



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**July 2<sup>nd</sup>, 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 June 17<sup>th</sup>, 2024.
  - 4) Proclamations and Announcements:
    - a) Volunteer of the Month – July, Sarah Albert
  - 5) Delegations/Presentation:
    - a) Presentation from Aaron Long, AREA re: Solar Program
  - 6) Correspondence:

**Action:**

    - a) Letter from Robert Burns Snow re: property identification D24-365

**Information:**

    - a) Letter to The Honourable Michelle Thompson re: Healthcare Services Analysis D24-366
    - b) Western Counties Regional Library Report D24-367
    - c) Letter from Municipality of the District of Shelburne re: Canada Community Building Fund D24-368
  - 7) Council Items:
    - a) Sewer Charges By-law Second Reading D24-369
  - 8) Committee Reports:
    - a) Port Committee Minutes – March 14<sup>th</sup>, 2024. D24-370
    - b) Western Counties Regional Library Board Meeting Minutes – March 21<sup>st</sup>, 2024. D24-371
  - 9) Staff Reports:
    - a) CAO Update
    - b) Election Update D24-372
    - c) Draft ARO Policy D24-373
    - d) OHV Road Trail Regulations D24-374
    - e) Waste Diversion Officer Report D24-375
  - 10) In Camera: MGA 22 (2) (e) – Contract Negotiations
  - 11) New Business:
  - 12) Upcoming Meetings/Events:
    - a) Public Hearing, Roads Trails By-law, July 4<sup>th</sup>, 2024, 6pm, Shelburne Community Centre, Mt. Rm. A
    - b) Next Town Council Meeting, Tuesday, July 15<sup>th</sup>, 2024, 6pm, Council Chambers, Town Hall
    - c) Check out the Shelburne Events Committee Facebook page for a list of upcoming attractions for Dock Street Days, July 19-20<sup>th</sup>, 2024.
  - 13) Adjournment



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**June 17<sup>th</sup>, 2024**

**Council Members Present**

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

**Regrets**

Councillor Ben Nickerson

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Finance Manager, Jane Crowell  
Executive Coordinator, Jill Webb  
Senior Planner, Mike Khan  
By-law Officer, Dana Nash

**Call to Order**

Mayor 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 Kespukwitiq, home to Acadia First Nation. We are all Treaty people.

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

**Approval of the Agenda**

**THAT** Council approves the agenda for June 17<sup>th</sup>, 2024.

**Davis-Acker**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on June 3<sup>rd</sup>, 2024.

**Acker-Ringer**

**CARRIED**

**Proclamations and Announcements:**

a) National Indigenous People's Day, June 21<sup>st</sup>, 2024

Councillor Ringer Read: National Indigenous People's Day is a celebration held annually on June 21 in Canada to honor and recognize the rich cultures, heritage, and contributions of First Nations, Inuit, and Metis Peoples. Established in 1996, this day coincides with the summer solstice, a time traditionally significant for many Indigenous communities. Events across the country include cultural performances, educational activities, and ceremonies, fostering a deeper understanding and appreciation of Indigenous histories and ongoing contributions to Canadian society. National Indigenous People's Day is a day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Metis peoples.

b) Congratulations Graduates – June 27<sup>th</sup>, 2024

Congratulations to the Graduates of Shelburne Regional High School!

To the incredible Class of 2024, today marks a significant milestone in your lives, one that you've worked tirelessly to achieve. Your hard work, dedication, and resilience have brought you to this moment of celebration, and we couldn't be prouder of each and every one of you.

As you step out into the world, carrying the knowledge and experiences from your time at Shelburne Regional High School, remember that this is just the beginning of an exciting journey. Whether you're heading to college, starting a new job, traveling the world, or exploring new opportunities, know that you have the strength and skills to achieve great things.

Take a moment to reflect on all you've accomplished and the friendships you've made. Cherish these memories as you move forward to create new ones. We believe in you and can't wait to see the amazing things you'll do next!

Once again, on behalf of Town Council and Staff, congratulations to the Class of 2024! The future is bright, and it's all yours for the taking.

c) Canadian Multicultural Day, June 27<sup>th</sup>, 2024

On June 27, we honor the diverse cultures, traditions, and histories that make Canada such a rich and vibrant nation.

In a world that can often seem divided, let's remember the strength that comes from our unity in diversity. Every cultural thread adds to the beautiful tapestry of Canada, and together, we build a stronger, more inclusive nation.

Here's to celebrating our differences and the shared values that bring us together. Happy Canadian Multiculturalism Day!

d) Canada Day, July 1<sup>st</sup>, 2024

Canada Day, celebrated on July 1st, marks the anniversary of the Confederation of Canada. On this day in 1867, the British North America Act (now known as the Constitution Act, 1867) united the colonies of Canada, New Brunswick, and Nova Scotia into a single Dominion within the British Empire. Today, Canada Day is a nationwide celebration of Canadian identity, values, and achievements. Festivities often include fireworks, concerts, parades, and citizenship ceremonies, as well as gatherings with family and friends to enjoy the diversity and unity of this vast and vibrant country. It's a time for Canadians to reflect on their shared history, cultural heritage, and the principles of equality, diversity, and inclusivity that define the nation.

**Delegations/Presentations: NONE**

**Correspondence**

**Action:**

- a) Email – Jay Pilzner, Fishermen Memorial.

Councillor Acker commented that it is a great idea to reinstitute the memorial. She mentioned that Karen Mattatall may have a lot of information as she was involved and that she encourages a group to take this on.

*THAT Council direct staff to contact Jay Pilzner regarding the Fishermen Memorial.*

**Acker-Davis**

**CARRIED**

**M24-227**

**Information:**

- b) Letter – Western Counties Regional Libraries

This was to provide Council with an update for information only. Councillor Acker did comment that she sits on the WCRL board and wanted thank her fellow Councillors to agree to give the extra money to them this year.

**Council Items:**

- a) 2024/25 Water Utility Budget

Finance Manager Jane Crowell quickly reviewed water budget and asked for questions. Councillor Acker mentioned change on pumping – did not go up 4%, but was 49%, because of how much we are using the plant. Councillor Acker asked if are anticipating a water rate increase to which Mrs. Crowell responded that we do not.

*THAT Council approve the 2024/25 Water Utility Budget as presented.*

**Davis-Ringer**

**CARRIED**

**M24-228**

- b) 194 Rodney Street, Land Use By-law Second Reading

Planner Mike Khan went over his presentation from the public meeting quickly and asked for questions. It was noted that neighbours that were not present for the meeting still have the opportunity to appeal for the next two weeks.

*THAT Council approve the second reading to amend the Land Use By-law Zoning Map (schedule B) for PID 82539990 changing the land use from Residential Mobile Home (R-M) to Residential General (R-1).*

**Acker-Davis**

**CARRIED**

**M24-229**

- c) Funding, Road Rehab

Mike Khan explained to Council that they are looking at applying for a Roads Grant that the government of NS put out. There are only allowed certain roads, he explained those roads are King, Water, Falls Lane and Ohio. We are also only eligible for one project per year and we have to cost share as well (50/50). We will be putting in the application by the end of the week.

d) Alternate Voting Amendment – First Reading

*THAT Council approve the first reading to amend the Alternate Voting By-law with the second reading to happen on July 15<sup>th</sup>, 2024.*

**Davis-Acker**

**CARRIED**

**M24-230**

**Committee Reports: NONE**

**Staff Reports**

a) Solid Waste By-law Amendment

CAO Mattatall provided a verbal update to Council on our solid waste. She explained that the three units have collectively decided to all update their Solid Waste By-laws, so we are all on board as we all have shared services with Region of Queens. And with upcoming changes being downloaded from the province, the units thought it would be better to all update their by-laws and be cohesive with each other.

*THAT Council of the Town of Shelburne give Notice of its Intention to Repeal the existing Waste Disposal By-law and replace it with the Solid Waste By-law and conduct First reading of the same; and further, that it gives notice of Second & Final Reading to consider the repeal of the Waste Disposal By-law and approval and adoption of the Solid Waste By-law at its meeting of September 3<sup>rd</sup>, 2024.*

**Acker-Ringer**

**CARRIED**

**M24-231**

b) Building Inspector Report - May

c) By-law Officer Report - May

d) Wastewater Report - May

e) Water Utility Report - May

The above reports were reviewed for information only.

f) Accessibility Report

*THAT Council of the Town of Shelburne approve Catherine Jones to be appointed a member of the Eastern Shelburne County Accessibility Advisory Committee.*

**Davis-Ringer**

**CARRIED**

**M24-232**

g) SVFD Report - May

The above report was reviewed for information only.

**In Camera:** MGA 22 (2) (E) – Contract Negotiations

*THAT Council went in camera at 6:16pm.*

**Acker-Davis**

**CARRIED**

Council came out of in camera at 6:25pm.

*THAT Council direct staff to transfer \$13,500 from our operating reserve to continue to employ Ken Smith to the end of March 2025.*

**Acker-Davis**

**CARRIED**

**M24-233**

**New Business:**

Councillor Acker wanted to first say a thank you to public works staff who have been cleaning up Dock Street removing gravel and sand, fixing sod, etc. She received an email from a resident expressing her sincere thanks and wanted to pass that along.

This coming weekend is Spencer's Garden Centre 40<sup>th</sup> Anniversary, she encourages everyone to drop by and support this great business.

She wanted to acknowledge Barbie Barrett, pre-primary teacher at Hillcrest Academy, she has been the recipient of the Certificate of Achievement in NS for the 2024 Prime Minister's Awards for Excellence in Early Childhood Education. Congratulations Barbie!

She wanted to let her fellow Councillors know that there was a public engagement session last week at Hillcrest Academy hosted by the two School Advisory Councils (HCA/SRHS). The main purpose was to discuss combined bussing. The employees from TCRCE were not prepared for the parents/stakeholders who want combined bussing. Many points were made (costs, carbon footprint, better start and end times, childcare). Councillor Acker said she soke to the fact that the Town of Shelburne and MDS taxpayers are required to submit approximately \$1.8 million dollars each year from taxes collected. She was told later that many at the meeting had no idea that municipal governments must contribute to education. She is not sure how to move forward, however she would like staff to send a letter to Jared Purdy from Town of Shelburne Council that we support combine bussing. All Councillors in an agreement to send a letter.

**Upcoming Meetings/Events**

- a) Public Hearing, Roads Trail By-law, July 4<sup>th</sup>, 2024, 6pm, Shelburne Community Centre, Mt. Rm A.
- b) Visit [www.shelburnecounty.ca](http://www.shelburnecounty.ca) for a list of Canada Day events happening in the area.
- c) We are one month away from Dock Street Days, July 19/20, 2024, follow the Shelburne Events page on Facebook to keep up to date on all activities planned.
- d) Next Council Meeting, Tuesday, July 2<sup>nd</sup>, 2024, 6pm, Council Chambers.

**Adjournment**

*THAT* the Regular Town Council Meeting of June 17<sup>th</sup>, 2024, be adjourned at 6:32pm.

**Davis**



**Town of Shelburne**  
**July 2024**  
**Volunteer of the Month**  
**Sarah Albert**

Sarah Albert is being recognized as the Volunteer of the Month for July for her hard work and dedication to our community.

Sarah holds an executive position on the Shelburne County Arena Board, where her leadership and commitment are invaluable. Her passion for serving others extends far beyond the boardroom. Sarah volunteers her time and culinary talents to cook for all the free community meals held in both Shelburne and Sable River, ensuring that everyone in the community can enjoy a warm, nutritious meal. Additionally, she cooks at the local exhibition canteen to support fundraising initiatives for the Arena.

In addition to her work with community meals, Sarah has organized ball tournaments to support community members who have been laid off due to illness. These events not only provide financial assistance but also foster a sense of unity and support among residents.

As a past board member of the Shelburne County Minor Hockey Association, Sarah has a long history of supporting youth sports. She has been instrumental in helping local minor ball teams fundraise for uniforms, ensuring that young athletes have the necessary equipment to participate and thrive.

On Tuesday nights, Sarah can be found helping with bingo, bringing joy and excitement to many community members.

Congratulations, Sarah, on being our Volunteer of the Month! Your hard work, generosity, and community spirit are truly inspiring. For all that Sarah has done and continues to do for this community, the Town of Shelburne Council recognizes her as the Volunteer of the Month for July.

Thank you, Sarah!



FOR COUNCIL  
PACKAGE

Robert Burns Snow  
PO Box 1092  
Shelburne NS  
BOT 1W0  
(902)874-2755

June 24, 2024

Document #	
D24-365	
Rec'd by	
Date	
June 24/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

To The Town of Shelburne Mayor and Council.

I am requesting a meeting with your town and DOT to resolve the piece of property identified with PID #82570789. The information that is recorded is wrong on this property and is being listed that it is within the Town of Shelburne, and actually it is Municipality of Shelburne. I am asking that the Town facilitate this meeting with DOT and myself to identify ownership.

This property was originally my families and I am requesting that the information be updated to what is supposed to be reflected for this.

Please get back to me with a date and time I can meet with you and DOT

Thank You

Robert Burns Snow





June 12, 2024

The Honorable Michelle Thompson  
Minister of Health  
Department of Health and Wellness  
1894 Barrington Street  
P.O. Box 488  
Halifax, NS  
B3J 2R8

Via Email: [Health.Minister@novascotia.ca](mailto:Health.Minister@novascotia.ca)

Dear Minister Thompson,

**Re: Healthcare Services Analysis**

We are reaching out to you regarding a matter of utmost urgency concerning the healthcare services in Shelburne. In 2021, Shelburne Municipal Council made a crucial decision to employ a Community Navigator to support Nova Scotia Health (NSH) in recruitment and retention efforts. Since then, the Community Navigator has been diligently providing confidential reports to Council, highlighting current challenges, opportunities, recruitment efforts, and retention activities. These reports have highlighted deficiencies in our healthcare services, with the following areas of concern consistently emerging, all of which were previously discussed with your honor in a meeting with the Shelburne Municipal Council on March 7, 2023:

1. Need for a Lead Physician and Mentorship: Shelburne urgently requires a lead physician capable of providing preceptorship and mentorship. Despite efforts to engage with Nova Scotia Health for a strategic recruitment plan, our request has not yielded positive results. Shelburne needs long-term recruitment solutions and increased capacity to participate in residency placements.
2. Hospitalist: It is imperative to establish a provincial standard ensuring that every hospital has at least one hospitalist. Roseway Hospital is currently the only hospital in Western Health Zone without a hospitalist. Although there is a vacancy for in-patient care, the difficulty in filling this role stems from an inadequate compensation package. Roseway Hospital offers a salary range of \$250,000 to \$300,000, whereas hospitals in Yarmouth, Kentville, and Lunenburg offer \$300,000 to \$350,000. This disparity impedes our ability to attract candidates. The continued obligation of our family physicians to be solely responsible for inpatient care is directly impacting our ability to retain doctors, this has been illustrated through exit interviews with the last four departing physicians, Roseway Hospital needs a hospitalist.

Document # D24-366	
Rec'd by JW	
Date June 12/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

3. Long-Term Care: Our long-term care physician is currently transitioning into retirement. We have recently been informed that this position will be integrated into the rotation of our family physician. Although we understand that our family physicians play a part, like the hospitalist position, the sole responsibility to meet this need cannot be left to our family physicians. This is not a sustainable solution for Shelburne, especially considering the expansion of our long-term care facility from 60 beds to 112 beds.
4. Practice Ready Assessment Program: All the physicians currently practicing in Shelburne are Practice Ready Assessment Program (PRAP) physicians. Given the current workload and without an experienced physician to lead our healthcare team and provide mentorship to those physicians coming to Shelburne, it will continue to be difficult to be successful in retaining PRAP physicians past their three-year return of service. Is there data to illustrate the success rate of rural communities in retaining PRAP physicians past their return of service placement?
5. Work-Life Balance for Physicians: It has become apparent that a major barrier to physician retention in Shelburne is work-life balance. Past and current physicians have expressed concerns about the contract obligations associated with in-patient care and family practice, which significantly impact their ability to achieve a desirable work-life balance. We believe that dedicating a full-time in-patient physician at Roseway Hospital is essential to alleviate the workload on our family physicians. Furthermore, the recent requirement for family physicians to cover our long-term care facility raises questions about workload standards across Nova Scotia.
6. Emergency Health Services (EHS): Despite announcements of investments and improvements in EHS over the past three years, we continue to experience inadequate coverage and prolonged response times. We urge clarification on the implementation and success of these improvements.
7. Increased and Ongoing Emergency Department Closures: We are deeply concerned about the increased and ongoing closures of Roseway Hospital's emergency department. These closures not only compromise our communities access to essential emergency services but also puts additional strain on attending physicians preceding, during and following emergency department shifts and neighboring healthcare facilities, leading to overcrowding and delays in accessing critical services. It is imperative to address the root causes of the vacancies for locum and full-time emergency department physicians to ensure uninterrupted access to emergency care for our community members.

Given these pressing issues, we strongly urge the Department of Health and Wellness to initiate, collaborate on, and fund a third-party review of our current Nova Scotia Health and Emergency Health services for Shelburne County. This review should be comprehensive and comparative, focusing on three main objectives: firstly, assessing specific challenges and shortcomings within our local healthcare services, and secondly, comparing these findings against similar community hospital, clinic, and emergency operations and thirdly, a comparative analysis will enable us to identify best practices and innovative solutions that have been successful elsewhere in addressing similar healthcare challenges. The comparative aspect of this review is crucial for us to learn from successful models that have been implemented in similar community hospital and

clinic settings. We need actionable insights and proportional solutions to drive positive change and enhance our community's health and well-being.

We urge you to prioritize, finance and allocate the necessary resources and expertise for a thorough and unbiased review. The health and welfare of our community depend on timely and proactive measures to address healthcare challenges and improve access to care.

Thank you for your attention to this urgent matter. We eagerly anticipate your prompt action and the positive impact it will have on our community's healthcare services.

Sincerely,

Warden Penny Smith  
Municipality of Shelburne



Warden Eddie Nickerson  
Municipality of Barrington



Mayor Rex Stoddard  
Town of Clark's Harbour



Mayor Cory Nickerson  
Town of Lockport



Mayor Harald Locke  
Town of Shelburne



Cc: Rick Perkins, MP – South Shore  
Nolan Young, MLA – Shelburne  
Karen OldField, Interim President and CEO  
Tanya Nixon, VP of Operations, Western Zone  
Sherry Doane, Executive Director, Shelburne Area Chamber of Commerce  
Andrea Davis, Executive Director, Black Loyalist Heritage Society  
Della Nickerson, Executive Director, Barrington Area Chamber of Commerce  
Norman Wallet, Chair, Roseway Hospital Charitable Foundation

## Volunteer shares his love of games

The Yarmouth branch of Western Counties Regional Library and board game enthusiasts are benefitting from Isaak Travis's passion for board games.

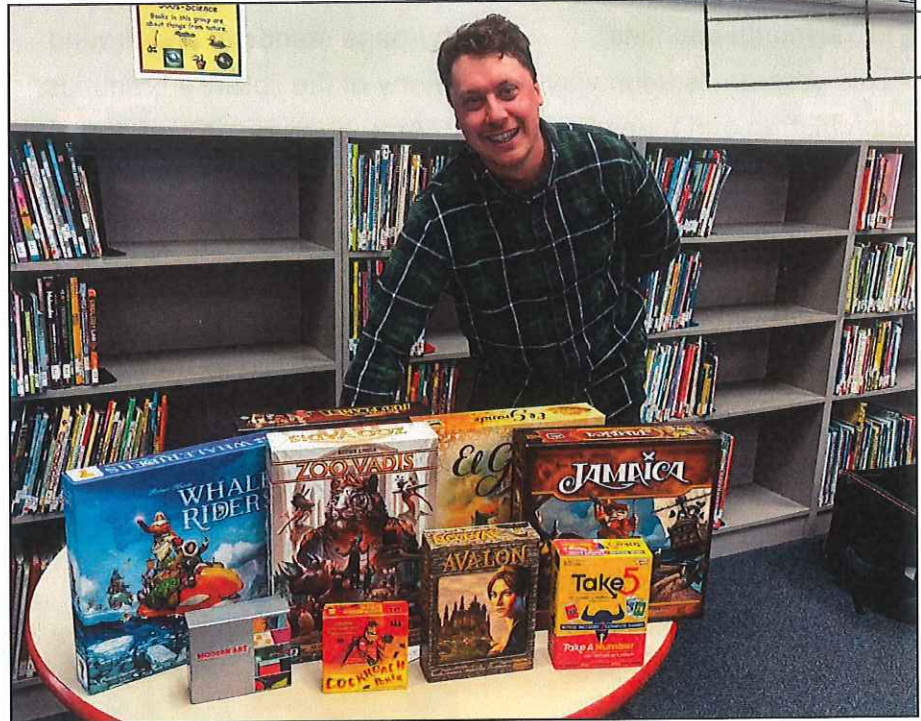
He volunteers to coordinate Adult Board Game Night every two weeks on Thursdays beginning at 5:15 p.m.

His reason for volunteering makes perfect sense for the lover of games.

"I wanted to meet like-minded people to play and appreciate games with," Travis says.

In 2022, he set a goal to play more board games with "strangers." He volunteered to run a similar night at the Elmsdale branch of Colchester-East Hants Public Library.

"We moved to Yarmouth last summer and I decided to volunteer to run a similar, bi-weekly event to meet people in the community, and play some games," he says. "The library is a great place to meet. It's one of the few public spaces left where anyone can hang out without any pressure to buy anything."



Isaak Travis loves board games and shares his passion every second Thursday at the Yarmouth library.

He says games are a fun way to spend time with family and friends to gather around a table to play and socialize.

"Every game is a unique experience that each player gets to influence in their own way, so many possibilities," he says.

Travis has a wide-ranging appetite for different types of games.

"I have different favourites depending on who I'm playing with," he says. "Games have

such variable vibes and complexities, it's hard to pin down a favourite."

"Sometimes I'm in the mood for a silly game, and sometimes I want something more strategic. I have favourites to play with gamers, and other favourites to play with non-gamers."

Anyone seeking tips on game designers or types of games, Travis is your guide.

**Continued on next page.  
See 'Games night.'**

# Reading club heading 'To the Stars!'

Western Counties Regional Library's 2024 Summer Reading Club takes readers **To the Stars!** The space/night sky themed club runs from June 22 to Aug. 24 at the library's 10 branches in Digby, Shelburne and Yarmouth counties.

"This program is a fun way to help children and teens keep up their reading over the summer," says Shannon Raynard, Deputy Director at the library. "And, there are rewards for the whole family."

The club offers reading reward

draw prizes in all three age groups, lots of in-person, space-themed programming, and StoryWalks, featuring Canadian astronaut Chris Hatfield's book **The Darkest Dark**. StoryWalks are set up outdoors on page-by-page stands in and around many of the library's branches.

"Area businesses and organizations continue to step up to support this literacy program for children, teens and adults by providing the prizes as reading rewards," Raynard says.

Programs range from soccer

matches using ball-shaped robots, discovering dinosaurs, music, crafts, and science camps. All programming is listed in the events section on the library website at [westerncounties.ca/events-calendar/](https://westerncounties.ca/events-calendar/).

To enter the draws, children must register with their local branch library. Every child registering at the library receives a reading log and a web access code to register online at <https://www.tdsummerreadingclub.ca/>. Teens and adults can sign up at their nearest library branch.

## Games night attracts a wide range of ages

From Page 1

"One thing I can say for sure is that my favourite game designer is Reiner Knizia. He makes approachable games that anyone can get into and enjoy, but have enough depth to keep serious gamers engaged too."

Knizia, a German game designer, has created successful board and electronic games.

"One of his games that we've been enjoying at the library is called Zoo Vadis. It's a negotiation game that has players using spatial positioning and creative politics to earn the most points and become the 'Zoo Mascot,'" he says.

The number and range of



**A dedicated group of card players are regulars at the Adult Board Game Night every second Thursday at the Yarmouth library.**

participants attending the program pleases Travis.

"There is a dedicated group of card players that attend regularly, as well as a good handful people at the modern game table," he says. The age

range is from teens to older adults.

For those interested, the program runs every second Thursday through the summer. The next few sessions are June 27, July 11 and 25.

# AROUND THE BRANCHES

## Headquarters



Deputy Director Shannon Raynard, right, receives her five-year work certificate from Executive Director Erin Comeau on May 22.

## Barrington



Six children decorated flower pots and planted sunflowers as a Mother's Day surprise during this program on May 8 at Barrington Municipal Library.

## Clare

Grade 7 students from École secondaire de Clare displayed their art at the branch in April. The students worked with local artist Jay LeBlanc to put on this exhibit of art showcasing various laser-cut animals on a background of their habitat. The students dropped by to see their exhibit and were proud to see their work

displayed in a public place for everyone to enjoy.



The April exhibit *Endroit et empreinte* featured the work of Grade 7 students from École secondaire de Clare.

## Clark's Harbour



Clark's Harbour library clerk Ruth Ann Atkinson received her five-year work certificate on May 3.



Children enjoyed painting cherry blossom trees with bubble wrap in April.

## AROUND THE BRANCHES

### Digby



Artist Elly Dowson's large painting attracted a lot of attention at the Digby library in April.

### Lockeport



Lockeport Friends of the Library plant and bake sale on May 11 raised \$640 for the group. The Friends generously support the library every year.

### Westport

Westport's youngest patron, Beckett Swift, joined the library last fall at the age of two. Westport's oldest patron, Raymond Robicheau, will be turning 101 this summer and is still reading voraciously.

### Weymouth

Weymouth library patron Julian Baran loves the library's mobile print service. "This is a very convenient service, easy to do," he says. "This is my third time coming to the library for this service."

### Weymouth (continued)

Local author Louis Comeau says, "I was satisfied and happy upon entering the library and seeing my book that I wrote, *The Searing Heat*, on the new book shelf. I appreciate everything the library does for local authors."

### Shelburne

Shelburne Friends of the Library raised \$330 at the yard sale they hosted at the branch on May 25.



Shelburne library clerks Debbie Perry, left, and Loreley Himmelman have worked together so long that they come to work in the same outfit.

### Yarmouth



Library clerk Susan Young, left, receives her 20-year work certificate from Deputy Director Shannon Raynard on May 28.

**Jill Webb**

**From:** Sarah Mattatall  
**Sent:** June 27, 2024 11:57 AM  
**To:** Jill Webb  
**Subject:** FW: Encouragement to Municipal Leaders - Advocacy Letter Re: Expanding Qualifying Expenditures for the Canada Community Building Fund  
**Attachments:** 2024.05.23  
\_MinisterFraser\_ReExpandingQualifyingExpendituresfortheCanadaCommunityBuildingFund.pdf

Document #	D24-368
Rec'd by	JW
Date	June 17/24
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**From:** Nicole Blades <nicole.blades@municipalityofshelburne.ca>  
**Sent:** Thursday, June 13, 2024 10:26 AM  
**To:** Acrocker@town.middleton.ns.ca; Admuisse@munargyle.com; Alanna.macdonald@trenton.ca; Bcarroll@modg.ca; Brian.cullen@munpict.ca; Cao@annapolisroyal.com; cao@cumberlandcounty.ns.ca; Cao@munclare.ca; Cao@townoflunenburg.ca; Cao@townofmulgrave.ca; Cao@townofyarmouth.ca; Cathie.OTOole@halifax.ca; Chris Frotten <cfrotten@barringtonmunicipality.com>; cmcneill@annapoliscounty.ca; customerservice@cumberlandcounty.ns.ca; dmcdougall@regionofqueens.com; Doug.patterson@saint-marys.ca; Dylan.heide@townofmahonebay.ca; Ebeaudin@wolfville.ca; Eossinger@digby.ca; Gbrown@stewiacke.net; glenn.horne@antigonishcounty.ca; lcloney@oxfordns.ca; Jboyd@berwick.ca; Jlawrence@townofantigonish.ca; Jmacdonald@amherst.ca; Jsunderland@digbymun.ca; Keith.macdonald@invernesscounty.ca; Kramsay@easthants.ca; Kyle.slaunwhite@townofpictou.ca; Leanne.maceachen@countyvictoria.ns.ca; Lisa.macdonald@newglasgow.ca; Mayor Stoddard <mayor@clarksharbour.com>; Mdotter@truro.ca; Mjwalsh@cbrm.ns.ca; Mphillips@westhants.ca; Rbedingfield@kentville.ca; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Sconrod@countyofkings.ca; Scot.weeres@westville.ca; Susan.higdon@stellarton.ca; Tammy.Crowder@bridgewater.ca; Tdoyle@townofph.ca; Tmacculloch@richmondcounty.ca; Tmaguire@chester.ca; tom.macewan@modl.ca; townoflockeport@ns.sympatico.ca; victoria@district.yarmouth.ns.ca; Warren MacLeod <Warren.MacLeod@municipalityofshelburne.ca>  
**Subject:** Encouragement to Municipal Leaders - Advocacy Letter Re: Expanding Qualifying Expenditures for the Canada Community Building Fund

Dear Municipal Leaders,

Warden Penny Smith, Municipality of the District of Shelburne, would like to encourage all Municipal Leaders across the province to join her in advocating for your community's needs. Recently, she sent a letter addressing concerns directly to Minister Sean Fraser, Department of Housing, Infrastructure, and Communities, proposing an expansion of the qualifying expenditures for the Canada Community-Building Fund. You will find a copy of the letter attached.

By coming together and amplifying our voices, we can increase the impact of our advocacy efforts. Thank you for your attention to this matter, and our continued collaboration for the betterment of our communities.

Thanks,  
*Nicole Blades*  
Executive Assistant  
Municipality of the District of Shelburne  
414 Woodlawn Drive  
PO Box 280  
Shelburne, NS B0T 1W0

Office: (902) 875-3544 Ext. 227

[Nicole.Blades@municipalityofshelburne.ca](mailto:Nicole.Blades@municipalityofshelburne.ca)

\*\*\*My regular office hours are Tuesday through Friday, 8:00 am – 4:30 pm



Naturally Yours

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Agenda	✓
Committee	

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

May 23, 2024

Department of Housing, Infrastructure and Communities  
Ottawa, Ontario  
Canada  
K1A 0A6

Attention: Honourable Sean Fraser, Housing, Infrastructure and Communities

Email: [sean.fraser@parl.gc.ca](mailto:sean.fraser@parl.gc.ca)

Re: Expanding Qualifying Expenditures for the Canada Community-Building Fund (CCBF)

Dear Minister Fraser,

I am writing to you as Warden of the Municipality of the District of Shelburne, located in Southwest Nova Scotia. Like many others nationwide, our community has significantly benefited from the Canada Community-Building Fund (CCBF). This support has been instrumental in developing crucial infrastructure across various sectors.

Recognizing the CCBF's profound impact, we propose an expansion of the fund's qualifying expenditures to better address specific, pressing needs in our community: housing, municipal building improvements and the enhancement of port, wharf and waterfront facilities. These areas are crucial for the continued welfare and economic stability of our community.

**Housing:** Our region faces a critical housing shortage that threatens the stability and welfare of our residents. Funding housing projects through the CCBF would provide essential relief by increasing the availability of safe and affordable housing.

**Municipal Buildings:** Our municipal facilities, including administrative offices and public works buildings, require modernization to keep pace with our community's growth. CCBF support for these projects would greatly improve our service delivery and operational efficiency.

**Port, Wharf and Waterfront Facilities:** Developing our maritime and waterfront infrastructure would not only propel local economic growth but also expand recreation and tourism, sustaining our community's long-term prosperity.

In addition to these specific areas, we propose providing Municipal Councils the authority to determine their infrastructure priorities and allocate CCBF funds as they see fit. This flexibility would empower local governments to address the most immediate and critical needs of their communities, ensuring that the funds are used in ways that provide the greatest benefit.

We respectfully request that you consider both the proposed expansions of qualifying expenditures and the empowerment of Municipal Councils to direct these funds. These changes would enable a more dynamic, responsive approach to local infrastructure development, reflecting both immediate needs and strategic, long-term planning.

Thank you for considering this multifaceted proposal. We are keen to discuss these suggestions further and explore how they can be implemented to benefit communities across the nation.

Sincerely,



Warden Penny Smith

c: Rick Perkins, MP – South Shore-St. Margarets

# Sewer Charges Bylaw Amendments

July 2, 2024

## General Overview

The Town is facing increased infrastructure costs stemming from new growth.

## Background

As with many Town's in Canada, Shelburne is facing issues with aging infrastructure combined with new development pressures.

Specifically looking at the Town's sanitary sewer system, there have been areas identified as needing improvement. Several of the lift stations are near capacity, with expected development potentially pushing infrastructure beyond its capacity, in particularly during major storm events. There is also a need for pre-treatment of some wastewater stemming from commercial or industrial processes that could incur costs to the Town.

There are also the potential impacts of future growth on the Town's wastewater infrastructure that may require additional infrastructure improvement projects.

One tool municipalities can use is development charges. Development charges are fees, levies or other charges that the Town requires payment of to fund infrastructure needed to support the new or expanded development. These charges are only payable by landowners who make application for permit; existing landowners are not charged.

Commonly, on-site costs and connection costs (from the property to the nearest sewer main) are covered mostly if not entirely by the landowner. Off-site infrastructure charges are less common, and refers to the sewer main, lift stations and treatment plant.

There is significant variation between what municipalities charge for sewer connections and related off-site impacts as shown below:

	<b>Sewer Connection</b> (on-site/connection)	<b>Additional charges</b> (off-site)
<b>Town of Shelburne</b>	Actual Cost	None
<b>Halifax Regional Municipality</b>	Actual Cost	\$2103-\$6126 per unit; \$30.24 per m <sup>2</sup> non-residential
<b>Town of Bridgewater</b>	\$600 (pre-1991 lot) or Actual Cost	\$1,500 per residential unit; \$20 per m <sup>2</sup> non-residential
<b>MD of Pictou</b>	Actual Cost	Usage estimate by use/user
<b>Town of Lunenburg</b>	Actual Cost	None
<b>Town of Mahone Bay</b>	Actual Cost	None

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### **Proposed Amendments**

Staff are proposing a new Wastewater Improvement Levy, for large development and/or high intensity users. Application for development permit where the gross square footage exceeds 900m<sup>2</sup> (Approx. 9,700 square feet) or are high intensity use (Car washes, laundromats, microbreweries and water intensive industrial uses) would be required to provide additional information to staff to determine if a Wastewater Improvement Levy should be charged.

This information require would include number of fixtures or flow and volume estimates. If the information provided showed low impact, for example a 1,000 m<sup>2</sup>, (~11,000 square foot) warehouse with only two washrooms, no levy would be charged.

Where there is an expected significant impact on Town infrastructure the Town Engineer would then determine what mitigative action is needed, for example: larger pipe, additional lift/pump capacity, incremental plant expansion, or pre-treatment. The Town Engineer would also determine associated capital costs needed to mitigate the impact of the development and ensure efficient sanitary sewer system.

The Town Engineer would inform the applicant of the additional charge, if any, in writing.

The proposed Sanitary Sewer Improvement Levy are permitted under section 81 (1) a of the *Municipal Government Act* and is not subject to approval by the Utilities and Review Board (UARB), unless those charges are levied outside of the municipality's boundaries.

Staff are also proposing amendments to clarify that costs related to on-site connections are entirely borne by the landowner and to align the bylaw with the Municipal User Fees Policy.

### **Future Work**

Initially, staff would determine the impacts on a case by case basis. As the capacity and costs are better understood, staff hope to bring forward future amendments to add clarity on what potential charges might be. This work is closely related with amendments to the Land Use Bylaw and Municipal Planning Strategy.

### **Options**

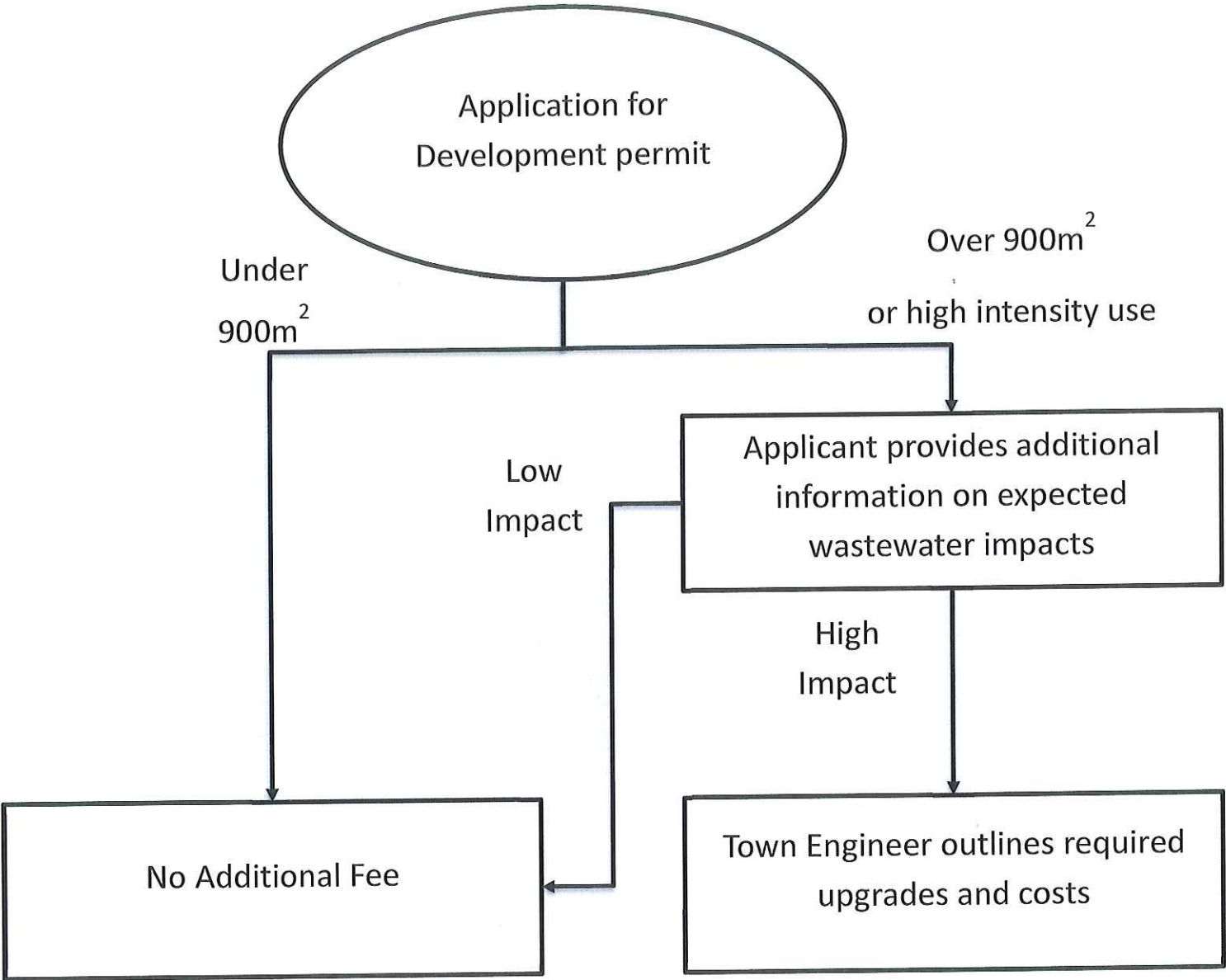
	<b>Pros</b>	<b>Cons</b>
Give First Reading to Sewer Charge Bylaw amendments	<ul style="list-style-type: none"><li>• Enables cost recovery for larger/high impact developments</li></ul>	<ul style="list-style-type: none"><li>• May increases cost of some developments</li></ul>
Defer First Reading of Sewer Charge Bylaw amendments and provide feedback	<ul style="list-style-type: none"><li>• Enables cost recovery for larger/high impact developments</li><li>• Allows for more input and consideration</li></ul>	<ul style="list-style-type: none"><li>• May increases cost of some developments</li></ul>
Do not amend Sewer Charges	<ul style="list-style-type: none"><li>• Keeps development</li></ul>	<ul style="list-style-type: none"><li>• Town will need to absorb</li></ul>

	costs low	costs related to growth
--	-----------	-------------------------

**Recommendation**

That Council give Second Reading to the amended Sewer Charges Bylaw.

**Process Chart**



# Appendix A – Draft Sewer Charge Bylaw Amendments

## SEWER CHARGES BY-LAW

**THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BY-LAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE DETERMINATION OF SEWER CHARGES.**

**WHEREAS** Section 79 of the *Municipal Government Act* provides that a Municipality may by by-law, prescribe charges for the provision of services for persons who use or benefit from the service, on a basis to be set out in the by-law.

**WHEREAS** Section 81 of the *Municipal Government Act* provides that a Municipality may by by-law, imposing, fixing and providing methods of enforcing payment of charges for wastewater facilities, the use of wastewater facilities and connecting to wastewater facilities.

**AND WHEREAS** the Town of Shelburne has enacted that user charges and connection fees prescribed under the *Public Sewer By-Law* will be in such amounts as determined from time to time by the Council by By-Law.

**THEREFORE** be it enacted by the Council of the Town of Shelburne, as follows:

### 1. Short Title

This By-Law shall be cited as "Sewer Charges By-Law".

### 2. Purpose

The purpose of this By-Law is to establish the amounts of user charges and connection fees prescribed under the *Public Sewer By-Law*.

### 3. Charge Imposed

As per the provisions of the *Public Sewer By-Law* every owner of land which is serviced by a public sewer or is fronting on any street or highway within the Town, which street or highway has a sewer line installed as directed by Council pursuant to this By-Law shall pay to the Town an annual charge, known as the Sewer Service Charge, for both the construction and maintenance of such sewage works, and the operation of any sewer treatment facilities in the amount determined from time to time by the Council by By-Law.

The Sewer Service Charge is established according to the schedule below:

#### **Fiscal Year Sewer Service Charge**

2017-18 \$219 /unit

2018-19 \$240 /unit

2019-20 \$260 /unit

### 4. Connection Fee Imposed

As per the provisions of the *Public Sewer By-Law* any person requesting a sewer permit, ~~after the original sewer line has been installed, for connecting to connect~~ a building ~~service connection with to an existing~~ public sewer shall pay a fee determined from time to time by the Council by By-Law.

The connection fee is established at \$200 per connection, the actual costs incurred by the Town in connecting the building to the public sewer plus:

- Wastewater Hook-Up (Residential) \$400.00
- Wastewater Hook-Up (Commercial) \$1,000.00

#### **5. Wastewater Improvement Levy**

An additional charge may be applied for larger scale and/or high intensity development, which includes:

- Developments over 900m<sup>2</sup>; and/or
- Car washes, laundromats, microbreweries and water intensive industrial uses.

Where application for development permit or sewer connection is made for a larger scale and/or high intensity development, the applicant will provide the Town Engineer with expected sanitary sewer flows and volumes or number of fixtures.

The Town Engineer will determine an additional charge, if any, based on expected impacts to the sanitary sewer system resulting from the proposed new development and costs associated with mitigating those impacts.

The Town Engineer will inform the application of the additional charge, if any, in writing. The Applicant must pay the Wastewater Improvement Levy as outlined by the Town Engineer.



**Shelburne Port Committee**  
**March 14<sup>th</sup>, 2024.**  
**2:00 pm Town Office - Auditorium**

**Minutes**

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June 20/24	
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**Present:**

Chair: Town Mayor Harold Locke  
Port Manager: Wayne Langthorne  
Town Councillor: Rick Davis  
Public Member: Percy Cox  
Public Member: John Garland  
Public Member: Karl White  
Public Member: Herb Locke  
Municipal CAO: Warren MacLeod  
Town CAO: Sarah Mattatall  
Town Deputy-CAO: Ken Smith  
Town Staff: Jane Crowell  
Town Staff / Secretary: Jennifer Perry

**Regrets:**

Public Member: Pat Melanson  
Municipal Councillor: Anthony Gosbee  
Municipal Staff: Val Kean

- 1) **Call to Order** (*Chair Harold Locke*)  
*Meeting was called to order at 2:00pm by the Chair.*
- 2) **Approval of 14 March 2024 Agenda**  
*Agenda approved. Mover: Karl White, Seconder: Rick Davis*
- 3) **Approval of Minutes from Shelburne Port Committee meeting held on 8 February 2024.**  
*Mover: Herb Locke, Seconder: Rick Davis*

**4) New Business:**

**Hoist Request**

Local fishermen have submitted a request to purchase and install a hoist at the Port. The estimated cost for the hoist, including materials and installation, is approximately \$19,500.00. They have secured a \$5,000.00 donation and are requesting the remaining amount from the Committee. The request emphasized the need for a hoist to assist with the loading and unloading of fishing vessels. The committee discussed the feasibility and implications of the proposal, considering factors such as costs, available infrastructure, and space constraints due to existing lease agreements.



The Port Committee recommends that the CAO responds to the request with a "no" decision at this time, due to space limitations and existing lease agreements.

*Mover: Herb Locke, Seconder: Rick Davis*

#### Berlin Wall Repair

The CAO provided a verbal update on the repair costs for the Berlin Wall and presented a proposal to cover the \$86,000 shortfall needed to meet the projected expenses.

Discussion was held regarding the CAO's funding proposal, which allocates \$86,000 for the Berlin Wall repairs. The funding request will come from three sources: \$20,000 from the Town of Shelburne, \$20,000 from the Municipality of the District of Shelburne, and \$46,000 from the Port Reserve.

*The Port Committee recommends Council approve the funding request of \$20,000 from the Town of Shelburne, \$20,000 from the Municipality of the District of Shelburne and \$46,000 from the Port Reserve.*

*Mover: Herb Locke, Seconder: Rick Davis*

#### **5) Budget Discussions**

The Finance Manager presented the proposed 2024/25 budget for discussion, review, and approval, noting that the gate security fee will increase from \$42.00/hr to \$43.00/hr, effective April 1, 2024. After thorough discussion and review, the committee approved the budget as presented.

*The Port Committee recommends Council approving the proposed 2024/25 budget as presented, which includes an increase in the gate security fee from \$42.00/hr to \$43.00/hr, effective April 1, 2024.*

*Mover: Herb Locke, Seconder: Rick Davis*

#### **6) Outcoming Recommendations for Town Council to consider:**

*The Port Committee recommends Council approve the funding request of \$20,000 from the Town of Shelburne, \$20,000 from the Municipality of the District of Shelburne and \$46,000 from the Port Reserve.*

*The Port Committee recommends Council approving the proposed 2024/25 budget as presented, which includes an increase in the gate security fee from \$42.00/hr to \$43.00/hr, effective April 1, 2024.*

#### **7) Upcoming Meeting:**

Thursday June 20<sup>th</sup>, 2024 @ 3:00pm

#### **8) Adjournment**

*Meeting adjourned at 2:47pm. Mover: Rick Davis*

**Western Counties Regional Library**  
**Board Meeting**  
**March 21, 2024**

Document #	
D24-371	
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June 21/24	
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The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, March 21, 2024 in the Community Room of the IWK Memorial Library building.

Present:

Councillor Sherry Thorburn Irvine, Board Chair  
 Councillor Kathy Bourque, Municipality of Argyle  
 Councillor Carl Deveau, Municipality of Clare  
 Councillor George Manzer, Municipality of Digby  
 Councillor Patti Durkee, Municipality of Yarmouth  
 Mayor Ben Cleveland, Vice-Chair, Town of Digby  
 Councillor Kent Balish, Town of Lockeport  
 Deputy-Mayor Elizabeth Acker, Town of Shelburne  
 Patti Simpson, Province of Nova Scotia  
 Erin Comeau, Secretary-Treasurer

Regrets:

Ellen Burton, Shaun Hatfield, Louann Link, Wade Cleveland

Via Zoom:

Patti Durkee, Kent Balish, Patti Simpson

Absent:

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

**1. Call to Order**

The Board Chair, Sherry Thorburn Irvine, called the meeting to order at 1:00 p.m. and welcome everyone.

## **2. Adoption of Agenda**

It was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the agenda be approved as circulated.”

Motion carried

## **3. Minutes of the Previous Meetings**

- 3.1 The minutes of the December 7, 2023 board meeting were circulated. There being no errors or omissions, it was moved by George Manzer and seconded by Carl Deveau:

“That the minutes of the December 7, 2023 board meeting be approved as circulated.”

Motion carried

- 3.2 The board email voting minutes of January 9, 2024 were circulated. There being no errors or omissions, it was moved by Ben Cleveland and seconded by Kathy Bourque:

“That the board email voting minutes of January 9, 2024 be approved as circulated.”

Motion carried

- 3.3 The board email voting minutes of February 5, 2024 were circulated. There being no errors or omissions, it was moved by Elizabeth Acker and seconded by George Manzer:

“That the board email voting minutes of February 5, 2024 be approved as circulated.”

Motion carried

- 3.4 The email correspondence - request to municipalities, was circulated. There being no errors or omissions, it was moved by Kathy Bourque and seconded by Carl Deveau:

“That the email correspondence - request to municipalities, be approved as circulated.”

Motion carried

#### **4. Business Arising from the Minutes**

##### **4.1 Spring Contract Negotiations and Special Budget Meeting**

Erin noted that at the last union negotiations, Carl Crouse who is the CUPE Representative reported he was retiring in July 2024. Erin would like to hold union negotiations before he retires. A special budget meeting will need to be held mid-May before negotiations can take place. Erin will send a poll to board members for the special budget meeting date.

##### **4.2 Report on search for cargo van**

Erin reported on her on-going search for a new cargo van. She has been looking at various vans to see what would be suitable and hopes to order one by the summer.

#### **5. Chair's Report**

Sherry reported that she didn't have anything to report.

#### **6. Director's Report on Management Activities**

The Director's Report on Management Activities was circulated. Erin mentioned that she receives regular updates from Managers every month which shows how many activities are not completed due to Managers filling in for other staff shortages. Erin reported that 6 municipalities to date have agreed to the one time increase request. She also announced that the Department of Communities, Culture, Tourism and Heritage has given us a grant for food literacy, to be spent within the next 2 years. It was moved by Ben Cleveland and seconded by Elizabeth Acker:

"THAT the Director's Report on Management Activities be accepted as presented."

Motion carried

#### **7. Financial Statement**

The February 29, 2024 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Carl Deveau:

"That the February 29, 2024 Financial Statement be accepted as presented."

Motion carried

## **8. Policy Review and Recommendations**

### **8.1 Land Acknowledgement**

At the December 2023 board meeting, the Board approved the Land Acknowledgement Statement and Guideline. A week later, Erin reported that she received a new document on Land Acknowledgement from the Office of Indian Affairs therefore had to reword our statement. She mentioned that she also intends to have this document translated in French and Mi'kmaq. It was moved by Carl Deveau and seconded by George Manzer:

“That the board accept the draft changes to the Land Acknowledgement Statement and Guideline as presented”.

Motion carried

### **8.2 Collections Development and Maintenance**

Erin noted that the Collections Development and Maintenance now includes a statement on accessibility and clarified a few other points. It was moved by Elizabeth Acker and seconded by Cathy Bourque:

“That the board accept the draft Collections Development and Maintenance policy as presented.”

Motion carried

### **8.3 Vacations**

In order to give adequate time for Managers to find coverage for staff vacations, the Vacations Policy was changed to allow more time for Managers to accept staff vacations. It was moved by Ben Cleveland and seconded by Kent Balish:

“That the board accept the draft Vacations policy as presented.”

Motion carried

## **9. Correspondence**

### **9.1 Municipal Correspondence re: Funding Request**

This topic was covered in # 6 above.

## 9.2 Provincial Correspondence re: Funding Request

A letter was received from the Department of CCTH in response to a letter from the Board.

## 10. Other

There were no Others.

## 11. Around the Table

There were no Around the Table.

The Chair did asked that Erin to convey the board's gratitude to all staff for a job well done.

## 12. Next Meeting

AGM and regular board meetings – Thursday, June 20, 2024 at 1:00 p.m. in the Community Room

## 13. Adjournment

The meeting adjourned at 2:01 p.m.



**Town of Shelburne  
Staff Report to Council  
Election 2024 Update  
July 2<sup>nd</sup>, 2024**

Document #	
D24-372	
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**General Overview**

This report is intended to seek Council's approval on a matter related to the 2024 Municipal and CSAP School Board Election.

**Background**

Section 1.4.1.4 of the Municipal Elections Act (MEA) states that the Returning Officer must make a recommendation to Council about the method best suited to the Municipality to provide a preliminary list of electors.

This was discussed at the November 6<sup>th</sup>, 2023 Council Meeting but never formally approved by motion.

**Recommendations**

That Council approve the Returning Officer's recommendation to use the provincial list of electors to produce a preliminary list of electors.

Respectfully submitted by,

Ken Smith, Deputy CAO and Returning Officer



**Town of Shelburne  
Staff Report to Council  
Draft Asset Retirement Obligation Policy  
July 2<sup>nd</sup>, 2024**

Document # D24-313	
Rec'd by <i>[Signature]</i>	
Date June 25/24	
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**Background**

In compliance with section 3280 of the Public Sector Accounting Board (PSAB) handbook, the Town of Shelburne shall account for and report on asset retirement obligations (ARO). As part of this process, Town Council should adopt a policy.

**Analysis**

A review of ARO policies adopted by other municipal units in Nova Scotia which resulted in the attached draft policy.

**Recommendation**

Council give notice to consider the draft ARO policy at the July 15, 2024 Council meeting.

Respectfully submitted by,

**Ken Smith, Deputy CAO and Returning Officer**



## TOWN OF SHELBURNE

### Asset Retirement Obligation Policy

#### Intent

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

#### Scope

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

#### Definitions

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

## Policy Statement

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

## Recognition

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

## Subsequent Measurement

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

## Presentation and Disclosure

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



June, 2024

**OHV Road Trail Regulations:**

*(See OHV Road Trails Act for details)*

1. OHVs on approved public roads only (STAY ON THE TRAIL)
2. OHV must be insured
3. OHV must be registered
4. OHV driver must hold valid drivers license (not learner license)
5. OHV speed limit on approved public roads is 25 km/hr
6. OHV riders must wear helmet
7. OHV must have left side rear view mirror
8. OHVs must keep to the right of their traffic lane (including the shoulder) going in the direction of the road traffic
9. OHV Public Road trail is open to use only between:
  - Half hour before dawn, and
  - Half hour after dusk; (Do not drive road trail at night)
10. STOP when requested by an Enforcement Officer
11. Seat belt to be worn if fitted
12. Special attention to passengers under 16
13. Headlamps must be fitted and activated on road trail
14. Red rear facing light must be fitted
15. Noise level no higher than the level originally set by manufacturer
16. Turn signals must be used as available
17. Violations phone numbers are:
  - RCMP: Shelburne, 875-2490, Barrington 637-2325
  - ATV Violations: 1-800-565-2224
18. **Follow the regulations, respect other users or lose the privilege and road trail approval**

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The implementation of the by-law will take place once proper signage is in place.

Waste Diversion Officer Report:

February 1, 2024 – June 1, 2024

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Jan 25 / 2024	
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## Waste Diversion Officer Update

### *HHW*

Household Hazardous Waste continues to average 15-20 customers each Monday we have been open throughout the reporting period. Most of the waste we receive continues to be "Lab-pack D" category, which is paint/thinners, other materials typically related to home improvements/renovations.

GFL completed a shipment in March 2024, we sent out 16 barrels of Hazardous Waste, with another shipment almost ready to go. We have a bit of backlog to work through to assure we meet permitting standards.

We continue to find chemicals at the gate/door of the Public Works building at 243 Sandy Point Rd. Most often it is on Monday's that the site is not open, however it remains an issue on any given day. I did have one day in April where paint had leaked out of the can, luckily it was contained to a box that the can was placed in. We will be looking at cameras for the public works building in the future to mitigate these concerns.

We have had an agreement sent through Product Care, the organization that currently collects our Paint products sent us a contract for engaging in the "NS Light bulb collection and recycling program" and is awaiting approval of council to assure that we can start disposing of our lights for no cost. This is for lightbulbs of all types.

We will have to allot an area in the public works building to store/manage the lights as the program requires that the lights be housed in a covered area that is not exposed to the elements. The lights will be placed in tri-wall cardboard containers on pallets, and we must fill 3 pallets before we can request a pickup. This will mean we will have to have a spot designated 15X15 ft. to store the pallets, we will need a pallet jack to move/load the pallets for pickup.

In March Nova Scotia Environment (NSE) attended the site for an unannounced audit, I was contacted by NSE in early April with the results. We passed the audit and were provided with our new approval which expires February 2034. The last audit was completed prior to this writer's arrival, and we were provided with compliance orders, therefore it was considered a success for this writer to be fully compliant for this audit. This writer completed the NSE annual report for the HHW program in February that reflects the same averages comparable to the last 2 years of growth we have seen with users at the program which has held strong at approximately 300% increase from what the program accepted in 2017/18 fiscal. There is still work to be done to assure that the program remains compliant as well as to assure we are adapting to the EPR changes and changes to how all waste is being managed in the province.

## **Upcoming:**

- Summer HHW starts on Saturday June 15, 2024.
- We will be open on July Staging the area for the NS Light bulb collection and recycling program.
- I will be looking into clearing out our large cache of drill batteries and contacting GFL with regards to testing unlabeled chemicals to ensure safety with lab-packing. (Contact has been made with GFL regarding lab-packing unlabeled chemicals, we are trying to work on a date)
- I will be revamping and updating the HHW Contingency plan to assure it is up to the Nova Scotia Environment permit regulations.
- Facilitating a Paint truck pickup.

## ***RMRF***

The Regional Materials Recovery Facility (RMRF) has been entering the busy season, with some of our daily totals now reaching 35-40 customers per day, we have received a lot of leaf and yard waste along with materials from new renovations/roofs and other Spring/Summer based business.

The metal pile has been relocated within view of the scale house where the lobster pots were stored previously. The lobster pot drop-off area is now where the metal pile was previously located. Mark Williams brought in some fill to smooth over the previous metal pile as the leftover metal debris was a hazard for vehicles to drive over. This allows for us to assure we are following best practices with relation to the management of our materials. This also provides us with an unobstructed path to relocating the monitoring well that was damaged over a decade ago.

Metal crushing was completed this year by Ross & Sons. Earlier in the year we had accepted a load from a Dangerous and Unightly clean-up that resulted in 60-75 All-Terrain Vehicle frames. This had never been a concern in the past, despite having on average 5-10, the increase in volume of ATV tires resulted in Ross & Sons having to reschedule. We were provided with a 3-day window for removing the tires from all frames to assure we were able to maintain the quoted price for the metals being shipped out. With the relocation of the metal drop-point we will be looking to complete metal crushing in November/December of this year.

Ross & Sons arrived at the site on March 7, 2024, and finished on March 14, 2024. During the week at the C&D site there was 1 day that Ross & Son's equipment was left unattended in the metal yard (before relocation you could not see the metal pile from the scale house) and someone cut/stole 12 feet of cable that connected the magnet to the excavator that loads the metal into the crusher/bailer. The job was near completion, so Ross & Sons wrapped up which left us 2 dump trucks full of metal, which has now been relocated to the new metal pile.

We sent a load of rope to Norway, via our partnership with the Fishing Gear Coalition of Atlantic Canada. The rope truck arrived in late March and this writer and Mark Williams loaded the rope truck within the 2-hour time limit to assure we did not receive a fine from the trucking company. This requires using ladders to remove the tarp from the top of the truck, removing the trailer roof bars, then installing them and tarping the load after completion. Earlier this year council agreed to send in a letter of support for the fishing gear coalition of Atlantic Canada. This program is an important part of keeping rope out of the landfill.

We have shipped out 1 load of leaf and yard waste to Barrington partial landfill as well as 1 load to Yarmouth Organics. The first load was shipped to Yarmouth in March, and we received word that they were happy with the first load. Acceptance of our leaf and yard waste is contingent on no rocks/soil, or large limbs that would exceed 6 inches in diameter.

The Provincial treated lumber ban will commence in July 2024. Handouts have been provided and signage has been posted to indicate this to users of the site. We are currently in the RFP phase of securing covered bins to receive treated lumber. The bins will require that the lumber would be hand loaded into the bin to assure that contaminants do not reach the ground/surface water. This decision was made in consultation with NSE and Fracflow to assure we were following best practices with managing this material. We received our Operating Approval from NSE, which provided variances (exceptions) to the current operations to allow for the Wetlands Assessment to be completed, which will wrap up in early October.

This writer completed a contingency report for the RMRF which has been brought to the site along with site approval to assure that RMRF staff have access to our Contingency protocol in the event of an emergency, with contacts and hierarchal phone reporting depending on the incident. New signs regarding safety when unloading vehicles to identify and highlight tripping hazards that may occur when off-loading vehicles. The barriers have been painted with fluorescent paint to assure they are visible. There are instances where customers push the barriers aside to allow them to back directly over the drop point. However, staff are continually monitoring to ensure they remain where they are to increase safety at the site.

On April 20, 2024, we hosted the Earth Day compost giveaway at the C&D site. RMRF staff were on hand to assist residents with shoveling the composting soil into the container/bucket they brought. Staff assisted with off-loading waste with customers who attended the site for the 400lbs. of free tipping fees (\$12.00 total). The event was well attended with 40 customers receiving the free tipping fees and upwards of 65 customers who attended the site for the composting soil. With the blue bag announcement this writer had lots of educational opportunities to answer questions for residents.

#### **Upcoming:**

- Wetlands assessment May-October 2024.
- Removal of ATV tires from rims
- Bush cutting between scale house/drop points

- Bush cutting the Environmentally Capped field
- Locating the damaged monitoring well for use or capping
- Award RFP and install bins for managing pressure treated lumber
- Tipping fee Review – Staff Report June 26.

### ***Education, Solid Waste Removal & Enforcement***

I have received 1024 calls this reporting period. The calls vary from sorting questions, missed collection pickups to neighbor disputes or by-law complaints. Once the 2-bag recycling was announced the number of calls ballooned to over 600 calls in 8 working days. Each call averaged 4 minutes, which is a total of 2400 minutes of phone education. This accounts for 5.5 full working days of 8 during this time frame that was dedicated to answering phones only.

We continued to experience higher than normal call volumes between April/May with regards to the curbside collection. Our service provider has experienced some staffing issues which have resulted in hundreds of missed pickups, sometimes with whole roads being missed. In this instance, I and the bylaw enforcement officer have been assisting by picking up missed stops to assure that it doesn't create further impact/delays.

The Director of Operations and I have had weekly meetings with GE Environmental Management to notify them of missed stops as well as to assure that the trucks are consistent with what materials are rejectable and things have started to turn the corner as of mid-May as calls are starting to decline and missed stops have resumed to normal averages.

GE is currently mapping the route to determine if there is a more efficient system for collecting waste in the Shared Services Units. Some of the days they pickup are significantly longer than others and they may suggest for the Municipality to make some changes to the collection schedule to accommodate this in 2025.

Spring Metal collection was from April 1-11<sup>th</sup>, there was minimal education needed and with each metal collection we are seeing improvements. I have corrected the wording "Spring clean-up" and "Fall clean-up" every time that a resident calls to enquire as well as on the Facebook ads to assure that residents understand that it is Spring and Fall metal collection and that bulky items are accepted throughout the annual pickups.

Angela Taylor with Region-6 and this writer attended the SRHS O2 and Environmental Awareness group on Earth Day to do a litter pickup from the corner of Woodlawn drive to the ice cream shop just past Spa Road. We collected up to 40 bags from the school grounds as well as in the ditches. This has been a hit at the school, and we are looking at expanding this next year to include Lockeport High School. The Town of Lockeport and Town of Shelburne rallied their residents/staff/councils to participate in town wide cleanups. The Town of Shelburne had

upwards of 80 bags collected and the Town of Lockeport had almost 40 bags, not counting refundable which were used for fundraising efforts.

We have delivered 54 green carts in this reporting period. Most of these deliveries were in April/May. There was some confusion on the Waste trucks with regards to green cart management and there was a 2-week window that green carts were being left full or taken to landfill if the cart had a crack, or damaged lid. It was confirmed with the truck supervisor that residents are to request new green carts when they see fit. This resulted in a large increase in green cart requests, where some residents were able to pick theirs up whilst in the area. A total of 8 of these requests came from a resident returning home from work to their green cart being gone and removed by the waste trucks. This expedites the delivery process as the resident has no cart otherwise to dump their food waste otherwise it is possible to wait a few days or schedule the delivery for the day after the waste trucks have emptied the damaged cart.

### ***EPR UPDATE***

Extended Producers Responsibility (EPR) is still in the unveiling process. There have been additions to the EPR for Electronics Products Recycling Association (EPRA) effective June 1<sup>st</sup>, 2024. We did not receive the list, nor the approval to circulate the document until the last week of May 2024. We have now posted the list as well as shared the posting from King Street Enviro Depot to assure that residents are aware of the additions to the EPRA program.

Nova Scotia Municipal Consultation on the Readiness Report is a meeting set for June 12<sup>th</sup>, that will indicate the next steps in the EPR for Packaging, Paper Products and Packaging-like products (PPP). In March of this year, we received correspondence from Queen 2<sup>nd</sup> generation landfill that informed us that the way we collect our recyclables would have to change based on the EPR model. With the help of region-6 we were able to produce ads for the public and hit the target of allowing residents a 6-month window of opportunity to assure they were able to utilize the waste bags they have already purchased along with time to ask questions about the changes and identify any items that they were curious of which stream of recycling it would belong to.

Due to the changes in how the province is managing waste and with the implementation of EPR, some of the private haulers have been sending out notices to customers with regards to sorting in bins that are rented from private industry. This has prompted several businesses in the area to transition back to public solid waste pickup. I have been contacted by local businesses for assistance and educational materials for them to share with staff to assure they are sorting properly to avoid rejections upon pickup.

## **LITTER INCENTIVE PROGRAM**

The 2024 Litter initiative has been a success again this year. We had a lot of interest initially and all the km's had been spoken for, however we have had a few groups drop out due to scheduling conflicts, or groups that have reconsidered due to lack of interest. Most of the groups are raising monies for their respective charities or charitable organizations. To date we have 21 km's completed, with 6km's spoken for with late June being the anticipated completion date. I am awaiting word from 1 group who expressed interest earlier in April when all the km's were spoken for and if that group decides to participate this year, we will have had 10 groups in total who participated in comparison to 2019 when we had 4 groups participate in total.

From the 21Km that have been completed the litter initiative groups have collected 315 bags of litter. With the Town of Lockeport, Town of Shelburne and SRHS pickups included we have retrieved just over 475 bags of litter. For all these litter pickups, I provide the supplies (typically delivery or pick up from the office depending on scheduling) I secure the permits through the Department of Transportation as well as collect the waste and assure it is picked up

### Upcoming:

- Waste audits (ongoing)
- Litter initiative (ongoing)
- Business education (2-bag recycling)
- Educational sorting video with Region-6