



AGENDA
Town Council Meeting-Council Chambers
January 2nd, 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 December 4th, 2023.
- 4) Proclamations and Announcements:
 - a) Pay it Forward Day – In Memory of Carmen Faith Huskilson
 - b) Volunteer of the Month – January D23-231
 - c) New Year's Greeting
- 5) Delegations/Presentation:
- 6) Correspondence:

Action:

 - a) Letter – Pam Mingo, re: Fence Monument D23-232
 - b) Email – Candy Venning, re: Trees D23-233

Information:

 - a) Response Letter – Financial Consumer Agency of Canada re: Scotiabank Closure D23-234
 - c) Barrington Lake Wildfire After-Action Review D23-235
- 7) Council Items:
 - a) Appointment of Deputy CAO Part-Time D23-236
 - b) Region 6 Solid Waste Management D23-237
 - c) Email – Mark Perry, Fisheries and Oceans D23-238
- 8) Committee Reports:
 - a) Western Counties Regional Library Meeting Minutes D23-239
 - b) Heritage Advisory Committee D23-240
- 9) Staff Reports:
 - a) Building Inspector Report – November D23-241
 - b) By-Law Officer Report – November D23-242
 - c) SVFD Report – November D23-243
 - d) Fence Relocation D23-244
 - e) Deputy CAO Report D23-245
- 10) New Business:
- 11) Upcoming Meetings/Events:
 - a) Pay it forward Day – In Memory of Carmer Faith Huskilson, January 12th, 2024.
 - b) Next Council Meeting, Monday, January 15th, 2023
- 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
December 4th, 2023

Council Members Present

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

Regrets

Councillor Ben Nickerson

Staff Present

Sarah Mattatall, Chief Administration Officer
Ken Smith, Interim CAO

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 December 4th, 2023.

Davis-Acker

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the regular Town Council Meeting held on November 20th, 2023.

Ringer-Davis

CARRIED

Proclamations and Announcements:

a) **National Day of Remembrance and Action on Violence Against Women-December 6th, 2023**

I would like to recognize that December 6th is The National Day of Remembrance and Action on Violence Against Women, informally known as White Ribbon Day. It has been over 30 years since the murder of 14 young women at Polytechnique Montréal in 1989. This act of violence shook our country and led Parliament to designate today to remember these women.

b) **Human Rights Day-December 10th, 2023**

I would like to recognize that December 10th, 2023, is the 75th anniversary of Human Rights Day. This day is a chance every year to reaffirm the importance of human rights in re-building the world we want, the need for global solidarity as well as our interconnectedness and shared humanity.

c) **Volunteer of the Month – December**

Andrea Huskilson is being recognized as the Volunteer of the Month for December for her hard work and dedication to our community. Andrea has volunteered for many years all over Shelburne County, coaching soccer, sitting on school committees, managing hockey teams and more. She started the Group Me to We Tri-County that saw students from all over Tri-County go to third world countries to help build schools, hospitals, work on water systems, etc. Over the last few years, Andrea has volunteered during Dock Days in the beer tent, where all proceeds went to the Roseway Hospital Auxiliary and Ohio Ball Field. Most recently, Andrea has been the visionary for the Town of Shelburne's event Whoville! Andrea, along with many other volunteers, spend a lot of time and effort each year, making Whoville the success it is. On top of all this, Andrea is a busy mom, a successful businesswoman and works with the NS International Student Program. For all that Andrea has done and continues to do for this community, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for December. Thank you!

Delegations/Presentations:

Correspondence

Action:

- a) Use of Fence – Robin Walker

Councillor Acker spoke to the letter, explaining what they want to use the fence for.

M23-135

THAT Council approve the use of the fence at the corner of King and Water Streets for the Purple Ribbon Campaign until December 10th, 2023.

Acker-Ringer

CARRIED

Information:

- a) Housing Needs Assessment

THAT Council authorize staff to invite the Director of Economics and Statistics, Project Lead, Housing Needs Assessment Project to a January Council meeting.

- b) Exit 26 speeding letter response – Letter from Province
- c) Offshore Wind Advocacy Letter
- d) Redeployment of Digby to Saint John Ferry letter to Minister

Harold explained that we no longer need to send a letter regarding the redeployment as the government has decided to keep it.

Council Items

- a) Letter of Support – Community Gardens

M23-136

THAT Council authorize the Mayor to sign the letter of support regarding Community Gardens.

Acker-Davis

CARRIED

- b) Letter to Curling Club

M23-137

THAT Council authorize the Mayor to sign the letter to the Curling Club.

Davis-Ringer

CARRIED

- c) Roseway Manor Announcement

Harold read the announcement from MacLeod Cares regarding the 112-bed nursing home that will be going next to Hillcrest Academy in the Town of Shelburne. Councillors all mentioned how happy they were, this will be a great for the Town of Shelburne. Ken mentioned that after speaking with Mahone Bay, the funds will not be as great as we had thought, but still a wonderful opportunity for the Town.

d) EPR Report

Harold spoke to the report and explained what it was and that consumers won't have to pay for waste, it'll be producers.

M23-138 **THAT** Council authorize staff to register for Extended Producers Responsibility on or before December 31st, 2023.

Acker-Davis
CARRIED

Committee Reports:

a) Port Committee Meeting Minutes -November 16th, 2023.

Staff Reports

a) Port Committee Meeting Update

M23-139 **THAT** Council approve the write-offs as reported by the Finance Manager and as recommended by the Committee.

Davis-Acker
CARRIED

M23-140 **THAT** Council approve spending the \$100,000 out of reserves and to seek funding for repairs to a portion of the Berlin Wall.

Acker-Davis
CARRIED

Harold commented that this might not be necessary but if it is, we want to be prepared and confirmed that this is coming out of Port Reserves, not Town.

b) MCGP Update

Ken spoke regarding the three projects. Ken spoke to consultants and discussed the brownfield project being the 3rd Phase of the dump project. The 2nd Phase will be the capping, and the 3rd Phase will begin a green space project – walkways, ponds, etc. It was stated that the brownfield project would be about \$600,000 and a 2-3year project.

M23-141 **THAT** Council rank the projects in the following order:

1. Capital Upgrades to the water, sanitary sewer and storm water systems.
2. Reclamation of a brownfield site.
3. Accessibility chances for the relocation to the second floor.

This ranking be subject to #1 being more costly than #2 when applications are completed.

In Camera MGA 22(2) c – personnel matters

THAT Council went in camera at 6:22pm.

Acker-Ringer
CARRIED

New Business

Deputy Mayor Ringer wanted to an article on CBC regarding online banking. He said there was woman who was defrauded out of thousands of dollars, and we all need to be aware of the risks of online banking, especially with the recent closure announcement of Scotiabank. He said that online banking is not secured and that in person banking with a teller is always a better way, he said this is yet another reason Scotiabank needs to stay open and hoping that we hear something soon in regards to the letter we wrote.

Mayor Locke wanted to thank the Shelburne Events Committee for putting on an amazing Miracle on Dock Street, he said it was a wonderful event and so nice to see so many people out enjoying time with their families.

Upcoming Meetings / Events

- a) Next Council Meeting – Tuesday, January 2nd, 2024, Council Chambers, 6pm

Adjournment

THAT the Regular Town Council Meeting of December 4th, 2023, be adjourned.

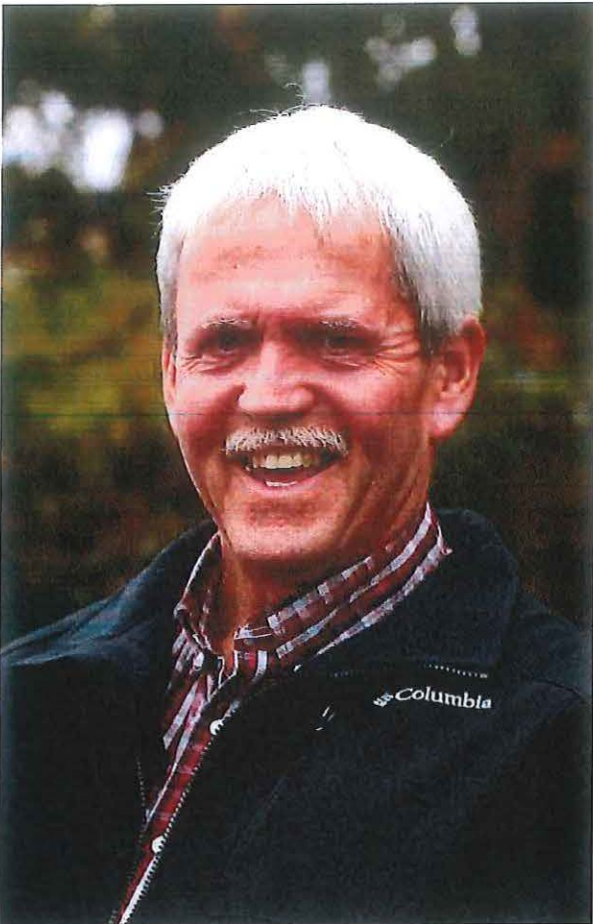
Davis

CARRIED

Mayor

Executive Coordinator

DRAFT



Document #	
D23-231	
Rec'd by gw	
Date	
Dec. 20/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	Community Participation & Volunteerism Committee Volunteers of the Month



Town of Shelburne
January 2024
Volunteer of the Month
Wayne King
Community Participation & Volunteerism
Committee Volunteers of the Month

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!

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

Jill Webb

From: Sarah Mattatall
Sent: December 19, 2023 10:09 PM
To: Candy Venning
Cc: Jill Webb; Ken Smith
Subject: RE: Street Tree(s) 169 Water St

Document #	D23-233
Rec'd by	gw
Date	Dec. 15/23
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Hi Candy,

We are adding your email to the agenda for the January 2nd Council meeting.

Thanks,
Sarah

From: Candy Venning <candyvenning@gmail.com>
Sent: Friday, December 15, 2023 3:14 PM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Re: Street Tree(s) 169 Water St

Hi Sarah,

wondering how the stump removal / tree planting will be addressed in front of 169 Water St, please?

Even as we go into winter holidays, spring will come sooner than we think and trees will need to be ordered well in advance - either by Lavender Hill or through Baldwin's Nursery. Once again, these are street tree species that are acceptable as street trees, are native to Nova Scotia and will work on this side of the street. (where we don't have overhead cables)

- Acer rubrum / Red Maple (NOT Acer Platanus as people think that is Red Maple but is an invasive species from Norway)
- Acer saccharum / Sugar Maple
- Quercus rubra / Northern Red Oak
- Sorbus americana / American Ash (may be prone to Ash borer, therefore, short lived)

Thank you,

Candy Venning

On Fri, Dec 1, 2023 at 11:46 AM Candy Venning <candyvenning@gmail.com> wrote:
Thanks.



Enterprise Building, 5th Floor.
427 Laurier Ave. West
Ottawa, ON K1R 1B9

RECEIVED
DEC 08 2023

Our reference: CSC-2023-07354

November 30, 2023

PROTECTED A

Harold Locke
Mayor, Town of Shelburne
PO Box 670
168 Water Street
Shelburne NS BOT 1W0

Dear Harold Locke,

Thank you for your letter of November 15, 2023, to the Financial Consumer Agency of Canada (FCAC) to request a meeting be held to discuss the closure of Bank of Nova Scotia (Scotiabank) branch located at 115 King St, Shelburne, NS.

As you may be aware, an individual or community representative from the area affected by the branch closure can make a request asking that the Commissioner consider holding a meeting between representatives of the bank, representatives of the Agency and interested parties in the vicinity of the branch to discuss the branch closure. The goal of the meeting is to exchange views about the branch closure or cessation of activities.

When a request for a meeting is received, the FCAC Commissioner will require that a bank convene and hold a meeting if the following conditions are met:

- The bank has not consulted the community in the area affected by the closure of the branch or the cessation of the activity well enough to ascertain the views of interested persons in the community with regard to the closure of the branch or the cessation of the activity, alternate service delivery by the bank or measures to help the branch's customers adjust to the closing or cessation.
- The request to hold a meeting is not frivolous or vexatious.

It is important to note that the role of FCAC is to ensure that advance notice is given to allow time for the community to react and to ensure that sufficient consultation has taken place between the bank and the affected community given the circumstances of the closure.

Document #	D23-234
Rec'd by	gw
Date	Dec. 8/23
COMES TO:	
Council	✓
Agenda	✓
Committee	

For further information on what the Commissioner views as acceptable community consultation, please see CG-14 Branch Closure Guidance – Pre-Closure Consultation process at: (www.canada.ca/en/financial-consumer-agency/services/industry/commissioner-guidance/guidance-14.html).

If a consumer, merchant or stakeholder has concerns about the closure of their bank branch, they may also wish to file a complaint directly with the bank by using its complaint-handling process. This process includes an independent external complaints body. Keep in mind, that all steps of the process must be followed in sequential order.

For your convenience, I have enclosed with this letter a copy of the Scotiabank's complaint-handling process, which was printed from FCAC's website (www.Canada.ca/fcac).

To learn more about FCAC or the federal laws that protect financial consumers, or to read our publications online, you can visit our website at (www.Canada.ca/fcac). If you have any questions, please call us at 1-866-461-3222 (toll-free).

Again, on behalf of FCAC, thank you for writing.

Sincerely,

Teesha
Consumer Services Representative
Consumer Services Centre

Enclosure (1)

Complaint-handling process for: Bank of Nova Scotia (Scotiabank) (The)

From [Financial Consumer Agency of Canada](#)

Step 1) As a first course of action, please contact your Bank Representative, visit the Branch or reach out to the Customer Contact Centre at 1-800- 4SCOTIA or 1-800-472-6842. If the first person you speak with is not able to resolve your complaint, please ask to speak directly to a manager, who may be able to resolve many issues that arise.

Step 2) Contact the Escalated Customer Concerns Office (ECCO)

If your complaint is not resolved after 14 days, it will be escalated to the Escalated Customer Concerns Office (ECCO). You may also request escalation at any time during the 14 days or if you are dissatisfied with the response provided.

E-mail (English): escalatedconcerns@scotiabank.com

Mail (English): Scotiabank, Escalated Customer Concerns Office

44 King Street West Toronto, ON M5H 1H1

Telephone (English): 1-877-700-0043 (in Toronto 416-933-1700)

Fax: 1-877-700-0045 (in Toronto 416-933-1777)

Step 3) Still not Resolved? Contact the Customer Complaints Appeals Office (CCAO)

If you are not satisfied following the investigation by the Escalated Customer Concerns Office (ECCO), you may submit your complaint in writing to the Customer Complaints Appeals Office (CCAO).

E-mail: CCAO@scotiabank.com

Mail: Customer Complaints Appeals Office

44 King Street West Toronto, ON M5H 1H1

Telephone: 1-800-785-8772

Fax: 1-866-787-7061

Third-party complaint-handling process for this institution:

ADR Chambers Banking Ombuds Office (ADRBO)

ADR Chambers Banking Ombuds Office
P.O. Box 1006
31 Adelaide Street East
Toronto, Ontario M5C 2K4

Telephone: 1-800-941-3655

Fax: 1-877-803-5127

Email: contact@bankingombuds.ca

Website: <https://bankingombuds.ca/>

Town of Shelburne
Staff Report – Transition from Interim CAO Contract
January 2nd, 2024

Document #	
D23-236	
Rec'd by	
Date	
Dec. 18/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

General Overview

This report is intended to follow up on the direction arising from the in-camera session held on December 4th, 2023, regarding the Interim CAO Contract.

Background and Analysis

Attached is the memo which was provided to Council at the in-camera meeting outlining a proposal to modify and extend a contractual arrangement with the Interim CAO from term contract for approximately 35 hours per week to a part time one year term letter of employment as a Deputy CAO effective December 18th, 2023, with the position being funded out of Operating Reserve for approximately \$18,000 for the balance of 2023/24.

Recommendation

Council approve the appointment of Ken Smith as a part time Deputy CAO /Returning Officer for a term of one year.

Document #	
D23-236	
Rec'd by	
[Signature]	
Date	
Dec 18/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

TO: Town Council
From: Ken Smith, Interim CAO
Re: Contract

Please be advised that my contract as the Interim CAO expired as of November 30th, 2023 unless extended by mutual agreement. In discussions with the CAO and in light of the significant changes and challenges which the Town will be going through over the next year, I am proposing that I be hired as a part-time Deputy CAO for a one year term as a transition from my current contract. The following are some projects/initiatives which will require extra attention in 2024.

1. Carry out the 2024 Municipal Election, while developing election expertise among several staff. In conjunction with the CAO, conduct an orientation for a new Council.
2. In conjunction with the Manager of Finance and the Public Works Supervisor to complete the Asset Retirement Obligation project which the Town must complete prior to next August in order to have unqualified financial statements.
3. Tackle the Asset Management project which was pointed out to us by Bob Funke as incomplete, but necessary for the future, possible even eligibility for future capital grants.
4. Fill professional voids which we need to fill but don't have the budget to hire full-time positions including,
 - a. Planning
 - b. Development Officer
 - c. Engineering
 - d. GIS
5. Compiling all of our leases, agreements, deeds and other permanent records in a centralized system with a management trail. Morgan and Nicole have begun this process with the goal of scanning and digitizing and categorizing these documents so that they can be easily retrieved.
6. With the recent announcement, this is an opportune time to source grants in order to leverage our future needs (i.e. upgrade Grovestine Recreation Complex, transforming the old landfill into a green area, etc)
7. Relocation to the Post Office and sale of the Town Hall
8. A 5-year budget as we will have to strategize the use of grants and timing of our revenues to address the upfront costs associated with the significant growth which is going to occur over the next 3 years. Unfortunately, the jump in tax revenue won't occur at the same time as the upfront costs we can anticipate over the next 2 years, however, we will see a huge increase in revenue on year 3 or 4 of approximately 1 million net after the Education Transfer. This uneven flow of revenue and expenditures will require a disciplined 5-year plan.

Proposal and Direction

Council directs the CAO to offer Ken Smith an offer of employment as a Deputy CAO for 1-year part-time position. The position would involve approximately 20 hours per week with 2 days onsite and the balance of the hours being remote. The per diem rate would be \$50/hour plus a travel, meal allowance of \$100/day when onsite. The new position would start December 18, 2023.

The impact on the budget would be approximately \$18,000.00 for the period December 18, 2023 to March 31, 2024 and approximately \$40,000.00 for the period of April 1, 2024 to November 30, 2024.



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339
 Mahone Bay, NS B0J 2E0 E-mail: Christine.McClare@Region6SWM.ca

Document # D23-237	
Rec'd by [Signature]	
Date Dec. 7/23	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Sara Mattatall
 Town of Shelburne
 PO Box 670
 168 Water St
 Shelburne, NS B0T 1W0

December 6, 2023

RE: Budget Approval 2024-25

Dear Ms. Mattatall,

On Friday, December 1, 2023, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2024 – March 31, 2025.

The following motion was passed:

MOTION: to recommend approval of the 2024-25 Region 6 Inter-Municipal Committee Budget to member units, as circulated. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 15, 2024 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive style.

Christine H. McClare BA Psych
Regional Coordinator

encl.



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
Contracts/Service Agreements				
Education Contract	\$ 11,710	\$ 80,392	\$ 80,392	\$ 80,392
Coordinator Agreement	\$ 9,410	\$ 43,286	\$ 43,286	\$ 43,286
Enforcement Contract	\$ 13,326	\$ 89,425	\$ 89,425	\$ 89,425
Sub-total	\$ 34,446	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	\$ -	\$ 81,350	\$ 90,000	\$ 90,000
Diversion ¹	\$ 317,200	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ 60,600	\$ 80,500	\$ 80,500	\$ 80,500
Interest	\$ 4,047	\$ 8,095		
Sub-total	\$ 381,847	\$ 519,945	\$ 520,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	\$ 60,689	\$ 127,975	\$ 127,975	\$ 145,057
Previous Year Deficit (Surplus) ²	\$ -	\$ (6,596)	\$ (6,596)	\$ 7,864
Sub-total	\$ 60,689	\$ 121,379	\$ 121,379	\$ 152,921
TOTAL	\$ 476,983	\$ 854,427	\$ 854,982	\$ 886,524
Inter-Municipal Reserves Schedule				
	Previous Years Expenses	F2023-24 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	\$ 37,432	\$ -	\$ 37,432	\$ -



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St, Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

EXPENSES	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	\$ 35,589	\$ 85,329	\$ 85,329	\$ 89,200
Coordinator Benefits	\$ 8,222	\$ 11,350	\$ 11,350	\$ 16,020
Travel (Coordinator)	\$ -	\$ 2,200	\$ 3,500	\$ 3,000
Training and conference	\$ 1,097	\$ 2,500	\$ 2,000	\$ 2,200
Office Rental	\$ 5,366	\$ 10,731	\$ 10,000	\$ 9,675
Cell phones	\$ 1,024	\$ 2,049	\$ 1,000	\$ 2,000
Internet/Phone/Fax	\$ 600	\$ 1,200	\$ 1,300	\$ 1,300
Office supplies and services	\$ 850	\$ 1,700	\$ 3,500	\$ 3,000
Computer/materials	\$ 383	\$ 3,000	\$ 1,500	\$ 3,600
Insurance	\$ -	\$ 3,900	\$ 3,700	\$ 3,900
Administration	\$ -	\$ 9,390	\$ 9,390	\$ 9,390
Legal & Auditor	\$ -	\$ 9,281	\$ 10,000	\$ 9,500
Sub-total	\$ 53,131	\$ 142,630	\$ 142,569	\$ 152,785
EDUCATION				
Education salary	\$ 27,087	\$ 66,305	\$ 66,305	\$ 69,780
Educator Benefits	\$ 5,976	\$ 11,279	\$ 11,279	\$ 14,390
Travel (education)	\$ 5,552	\$ 13,886	\$ 14,000	\$ 14,000
Advertising	\$ -	\$ -	\$ 1,500	\$ 1,000
R6RECYCLES	\$ 12,777	\$ 12,777	\$ 12,000	\$ 12,780
Program materials	\$ 575	\$ 2,500	\$ 4,000	\$ 4,000
Sub-total	\$ 51,966	\$ 106,746	\$ 109,084	\$ 115,950
PAYMENTS TO UNITS				
Enforcement Contract	\$ -	\$ 89,425	\$ 89,425	\$ 89,425
Dairy Stewardship	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
Diversion ¹	\$ -	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ -	\$ 80,500	\$ 80,500	\$ 80,500
Sub-total	\$ -	\$ 609,925	\$ 609,925	\$ 609,925
TOTAL	\$ 105,097	\$ 859,301	\$ 861,578	\$ 878,660
Revenue/Expenditure	\$ 371,886	-\$ 4,874	-\$ 6,596	\$ 7,864

Notes to BUDGET:

1. Diversion Credits - \$5.5 million is available Provincially, up from \$5 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the deficit for 2022-23 which is added to the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

Municipal Area Served:	2021 Population	% of Region	2024-25
Shelburne Shared Services	6,456	6.99%	\$ 10,696.42
Town of Bridgewater	8,790	9.52%	\$ 14,563.43
Town of Mahone Bay	1,064	1.15%	\$ 1,762.85
Municipality of Lunenburg	25,545	27.68%	\$ 42,323.42
Municipality of Barrington	6,523	7.07%	\$ 10,807.42
Town of Clark's Harbour	725	0.79%	\$ 1,201.19
Municipality of Chester	10,804	11.71%	\$ 17,900.26
Town of Lunenburg	2,396	2.60%	\$ 3,969.74
Region of Queens Municipality	10,486	11.36%	\$ 17,373.39
West Hants Regional Municipality	19,509	21.14%	\$ 32,322.86
Total	92,298	100.00%	\$ 152,921.00

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	<input type="checkbox"/>



Region 6 Activities Summary 2023-24

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our member municipalities. In addition to representing and liaising for the region at the provincial level accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines went to a new level this past summer. A partnership with another group has allowed for a helicopter to be used in inaccessible areas. At Cape Sable (Cape Sable Island, Barrington) they have removed many pounds of gear that were identified last year.
- Use of social media and videos aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- The Master Recycler program is being offered to both youth and adults. This on-line and in person, has educated residents to spread the word on the benefits of recycling.

Administration

- Work continues with the province to implement EPR for Printed Paper and Packaging (PPP) with the first milestone of municipalities getting registered for the industry-led. Assistance and guidance provided to units to supply the required recycling program data to register for the industry-led program. Between now and October 1, 2023, industry will consult municipalities and develop a program plan for submission to the province. Contracts may be negotiated with municipalities for collection and/or education services.
- Other EPR programs are being created simultaneously for Batteries, Light Bulbs and Small Appliances. The program plans are due to the province and programs are to be in place by July, August and September 2024. Once in effect, these programs will see more material diverted from landfill and industry covering the cost of managing these materials.
- Getting to 300kg/person/year consultation feedback to the province to maximize diversion while minimizing negative impacts to funding and managing programs.
- Working with the Province to mitigate the impact of the ban on pressure treated lumber from disposal at C&D sites. New methods will be required to keep pressure treated timber separate. Compliance steps continue to be taken.
- Ongoing work to lessen the impact of waste generated by natural disasters. Wildfire and Flooding impacts this past summer, saw additional material sent for disposal. With documentation on weights, it is possible that these materials will not count against diversion.

Christine H McClare
Regional Coordinator
Dec 7, 2023

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REGION 6 SOLID WASTE MANAGEMENT

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

REGION 6 SOLID WASTE MANAGEMENT

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

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Incorporated Partners

Forse Investments Limited

Crosby Smith Holdings Limited

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INDEPENDENT AUDITOR'S REPORT

REGION 6 SOLID WASTE MANAGEMENT

Opinion

We have audited the financial statements of *Region 6 Solid Waste Management* which comprise the statement of financial position as at March 31, 2023, statement of financial activities, accumulated surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements of the Region are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Region's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Region or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Region's financial reporting process.



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INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Region's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Region to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kentville, Nova Scotia
 September 8, 2023

Kent & Duffett

Chartered Professional Accountants
 Registered Municipal Auditor

REGION 6 SOLID WASTE MANAGEMENT

STATEMENTS OF FINANCIAL ACTIVITIES AND ACCUMULATED SURPLUS

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenues		
Operating and education		
Coordinator funds (RRFB)	\$ 43,286	\$ 43,286
Education contract (RRFB)	61,494	89,405
Inter-municipal programs	-	16,793
Services	-	450
Other	-	2,496
Funds		
Diversion credits	384,506	432,529
Dairy recycling	111,664	76,664
Municipal approved program	80,746	82,574
Enforcement	89,021	102,552
Interest	5,769	4,069
Municipal contributions	130,175	72,292
	<u>906,661</u>	<u>923,110</u>
Expenditures		
Operating and education		
Overhead	216,794	195,151
Regional programs	17,779	26,644
Salaries and benefits	10,273	10,318
Distributions		
Diversion credits (note 3)	496,170	509,193
Inter-municipal programs	3,742	3,505
Municipal approved programs	80,746	82,574
Enforcement	89,021	89,129
	<u>914,525</u>	<u>916,514</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ (7,864)</u>	<u>\$ 6,596</u>
ACCUMULATED SURPLUS AT BEGINNING OF YEAR		
	\$ 221,185	\$ 230,660
Excess of revenues over expenditures	(7,864)	6,596
Change in reserve	4,581	(16,071)
ACCUMULATED SURPLUS AT END OF YEAR	<u>\$ 217,902</u>	<u>\$ 221,185</u>

The accompanying notes are an integral part of these financial statements.

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
FINANCIAL ASSETS		
Cash	\$ 106,414	\$ 312,647
HST recoverable	19,516	17,226
Due from West Hants Regional Municipality	100,972	-
	<u>226,902</u>	<u>329,873</u>
LIABILITIES		
Payables and accruals	9,000	9,000
Due to West Hants Regional Municipality	-	99,688
	<u>9,000</u>	<u>108,688</u>
NET ASSETS	<u>\$ 217,902</u>	<u>\$ 221,185</u>
ACCUMULATED SURPLUS		
Operations and education funds	\$ 43,019	\$ 49,500
Diversion program funds	13,166	10,054
Future projects funds	84,979	84,893
Enforcement program funds	76,738	76,738
	<u>\$ 217,902</u>	<u>\$ 221,185</u>

Approved on Behalf of the ~~Board~~ R6 Inter-Municipal Committee

Wayne Thorburn ~~Director~~ Chair

Wayne Thorburn

Christine H. McClare ~~Director~~ Coordinator

Christine McClare

Date: Sept 8, 2023

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ (7,864)	\$ 6,596
Items not involving cash		
Change in reserves	<u>4,581</u>	<u>(16,071)</u>
	<u>(3,283)</u>	<u>(9,475)</u>
Net change in non-cash working capital balances		
Receivables	-	2,785
Harmonized Sales Tax	<u>(2,290)</u>	<u>(6,679)</u>
	<u>(5,573)</u>	<u>(13,369)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Changes to West Hants Regional Municipality balance	<u>(200,660)</u>	<u>27,580</u>
NET INCREASE (DECREASE) IN CASH DURING THE YEAR	(206,233)	14,211
CASH POSITION AT BEGINNING OF YEAR	<u>312,647</u>	<u>298,436</u>
CASH POSITION AT END OF YEAR	<u><u>\$ 106,414</u></u>	<u><u>\$ 312,647</u></u>

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

1. NATURE OF OPERATIONS

On August 7, 1998, and amended on December 22, 2008, the below units signed the Region 6 Inter-Municipal Services Agreement (the "Agreement") to form the Region 6 Inter-Municipal Committee (Sections 1 and 2 of the Agreement). In this Agreement, the parties agree to provide certain solid waste-resource management services for Region 6 Solid Waste Management region.

Solid waste-resource management services include:

- a) Education;
- b) Regional co-operation and encouragement of common standards;
- c) Provision of a Regional Coordinator as well as office equipment and space;
- d) Disbursement of Resource Recovery Fund Board (RRFB) diversion credits;
- e) Implementation of any RRFB approved projects; and
- f) The parties have power to add by amendment to this Agreement.

Region 6 Solid Waste Management consists of the following towns and municipalities pursuant to Clause 39(1) of the Solid Waste-Resource Management Regulations:

Town of Clarks Harbour
 Town of Mahone Bay
 Town of Lunenburg
 Town of Bridgewater
 Town of Lockeport
 Town of Shelburne
 West Hants Regional Municipality
 Municipality of the District of Chester
 Municipality of the District of Lunenburg
 Municipality of the District of Shelburne
 Region of Queens Municipality
 Municipality of the District of Barrington

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements of Region 6 Solid Waste Management are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Outlined below are those considered particularly significant:

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue

Revenue is recorded on the accrual basis.

Special programs including Dairy Funding, Enforcement Funding and Municipal Approved Program funds (MAP) are paid on the condition that the funds be used for qualifying projects in solid waste-resource management. Qualifying projects include:

Municipal Waste Diversion Programs including source reduction; reuse, regional and municipal recycling and composting programs;

Municipal Household Hazardous Waste Program;

Municipal Waste Management Education Program; and

Eligible Enforcement Programs.

Government contributions are recognized as revenue in the period the transfer is authorized, and all eligibility criteria have been met.

Revenue for operations and education is negotiated annually and is recorded as earned.

Expenditures

Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Diversion credits are paid to municipalities based on a formula established by the Department of Environment of the Province of Nova Scotia using data supplied by the municipalities and landfill operators. This formula provides funding for municipalities which have implemented waste management programs and diverted waste from disposal (Sections 53 and 54 of the Agreement).

Cash

Cash includes cash and amounts held on deposit with a financial institution.

Use of estimates

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Significant estimates include certain accruals. Actual results could differ from those estimates.

Funds

Certain amounts, as approved by the Inter-Municipal Committee, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds are an adjustment to the respective funds when approved.

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

3. DISTRIBUTION TO MUNICIPAL UNITS

	2023		
	Diversion Credits	Dairy Recycling	Total
Municipal Joint Services Board	\$ 172,720	\$ 40,039	\$ 212,759
Region of Queens Municipality	45,564	20,128	65,692
West Hants Regional Municipality	88,859	14,956	103,815
Municipality of the District of Chester	56,253	8,802	65,055
Municipality of the District of Shelburne (shared services)	8,651	17,316	25,967
Town of Lunenburg	11,689	1,932	13,621
Municipality of the District of Barrington	39	7,696	7,735
Town of Clark's Harbour	731	795	1,526
	<u>\$ 384,506</u>	<u>\$ 111,664</u>	<u>\$ 496,170</u>
	2022		
	Diversion Credits	Dairy Recycling	Total
Municipal Joint Services Board	\$ 185,846	\$ 34,679	\$ 220,525
Region of Queens Municipality	44,344	7,685	52,029
West Hants Regional Municipality	106,514	10,205	116,719
Municipality of the District of Chester	61,059	10,383	71,442
Municipality of the District of Shelburne (shared services)	8,916	6,154	15,070
Town of Lunenburg	13,068	3,932	17,000
Barrington/Clarks Harbour	2,040	215	2,255
	<u>\$ 432,529</u>	<u>\$ 76,664</u>	<u>\$ 509,193</u>

4. FINANCIAL RISKS AND CONCENTRATION OF RISKS

Financial assets

Financial assets include cash which is recorded at fair value and accounts receivable which are recorded at amortized cost.

Liquidity risk

The Board's objective is to have sufficient liquidity to meet its liabilities when due. The Board monitors its cash balance and cash flows from operations to meet its requirements. As at March 31, 2023, the most significant financial liabilities were payables and accruals.

5. OTHER INFORMATION

The statement of changes in net assets was not prepared as it is deemed to not provide useful information to users.

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF OPERATIONS AND EDUCATION

SCHEDULE 1

YEAR ENDED MARCH 31, 2023

	Budget Unaudited	2023 Actual	2022 Actual
Revenue			
Coordinator funds (RRFB)	\$ 43,286	\$ 43,286	\$ 43,286
Education contract (RRFB)	80,392	61,494	89,405
Inter-municipal programs	-	-	16,793
Interest	-	2,571	3,349
Services	-	-	450
Other	-	-	2,496
	<u>123,678</u>	<u>107,351</u>	<u>155,779</u>
Expenditures			
Administration	9,390	9,386	9,386
Cell phones	1,100	887	932
Education and regional programs	5,500	4,126	1,828
Employee benefits	22,774	28,223	24,239
Insurance	3,500	6,347	3,426
Inter-municipal programs	-	7,432	16,793
Office	4,800	3,742	3,505
Office equipment	1,500	1,414	3,027
Office rental	10,000	9,198	9,290
Professional fees	10,000	8,760	9,068
Recycling application	11,000	10,347	9,851
Salaries	136,536	141,698	134,273
Training and conference	2,000	1,917	261
Travel	15,000	15,111	9,739
	<u>233,100</u>	<u>248,588</u>	<u>235,618</u>
Excess of expenditures over revenue	(109,422)	(141,237)	(79,839)
Balance, beginning of year	49,500	49,500	42,902
Changes to reserves	59,922	134,756	86,437
	<u>\$ -</u>	<u>\$ 43,019</u>	<u>\$ 49,500</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF DIVERSION CREDITS FUND

SCHEDULE 2

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
Resource Recovery Fund Board diversion credits	\$ 384,506	\$ 432,529
Dairy recycling fund	111,664	76,664
Interest	3,112	700
Municipal contributions	130,175	72,292
	<u>629,457</u>	<u>582,185</u>
Expenditures		
Distribution to Municipal units (note 3)		
Municipal Joint Services Board	172,720	185,846
Municipality of the District of Chester	56,253	61,059
Town of Lunenburg	11,689	13,068
West Hants Regional Municipality	88,859	106,514
Region of Queens Municipality	45,564	44,344
Municipality of the District of Barrington	39	10,742
Town of Clark's Harbour	731	2,039
Municipality of the District of Shelburne	8,651	8,917
Dairy recycling (note 3)	111,664	76,664
	<u>496,170</u>	<u>509,193</u>
Excess of revenue over expenditures	133,287	72,992
Balance, beginning of year	10,054	9,354
Changes to reserves	(130,175)	(72,292)
Balance, end of year	<u>\$ 13,166</u>	<u>\$ 10,054</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF FUTURE PROJECTS FUNDS

SCHEDULE 3

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
Interest	\$ <u>86</u>	\$ <u>20</u>
Expenditures		
Programs	<u>-</u>	<u>-</u>
Excess of revenue over expenditures	86	20
Balance, beginning of year	84,893	101,666
Changes to reserves	<u>-</u>	<u>(16,793)</u>
Balance, end of year	<u>\$ 84,979</u>	<u>\$ 84,893</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF RRFB MUNICIPAL APPROVED PROGRAM

SCHEDULE 4

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
RRFB funding		
Municipal approved program	\$ 80,746	\$ 82,574
Expenditures		
Municipal Joint Services Board	30,968	31,669
West Hants Regional Municipality	17,067	17,454
Region of Queens Municipality	9,174	9,381
Municipality of the District of Chester	9,452	9,666
Municipality of the District of Shelburne	5,648	5,776
Municipality of the District of Barrington	5,707	5,836
Town of Clark's Harbour	634	649
Town of Lunenburg	2,096	2,143
	<u>80,746</u>	<u>82,574</u>
Excess of revenue over expenditures	-	-
Balance, beginning of year	-	-
Changes to reserves	-	-
Balance, end of year	<u>\$ -</u>	<u>\$ -</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF RRFB ENFORCEMENT PROGRAM

SCHEDULE 5

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
RRFB funding	\$ <u>89,021</u>	\$ <u>102,552</u>
Expenditures		
Municipal Joint Services Board	34,142	33,925
West Hants Regional Municipality	18,816	18,736
Municipality of the District of Chester/Town of Lunenburg	12,731	12,508
Municipality of the District of Barrington	6,991	7,295
Municipality of the District of Shelburne	6,227	6,466
Region of Queens Municipality	<u>10,114</u>	<u>10,199</u>
	<u>89,021</u>	<u>89,129</u>
Excess of revenue over expenditures	-	13,423
Balance, beginning of year	76,738	76,738
Changes to reserves	-	<u>(13,423)</u>
Balance, end of year	<u>\$ 76,738</u>	<u>\$ 76,738</u>

Jill Webb

From: Perry, Marc <Marc.Perry@dfo-mpo.gc.ca>
Sent: December 19, 2023 3:27 PM
To: Jill Webb
Subject: Shelburne Waterfront Boat launch

Document #	D23-238
Rec'd by	JW
Date	Dec. 19/23
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CAUTION: This email originated from an external sender.



Hello Jill,

For many years, Shelburne Fishery Officers have been utilizing this boat launch to mobilize all of our vessels. We have an FRC (Fast Response Craft) which we do receive call to service to provide quick aid in the following tasks:

- Boat / fisher distress calls
- Search and Rescue operations
- Marine Animal - rescue and recovery
- Marine Spills / incidents
- Assisting other agencies – RCMP, CBSA, DNR, Coast Guard etc.

This summer we had a call from local Fire Department to assist in a rescue of an individual from Roseway beach who had become cut off with the forest fires and we used this ramp to attend that call.

We also use this location frequently in the normal aspects of our work – enforcement and inspections. We also have a hardshell – a gear hauling platform and a few smaller skiffs and boats which we use. The boat ramp is close to our Detachment and makes this location very useful and convenient.

After the storm this year we noticed the area had changed a bit. There were a lot of large rocks moved to the concrete ramp and the bottom of the ramp (off the concrete) had larger holes than before. Loading and offloading, particularly during low tides at this ramp is very tricky with larger vessels. The trailer needs to be level to properly load the vessel back on to the trailer. At this ramp, particularly at low tide, the trailer needs to back down and beyond the concrete ramp to the seafloor which is difficult to find a level area. We have also had some flat tires on the trailer in this location from rocks in this area. Having the ability to respond quickly and safely when called is important to us.

We also discovered before the lobster opener this year that a large sailboat had tied up at the wharf and made the offloading and loading substantially more difficult.

Due to the enforcement nature of our boat we normally remove our vessels from the water when not in use to reduce risk of vandalism. To leave the vessel in the water, the facility needs to have security measures in place. We do have a secure berth at the local yacht club but the berth location does not allow us the speedy exit and entry that a potential emergency response requires so we have not been using the location. Instead we trailer our vessels back to the Detachment after each use.

Because we trailer, we have been leaving the trailer in the parking lot across the street. Occasionally, we will find the trailer blocked when we return or just vehicles around making maneuvering a large trailer more difficult.

I was reaching out to find out who owned the ramp to see what options we had to fix some of these items.

Some suggestions:

- Signage - indicating the ramp and surrounding wharf is designated emergency response vessels priority. The Fire Department also use this location so the designation would help them as well.
- Perhaps some equipment work near the bottom of the ramp to level off a section past the concrete.
- Improved lighting – aids in night operations backing down the ramp
- Designated parking for truck and trailer
- I just wanted to start the conversation to try and improve this area so we can better serve our clients.
- I would be more than willing to discuss any ideas or suggestions on how to improve this location.

Thanks for the help Jill.

MARC PERRY

FIELD SUPERVISOR FOR SHELBURNE
FISHERIES & OCEANS CANADA

SHELBURNE DETACHMENT

362 OHIO ROAD
PO Box 490
SHELBURNE, NS
BOT 1W0
902-875-2360

Jill Webb

From: Yvonne LeBlanc (Office Manager) <officemanager@westerncounties.ca>
Sent: December 12, 2023 9:36 AM
To: Municipality of Argyle ; Municipality of Barrington-1; Municipality of Clare; Municipality of Digby; Erin Hartley; Municipality of Yarmouth-1; Town of Clarks Harbour; Town of Digby; Town of Lockeport; Jill Webb; Town of Yarmouth-1
Subject: WCRL Board Minutes
Attachments: September_28_2023_Board_Minutes.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

Hi,

The quarterly meeting of the Western Counties Regional Library Board was held on December 7, 2023, and the minutes of the previous quarterly board meeting that was held on September 28, 2023 were approved.

I have attached the minutes so that the CAO/Clerk Treasurer can keep up to date on what is happening at Western Counties Regional Library.

Thank you,
Yvonne

--

Yvonne LeBlanc
Office Manager
Western Counties Regional Library
405 Main Street, Yarmouth, NS B5A 1G3
Tel: 902-742-2486 Ext. 221
Fax: 902-742-6920
officemanager@westerncounties.ca
www.westerncounties.ca

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Western Counties Regional Library

Board Meeting

September 28, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, September 28, 2023 in the Community Room of the IWK Memorial Library building.

Present:

Mayor Ben Cleveland, Vice-Chair, Town of Digby
Councillor Kathy Bourque, Municipality of Argyle
Councillor George Manzer, Municipality of Digby
Councillor Doris Townsend, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Councillor Kent Balish, Town of Lockeport
Patti Simpson, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets:

Shaun Hatfield, Carl Deveau, Elizabeth Acker, Wade Cleveland and Ellen Burton.

Absent:

Vacant - Shelburne Library Building Association
Vacant - Province of Nova Scotia

1. **Call to Order**

The Board Vice-Chair, Ben Cleveland, called the meeting to order at 1:00 p.m.

2. **Adoption of Agenda**

It was moved by Kent Balish and seconded by George Manzer:

"That the agenda be approved as circulated."

Motion carried

3. **Minutes of the Previous Meetings**

3.1 The minutes of the June 15, 2023 board meeting were circulated. There being no errors or omissions, it was moved by Patti Simpson and seconded by Patty Durkee:

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“That the minutes of the June 15, 2023 board meeting be approved as circulated.”

Motion carried

4. Business Arising from the Minutes

4.1 Land acknowledgement

Erin Comeau indicated that there has been no activity on land acknowledgement as we have been waiting for a Treaty Education NS brochure that just recently arrived. This will be discussed at the December Board meeting.

5. Chair's Report

With the Chair being out until the end of the year, there is no Chair's Report.

6. Library Boards Association of Nova Scotia (LBANS) Representative Report

With the Chair being out until the end of the year, there is no LBANS Representative Report.

A discussion was held about LBANS's role. Erin reported that LBANS is struggling to get regional library board representation on their board. She also mentioned that Halifax Public Libraries is no longer a member of LBANS. The LBANS Executive meets 7 times a year, on Saturdays in Truro. After discussion, it was agreed that Erin draft a letter to LBANS outlining the board's concerns including the frequency of meetings and meeting times as well as the potential doubling of efforts where library boards with CORL's guidance, already advocate for libraries. It was also agreed that the WCRL Board revoke its membership with LBANS for the time being since we are not currently represented. A draft letter will be sent to board members for comments.

7. Director's Report

The Director's Report on Management Activities was circulated. Erin noted that she is working on accessibility accommodation procedures, hiring and orientation procedures and reviewing health benefit options. She expects the funding formula review process to start later this fall.

8. Financial Statement

The August 31, 2023 Financial Statement was circulated.

9 Audit, Risk and Finance Committee

Kathy Bourque, Chair of Audit, Risk and Finance Committee, reported that an Audit, Risk and Finance Committee meeting was held on September 18, 2023. The committee reviewed the proposed changes to the 2023-24 budget. They also reviewed the library's reserve accounts in anticipation of needing to draw from reserve funds to cover the proposed wage increase. The committee acknowledged that while reserve funds could be used in the short-term, the board should not rely on these funds long-term to fund annual operating costs.

9.1 Proposed Budget Revisions and Explanations

It was moved by Kathy Bourque and seconded by Kent Balish:

“That the changes to the 2023-2024 budget and proposed wage increases be approved as presented.”

Motion carried

It was moved by Doris Townsend and seconded by George Manzer:

“That the Board transfer from the Library Development account to the General Account, the amount required to cover any deficits incurred as a result of the 2023-2024 wage increase and that the transfer be made for the 2023-2024 and the 2024-2025 fiscal year.

Motion carried

10. New Business

Policy Review and Recommendations

10.1 Adverse Weather Conditions Policy

The Adverse Weather Conditions Policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Adverse Weather Conditions Policy be reclassified as an Operations Policy, and that changes to the policy be approved as presented.

Motion carried

10.2 Library Use and Behaviour Code

The Library Use and Behaviour Code Policy was circulated, and a discussion was held about patrons bringing animals to the library. It was moved by Louann Link and seconded by Patti Durkee:

“That the Library Use and Behaviour Code Policy be amended as presented.

Motion carried

Erin mentioned that the Library Use and Behaviour Code policy is scheduled to be reviewed in March 2024 for anti-harassment and Equity, Diversity and Inclusion statements.

10.3 Vehicle Use Policy and Form

It was noted that a correction was made to our Vehicle Use Policy and Form on September 6, 2023 which does not change the meaning of the policy. It clarifies that having a Motor Vehicle conviction adds points to an individual's license, not deduct points.

11. Correspondence

11.1 Letter to Minister Dunn re 2023-2024 Bridge Funding

Erin mentioned that a letter to Minister Dunn re the 2023-2024 Bridge Funding was sent. A similar letter will.

12. Other

The board asked Erin to draft a welcome letter the new Minister of CCTH – the Honourable Allan MacMaster

Erin mentioned that the wage re-opener will take place on October 17, 2023. Erin and Patti Simpson will be meeting with union representatives.

Erin indicated that she had an online meeting with a potential health plan provider, and indicated that there was still one other potential health plan provider to meet with. She will have a recommendation for the Board at the December meeting.

13. Around the Table

N/A


14. Next Meeting

Thursday, December 7, 2023 at 1:00 p.m.

15. Adjournment

On a motion from Patti Durkee, the meeting adjourned at 1:40 p.m.

Terms of Reference

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HERITAGE ADVISORY COMMITTEE

1. Introduction

The Heritage Advisory Committee (HAC) serves as an advisory body to the Town of Shelburne Council (Council) in matters pertaining to heritage protection and conservation. This committee provides guidance on development and conservation activities related to heritage properties within the Town, functioning as an Advisory Committee of Council.

2. Scope of Work

The HAC may make recommendations to Council on the following matters:

- a) Inclusion of buildings, streetscapes, and areas in the Town Registry of Heritage Property;
- b) Applications for substantial alterations or demolition of Town Heritage Properties;
- c) Building and other regulations affecting the Heritage Property Act's intent and purpose;
- d) Any other matters conducive to the effect of carrying out the intent and purpose of Heritage Property Act.

3. Membership

The HAC consists of six members, structured as follows:

- a) Two members appointed from within Council.
- b) Two members from the Shelburne Historical Society or individuals who have otherwise demonstrated active concern for the preservation of buildings of historic significance.
- c) Two members from the public.

All members are appointed by Council. All members are residents of the Town. One member from each of the three categories will be appointed for a period of two years. The remainder for a period of one year. All members are eligible for reappointment by Council for up to a maximum of four years.

Committee positions will be advertised following current Town procedures.

Prompt appointments will be made by Council to fill committee vacancies.

The members of the Committee serve without remuneration but may be reimbursed for necessary expenses.

No member of the Committee has any power to pledge credit of the Town or to authorize any expenditure to be charged to the Town.

4. Role of Committee Members

The expectations for individual committee members are as follows:

- a) Attend committee meetings.
- b) Provide feedback and input on Town policies, procedures and practices to ensure they address issues relating to the Committee scope of work.
- c) Represent the Committee as required.

5. Role of the Chair

The Chair will be appointed by the Committee from among the voting members on an annual basis; the Chair will be considered as having a vote. The Chair ensures timely delivery of all Committee agendas and minutes and will serve as the Chair of the Committee meetings. The Chair will call the meeting to order and ensure appropriate procedures are followed. The Chair will also be responsible for ensuring the delivery of Committee reports and recommendations to Council. The Chair will serve as the representative of the Committee at official functions, but the Committee may delegate this role as required.

6. Role of the Secretary

The Chief Administrative Officer or an appointed staff member acts as the Secretary of the Committee and will not be considered as having a vote.

The Secretary will have the following responsibilities:

- a) Collect agenda items and issue the agenda and any required papers
- b) Prepare and issue minutes in a timely fashion
- c) Gather input from Committee members and issue documents in a timely fashion
- d) Coordinate with the Town website manager to ensure access to pertinent information is available to the public

As per Section 30 (4) of the Municipal Government Act, no council member, committee or member of a committee established by Council shall instruct or give direction to, either publicly or privately, an employee of the municipality.

7. Meeting Procedures

The Chairperson calls meetings of the Committee on a bi-monthly basis unless there are no items to be reviewed in a particular month. Typically, meetings will be held on the **first** Thursday in the Town Hall. Alternate dates may occur where special circumstances demand.

Meetings are open to the public unless the nature of a committee business (dealing with issues specified in the *Municipal Government Act*) requires a closed meeting. Public notification of meeting dates and changes are provided on the Town of Shelburne's website.

The order of business is set out in an agenda package and provided to Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded

electronically to the Committee Secretary at least five working days prior to the meeting date for agenda preparation and posting for the public on the Town's website. Additional items may be discussed under "other business" if time permits.

Minutes of the meetings are prepared by the Secretary and signed by the Committee Chair or Acting Chair for the meeting for which the minutes pertain. Originals of the minutes will be forwarded to the Committee Secretary for safekeeping. Once adopted, minutes will be posted for public viewing on the Town's website.

8. Reporting to Council

The Committee reports regularly to Town Council. Recommendations require majority support, and absent members may provide formal approval through electronic communication, as decided by the Committee.

Endorsed by Council : mm/dd/yyyy

Jill Webb

From: Nicole Blades
Sent: December 18, 2023 1:47 PM
To: Jill Webb
Subject: Motions from HAC Meeting

MOTION: APPOINTMENT OF MEMBER TERMS

THAT Cady Berardi and Sandra Walsh be appointed for 2 years and Chris Sharpe and Janet Stritychuk be appointed for 1 year

Cady-Janet

CARRIED

MOTION: 28 JOHN STREET – RENOVATION

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.

Cady-Sheldon

CARRIED

Nicole Blades
Administration and Human Resource Officer
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, NS, B0T 1W0
(o) 902.875.2991 Ext. 4
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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

December 5, 2023

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

Dear Ms., Mattatall:

Re: Monthly Building Report

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

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	13	14
Construction Value	\$ 308,000.00	\$ 450,000.00
Total Construction to Date	\$ 1,060,000.00	\$ 1,924,200.00

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Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad



By-Law Officer Report November 2023

November Calls for service (Nov.1-Nov.30):

- 23-014. Service request: Resident called asked for a copy of land use bylaw, stated website was missing items. Site has been updated. -resolved
- 23-015. Service request: Patrol revealed a large amount of garbage on Bulkley St, contacted owner, will follow up. -ongoing
- 23-016. Service request: Complaint of sawmill excessive noise and saw dust creating mess on neighbour's property on Hammond St. -resolved
- 23-017-Service request. Resident called concerning land use and adding a rental property, referred to development officer, request denied. -resolved
- 23-018. Service request: Complaint about garbage on Clements. -Resolved
- 23-019. Service request: Complaint about sawmill on Clements. -resolved
- 23-020. Service request: Complaint about rooster on Harding Blvd.-ongoing
- 23-021. Service request: Complaint of ATV on Parr St Park. -ongoing
- 23-022. Service request: Resident called, question on replacing roof in historic district - ongoing.

Assignments:

- Working on review of by-laws
- Install more signage about feeding deer.

Summary of addition By-Law Officer duties and out comes:

- Thomas St has been cleaned up. Lewis Smith has completed clean up. I was at the site for inspection, looks good. Waiting on Mr. Smith for bill.
- Complaints 23-006, 007, 011, from October ongoing.
- Complaint 23-008 aggressive dog complaint with drawn
- Service Request 23-013 resolved
- Waiting on advice from council about resident inquiring about hunting in town limits

Respectfully submitted,

Dana Nash

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dana.nash@shelburnens.ca
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SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of November 2023.

Total number of calls for service: 14

Calls for service within the Town: 6

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

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

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

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	3	4
MEDICAL		
MOTOR VEHICLE ACCIDENT	1	1+1 Mutual Aid
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		2
POWER LINES		
FLOOD CONDITIONS	2	
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

Town of Shelburne
 Staff Report – Fence Relocation
 January 2nd, 2024

Document #	
D23-244	
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General Overview

This report is intended to follow up on a motion made at the October 3rd, 2023, Town Council meeting – M23-107 “defer the topic to a future date”. This report notes the estimated cost to relocate the fence back to its original location.

Background

The topic of relocating the fence which had been erected earlier in the year on the northeast corner of King and Water Street had been added to the October 3rd, 2023, agenda. The location of the fence essentially decreased the square footage of potential parking area while increasing the square footage of non-parking area. Council requested cost information from staff if the fence was relocated back to the original location and deferred the topic to a future date.

On October 5, 2023, Council received an email from Maeve Wilson expressing concerns regarding “an unnecessary expense” to relocate the fence back. Furthermore, she noted that the new layout doesn’t sacrifice any parking spots, yet clearly defines the parking lot from the MLA’s office and park.

On October 6th, 2023, Councillor Rick Davis responded to the October 5th, 2023 email noting that the fence had been moved without the knowledge of the Council members and staff and the unauthorized action had superseded Council’s plan to “repair the fence, clean up the overgrowth of the wild trees and repair and refurbish the signage”. He also noted that “removing the existing concrete also resulted in a damage sewer line.”

On October 9th, 2023, Brad and Maeve Wilson responded to Councillor Davis email reiterating that the fence should not be moved again as it is “securely in place, looks good and moving would not provide any additional parking spaces”.

Analysis

The pros and cons of relocating the fence include:

Pros of relocating the fence:

1. Allow Council to follow up on their plan to “fix up the area and not compromise potential parking space”.
2. Potential purchaser of Town Hall building is looking for more parking space.

3. If the Roads/Trail by-law is passed and implemented, the increased square footage of parking space could accommodate more motorized vehicles (i.e. ATVs) in the downtown core.
4. Also, the extra space could accommodate one of the 2 electric charging centers which the Town has applied for.

Cons of Relocating the Fence

1. A relocation of the fence would cost in the range of \$3000 to \$4000 depending on what could be salvaged from the existing fence.
2. More square footage could be "turned green".

Recommendation

Council either relocate the fence or leave it where it is.

Town Of Shelburne
Staff Report-Deputy CAO's update
Jan 2, 2024

Document #	D23-245
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This report is intended to update council members regarding various files in process as outlined below.

1. Possible developments in the planning stage.

- a) An Ontario developer and his investment team made a site initiation to the 10-acre parcel of land owned by the Town at Exit 26 to finalize an Agreement of Purchase of Sale with the town. He has been working on a budget for a 16-unit project on King Street with the plan "to put shovels in the ground" in the Spring.
- b) The project manager for the renovation project at Heritage Hall made a site visit from Toronto two weeks ago. The Heritage Advisory Committee met for the 1st time in over 10 years and the new committee approved the developer's design plans in order for the building permit to be approved.
- c) A local resident plans to begin work on a potential 12-14unit housing development on a large parcel of land behind her current home.

2. The CAO received 3 FOIPOP Application forms from Mr. Timothy Gillespie regarding the Shakespear house.

- a) Correspondence to or from the office of the CAO of the height variance for construction at PID # 80150196 including letters, emails, faxes, telephone, etc.
- b) Actual measurements (height, length, width) of new building upon PID #80150196 copy at various requests, height, length, width of new building upon PID #80150196 and copy of written approval of above requests.
- c) Building permit application for PID #80150196 from April,2023, building development permit for PID #80150196 quoted in April and building permit approval from April 2023 for PID #80150196.

3. Grovenstein Recreation Complex upgrade

Contact has been made with Pickleball Nova Scotia, Baseball Nova Scotia, and Tennis Nova Scotia to seek any sport specific facility information to assess a cost-effective path to upgrade the Complex. A new funding program was recently announced by the province. After gathering more potential project costs and grant opportunities, staff are planning to set up a public meeting to determine if a user group could be formed as a non-profit society as the most effective model to apply for grants and also to manage a town owned recreation facility. Furthermore, a dedicated and engaged user group would be more likely to develop programs in conjunction with a provincial sports governing body. Baseball is organized locally, but tennis and pickleball don't have a local organization. With the

influx of a significant number of health care workers to the area, the recreation complex upgrade will play a key role in retaining new employees of the nursing home. Both the MacLeod Group and the Ontario developer have expressed interest in seeing the complex develop. It should be noted that staff met with both Frances Scott, Recreation Director for Lockeport as well as a resident of Shelburne, Shirley Drake, President of the Windsor Tennis Club, as well as a seasonal resident in the area. Both Frances and Shirley have a wealth of experience and were interested in helping to upgrade the complex.

4. Sale of the Town Hall Property

Subsequent to posting on social media (Facebook) and our website notifying the public of the potential sale of the building, two repeating ads were placed in the Vanguard. We have received interest from three different potential buyers.

One potential buyer has made 4 visitations to date reviewing the building and property in detail with staff following up with sourcing an asbestos report if it was ever completed. Other documentation which may be required to complete a sale will be a Phase 1 environmental report on an oil tank that was removed from the back parking lot a number of years ago and an asbestos study on the building. An asbestos report would be dependent upon the buyer's requirements.

The challenge in the process of selling the building is determining the fair market value. This figure will be required before staff request sealed bids from the interested buyers. Staff have already reached out and received three quotes from real estate appraisers with the quotes between \$4,000 and \$5,000. In the meantime, Paul Beazley of PVSC was contacted and arrangements have been made with him for one of the commercial appraisers to visit us and do an updated appraisal of the property. The property had been appraised at approximately \$238,000. It is anticipated that we should be in a position to accept bids early January.

5. Road trails

Staff have continued the process to be in a position to compile a report for a 2nd reading of the By-law while talking into consideration the following.

- a) One side of Spa Road is in the municipality and the other side of Spa Road is in the town; staff are pursuing clarification with the province if there are any impacts with the unique situation.
- b) Staff are following the Yarmouth situation in order to learn from their start up experience (i.e. signage, safety considerations, public education, etc.)
- c) Follow up discussion with Staff Sergeant Mark MacPherson as he is "also companying notes with his counterpart in Yarmouth."
- d) Any impacts from the proximity of the new 112 bed nursing home in proximity to King Street and the up to 60-unit apartment complex near Spa Road.
- e) As a result of the points noted above, be in a position to prepare for a public meeting.

6. Staff submitted 3 different applications for funding under the Municipal Capital Growth Program by the deadline of December 13, 2023.

The application process highlighted the need for the Town to update its strategic plan. The current plan was developed in 2016 and covered the period 2017-2021. Also, as most grant programs are competitive, it is advantageous to have the design work and/or studies completed in advance of the announcement of a funding program.

It is planned to review all 3 applications and any follow up work at the January 15, 2024, council meeting.

7. Office Move to Post Office Building

In conjunction with the proposed sale of the Town Hall, staff have undertaken the following;

- a) Made arrangements for Derrick from MJSB to review the electrical set-up in the post office to identify any issues upfront prior to relocating our IT system to the second floor.
- b) Prior to this, staff toured the 2nd floor and the basement to plan where each position would locate including the partition and furniture.
- c) Management did a “walkabout” with the Accessibility Co-ordinator for Eastern Shelburne County to discuss an approach to address accessibility issues in the building and the parking lot.
- d) In conjunction with our MCGP grant application and upcoming provincial standards, arrangements have been made for an Accessibility Audit for not only the 2nd floor, but also the basement, the 1st floor the parking lot and the maintenance building. The commitment to the audit enhanced our MCGP application plus will prove useful for a new upcoming accessibility grant program.

8. Staff are reviewing outstanding motions arising from Council meetings and plan to follow through on them over the next two months.

Recommendation

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

SUGGESTED Motions for January 2nd, 2024

1) Call to Order (Harold)

2) Approval of Agenda (Harold)

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

3) Approval of Minutes from Council Meeting (Harold)

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

4) Proclamations and Announcements

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

We would like to recognize January 12th 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 (Ben)

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.

SUGGESTED Motions for January 2nd, 2024

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!

- c) New Year Greetings (Rick)
on behalf of all Town of Shelburne Council and Staff I would like to wish everyone a very Happy New Year!

5) Delegations/Presentations:

6) Correspondence:

Action:

- a) Letter – Pam Mingo re: Fence Monument
THAT Council defer the topic until a decision is made regarding the fence relocation.
- b) Email – Candy Venning re: trees
THAT Council direct staff to follow up with Ms. Venning regarding this issue.

Information:

- c) Response Letter – Financial Consumer Agency of Canada re: Scotiabank Closure
- d) Barrington Lake Wildfire After-Action Review

NO MOTION NEEDED

7) Council Items:

- 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.
- b) Region 6 Solid Waste Management
THAT Council approve the 2024/25 Region 6 Solid Waste Management Budget.
- c) Mark Perry, Fisheries and Oceans Email re: ramp on Dock Street
THAT Council direct staff to prepare a report.

8) Committee Reports:

- a) Western Counties Regional Library Meeting Minutes
NO MOTION NEEDED
- b) Heritage Advisory Committee
THAT Council approve the Terms of Reference for the Heritage Advisory Committee.
THAT Cady Beradi and Sandra Walsh be appointed for 2 years and Chris Sharpe and Janet Stritychuk be appointed for 1 year.
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.

9) **Staff Reports:**

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

NO MOTION NEEDED FOR THE ABOVE REPORTS

- d) Fence Relocation

THAT Council relocate the fence.

OR

THAT Council keeps the fence in its current location.

- e) Deputy CAO Report

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

10) **New Business:**

Councillor Nickerson? Councillor Acker? Councillor Davis? Deputy Mayor Ringer?

11) **Upcoming Meetings/Events:**

- a) Pay it forward Day, In Memory of Carmen Faith Huskilson, January 12th, 2024.
- b) Next Town Council meeting, Monday, January 15th, 2024, 6pm, Council Chambers

12) **Adjournment**

