-7 - -view 2



Photo 11: TP23-8



Photo 12: TP23-8 Pile



Photo 13: TP23-9



Photo 14: TP23-9 Pile



Photo 15: TP23-10



Photo 16: TP23-10 Pile



Photo 17: Large Debris below vegetative cover at TP23-10



Photo 18: TP23-11



Photo 19: TP23-11



Photo 20: TP23-12



Photo 21: TP23-13



Photo 22: TP23-14



Photo 23: TP23-15



Photo 24: TP23-15



Photo 25: TP23-15 close up with black seem visible



Photo 27: TP23-16 waste mixed with ash material



Photo 27: TP23-17 mix of waste ad ash material



Photo 28: TP23-18 close up of excavated waste material



Photo 29: TP23-19 mixture od waste material and ash



Photo 30: TP 23-20 waste material with ash and water



Photo 31 – TP21 ash material



Photo 32: TP23-22 waste material mixed with ash

Appendix C

Laboratory Results

Town of Shelburne

*Shelburne Landfill Investigation - 2023 Test Pit
Investigation*

December 2023 – 21-3183



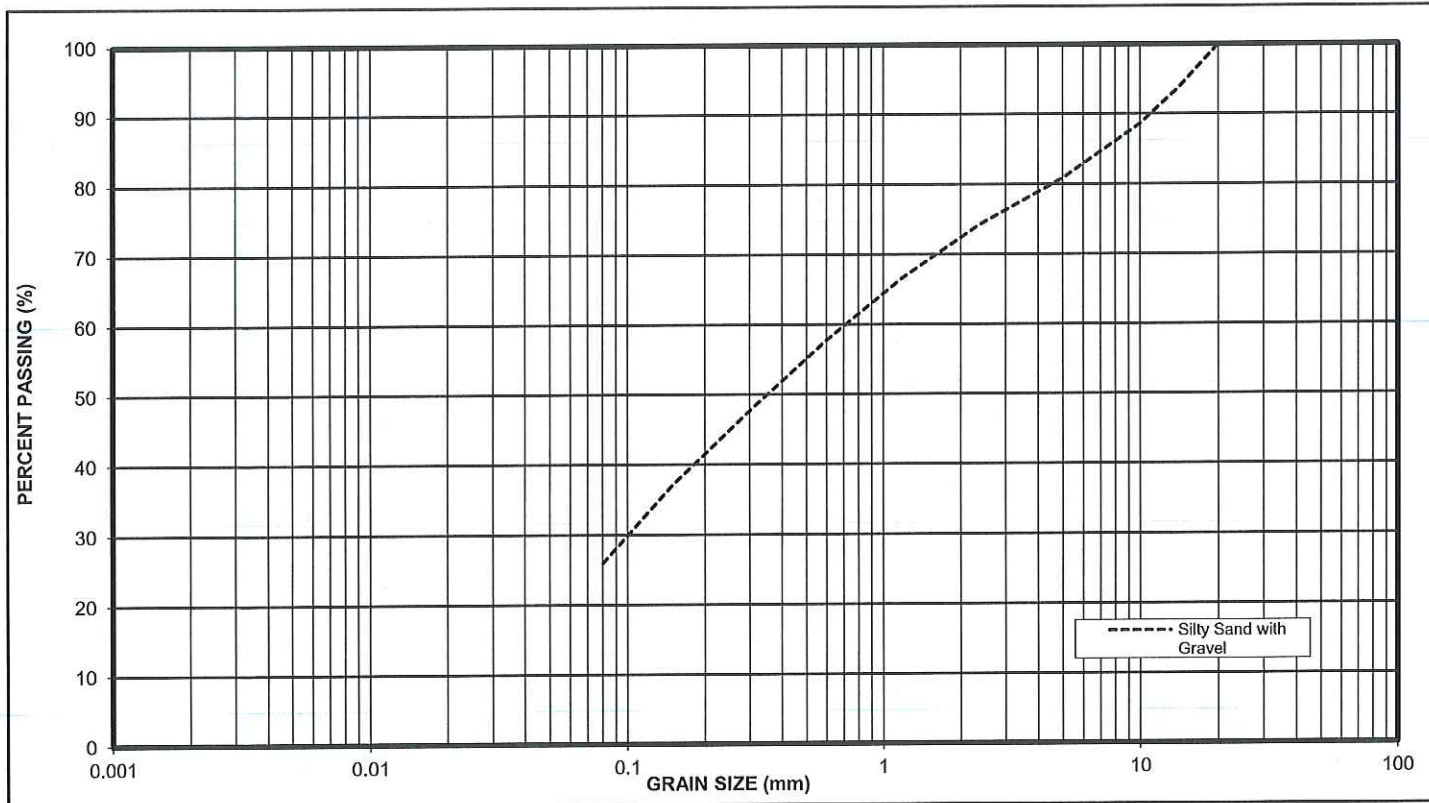
HARBOURSIDE GEOTECHNICAL CONSULTANTS MATERIALS TESTING REPORT

Material Type: Silty Sand with Gravel
Source: 21-3183 TP23-2

Date Received: 23-Jun-23
Date Tested: 26-Jun-23

GRADING				
SAMPLE #	Silty Sand with Gravel			SPEC
SIEVE (mm)	% PASSING			
112	100.0			-
80	100.0			-
56	100.0			-
40	100.0			-
28	100.0			-
20	100.0			-
14	93.7			-
10	88.6			-
5	80.8			-
2.36	74.2			-
1.18	66.6			-
0.6	57.7			-
0.315	48.5			-
0.15	37.1			-
0.08	25.9			-

PHYSICAL PROPERTY TESTS			
Sample Number	Silty Sand with Gravel		
Gravel, %	20		
Sand, %	55		
Silt & Clay, %	25		
Water Content, %	9		
Abrasion Loss, %	-		
Soundness Loss, %	-		
Micro Deval Loss, %	-		
Fine Absorption, %	-		
Flat & Elongated Particles, %	-		
Permeability Wet Density, g/cm ³	2.18		
Permeability Dry Density, g/cm ³	2.01		
Hydraulic Conductivity, cm/s	1.1E-05		
Liquid Limit, %	-		
Plastic Limit, %	-		
Plasticity Index, %	-		
Max. Dry Density, kg/m ³	Standard	-	
Optimum Moisture Content, %	-		



t: 1.902.405.4696
219 Waverley Road, Suite 200
Dartmouth, NS B2X 2C3
<http://harboursideengineering.ca>

CLIENT
LOCATION
PROJECT No.

Dillon Consulting Ltd.
Dillon Consulting Ltd.
233108

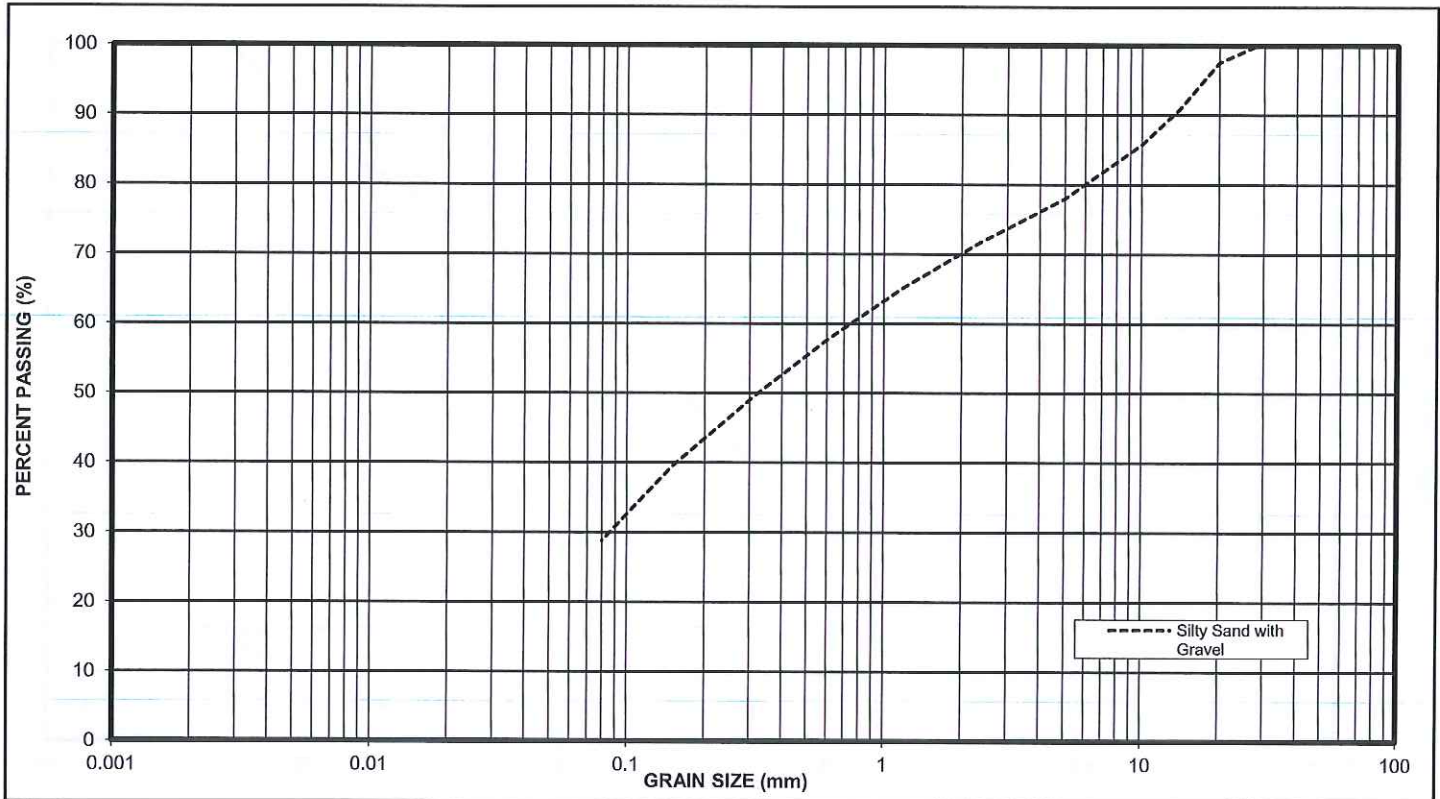
HARBOURSIDE GEOTECHNICAL CONSULTANTS MATERIALS TESTING REPORT

Material Type: Silty Sand with Gravel
Source: 21-3183 TP23-14

Date Received: 23-Jun-23
Date Tested: 4-Jul-23

GRADING				
SAMPLE #	Silty Sand with Gravel			SPEC
SIEVE (mm)	% PASSING			
112	100.0			-
80	100.0			-
56	100.0			-
40	100.0			-
28	100.0			-
20	97.5			-
14	90.8			-
10	85.8			-
5	78.0			-
2.36	71.7			-
1.18	65.1			-
0.6	57.6			-
0.315	49.7			-
0.15	39.5			-
0.08	28.8			-

PHYSICAL PROPERTY TESTS			
Sample Number	Silty Sand with Gravel		
Gravel, %	22		
Sand, %	50		
Silt & Clay, %	28		
Moisture Content, %	8		
Abrasion Loss, %	-		
Soundness Loss, %	-		
Micro Deval Loss, %	-		
Fine Absorption, %	-		
Flat & Elongated Particles, %	-		
Permeability Wet Density, g/cm ³	2.15		
Permeability Dry Density, g/cm ³	1.99		
Hydraulic Conductivity, cm/s	7.2E-06		
Liquid Limit, %	-		
Plastic Limit, %	-		
Plasticity Index, %	-		
Max. Dry Density, kg/m ³	Standard	-	
Optimum Moisture Content, %	-		



t: 1.902.405.4696
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CLIENT
LOCATION
PROJECT No.

Dillon Consulting Ltd.
Dillon Consulting Ltd.
233108

Appendix D

CSR GeoSurveys Limited Electromagnetic Survey Shelburne, Nova Scotia

Town of Shelburne

*Shelburne Landfill Investigation - 2023 Test Pit
Investigation*

December 2023 -- 21-3183





CSR GeoSurveys Limited

**ELECTROMAGNETIC SURVEY
SHELBURNE, NOVA SCOTIA**

Submitted to:



Dillon Consulting Limited
137 Chain Lake Drive Suite 100
Halifax, Nova Scotia, B3S 1B3
T - 902.450.5015

Prepared by:

CSR GeoSurveys Ltd.
341 Myra Road, Porters Lake, Nova Scotia,
Canada, B3E 1G2
Telephone: (902) 827-4200

CSR Project Number: 2213

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Appendix I – Data Deliverables

LIST OF ABBREVIATIONS

CSR	CSR GeoSurveys Ltd.
CSRS	Canadian Spatial Reference System
DGNSS	Differential GNSS
EM	Electromagnetic
GNSS	Global Navigation Satellite System
IP	In-Phase
m	Metre
mm	Millimetre
mS/m	Millisiemens Per Metre
NAD	North American Datum
PPT	Parts Per Thousand
Q	Quadrature
UTM	Universal Transverse Mercator

REPORT CITATION

CSR GeoSurveys Ltd., July 2023. Electromagnetic Survey, Shelburne, Nova Scotia. Contract report prepared for Dillon Consulting Ltd., CSR Report # 2213-1.

Rev. No	Date	Description	Checked	Approved
1	August 4, 2023	Draft	HB/MG	PC
2	August 10, 2023	Revised Draft	PC	HB

STATEMENT OF QUALITY

CSR GeoSurveys Ltd. warrants that its service with respect to this study was performed with a degree of skill and care equal to or greater than that ordinarily exercised under similar conditions by reputable members of our profession practising in the same or similar locality. No other warranty, expressed or implied, is made or intended. Geophysical surveying is a remote sensing method that may not detect all surface or sub-surface features of interest or concern.

CSR GeoSurveys Ltd. Project Team	Dillon Consulting Ltd. Representatives
Howard Black	Brennan Gourley, P.Eng.
Mitch Grace, M.Sc.	Nathan Gates
Patrick Campbell, P.Geo.	

1.0 INTRODUCTION

CSR GeoSurveys Ltd. (CSR) was contracted by Dillon Consulting Ltd, to conduct a geophysical survey at the site of a former landfill in Shelburne, Nova Scotia (Figure 1.1). An electromagnetic (EM) survey was conducted at the site with the primary objectives to (i) map ground conductivity to reveal areas of potential ground water impacts, and (ii) to identify the approximate boundary of the landfill area. This report includes a discussion of the survey operations and results obtained.

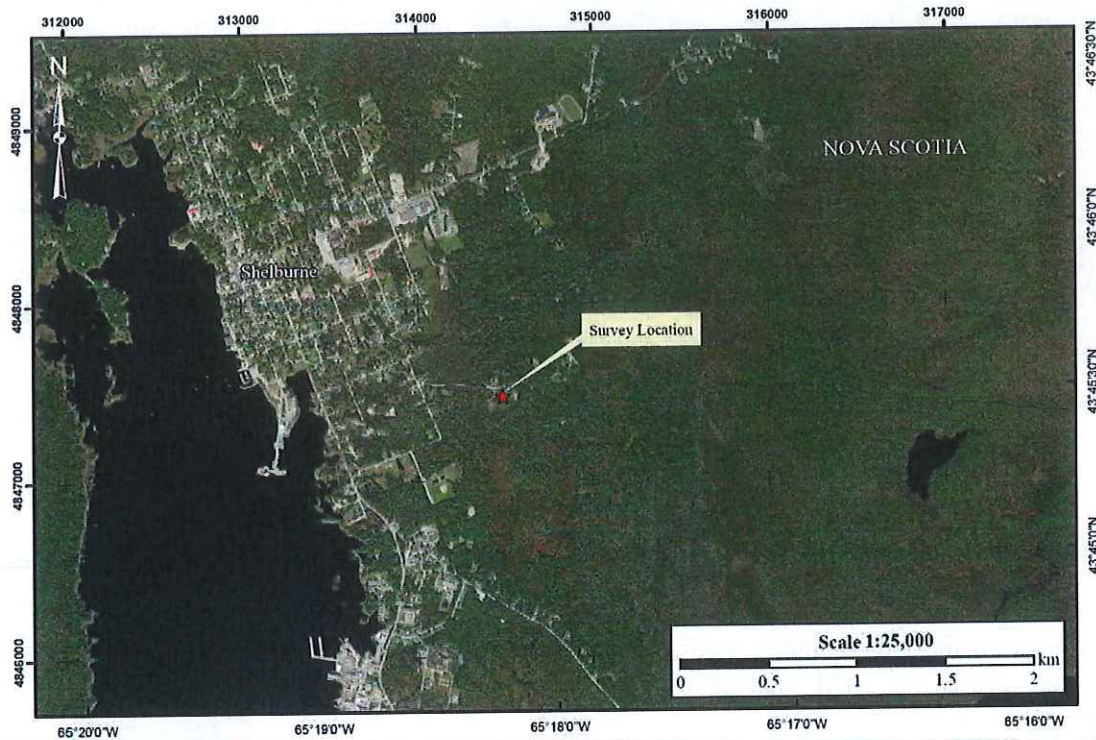


Figure 1.1 – Shelburne Landfill survey location.

2.0 SURVEY OPERATIONS

Survey operations at the Shelburne landfill were conducted on June 22nd and 23rd, 2023. In adherence with CSR’s standard operating procedures, prior to commencing the geophysical survey a site-specific safety plan was designed and implemented. There were no health, safety, or environmental incidents resulting from this survey to report.

The survey was conducted during daylight hours. Table 2.1 lists the CSR field personnel involved in the project.

Table 2.1 – CSR survey personnel.

Person	Title	Role
Howard Black	Project Manager	Party Chief / Data Acquisition

2.1 SURVEY EQUIPMENT

2.1.1 EM-31 (Conductivity Meter)

An EM-31 integrated with an Archer2 data logger with an internal DGNSS was used to collect sub-surface conductivity data to map potential ground water impacts and magnetic susceptibility data to identify buried metallic debris. The EM-31 contains a transmitter and receiver coil at either end of the unit. It generates an EM field which induces a current and secondary magnetic field in the earth. Subsurface conductivity is determined by measuring the strength of the induced field. The effective depth of exploration is approximately 6 m with the instrument in its upright position with coils in the horizontal plane, and approximately 3 m with the coils in the vertical plane (by rotating the instrument 90° about its long axis).



Figure 2.1.1: EM-31

2.1.2 Archer2 Data Logger

An Archer2 data logger was used with the EM-31 system. Data logging software specific to the EM-31 was installed on the Archer2 to record and display measurements from the instruments in real time during the survey. The Archer2 also contains an internal DGNSS with a horizontal accuracy of ± 2 metres which recorded positional data associated with each measurement.



Figure 2.1.2: The Archer2 data logger

2.2 SURVEY METHODOLOGY

The area was surveyed with an EM-31 meter to collect both conductivity and magnetic susceptibility data. The conductivity data was collected to identify potential groundwater impacts related to the landfill site. Magnetic susceptibility was utilized to identify buried metallic debris potentially associated with the approximate boundary of the landfill.

The EM-31 (Figure 2.1.1) was operated in the vertical dipole operating position (coils in the horizontal plane) and carried at an approximate height of 1 metre to achieve an investigation depth of approximately 5-6 metres. The system was set to measure the quadrature phase component of the induced magnetic field for ground conductivity measurements and in-phase for magnetic susceptibility simultaneously. Measurements along each survey line were set to be triggered automatically, with the unit taking measurements at a frequency of 5 Hz.

The EM data logging software on the Archer2 allowed the operator to control the EM unit, providing options to adjust data acquisition parameters, start and stop recording EM data, and to record the positional information provided by the Archer2's internal DGNS receiver.

2.3 SURVEY REFERENCE

Horizontal positioning was calculated using DGNS. The geodetic parameters for the survey were as follows.

Horizontal Datum:	NAD83
Projection:	Universal Transverse Mercator, Zone 20
Central Meridian:	63°W
False Easting:	500000.00
False Northing:	0.000000
Scale Factor:	0.999600
Latitude of Origin:	0.0
Linear Unit:	Metre

2.4 SURVEY COVERAGE

Data acquisition was planned to be conducted with lines spaced at 5.0 metres in both horizontal and vertical modes to provide exploration depths of approximately 3.0 and 6.0 metres respectively. Upon arrival to site it was determined that gridded data collection would not be achievable due to terrane, obstructions and vegetation, for this reason the survey plan was altered to collect data in available areas in vertical mode only (Figure 2.4.1).

Data coverage with the EM-31 was achieved over the majority of the requested survey area. Areas omitted were deemed inaccessible with the equipment due to thick vegetation, variations in terrane or impassible debris.

The area of the central region of the suspected landfill was not accessible due to thick vegetations, primarily consisting of alders and young spruce trees. The far eastern section of the survey area was inaccessible due to large amounts of tree waste piled in the area. Attempts were made to collect data east of the tree waste, however once accessing this area it was found to largely consist of low-lying wetlands that could not be traversed. Coverage extended beyond the western limit in areas that were deemed accessible to improve data coverage.

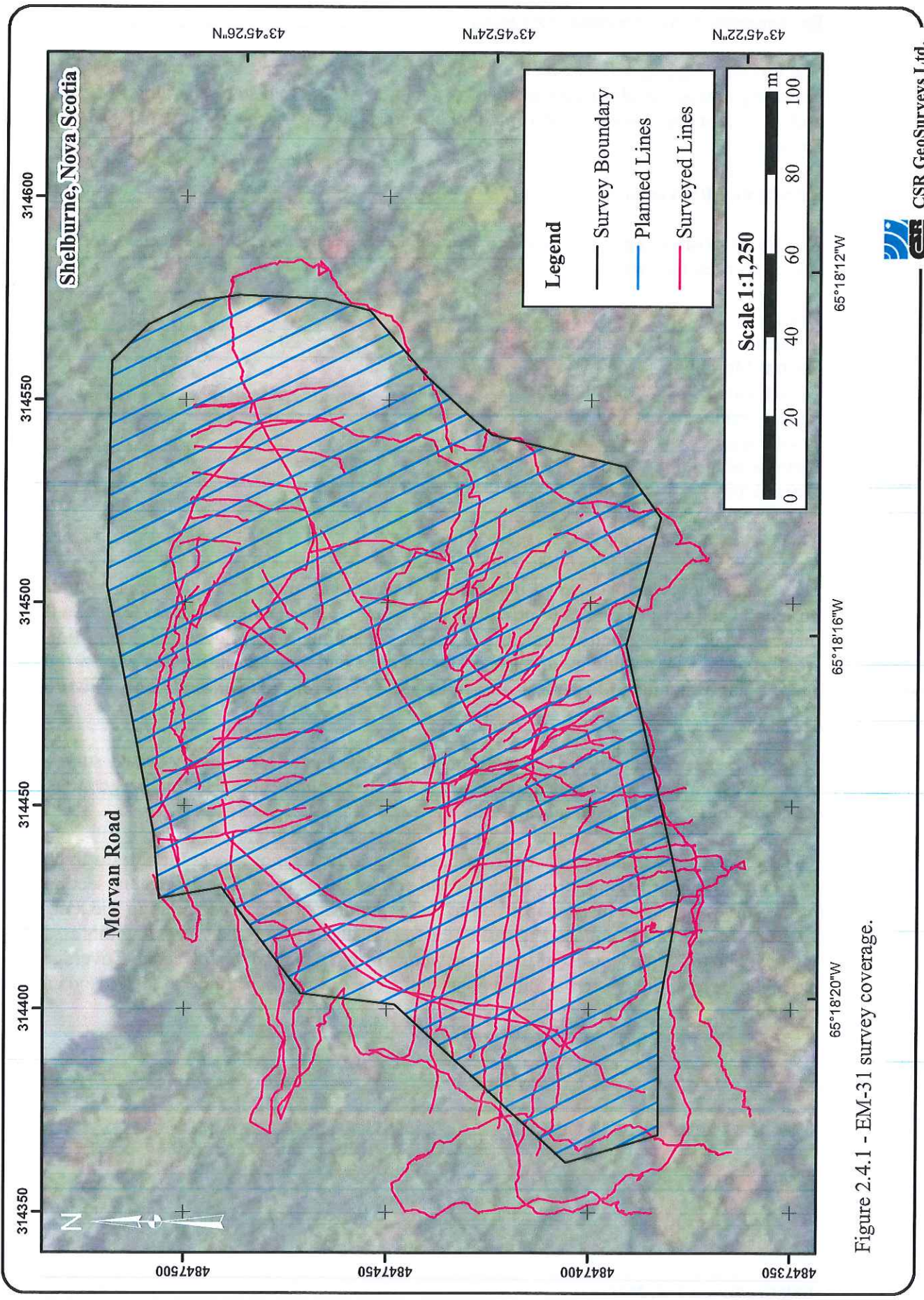


Figure 2.4.1 - EM-31 survey coverage.



3.0 DATA PROCESSING

The quadrature phase and in-phase (conductivity and magnetic susceptibility) datasets collected by the EM-31 were processed and analyzed using Geonics' DAT31 software and Golden Software's Surfer.

DAT31 was used to merge the EM data files with the recorded GNSS data and export the data as XYZ files.

The XYZ files were imported into Surfer and grid cells of 2 metres by 2 metres were established for both datasets based on a kriging interpolation algorithm. Contours were generated at 2 mS/m intervals for the conductivity dataset, and 1 ppt intervals for the magnetic susceptibility dataset. Color scales were adjusted to best illustrate the anomalies of interest.

The contoured data created in Surfer were exported in geotiff format for final display in ArcGIS.

4.0 SURVEY RESULTS

The EM-31 survey data was processed to produce color maps representing both the ground conductivity and the magnetic susceptibility across the surveyed area (Figures 4.1 and 4.2). The results derived from each dataset are described and shown below. Some of the anomalies on the maps may appear spatially larger than they actually are due to data interpolation across areas with more widely spaced survey lines, see survey coverage map Figure 2.4.1.

Magnetic Susceptibility

A colour map showing magnetic susceptibility (in ppt) is shown in Figure 4.1. The outline of the assumed landfill cell included on the map was obtained by georeferencing a site layout image provided by Dillon. Larger magnitude magnetic susceptibility values typically correlate to larger size/volumes of buried metals. The effective maximum depth of detection with the EM-31 was approximately 5 m.

The anomalies observed comprise both buried metallic debris as well as metal debris at surface that was observed during field operations (mainly observed to the south of the surveyed area). The surface metal debris included bicycles, metal drums, sheet metal and vehicle tires with rims.

It was anticipated that a region with few to no anomalies would be observed across the main portion of the landfill cell where debris would likely be buried too deep for detection, while anomalies would be detected around the inner edges and outside of the landfill cell where there is likely less overburden and the debris is closer to surface. This expected trend was observed on the magnetic susceptibility map although the ovate region defined by surrounding anomalies extends further to the southwest than the initial assumed landfill boundary which could indicate the assumed boundary does not capture the true extents of the landfill cell. A new interpreted boundary based on the EM-31 data results is included

on Figure 4.2 and Figure 4.3. This new boundary interpretation is further guided by local topography trends noted in the field as the boundary on the eastern and southern sides follows the base of a slope which is thought to represent the edge of material/fill used to cover the landfill cell. This is illustrated on a shaded relief map included in Figure 4.4. It is however possible that the cell was not uniformly capped across its extent and still may extend to the eastern initially assumed boundary with a thinner cover over this eastern portion.

Conductivity

A colour map showing apparent subsurface conductivity (mS/m) to a depth of approximately 5 m is shown on Figure 4.2. The outline of the assumed landfill cell included on the map was obtained by georeferencing the file provided by Dillon.

Higher conductivity values over an area are typically indicative of potential contaminants in the subsurface/groundwater while smaller anomalous measurements are generally a result of buried metals/conductive objects.

Conductivity values measured across the site were compared to a reference line representing the natural background conductivity (dependent on local geology). Making the assumption that the geology, and therefore natural background conductivity is relatively consistent across the site. Regions exhibiting conductivity values above or below those observed along the reference line were interpreted as anomalies of anthropogenic origin.

The EM-31 conductivity map (Figure 4.2) highlights two notable regions with elevated subsurface conductivity: A) An approximately 50 m wide anomaly to the southwest of the surveyed area, and B) a large approximately 70 m wide anomaly covering the northeastern portion of the surveyed area.

A.) The southwestern anomaly occurs to the southwest of the landfill cell in a wooded area. Conductivity values at this location exceeded 150 mS/m which is significantly higher than the 1 – 50 mS/m conductivity values that would be expected for typical overburden material in the area (glacial till, clayey soils). This anomaly lies within the footprint of a significant magnetic susceptibility anomaly (Figure 4.3) indicating the peak elevated conductivities are related to buried metallic debris however stretching to the south of the anomaly conductivities are still observed to be mildly elevated above natural background levels which could imply potential soil or groundwater impacts, whether stemming from the metallic debris outside the cell or from leachate from the landfill cell.

B.) The northeast anomaly occurs just outside the northeastern edge of the interpreted landfill cell boundary and within the eastern portion of the initially assumed landfill boundary, extending northeastward to the edge of the survey data coverage. Conductivity values associated with this anomaly reach approximately 110 mS/m, much higher than the 1 – 50 mS/m values expected in the area. The conductivity anomaly is likely partially related to metallic debris as the elevated conductivity area encompasses several magnetic susceptibility anomalies (Figure 4.3). The peak values however do not appear to align with magnetic susceptibility anomalies and may be representative of potential leachate

extending east and northward from the landfill cell. These peak conductivity values fall within the eastern bounds of the original assumed landfill cell boundary. This may indicate the cell does extend to the eastern side of the originally assumed landfill boundary and elevated conductivities are caused by the debris and waste within the cell, detectable by the EM-31 due to the thinner overburden. In this case the anomalous conductivities appear contained by the southern extent of the cell, although they extend outside the cell bounds to the north and northeast, implying the potential spread of leachate in this region.

There is the possibility of the interpreted landfill boundary extending to include the area associated with Anomaly B, however it was not supported by the magnetic susceptibility data or elevation model. The increased conductivity associated with Anomaly B would appear to support extending the interpreted landfill boundary. If this were true then the decreased elevation over Anomaly B would indicate a thinner cap. The decreased cap thickness should also be associated with increases in magnetic susceptibility assuming a roughly homogeneous material distribution of metallic debris within the cell. If Anomaly B occurs within the landfill boundary then the material within this area contains considerably less metallic debris or the metallic debris is located below the effective maximum depth of detection with the EM-31 of approximately 5 m.

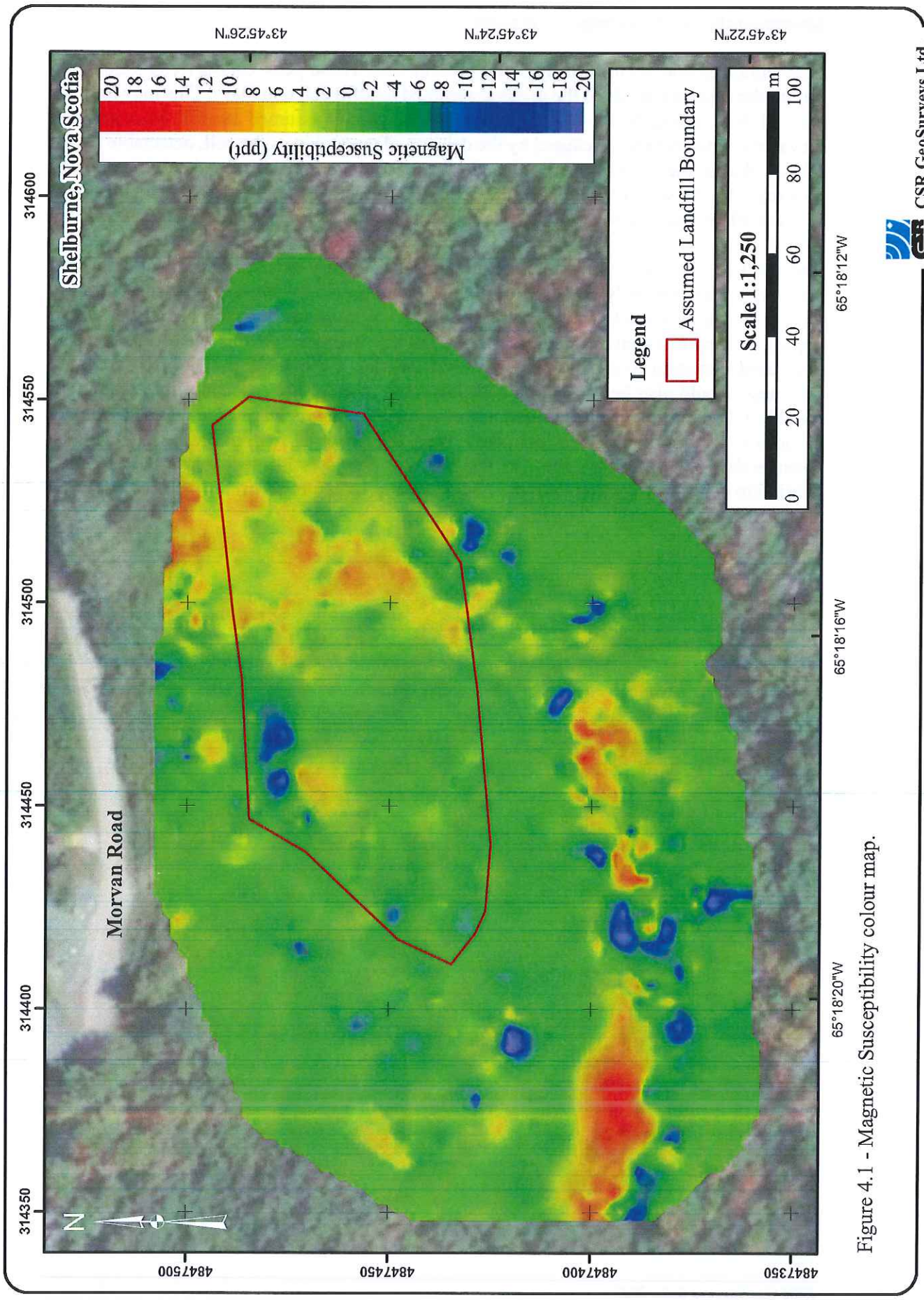


Figure 4.1 - Magnetic Susceptibility colour map.



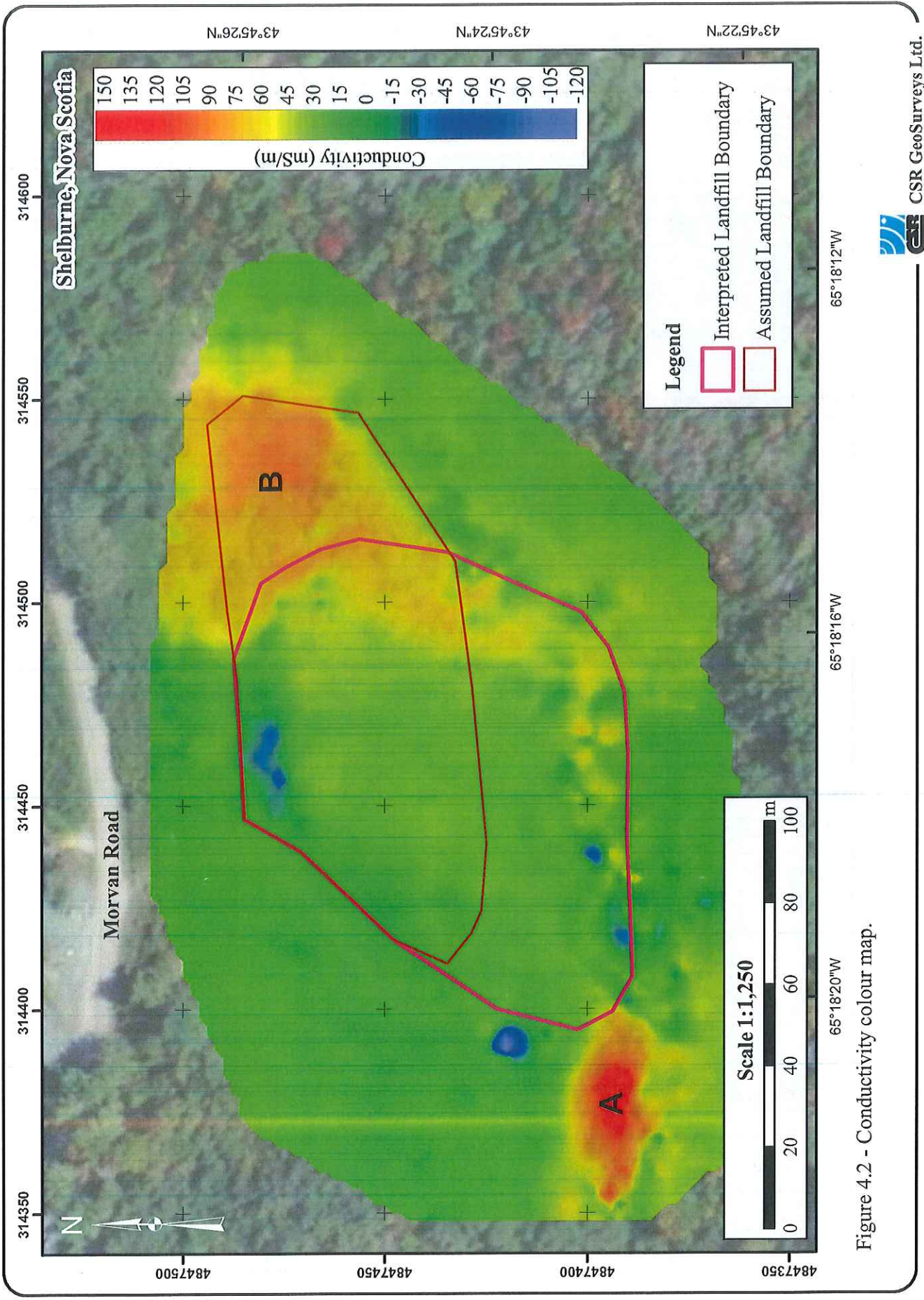


Figure 4.2 - Conductivity colour map.



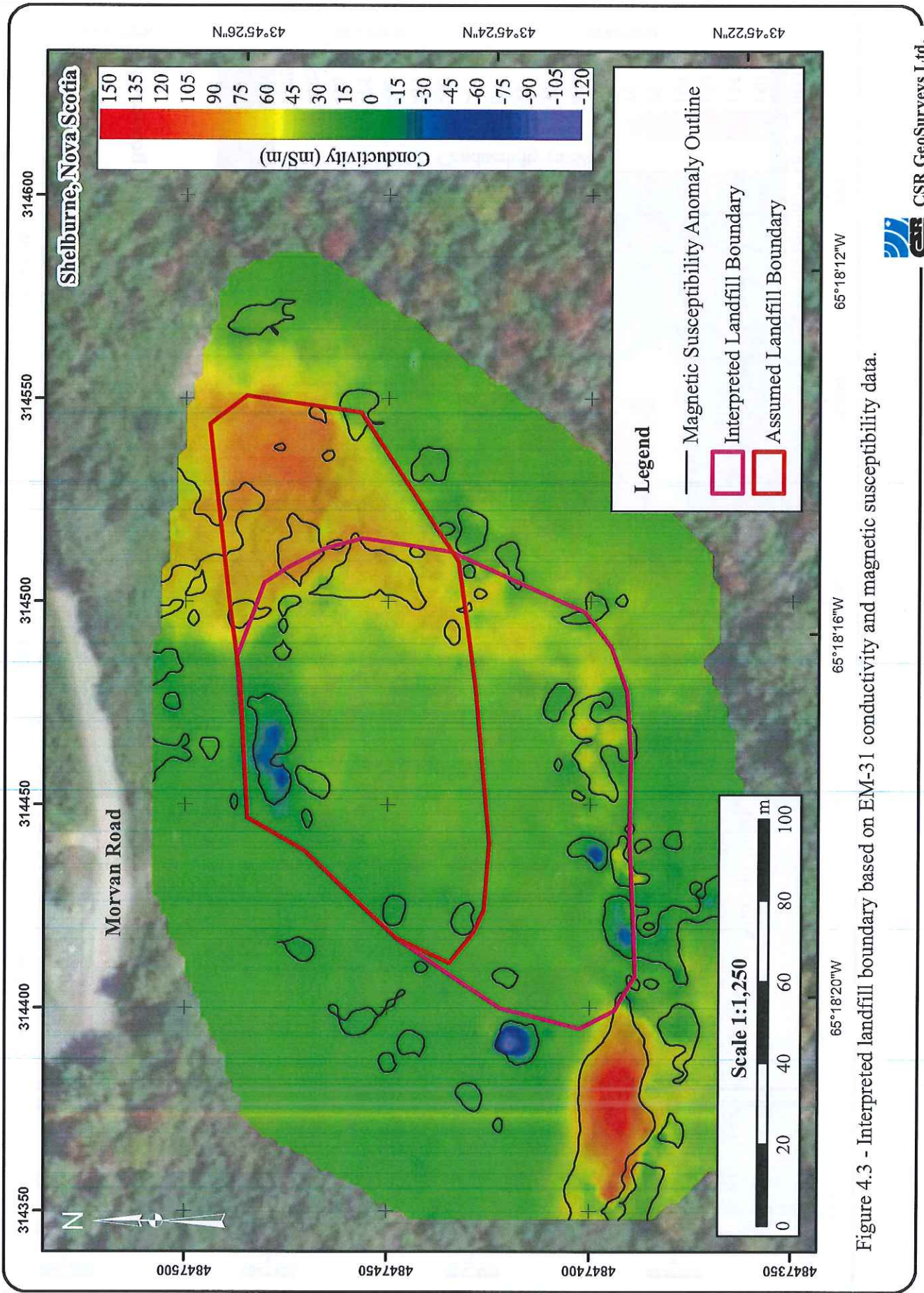


Figure 4.3 - Interpreted landfill boundary based on EM-31 conductivity and magnetic susceptibility data.



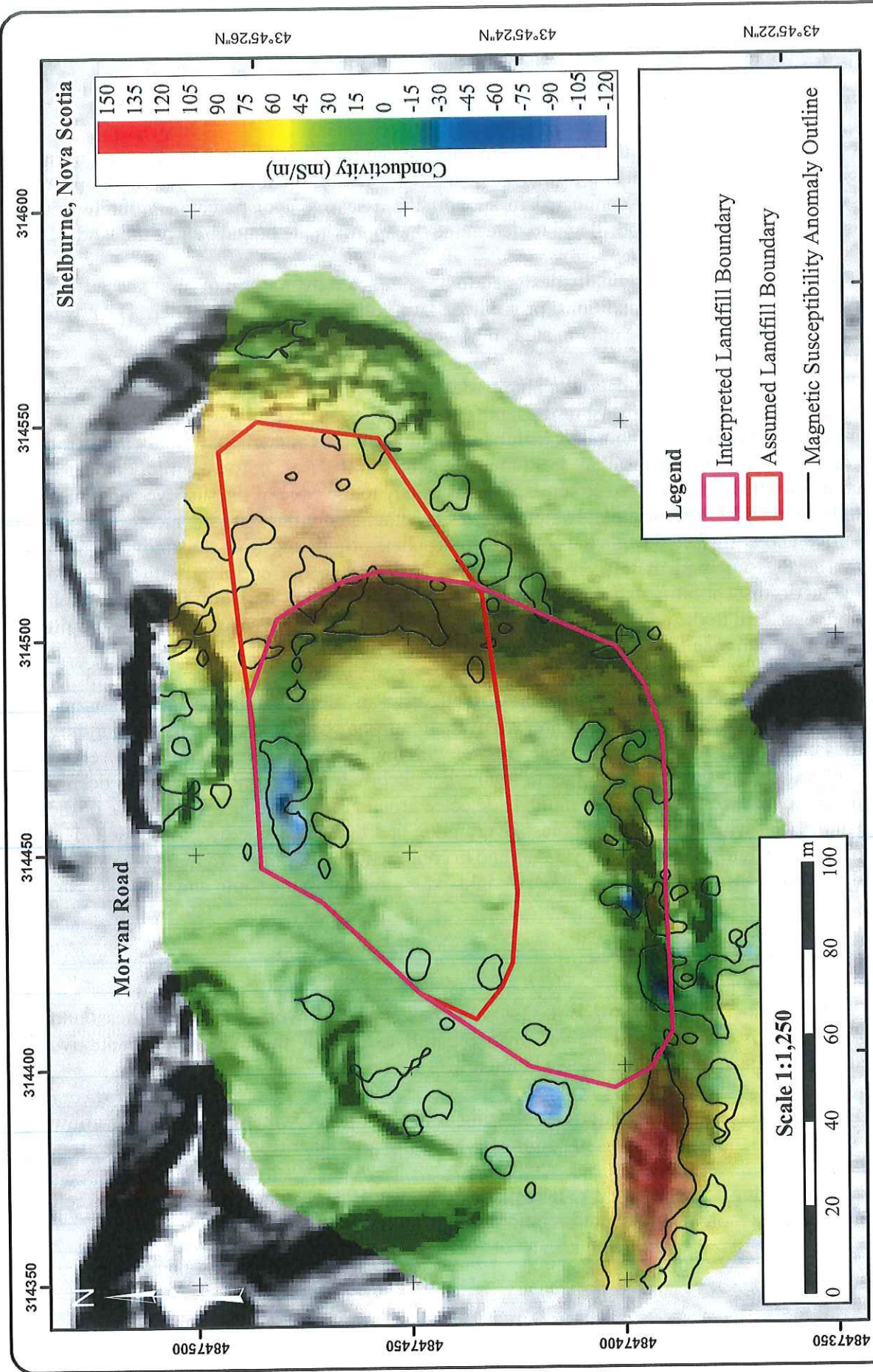


Figure 4.4 - Shaded relief base map showing interpreted landfill boundary based on EM-31 conductivity and magnetic susceptibility data, supported by observed topography.



5.0 SUMMARY

CSR GeoSurveys Ltd. (CSR) was contracted by Dillon Consulting Ltd. to conduct a geophysical investigation at a former landfill site located in Shelburne, Nova Scotia. The geophysical survey was conducted to support the assessment of potential groundwater impacts caused by the landfill and to determine the approximate boundaries of the landfill.

The investigation was originally designed to be completed over a grid of lines spaced at 5 metres, however site conditions prohibited data collection in this manner. Data was collected in vertical mode only in areas that were deemed accessible.

The EM-31 conductivity data was able to delineate two primary anomalies located to the southwest and to the northeast of the landfill cell. In the southwest region of interest large magnetic susceptibility anomalies within the footprint of the conductive anomaly imply the conductive anomaly is resultant from metallic debris in the area, however mildly elevated conductivities extending to the south of this anomaly to the edge of the surveyed area may indicate possible soil or groundwater impacts, whether stemming from the metallic debris buried and at surface outside the cell or from leachate originating from the landfill cell. In the northeast region of interest elevated conductivities do not correlate with increased magnetic susceptibility and may be indicative of leachate from the landfill cell spreading northeastward to the edge of the survey data coverage. Additional survey coverage would be required to map the complete extent of the conductive anomalies.

The Magnetic Susceptibility data proved effective in identifying surficial and buried metallic debris across the survey site. An ovate trend was observed in the data surrounding the landfill area. It was expected that a region with few to no anomalies would be observed across the main portion of the landfill cell where debris would likely be buried to deeply for detection, while anomalies would be detected around the inner edges and outside of the landfill cell where there is likely less overburden and the debris is closer to surface. The observed magnetic susceptibility data trend in conjunction with the site topography suggest the original assumed landfill boundary could extend further to the south and west.

6.0 RECOMMENDATIONS

CSR recommends a follow up EM-31 survey to extend data coverage to the northeast and southwest of the surveyed area to map the full extents of the expansive conductive anomalies that extend to the survey boundaries.

To support this recommendation tree clearing prior to the survey would be required to allow for access to the desired areas in addition to allowing for higher resolution data collection.

If tree clearing activities were to take place, improved EM-31 data coverage over the cell may provide more detailed interpretation of the landfill boundary.

APPENDIX I
DIGITAL DELIVERABLES

DATA FILE DESCRIPTIONS

In accepting and utilizing any drawing, report or electronic data furnished by CSR GeoSurveys Ltd. (CSR), the recipient agrees that such electronic files are instruments of service of CSR. The recipient agrees to make no claim and hereby waives any claim or cause of action of any nature whatsoever against CSR that may arise out of, or be in connection with, the use of electronic files. Furthermore, the recipient shall, to the fullest extent permitted by law, indemnify and hold CSR harmless against all damages, liabilities and costs, including legal fees, arising out of or resulting from the use of electronic files. The recipient fully understands and agrees that the information presented is current as of its date of transfer and that the recipient is responsible for updating the information to reflect any changes following the transfer date of the information. Because information presented on the electronic files is susceptible to modification, CSR is not responsible for the digital files upon delivery to the recipient.

SURVEY REFERENCE

Horizontal Datum: North American Datum 1983
 Projection: Universal Transverse Mercator (UTM), Zone 20 N
 Central Meridian: 63° W
 Scale Factor at CM: 0.9996
 False Easting: 500,000 metres
 False Northing: 0 metres
 Units: Metres

ARCGIS FILES

Folder	\CSR2213_Appendix_I_DataDeliverables\SHP	
Description	This folder contains ArcGIS Shape files.	
Files Included	File	Description
	SurveyArea.shp	Polylines; Survey area boundary
	Tracklines.shp	Polylines; Survey tracklines
	LandfillBoundary.shp	Polygons; Landfill boundary provided by Dillon
	LandfillBoundary_Interpreted.shp	Polygons; CSR interpreted landfill boundary
	AnomalyAreas_InPhase.shp	Polylines; Inphase (magnetic susceptibility) anomalous areas

EM-31 GEOTIFFS

Folder	\CSR2213_Appendix_I_DataDeliverables\ Geotiffs	
Description	This folder contains EM31 Geotiffs and associated files.	
Files Included	File	Description
	ColourMap_InPhase.tif	In-phase - Magnetic Susceptibility (in ppt)
	ColorScale_InPhase.jpg	In-phase colour scale (in ppt)
	ColourMap_QuadPhase.tif	Quadrature phase- Apparent Conductivity (mS/m)
	ColorScale_QuadPhase.jpg	Quadrature phase colour scale (mS/m)



Town of Shelburne
 Staff Report to Council
 January 15, 2024
Dock St Hanging Flower Baskets

Document #	D04-255
Rec'd by	gw
Date	Jan 15/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

General Overview:

This staff report aims to provide Council with an update on the Town of Shelburne's hanging flower baskets on Dock Street.

Background:

In previous years, the Town of Shelburne purchased hanging flower baskets to improve the light posts along Dock Street, enhancing the beauty of our historical waterfront during the spring and summer seasons. SASI was contracted to maintain the hanging flowers, ensuring their vibrancy through almost daily watering.

Unfortunately, due to financial constraints, the Town could no longer sustain the financial commitment required for the basket purchase and flower maintenance of this project. However, the community rallied behind the initiative, with residents and local businesses generously contributing funds to continue the purchase of the hanging baskets. Furthermore, dedicated town members volunteered their time to form a group responsible for daily watering, enabling the tradition to persist for several years and preserving the beauty of Lavender Hill's flower baskets along Dock Street.

Analysis:

Annually, there are 34 18" hanging flower baskets purchased from Lavender Hill. Regular watering is crucial to maintaining the health and vibrancy of the flowers. Community volunteers have diligently scheduled themselves over the spring and summer months to ensure the daily watering needs of the baskets are met.

Recently, the volunteers who have graciously supported the watering efforts approached the Town, indicating that regrettably, they would be unable to continue their contributions in the upcoming year.

Recommendation:

It is recommended that Council direct staff to investigate the costs associated with purchasing and watering hanging flower baskets. The findings of this investigation should be presented during the budget process for Council's consideration.

This information will be helpful in determining the feasibility of continuing the hanging flower basket tradition on Dock Street.

Respectfully Submitted,
 Sarah Mattatall
 Chief Administrative Officer



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

Document # DJ4-256	
Rec'd by [Signature]	
Date Jan 7/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of December 2023:

Total number of calls for service: 6

Calls for service within the Town: 2

Calls for service in the Municipality of Shelburne protection area: 4

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		
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		1
CHIMNEY/FLUE		1
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ASSISTANCE TO POLICE (MISSING PERSON)		1

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

January 2, 2024

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

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of December, 2023.

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	0	2
Number of Permits Issued to Date	13	16
Construction Value	\$ 0.00	\$ 6,000.00
Total Construction to Date	\$ 1,060,000.00	\$ 2,410,200.00

Document # D 24-257	
Rec'd by gw	
Date Jan. 2/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad



Town of Shelburne
 Staff Report to Council
 January 15, 2024
CAO Update

Document #	
D24-258	
Rec'd by	
[Signature]	
Date	
Jan. 15/24	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
His Committee	<input type="checkbox"/>
	<input type="checkbox"/>

1) Closed Road Access Inquiry Update:

Dr Jeffery's inquiry regarding access to the undeveloped section of Cornwallis St has been addressed. Dr Jeffery approached the Town expressing his interest in accessing the undeveloped road, with the intention of selling some of his land in the area. His belief was that access to this undeveloped Town street would enhance the appeal to potential buyers.

Upon investigation, it has been confirmed that Dr Jeffery does not have plans to develop the street himself. His inquiry was primarily to understand the process for obtaining access. I communicated to Dr Jeffery that if he were to secure a buyer for his land, the interested party could approach Council for consideration in developing the road.

2) Water Utility Update:

I would like to provide an update on the recent developments regarding our Water Utility system.

The Town engaged CBCL to conduct the System Assessment Report mandated by the Department of Environment (DOE). Following the completion and subsequent review of the report by Nova Scotia Environment and Climate Change (ECC), we received an inspection overview highlighting a compliance matter requiring attention.

ECC's directive outlines that the Town "shall retain the services of a qualified engineer experienced in water treatment to ensure the distribution system is not adversely impacted by the addition of the booster pump at the 'blue tower'; and to make recommendations for additional testing to ensure the water remains safe for current and future use."

To address this, the Town has enlisted the support of engineer Ben Bickerton, employed with CBCL, who played a key role in the assessment of our water utility. In a collaborative effort between utility staff, myself, and Ben, a staged approach has been discussed. Ben has confirmed his commitment to supporting the Town throughout this process.

We have communicated these measures to the DOE to keep them informed of our proactive approach in addressing their concerns. Please do not hesitate to reach out if you have any questions or require further details on this matter.

3) Port Update:

This item is to bring your attention to a critical situation concerning the eastern end of our wharf. Unfortunately, approximately 90 feet of the wharf has experienced

structural damage as the supporting steel, previously fastened to protect the structure, has dropped to the ocean floor. This has left the outer face of the wharf compromised and vulnerable to further deterioration, especially with impending adverse weather conditions.

The protective shield provided by the Long Island vessel, which had been sheltering the wall, is no longer in place as the ship has departed from our port. As a result, the exposed wharf is now at risk.

Our Port Manager, Wayne Langthorne, has diligently obtained repair quotes, and the estimated costs for addressing the damages exceed \$250,000. Additionally, these costs may escalate further due to the rising prices of materials.

To address this critical situation, on December 4th, 2023, the Council passed a motion approving up to \$100,000 from the Port capital reserve. Staff has been directed to pursue additional funding sources to bridge the financial gap.

Given the severity of the damages and the substantial repair expenses, we have actively sought funding opportunities. We have initiated discussions with the Atlantic Canada Opportunities Agency (ACOA) to apprise them of the situation. Moving forward, we will continue to collaborate with ACOA and explore additional funding avenues to ensure the preservation of our port's integrity.

We will keep you updated on any developments.

4) Sale of Town Office Update:

This is an update on the recent developments concerning the sale of the Town Office and our preparations for the relocation to 162 Mowatt Street.

As previously communicated by Deputy CAO Ken Smith, there has been significant interest in the purchase of the Town Office, with 3-4 potential buyers initially expressing interest. I am pleased to inform Council that we have now confirmed four individuals who are actively inquiring about the purchase. The assessed value for the building is confirmed at \$100,000, and we are currently collaborating with the Town's solicitor to finalize the necessary preparations for the bidding process.

In tandem with the sale proceedings, staff are diligently addressing accessibility considerations to facilitate our transition to 162 Mowatt Street. This includes the evaluation of costs associated with installing an elevator, automatic doors, and other necessary adjustments to ensure the new facility meets all accessibility standards.

Additionally, our IT provider conducted a comprehensive walk-through of the new location to assess our information technology needs. We are pleased to report positive feedback regarding the existing wiring and connections at 162 Mowatt Street. Therefore, it should be a seamless transition of our IT infrastructure to the new facility.

5) Sale of Town land off Exit 26 Update:

We are pleased to inform Council that we are in the final stages of the purchase and sale agreement process. Over the past weeks, we have maintained regular communication with the prospective buyer and have been actively collaborating with our solicitor to refine and finalize the draft agreement. We are working on the last few items of the agreement and remain optimistic that the process will soon be completed.

*Respectfully Submitted,
Sarah Mattatall
Chief Administrative Officer*



Peck Auto Glass
 163 Hwy 303 PO Box 132
 Digby, NS
 BOV 1A0
 1-902-245-5858

www.peckauto.com

CUSTOMER INVOICE

GST/HST ID: 104124441

Customer Information:

Address: Town of Shelburne
 168 Water Street
 Shelburne NS B0T 1W0

SHIP TO:

Town of Shelburne
 168 Water Street
 Shelburne NS B0T 1W0

Phone: (902) 875-2991

Fax:

Invoice Number: 042040

Date: 1/12/2023

Customer PO:
 Sales person:

1 Tracy

Make:
 Model:
 Year:
 VIN:

Estimate

Document #	042040
Date	1/12/2023
Rec'd by	[Signature]
Date	Jan. 15/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	
Total	6,742.50
	2,131.50

Number	Description	Ordered	List	Price	
S7100	Horton EasyAccess - S7100 - Medium Duty Low Energy Automatic Door operator 110v 3Amp	3	2,247.50	2,247.50	
I7536 4	CAMDEN 36" LONG, "PUSH TO OPEN"	6	355.25	355.25	
33PB3V	BEA Transmitter 433mhz for Pushbutton operation	6	82.94	82.94	497.64
JRD433	BEA Reciever 433 mhz for Automatic door push button	3	98.96	98.96	296.88
LABDH	Instalation and travel - 3 automatic door operators and column switches	20	80.00	80.00	1,600.00
	21/12/2023 Dawson 10.00				
	21/12/2023 Riley 10.00				
ELEC	120v Electricalconnection (3Amp) 3 amp electricalconection will be required by others. Rates may vary	3	250.00	250.00	750.00
	21/12/2023 Multiple Technicians 3.00				
TC	Trip/fuel charge (Hrly Rate)	4	29.00	29.00	116.00

Sub Total	\$12,134.52
HST/GST15%	\$1,820.18
TIRETAX	\$0.00
Total	\$13,954.70

Return Policy

Unopened items with a receipt in original packaging and returned within 90 days will receive a refund of the purchase price less shipping and a 20% restocking fee. All refunds will be at the discretion of Peck Auto Glass ltd

WARNING: Torque on wheels & suspension should be re-checked after 100 KLMS. Peck Auto Glass cannot assume any responsibility or liability for damage occurred due to in-proper maintenance

All items remain property of Peck Auto Glass until payment is received in full.

Thank you. We truly appreciate your business.



Document #	D24-258
Rec'd by	<i>[Signature]</i>
Date	Jan. 15/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

12 December 2023

Ken Smith
Town of Shelburne
168 Water Street
Shelburne, NS, B0T 1W0

Re: Shelburne Town Hall Accessibility Audit

Dear Ken

Thank you for the opportunity to provide this proposal for an accessibility audit of your Town Hall building.

The work will include:

- initial meeting with client group
- a site visit/audit of the post office facility at 162 Mowatt Street
- preparation of a report which includes
 - comments on existing conditions and areas of compliance/non-compliance for the exterior areas and each space within the building
 - recommendations for improvements and achieving compliance
- meeting with client group to review the findings
- final report

Our audit template incorporates the NS Building Code Regulations Accessibility items, the CSA B651-23 Accessibility in the Built Environment requirements, the proposed NS Built Environment Standards, DeafSpace guidelines, and CNIB Clearing our Path - Design Needs Technical Requirements. We will also incorporate the Rick Hansen Foundation Accessibility Certification items which are relevant to your facility.

Our fee is based on conducting the site visit in approximately one day and a half. The fee includes payment for a person with lived experience of disability from your community to accompany and inform me throughout the accessible areas of the site – this could be a person who is a member of your Accessibility Committee.

Proposed Fee

For services \$6250 + HST

For disbursements - travel and accommodations \$760 + HST

I hope that this proposal meets your needs – please contact me with any questions or concerns.

Yours truly,

Anne Sinclair
ANNE SINCLAIR ARCHITECT, NSAA, LEED AP
Rick Hansen Foundation Accessibility Certified Professional



December 29th, 2023

By-Law Officer Report - December 2023

Calls for Service (Dec. 1 - Dec. 31):

1. **23-022. Service Request:** Complaint of garbage at 102 Clements St. Contacted owner - resolved.
2. **23-023. Service Request:** Complaint of unsightly sawmill on Clements St. Inspected property, found to be okay - resolved.
3. **23-024. Service Request:** Complaint of garbage and organic waste in parking lot near business. Contacted owner - resolved.
4. **23-025. Service Request:** Public Works asked to inform resident on Rodney St about winter parking and snow removal. Residents given until December 29th, 2023, to remove trailer and vehicles - resolved.

Document #	D24-259
Rec'd by	gw
Date	Dec. 29/23
COMES TO:	
Committee	✓
Agenda	✓
Committee St about	

Assignments:

1. Working on the review of by-laws.
2. Installing more signage about feeding deer.
3. Installing signage about winter parking.

Summary of Additional By-Law Officer Duties and Outcomes:

1. Received bill from Mr. Smith for Thomas Street clean-up, passed to Finance Manager for review.
2. Complaints 23-006, 011 ongoing.
3. Complaint 23-007 from October has been resolved.
4. Complaints 23-015 resolved.
5. 23-022: Resident called, asked about a metal roof in the historic district. Roof has been approved by the Heritage Advisory Committee.
6. Complaints 23-020, 23-021 ongoing.
7. Waiting on advice from council about a resident inquiring about hunting in town limits.

Respectfully submitted,

Dana Nash