



AGENDA
Town Council Meeting – Town Council Chambers
April 7th, 2025
6:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the regular Town Council meeting held on March 17th, 2025.
- 4) Proclamations and Announcements: NONE
- 5) Delegations/Presentation:
 - a) Shelburne County Arena Association D25-073
- 6) Correspondence:

Action:

 - a) Letter, Sela Graham – Sponsorship Request D25-074
 - b) Therese Cruz – Tourism Digital Assistance Program D25-075

Information:

 - a) Letter, Department of Municipal Affairs – Minimum Planning Regulations D25-076
 - b) Letter, NS Emergency Management – Update on Municipal Disaster Financial Assistance Claims D25-077
 - c) Letter, Nova Scotia Federation of Municipalities – Pending Legislation D25-078
 - d) Letter, Dept. of Municipal Affairs – Code of Conduct D25-079
 - e) Letter, Centre for Environmental Justice – Introduction D25-080
 - f) Letters regarding Emergency Department Crisis D25-081
- 7) Council Items:
 - a) Amendment to the Council Disposal of Surplus Property Policy D25-058
 - b) First Reading Vending Permit Amendments D25-082
- 8) Committee Reports:
 - a) Heritage Advisory Committee Meeting Minutes – December and February D25-083
- 9) Staff Reports:
 - a) CAO Update D25-084
 - b) Land Sale – 1319 Lake Road D25-085
 - c) Finance Report – Marine Terminal Budget D25-086
 - d) Visitor Information Centre D25-087
 - e) Volunteer Recognition D25-088

- | | |
|--------------------------------------|---------|
| f) By-law Officer Report – February | D25-089 |
| g) Building Inspector Report – March | D25-090 |
| h) SVFD – Surplus Van (1999 Dodge) | D25-091 |

10) In Camera: MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

11) New Business:

12) Upcoming Meetings/Events:

- a) Autism Flag Raising, April 8, 2025, Park at the Corner of King and Water Streets, 4:30pm.
- b) Town Wide Clean Up, April 17, 2025, Town of Shelburne, 10am.
- c) Town Office CLOSED, Friday, April 19, 2025, for Good Friday.
- d) Town Office CLOSED, Monday, April 21, 2025, for Easter Monday.
- e) Public Hearing, Notice of Sale 28 John Street, 6pm, Council Chambers, 63 King Street.
- f) Next Council Meeting, Tuesday, April 22nd, 2025, 6pm, Council Chambers, 63 King Street.

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
March 17th, 2025

Council Members Present

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

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb
Senior Planner, Mike Kahn
By-law Officer, Dana Nash

Call to Order

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

Approval of the Agenda

THAT Council approves the agenda for March 17th, 2025.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 3rd, 2025.

Ringer – D. Acker

MOTION CARRIED

Proclamations and Announcements:

- a) Epilepsy Awareness Day – March 26th, 2025
- b) Town of Shelburne Birthday – April 4, 1907
- c) National Volunteer Month – April
- d) Autism Acceptance Month – April

Mayor and Council read the above announcements.

Delegations/Presentations:

a) Shelburne Events Committee

Angie Shand, Chair of the Shelburne Events Committee, and Committee Member Brendon Pippy presented a draft promotional video highlighting the events organized by the committee. Ms. Shand outlined the committee's vision to position Shelburne as Nova Scotia's premier rural event destination. Mr. Pippy stressed the importance of ensuring the committee can deliver on the expectations set by the promotional materials. He highlighted the need for events to be considered in future budget discussions, given the anticipated annual cost increases.

Council members expressed their appreciation for the events and their positive impact on the community, acknowledging the importance of continued support while noting that budget considerations would need to be addressed. Discussion also took place regarding potential funding sources, including provincial grants and corporate sponsorships.

Mayor Jacklin thanked Ms. Shand and Mr. Pippy for their presentation.

Correspondence

Action:

a) Email – Provincial Mixed Curling Event

Mayor Jacklin read letter found in the package.

***THAT** Council direct staff to let the organizing committee for the Provincial Mixed Curling Event know that we will support them in their ask of promotion of the event as well as a welcome message from the Town.*

Ringer – D. Acker

MOTION CARRIED

M25-037

Information:

a) Proposed Reserve Creation, Wasogopa'q First Nation

CAO Mattatall provided background on the letter found in the package, stating that it could impact shared services in the future.

Council Items:

a) Amendment to the Council Disposal of Surplus Property Policy

CAO Mattatall updated Council on the amendments to the policy stating that Mr. Smith did explain at the previous council meeting regarding the surplus fire truck.

THAT Town Council approves the amendment to the Council Disposal of Surplus Property Policy with the insertion in section 3, subsection (h) the sale of a surplus firetruck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price determined by the CAO and the Fire Chief.

D. Acker – No one seconded this motion, must be taken to the next Council meeting.

MOTION NOT CARRIED

M25-038

Committee Reports:

a) Eastern Shelburne County Accessibility Plan

Council acknowledged the extensive work involved in putting this together and expressed their appreciation to Ms. Vacon, who was present in the gallery. Councillor E. Acker inquired whether the Accessibility Coordinator position would be extended beyond March 31, 2025. Councillor Cruz, a member of the committee, informed Council that the committee had recommended the province extend the contract, but the decision would be subject to budget discussions.

THAT Council of the Town of Shelburne approve the Eastern Shelburne County Accessibility Plan 2025-2028.

E. Acker – Ringer

MOTION CARRIED

M25-039

Staff Reports

a) Physical Activity Strategy 2025-2027

Council commented that this was another excellent report.

THAT Council of the Town of Shelburne approve the 2025-2027 Physical Activity Strategy.

D. Acker – E. Acker

MOTION CARRIED

M25-040

b) Vending Permit Request

CAO Mattatall provided council a brief explanation regarding the proposed amendments. Document for information only.

c) Municipal Heritage Designation – 13 George Street

Senior Planner Mike Kahn explained the importance of registering 13 George Street as a Municipal Heritage Property. He highlighted its significance in shipbuilding, its unique window placement, and the presence of original machinery, emphasizing the need to preserve the building for future generations.

THAT** Council directs staff to prepare to register 13 George Street as a Municipal Heritage Property under the Heritage Property Act, including sending notice to the Town as a landowner regarding the potential designation, as attached in Appendix 2 Notice of Intent to Designate Heritage Property; **and

***THAT** Council receives said notice and welcomes the proposed heritage designation of 13 George Street.*

E. Acker – Cruz

MOTION CARRIED

M25-041

d) Donation to Graham Huskilson Park

Senior Planner Kahn explained that the Town has received a generous donation from Christopher and Kim Huskilson of 36 John Street to support the expansion of Graham's Park. The funds will be used to install an accessible playground and make additional park enhancements. There is also potential to include improvements to Grovestine Park. This presents a great opportunity for revitalization, and a landscape architect will need to be hired to develop the plans. Council expressed their appreciation for the Huskilson Family's generosity.

THAT** Council authorizes the CAO enter into an agreement with Chris and Kim Huskilson regarding the generous gift of 36 John Street (PID 82579087), including preservation of heritage elements, naming rights and park upgrades; **and

***THAT** Council directs staff to retain relevant professionals to provide a park plan for both Graham's Park and the Grovestine Recreation Complex, including public engagement and cost estimates.*

D. Acker – Ringer

MOTION CARRIED

M25-042

e) De-registration of 36 John Street

Senior Planner Kahn explained that a request has been received from Christopher and Kim Huskison to deregister the property at 36 John Street, which will allow for the demolition of the church. This process must follow the requirements of the Heritage Property Act and is expected to take approximately one month. A public hearing will be held to provide an opportunity for public input.

THAT Council directs staff and the Heritage Advisory Committee to consider the de-registration of 36 John Street (PID 82579087); and

THAT Council directs staff to prepare for a public hearing on de-registration of 36 John Street at the May 5, 2025, Council meeting.

E-Acker – Cruz

MOTION CARRIED

M25-043

f) SVFD Report – February

The above report is for information only.

New Business:

Councillor D. Acker followed up on a resident's concern previously brought to Council regarding stop signs at the corner of Harriet and George Streets. CAO Mattatall stated that she had contacted Staff Sergeant Mark MacPherson and would provide Councillor Acker with information from his report.

Additionally, Councillor Acker noted that residents had raised concerns about sidewalk safety, including accessibility issues on Falls Lane. CAO Mattatall explained that sidewalk repairs would be addressed as part of upcoming budget discussions.

Councillor E. Acker raised a resident concern, sharing her own experience of reporting an off-road vehicle that ran a stop sign while driving down Mowatt Street. She commended the RCMP for their prompt response and encouraged residents to report similar incidents, emphasizing that if concerns are not reported, they cannot be addressed.

Councillor Cruz raised residents' concerns about the deer issue and reassured the public that Council is actively working on solutions. She emphasized that even if progress isn't always visible, both Council and staff are addressing the matter. CAO Mattatall reminded Council that a letter was sent to NSFM, emphasizing that this is not just a Town of Shelburne issue but a province-wide concern. She highlighted the importance of collaborating with NSFM to address the problem collectively, as the Town lacks the necessary expertise to tackle it alone.

Councillor Ringer inquired about the dates for the upcoming Spring Cleanup. The Executive Coordinator noted that a proposed date of April 17, 2025, has been set, and CAO Mattatall added that further details will be provided.

Upcoming Meetings/Events

- a) Burger Bunanza has begun! You still have time a few days to get out and try some of the amazing burgers available at your local restaurants, it ends March 23rd, 2025. A portion of the proceeds support amazing organizations and groups in your community!
- b) Next Council Meeting, Monday, April 7th, 2025, 6:00pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of March 17th, 2025, be adjourned at 7:00pm.

D. Acker

Jill Webb
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



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

Document #	D25-073
Rec'd by	gw
Date	Mar 25/25
COPIES TO:	
Council	✓
Agriculture, Planning & Development Committee	✓
Other Committees	

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

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

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

Name of Presenter: Valerie Cox

Address: 224 Water Street, Shelburne, NS B0T 1W0

Phone: 902-401-3727 Email: valeriecox0977@gmail.com

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

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

Request for Capital Reserve funding

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

Are you representing:

- Yourself
- An Organization/Society/Club (Name): Shelburne County Arena Association
- A Business (Name): _____
- Other (Please Specify): _____

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

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

Please return the completed form to:

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

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

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

Signature

 _____

For Office Use Only:

Date Request Received: Mar. 25/25 _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: April 7/25 _____

Signature of Executive Coordinator/Committee Secretary  _____

Jill Webb

From: Sarah Mattatall
Sent: April 3, 2025 11:28 AM
To: Jill Webb
Subject: FW: Fundraising for Shelburne Regional High School Student to attend ShadOnCampus

Document #	D25-074
Rec'd by	JW
Date	Mar. 20/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

From: Sela Graham <seladaegraham@gmail.com>
Sent: March 11, 2025 6:40 PM
To: Janice Mackinley <janice.mackinley@shelburnens.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: Fundraising for Shelburne Regional High School Student to attend ShadOnCampus

CAUTION: This email originated from an external sender.

Dear Town of Shelburne,

My name is Sela Graham and I am a tenth-grade student at Shelburne Regional High School. I am fifteen, turning sixteen this March. I am reaching out to you to ask for help with my fundraising to attend a STEAM program this July. I am an active member of my community, I volunteer with the local youth centre, the Our House Youth Wellness Centre where I run a crochet club every Thursday for grades 7-12, I also am an active member of my high school GSA (Gay-Straight Alliance) and do my best to help make my school and community a more welcoming place for Queer students, being Queer and nonbinary it matters a lot to me to make sure that especially the younger students feel safe in their school. I am also practicing Ashkenazi Jewish and am of African descent. I am a high-achieving student and have gotten an average of over 90% every year for the past four years.

The program I was accepted into is called [Shad Canada](#), an incredible program but also an expensive one. The program fee for me currently is about 5,500 dollars after a 1500-dollar bursary, and I have been doing my best to reach out to my community to assist me in paying for the tuition for this program. My father works at the shipyard, and my mother lost her job last June, so unfortunately, this program can't be paid for out of pocket by my parents without financial hardship.

ShadOnCampus is a month-long STEAM program where you are placed at one of 23 universities and stay on campus in a dorm. The program includes university-style lectures, labs, field trips, and high-profile keynote speakers among other things. This program is dedicated to teaching students and giving them opportunities that they would otherwise not receive. Shad's goal is to empower youth to recognize their full potential as leaders and change-makers. They teach young people how to grow as people, and how to improve and bring their community with them as they grow.

It is a once in a lifetime opportunity for me and I am doing my best to make it happen, any help you may be able to provide is greatly appreciated.

Thank you,

Sela Graham

Document #

D25-075

Rec'd by

Date

Nov 24 2025

COPIES TO
Council

Agenda

Committee

TOURISM DIGITAL ASSISTANCE PROGRAM - COMMUNITIES 2025-26



TOURISM
NOVA SCOTIA 

digital
nova scotia



Yarmouth



PROGRAM OVERVIEW

Travellers are planning their trips online. Increase your community's digital profile and share all the incredible things for visitors to see and do in your community, including local businesses and attractions. The Tourism Digital Assistance Program - Communities (TDAP - Communities) can help you develop online tools to effectively promote your community as a travel destination.

Through TDAP - Communities, Tourism Nova Scotia (TNS) is partnering with Digital Nova Scotia (DNS) to match program participants, including municipalities and tourism organizations, with qualified digital consultants to address defined digital needs. Participants may receive any combination of the following services:

- Website Design & Development (includes AI Powered Chatbot and Automations)
- Social Media Planning
- Search Engine Optimization (SEO)
- Digital Marketing Planning
- Photography and/or videography to fill content gaps
- Copywriting
- Data Analytics
- Digital Branding & Design
- E-commerce
- Online Booking

HOW DOES IT WORK?

Eligible applicants will complete an online application, outlining their digital challenges and opportunities. Approved applicants will be matched with a qualified consultant for up to \$15,000 (tax inclusive) in services. Of this amount, up to \$2,500 can be used for subscription services and digital campaign testing, and up to \$3,000 can be used for photography or videography services. Any remaining funds will be allocated towards additional services offered through this program.

Photography deliverables will include up to 20 images selected by TNS as outlined in a Statement of Work. Funding is meant to bridge content gaps, but does not substitute for a complete photo shoot. Final edited photos and/or videos created through this program will be owned by TNS and shared with the participants to use in their marketing, and may be used by TNS in marketing campaigns and channels, and uploaded to the TNS digital content library.

Projects will start between late spring and fall, depending on participant preference, and must be completed by March 31, 2026. Approved applicants will enter into a Letter of Agreement with DNS, commit to timely task completion and communications between DNS, TNS, and a digital consultant, and complete an end-of-project report within required timelines. An initial meeting will take place between TNS, DNS, the approved applicant, and the digital consultant before project work begins.

WHO IS ELIGIBLE?

This program is open to:

- Nova Scotia Municipalities, Chambers of Commerce, member-based organizations with a focus on tourism or Regional Destination Marketing Organizations focused on a specific community/communities.
- Organizations in operation for over a year, with a demonstrated effort promoting travel to the community and staffing available to manage the program participation.
- Applicants who demonstrate a need to update a component of their online presence and implement the identified goals and outcomes prior to March 31, 2026.
- Applicants with overdue program reporting/deliverables with TNS or DNS will not be eligible.
- Organizations must be in good standing with the provincial [Registry of Joint Stock Companies](#), and the Province of Nova Scotia, if applicable. TNS is a division of the Department of Communities, Culture, Tourism and Heritage.
- Tourism products featured in program activities must meet all required permits, licenses, and permissions to operate. Roofed accommodations must be registered with the province's [Short-term Rentals Registry](#).

TNS and DNS are dedicated to advancing equity, diversity, inclusion and accessibility (EDIA) in Nova Scotia. We encourage and prioritize applications from equity-seeking organizations, as well as those that offer tourism activities that amplify and reflect equity-seeking communities, experiences and voices. For example, preference will be given to applications from Mi'kmaw and African Nova Scotian organizations.

A panel from TNS and DNS will review and score applications. In addition to prioritizing EDIA applicants, priority is given to:

- Applicants offering tourism products and experiences that appeal to our target markets, including Nova Scotia's authentic culture and heritage, local flavours, outdoor and coastal activities.
- Applicants who demonstrate a well-defined digital need and efforts in sustainably growing tourism in Nova Scotia, such as championing a geographic area or product cluster, and can describe how these digital offerings will positively impact tourism in their community.
- First-time applicants. If a past TDAP - Communities participant, please clearly identify in your application how additional services will support and build on previous work completed through the program.

WHAT ARE THE BENEFITS OF PARTICIPATION?

Given the growing number of travellers that start their trip-planning research on the internet, a well-designed and maintained digital footprint is critical to attracting potential travellers to a community and generating interest in compelling local tourism products and experiences. Communities can inspire people to visit by making it easy to find travel information online that helps visitors understand what they can see and do in your area. Having a strong online presence is a powerful marketing tool that helps communities reach more people and build stronger awareness with potential travellers.

HOW TO APPLY?

Eligible applicants can complete the online application form at:

<https://digitalnovascotia.com/programs/tourism-digital-assistance-program-communities/community-tourism-organization-application/>

Application deadline is **Wednesday, April 30, 2025 at 4 p.m. AST.**



Please note:

- After submitting your online application, a confirmation message will appear on this screen, and you will receive an email confirmation of your application. If you do not receive both, please contact tdapcommunities@digitalnovascotia.com.
- Incomplete applications will not be scored.
- Although an applicant may be eligible, eligibility does not guarantee acceptance into the program. If the application is successful, some or all of the requested activities may be supported.
- TNS and DNS may determine during evaluation that a proposal/proponent is not eligible.
- Advice on the outcome of your application is available after a formal decision has been made and communicated to you in writing.
- Successful applicants will enter into a written contract with DNS, requiring them to deliver on the activities as jointly identified.

PROGRAM CONTACT

For more information please contact:

Leena Roy
Business Development Advisor, Tourism Nova Scotia
902-478-1704
leena.roychowdhury@novascotia.ca

ABOUT TOURISM NOVA SCOTIA

As a division of Communities, Culture, Tourism and Heritage, Tourism Nova Scotia (TNS) works to grow Nova Scotia's tourism industry and maximize the value of tourism to Nova Scotia's economy through marketing, experience and sector development, and visitor servicing.

ABOUT DIGITAL NOVA SCOTIA

Digital Nova Scotia (DNS) is the industry association for Nova Scotia's \$3.6 billion ICT and digital technologies sector, representing over 395 members, including startups, SMEs, multinational corporations, government, post-secondary institutions, and more.



Municipal Affairs
Office of the Minister

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

Document #	D25-076
Rec'd by	ju
Date	Mar. 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

March 7, 2025

Dear Mayors and Wardens:

I am writing to inform you that the Minimum Planning Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) have been amended to implement a maximum setback for commercial wind turbines.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine, or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

The Government of Nova Scotia is committed to reaching 80% renewables by 2030. These regulatory amendments will support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward, while also protecting residents from negative impacts from wind development projects such as noise and shadows.

You can find the updated Minimum Planning Regulations using the following links:

- *Halifax Regional Municipality Charter*
<https://novascotia.ca/just/regulations/rxaa-l.htm#hrmcmpr>
- *Municipal Government Act*
<https://novascotia.ca/just/regulations/rxam-z.htm#mgampr>

I have also included a Question-and-Answer document that provides further information about the updated regulations.

I want to thank you for taking the time to participate in the online survey from earlier this summer. Your feedback was invaluable throughout the regulation development process.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Juanita Spencer, NSFM
Chief Administrative Officers

Wind Turbine Setbacks

Summary of Changes

The Department of Municipal Affairs is making amendments to the Minimum Planning Requirements Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) to implement a provincial standard for wind turbine setbacks.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

Nova Scotia is committed to reaching 80% renewables by 2030. These changes support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward while protecting residents from negative impacts from wind development projects such as noise and shadows.

FAQ

Q: What are the benefits of Wind Energy in Nova Scotia

Wind energy does not result in emissions that cause the health problems associated with fossil fuels, such as sulfur dioxide, nitrous oxide, mercury, or the environmental problems that come from carbon dioxide - one of the greenhouse gases that contribute to climate change. Every megawatt of wind energy can reduce our greenhouse gas emissions by as much as 2,500 tonnes per year—enough clean energy to power 350–400 Nova Scotian homes.

Wind energy does not use up natural resources. Capturing and transforming the energy of wind into the energy of electricity is infinitely renewable.

Nova Scotia has legislated goals in the *Environmental Goals and Climate Change Reduction Act* (PDF) to get off coal and have 80% of electricity generated with renewables by 2030 – and to reach net zero by 2050. [Learn more here.](#)

Q: Should residents be concerned about the resulting noise and light flicker of Wind Turbines? What about concerns with the turbines causing illness?

It's important to remember that potential wind farms over 2 megawatts must undergo an environmental assessment which requires companies to identify the benefits of their project, its potential impacts on the environment and human health, and their plans to mitigate impacts. Projects must also obtain other required authorizations, permits and permissions from various levels of government before being built. There is no scientific evidence to support the belief that wind turbines cause illnesses.

The proposed regulatory changes will ensure municipalities have consistent standards regarding wind turbine setback distances that will ensure that residents will not be impacted by noise and light flicker.

Q: What about the threat to migratory birds that turbines present?

Wind turbines are attributable to less bird deaths than cats and tall buildings. Consideration of potential impacts to migratory birds as a result of a wind turbine project are included within the Government of Nova Scotia's environmental assessment process. Companies must ensure that they comply with federal migratory bird legislation.

Q: Why is the Nova Scotia Government Making this change?

Wind turbines do create noise and may not be appropriate for all locations. The Government of Nova Scotia is making this change to ensure that wind projects are properly developed and managed consistently across all municipalities.

Q: How would distance required for sound and shadow flicker be established?

Distance for sound and shadow flicker is based on project specific factors. The provincial Environmental Assessment process considers these factors prior to granting approval of commercial Wind Turbine projects (at least 2MW). A municipality may decide to incorporate the *Minimum Planning Requirements Regulations* about setbacks from wind turbines to dwellings, as written, into their Planning Documents for ease of implementation.

Q: How does a municipality determine if their existing requirements are consistent with the proposed maximums?

We understand that many municipalities who regulate wind turbines, have policies or bylaws including a distance setback (i.e., Kms). These policies or bylaws may be contrary to the *Minimum Planning Requirements Regulations* amendments. The Provincial Planners supporting your region and the NRR contact provided can help you consider how your existing requirements relate to the amendments to the *Minimum Planning Requirements Regulations*. You should also seek advice from your solicitor should you have questions regarding the regulations.

Q: Will there be a deadline for when municipalities that have existing wind requirements should be consistent with the new requirements?

There is no specific deadline set. It is expected that municipalities bring their setback requirements in line with the newly amended *Minimum Planning Requirements Regulations* as soon as reasonably possible.



**Emergency Management
Office of the Minister**

One Government Place, 1700 Granville Street, Halifax, Nova Scotia, Canada B3J 1X5 • Telephone 902-424-5550 Fax 902-424-0581 • Minister.EmergencyManagement@novascotia.ca

Document #	D25-077
Rec'd by	gw
Date	Mar 27/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

March 13, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

RE: Update on Municipal Disaster Financial Assistance (DFA) Claims

I am writing to provide an update regarding the processing of Municipal Disaster Financial Assistance (DFA) claims. As you know, Nova Scotia has been through an unprecedented series of emergency events in recent years, both in their number and scale. Unfortunately, this trend can be observed across Canada. We received a large volume of claims for these events, and prioritized processing those from individuals. Now that we are nearing completion of those requests, we can shift our focus to municipal claims. We understand these claims are currently in various stages of completion and submission to the province.

To help advance this important work, the Department of Emergency Management will contract an external accounting agency to assist municipalities to complete both the compilation of claims, our review of them and their submission to the federal government. Working with you, we plan to compile and review DFA claims your municipality has during the upcoming 2025-26 fiscal year including those arising from the February 2024 snow event which impacted large areas of Cape Breton Island and northern Nova Scotia.

We believe that by working together, and supported by external resources, we can complete the tasks required to submit the municipal DFA claims to the federal government for payment. We recognize that awaiting final settlement of these claims can become a financial pressure for your municipalities. As we have done in several cases, we can meet to review the claims and determine, with ministerial approval, if a portion of the funding can be advanced pending final settlement.

We will remain in contact on this matter as part of our regular emergency management discussions and please contact us in the interim to discuss questions you may have.

Sincerely,

Hon. Kim Masland
Minister of Emergency Management



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

1809 Barrington Street Suite #1304 Halifax NS B3J 3K8 Tel: (902) 423-8331 E-mail: info@nsfm.ca

Document #	D25-078
Rec'd by	JW
Date	Mar 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Delivered via email

March 4, 2025

RE: Pending Legislation

Dear Members,

I am writing to thank you for your participation in our Mayors, Wardens, & CAOs meeting, held on February 26. Your engagement during the meeting has helped shape our messaging and advocacy efforts as we continue to engage with the Province on Bills introduced in this sitting of the legislature, in particular, Bill 24, *Temporary Access to Land Act and Joint Regional Transportation Agency Act (amended)*.

Since our member meeting, NSFM has remained very active bringing your concerns directly to the Province. CEO, Juanita Spencer, and I have had several productive meetings with provincial officials, including Minister Lohr and Minister Tilley. We remain optimistic that our message has been heard and are hopeful that changes will be made to the legislation as presented. As we learn more, and are able to share, we will send updates to our members.

I also want to thank those of you who have forwarded letters of support for NSFM's work and invite others to forward us your support in writing, if possible. It is critical that we demonstrate a strong, united municipal voice as we advocate for change to this legislation.

If you have any questions or concerns, please contact us at info@nsfm.ca.

Sincerely,

Pam Mood
President
Nova Scotia Federation of Municipalities



Municipal Affairs
Office of the Minister

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

Document #	D25-079
Rec'd by	gw
Date	Mar 27/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

March 19, 2025

Dear Mayors, Wardens and Chairs:

I am writing to update you about the progress related to the mandatory Code of Conduct (Code) training for all local elected officials in Nova Scotia.

As you are aware, in December, all municipalities and villages adopted the provincial Code of Conduct. I would be remiss in not recognizing the hard work and commitment from councils and commissions that have been put forth in this effort.

The Nova Scotia Federation of Municipalities (NSFM) is leading the design, development and delivery of the training. To support elected officials in understanding the requirements under the Code, the NSFM organized in-person training sessions across the province and created an online training module that must be completed by all elected officials. For more information about the online training module please visit the NSFM website at <https://nsfm.ca/municipal-code-of-conduct-in-person-training-sessions.html>

The Code regulations will be amended on April 1, 2025, to make this online training mandatory. Following the recommendation from the Code of Conduct Working Group, this online training must be completed within 30 days. The regulations will also require that any newly elected official must complete this training within 30 days of being elected. A failure to complete the training within this timeframe will be considered a breach of the Code.

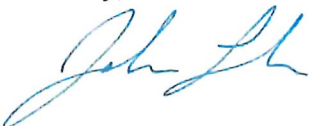
The Code framework and training module are based on the recommendations put forth by the Working Group. As with any new framework, time and experience will be instrumental in its evaluation.

I would also like to mention that the Association of Municipal Administrators of Nova Scotia (AMANS) has developed a list of qualified individuals whom municipalities and villages may appoint as Code investigators. The list can be found on their website at <https://amans.ca/amans-qualified-list-of-investigators-municipal-code-of-conduct.html>.

Mayors, Wardens and Chairs
Page 2

In closing, I would like to extend my appreciation to both the NSFM and AMANS for their collaborative efforts and leadership in the implementation of the Code. This initiative is an example of how we can collectively foster a positive environment and enhance accountability around council tables.

Sincerely,



Honourable John Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Village Clerk Treasurers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS



CENTRE FOR ENVIRONMENTAL JUSTICE

CEJ.SHELBURNE@GMAIL.COM

Document #	D25-080
Resubmitted by	SHELBURNE NS
Date	Apr 21 25

March 26, 2025

Town of Shelburne
Shelburne, NS BoTWo

Attention: Mayor Jacklin and Council
Re: Introduction to the Centre for Environmental Justice Society (CEJ)

COPIES TO:	
Council	✓
Agenda	✓
Committee	

Dear Mayor Jacklin and respected Council,

We write to this Council by way of introduction, that the Centre for Environmental Justice (CEJ) is a newly formed Society resulting from the enactment of the Bill C-226, being a National Strategy to assess, prevent and address environmental racism and to advance environmental justice for Indigenous, Black, and other racialized communities.

The Centre for Environmental Justice Society for Shelburne focuses on the environmental issues surrounding the dump which existed in a predominantly Black and African Nova Scotian community in the South End of Shelburne. The Landfill has been decommissioned as at 1996, however, there have been lingering environmental concerns and effects for the community over the last 75 years.

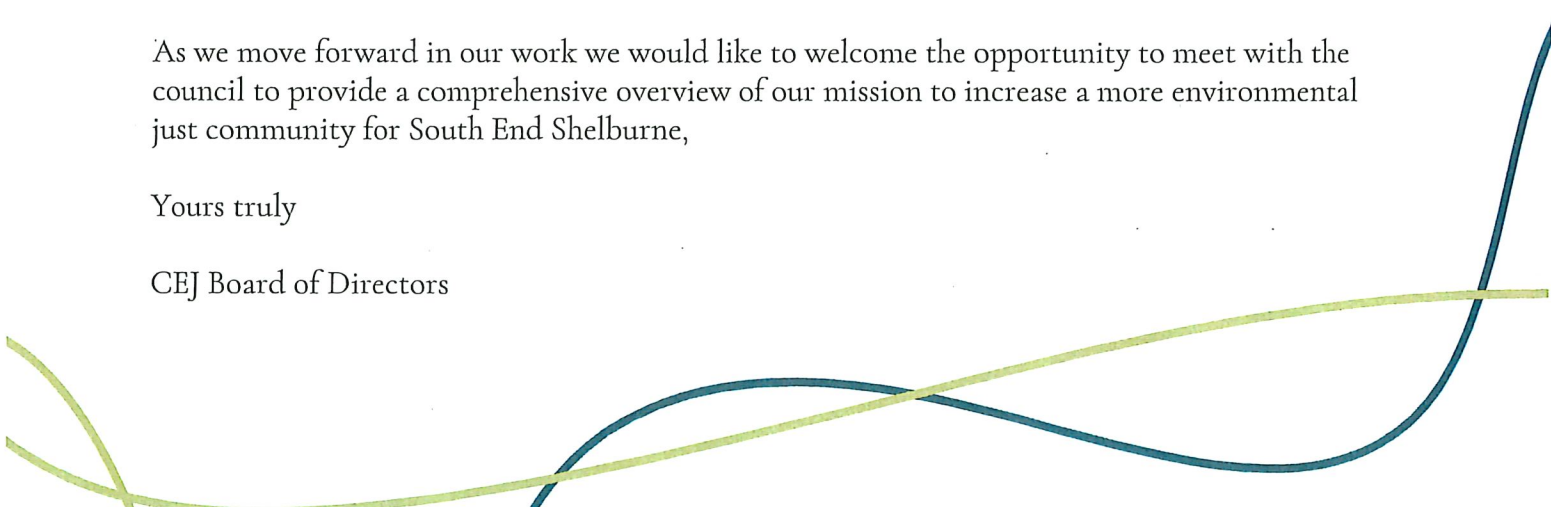
Our focus is to organize the citizens from the community to provide accurate information, hear their concerns and compile and complete a united approach to the Federal Government to address issues of remediation of the dump site, compensation for families and facilities to promote clean water, continued health oversight and growth within the South End community.

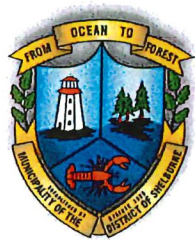
As you are aware the continued struggles of injustice transcend the environment in the South End and have continued to systemic inequities our communities continue to face today. Noticeably the recent and overdue representation of our first African Nova Scotian Mayor. We extend our sincere congratulations to Mayor Jacklin and look forward to working with you on these pressing issues.

As we move forward in our work we would like to welcome the opportunity to meet with the council to provide a comprehensive overview of our mission to increase a more environmental just community for South End Shelburne,

Yours truly

CEJ Board of Directors





February 14, 2025

Karen Oldfield
President & CEO
Nova Scotia Health
90 Lovett Lake Court
Halifax, NS
B3S 0H6

Email: ceo@nshealth.ca

Re: Request for Meeting to Address Roseway Hospital Emergency Department Crisis

Document #	D25-081
Rec'd by	gfw
Date	Apr. 3/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Dear Ms. Oldfield,

We are reaching out as the leadership of Shelburne County—comprising the Mayors, Wardens, Deputy Mayors and Deputy Wardens of the five municipal units—to request a meeting to discuss the urgent state of the Roseway Hospital Emergency Department following the publication of the *Annual Accountability Report on Emergency Departments for 2023/24*.

The report revealed some deeply concerning statistics. Roseway Hospital currently has the longest wait times in the province at an average of 13.68 hours—4.62 times greater than the provincial average. Additionally, Roseway experienced the highest number of temporary ER closures last year, totaling 4,832 hours, or an alarming 201 days. These numbers confirm what our community has been experiencing firsthand for far too long: a healthcare system that is failing to meet the needs of our residents.

For several years, our community has been actively engaged with the Nova Scotia Health Stakeholders Group to address seven critical healthcare concerns, which we outlined in our letter to the Minister of Health on June 12, 2024. While we do not want to lose sight of these concerns, our immediate priority is the issue of ER closures. While we have remained committed to working collaboratively toward solutions, progress has been frustratingly slow. The latest report only intensifies our community's growing frustration.

Our concerns grew when we recently learned that there has been consideration of downgrading the Roseway Emergency Department to an Urgent Treatment Centre. This is particularly distressing given that our nearest alternative emergency department is over an hour's drive away. Moreover, we already have an

Urgent Treatment Centre in the form of the Shelburne Family Practice, located next door to Roseway Hospital.

That being said, we remain hopeful. We understand that you have expressed openness to the possibility of a Hybrid Emergency Department model, as recently presented by Paula Sutherland. While we are not healthcare professionals, we recognize that this model is successfully employed in New Brunswick and British Columbia and that hospitals in both Queens and Annapolis Counties are also interested in piloting it. Given that current efforts have yet to achieve the desired improvements, we are keen to explore whether this hybrid model could offer a practical solution for reducing ER wait times and closures in Shelburne County.

We firmly believe that every resident of Nova Scotia deserves equitable access to healthcare, yet the statistics show that this is simply not the case in our region. We see you as a potential champion for resolving this crisis, and we would very much like to discuss the feasibility of the hybrid model with you.

We understand the demands on your time, but given the gravity of this situation, we would greatly appreciate the opportunity to meet with you and your team. If a visit to Shelburne is not feasible, we are more than willing to travel to Halifax to facilitate this discussion.

We would be grateful for your consideration of this request and look forward to hearing your thoughts on how we can work together to ensure that the residents of Shelburne County receive the level of care they deserve.

Thank you for your time and leadership, and we hope to engage in a productive conversation soon.

Sincerely,



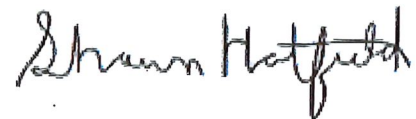
Warden Penny Smith

Municipality of Shelburne



Mayor Clay Kenney

Town of Clark's Harbour



Warden Shaun Hatfield

Municipality of Barrington



Mayor Derek Amalfa

Town of Lockeport



Mayor Stanley Jacklin

Town of Shelburne

Cc: The Honourable Michelle Thompson, Minister of Health and Wellness - health.minister@novascotia.ca
The Honourable Nolan Young, MLA – Shelburne - nolan.young@shelburnemla.ca
Nick Hilton, MLA – Yarmouth - info@nickhilton.ca
Dana Mackenzie, Deputy Minister, Dept. of Health and Wellness – dana.mackenzie@novascotia.ca
Tanya Nixon, Vice President of Operations for Western Zone - tanyal.nixon@nshealth.ca
Tanya Penney, Senior Executive Director, Clinical - tanya.penney@nshealth.ca
Leslie Oliver, Executive Director of Rural Health Western Zone - leslie.oliver@nshealth.ca



March 11, 2025

Penny Smith, Warden, Municipality of Shelburne
Clay Kenney, Mayor, Town of Clark's Harbour
Shaun Hatfield, Warden, Municipality of Barrington
Derek Amalfa, Mayor, Town of Lockeport
Stanley Jacklin, Mayor, Town of Shelburne

Document #	D25-081
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	
Crisis	

Re: Request for Meeting to Address Roseway Hospital Emergency Department

Dear Leaders of Shelburne County,

I am writing in response to your inquiries addressed to Nova Scotia Health CEO Karen Oldfield, and in anticipation of your meeting on March 13th, 2025.

First, in a letter (Feb. 14, 2025), you raised concerns regarding Emergency Department closures and increasing wait times. These same concerns were also discussed during an in-person consultation between CEO Oldfield and the staff and leadership of Roseway Hospital.

As a result of these discussions, we identified an error in the Emergency Departments Accountability Report regarding the Time to Physician (T2P) wait time for Roseway Hospital. The initial report incorrectly stated a T2P wait time of **13.68 hours**, whereas the correct figure is **2.45 hours**. This discrepancy was due to a missed data quality filter, which inadvertently inflated the reported wait time. The error has since been corrected with the Department of Health and Wellness, and an updated version of the report is now available online: [emergency-departments-accountability-report-2023-24.pdf](#)

Second, in an email you asked additional questions regarding data practices. Specifically, questions were raised on the calculation of Emergency Department closures and wait times. Closure hours and wait times are calculated consistently across all Nova Scotia Health sites. Data quality filters are used at sites where data quality issues arise and are not applied subjectively. Examples of a data quality issue are incorrect date/time entries which can result in negative values and Time to Physician wait times exceeding 12 hours. For example, the primary issue with Roseway Hospital's Time to Physician data stemmed from a single erroneous entry indicating a wait time of over two years. This resulted in the need for a retraction and correction of the 2024 ED Accountability Report.

As the Chief Data Officer, I sincerely apologize for this mistake and take full responsibility for the oversight. At Nova Scotia Health, we are committed to the highest standards of data accuracy and transparency. We have conducted a thorough review of our reporting process to ensure that such an error does not occur again. I recognize that concerns regarding Emergency Department

services at Roseway Hospital are significant, and I deeply regret any additional stress or confusion this reporting error may have caused.

Thank you for bringing this matter to our attention, and I appreciate your continued collaboration in addressing the healthcare needs of your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Murphy", with a large, sweeping flourish underneath.

Matt Murphy, Chief Data Officer



**Town of Shelburne
Staff Report
Amendment to
Council Disposal of Surplus Property Policy
March 17th, 2025**

Document #	D25-058
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

General Overview:

An amendment to our Disposal of Surplus Property Policy is being proposed for Council on March 17th, 2025.

Background:

A request has been made by a neighbouring fire department to purchase the 2009 Freightline Tanker which will be surplus equipment subsequent to the arrival of the new tanker later this summer. The potential buyer is willing to pay a reasonable price for the used fire truck.

In order to accept this direct offer to purchase the fire truck, the policy requires the Town to advertise the sale to the public. However, the sale of the truck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association would strengthen our county's mutual aid. Furthermore, a reasonable price has been offered by the neighbouring fire department.

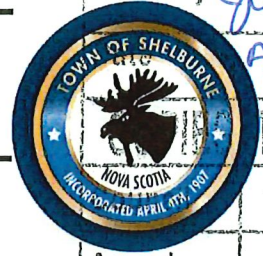
Recommendations:

THAT Town Council approves the amendment to the Council Disposal of Surplus Property Policy with the insertion in section 3, subsection (h) **the Sale of a Surplus Firetruck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price as determined by the CAO and Fire Chief.**

Respectfully Submitted,

Ken Smith
Deputy CAO, Town of Shelburne

Document #	D25-082
Rec'd by	gw
	April 4, 2025
	TO:
	✓
Agenda	✓
Committee	



COUNCIL REPORT - FOR INFORMATION

Subject: *Vending By-law*
Date: *April 4th, 2025*
Council Date: *April 7th, 2025*
Prepared by: *Dana Nash*

Overview

On March 17th, 2025, staff announced their intention to propose amendments to the Vending By-law. This report outlines those proposed changes.

Background

Staff recently received a request from a business seeking permission to open its vending establishment before the designated 9:00 AM start time. This allowed staff to look at our current vending by-law and propose amendments for Council review.

Analysis

Staff have drafted proposed amendments to the Vending By-law for Council's review (see attached). During this review, several updates were identified to help modernize the by-law.

- The current by-law includes exemptions for certain events. Staff recommend maintaining these exemptions for the 2025 fiscal year; however, starting in the 2026 fiscal year, these events will no longer qualify for exemptions.
- New fees associated with the amended by-law will take effect immediately upon passage of the second reading. The proposed fees are as follows:
 - Daily Vending Permit: \$50.00 per day
 - Annual Vending Permit: \$300.00 per day
 - Event-Specific Permit: \$150.00 per day

Next Steps

- *April 5, 2025 Council Meeting: First reading of the proposed Vending By-law amendment.*
- *May 5, 2025 Council Meeting: Second reading of the proposed amendments.*

Recommendation

***THAT** Council approve the first reading of the Vending By-law amendment, including the provision to maintain event exemptions for the 2025 fiscal year.*

Respectfully submitted,

Dana Nash, By-law Enforcement Officer



TOWN OF SHELBURNE

VENDING BY-LAW

BYLAW

Document #	025-082
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BY-LAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE VENDING OF GOODS AND SERVICES.

Short Title

1. This By-Law shall be cited as "**Vending By-Law**".

Interpretation

2. In this By-Law unless the context otherwise indicates:
 - (a) "**auto-dealer**" means any individual selling an automobile, or like vehicle, including motorcycles and all terrain vehicles, for profit, which are not their personally registered or owned vehicles;
 - (b) "**Council**" means the Mayor and Town Councillors;
 - (c) "**event**" means a recurring annual event coordinated under a single organizing group;
 - (d) "**home-based sales**" means sales where potential purchasers are invited or receive invitation to a private residential location by invitation of home owner;
 - (e) "**license**" means document issued and authorized by Town of Shelburne staff which permits the specific person or organization to carry on trade within the Town of Shelburne;
 - (f) "**market**" means a regular seasonal vending location, with multiple vendors, coordinated under a single organizing group;
 - (g) "**premises**" means any place of business, or place to which the public has access;
 - (h) "**staff**" means Town of Shelburne staff who are authorized to issue, enforce or verify licenses;
 - (i) "**vend**" means to provide for sale goods or services.

Licensing Requirements

- 3.** All persons wishing to provide for sale goods or services within the Town of Shelburne are required to obtain a license in accordance with this By-Law; it is an offence to operate without a license. Authorized Town of Shelburne staff will issue licenses under this By-Law upon compliance with all requirements and payment of the fees prescribed herein. A license issued under this By-Law may be suspended or revoked by the staff if the holder thereof is guilty of an offence against this By-Law.
- 3.1** Every license issued under this By-Law shall remain in force unless revoked or suspended under the provisions of this By-Law. ~~until the first day of the year following the year in which it was issued.~~ Every **yearly** license shall expire ~~on December 31st of each calendar year~~ **one calendar year from the date of issue**. Every license issued hereunder shall be signed by Town staff and shall bear the date of issuance.
- 3.2** A license shall be personal to that person, business or organization to which it is issued and shall not entitle any other person, business or organization to engage in or exercise the activity, occupation or privilege granted by it. A license issued to one person, business or organization is not transferrable to another.
- 3.3** A license authorizes a trade or business to be conducted in the location specified and approved in the application; being granted a license does not confer permission to conduct business on private property within Town. "Door to door" vending is considered an acceptable location specification. Changes in initially authorized locations require additional authorization. Vending on a roadway or sidewalk is not permitted except with an approved Street Activity application.
- 3.4** Town of Shelburne staff will notify the holder of the license of any cancellation or revocation via mail to the address provided on the application.
- 3.5** A revoked or cancelled license can be appealed to Council. The licensee must provide written notice of intention to appeal the cancellation/revocation to Town staff within 30 days of the cancellation/revocation being received.
- 3.6** Every license under this By-Law shall be on display while the person, business or organization is engaged in the trade, calling or activity for which they are licensed. Every licensee shall display the name and the number of the license on related vehicles and automatic machines at the location of sales.
- 3.7** A lost, stolen or destroyed license can be replaced by the licensee at the Town Office free of charge once; fee is re-applied thereafter upon duplicate replacement.

3.8 Where it appears to the Council that it is in the public interest to do so, Council may, by motion, instruct Town staff to cancel any license issued under this By-Law.

Obtaining a License

4. Every application for a license under this By-Law shall be made in writing on an application form provided by Town Office staff and signed by applicant.

4.1 The application shall require, but not be limited to, the following information and identification:

- Full name and address of applicant; individual, business, organization
- Whether applicant is a resident of the Town of Shelburne
- Name of trade or activity applicant is engaged in
- Type of goods and services being sold
- Location(s)/site(s) where activity will be conducted, including "door to door"
- Photo identification (this identification will be photocopied and kept on file)
- Such information that staff deem to be required to issue a license
- Permission to conduct business on public or private land

4.2 It shall be an offence for any applicant to make false statements in their application and will result in immediate cancellation/revocation of the license.

4.3 Display of false license shall be an offence to this By-Law.

General Conditions

5. It shall be an offence for anyone licensed under this By-Law to:

- a. Provide for sale any goods or services between the hours of 11:00 pm and ~~9:00 am~~ 8:00am excepting on Friday and Saturday when such is permitted until 1:00 am the following day;
- b. Provide for sale any goods or services in front of a commercial property without the prior written consent of the person occupying or using said commercial property;
- c. Leave any premises unattended when open for business;
- d. Sell food or beverages for immediate consumption unless they have available for public use their own or public waste receptacles and recycling receptacles;
- e. Leave any location without first picking up, removing and disposing of all garbage and refuse remaining from sales made by them;
- f. Sell anything other than the type of goods or services for which they are licensed.

- g. Cry their wares or otherwise cause any sound to be made to the disturbance of the public;
- h. Obstruct use of a sidewalk or roadway;
- i. Obstruct access to a property.

5.1 It shall be an offence for anyone to obstruct the lawful sale of goods or services by someone licensed under this By-Law.

Conditions on Sales from Motor Vehicles

- 6.** In addition to the general conditions outlined in this policy it shall be an offence for anyone licensed under this By-Law providing for sale any goods or services from a motor vehicle to:
 - a) Conduct their business in such a way as would increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to access for emergency vehicles;
 - b) Park any motor vehicle except in conformance with all applicable Municipal or Provincial parking statutes, regulations or by-laws.'

Conditions on Sales of Food

- 7.** Applicants (other than non-profit groups doing a fundraiser) must show proof of the following upon application:
 - a) Food Handler Certification
 - b) Food Establishment Permit or Temporary Event Permit

Conditions on Sales on Sidewalks

- 8.** In addition to the general conditions outlined in this policy it shall be an offence for anyone licensed under this By-Law providing for sale any goods or services on a sidewalk to:
 - a) Conduct business within five (5) feet of an entrance to any building;
 - b) Conduct business within twenty-five (25) feet of any driveway entrance to a police or fire station or within five (5) of any other driveway.
 - c) Conduct business within ten (10) feet of the crosswalk at any intersection.

Licensing Fees

9. The fees provided for in this By-law shall be payable for a **yearly, daily or event license**.
- 9.1 All fees shall be due and payable the day the application is submitted and will be refunded should the application be denied and/or the license not issued to the applicant.
- 9.2 Fees collected for the issue of trade licenses within the Town of Shelburne shall be paid to Town staff for the purposes of the Town.
- 9.3 If the applicant is found to be in violation of this By-Law, through false statements or documentation submitted with the application, fees will not be refunded to the applicant.

SCHEDULE OF FEES

10. Individuals, businesses and organizations applying for a Trade License in the Town of Shelburne for the following trades shall submit the fees listed below:

- a) License fee of \$50.00 for "door to door" vending, arts and crafts vending for all stationary locations, unrefined products (products from the land, forest and sea) and auctioneers who are filling the role for the purpose of an estate sale or private gain.
- b) For all other vending, a **yearly** license fee of ~~\$200.00~~ **\$300.00**, **daily license fee of \$50.00** and an **event fee of \$150.00** for all stationary locations. This fee also applies to the operation of a "Market" recognized by a motion of Council; see policies under this By-Law.
- c) License fee of \$1,500.00 per year for ~~auto-dealing~~ **motor vehicle vending**.
- d) The fee to re-issue a lost or stolen license is \$25.00/each additional license.

10.1 When conducting business outside of a primary business location, where applicant has an existing place of business within the Town of Shelburne, against which property taxes are charged at the commercial rate, licensing fees shall be waived.

Penalties

11. Applicants who are found to be in violation of the provisions of this By-Law may be held liable, and, on the discretion of Town staff, may:
- can have their license revoked by the Town of Shelburne
 - be served with a Summary Offence Ticket
 - not be refunded their application fee

BYLAW

- not be issued subsequent licenses within the Town of Shelburne
- be barred from applying for a license within the Town of Shelburne for a fixed period of time
- may be interrupted in their activity and required to cease trade
- may be reported to the RCMP for activities which are in violation of the Criminal Code of Canada

EXEMPTIONS

12. The provisions of this by-law shall not apply to:

- a. The sale of any goods to wholesalers or retailers resident within the Town;
- b. Any sheriff, bailiff or other officers of the law selling under legal process;
- c. Any sales benefiting a registered non-profit or any other cause deemed by motion of Council to be benevolent;
- d. Home-based sales involving private residence, invitation-only events and activities;
- e. Sale of used goods by individuals at their private residences (e.g. yard sales);
- f. Individual vendors operating within a market recognized by motion of Council, while the market is open for business (e.g. Shelburne Farmers Market);
- g. Any sales within an event recognized by motion of Council, where the sales specifically relate to the purpose of the event as specified in the motion (e.g. sale of whirligigs at the annual Whirligig festival); see policies under this by-law.

BY-LAW ENFORCEMENT

13. It shall be the duty of any By-Law Enforcement Officer and of any Special Constable appointed for the Town of Shelburne under the Nova Scotia Police Act, to report all violations of this By-Law and to enforce them under the Municipal Government Act, Section 505.

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at duly called meeting of the Council of the Town of Shelburne, held on the ___ day of _____, 2015 ~~2015~~ 2025.

GIVEN under the hand of the Clerk and the corporate seal of the said Town this ___ day of _____, 2015 ~~2015~~ 2025.

Mayor, ~~Karen Mattatall~~ Stanley Jacklin

CAO, Sarah Mattatall

BYLAW

Date of First Reading:	
Date of Notice of Public Hearing:	
Date of Second Reading:	
Date of Passage:	
Date Mailed to Minister:	
Date of Ministerial Approval:	

Town of Shelburne Exemptions Under the Vending By-Law

Event	Group/Individual	Sale of	Passed On
Wind, Wit & Whimsy: Art on the Waterfront	Wind, Wit & Whimsy Committee	Arts and Crafts	June 3rd, 2015
Annual Christmas Craft Show	Shelburne Lions Club	Arts and Crafts	October 21 st , 2015
Annual Christmas Craft Show	Wanda Bower, Organizer Community Centre	Arts and Crafts	October 21 st , 2015
Shelburne Founder's Days	Town of Shelburne	Hand-crafted products	April 7 th , 2016
Dock Street Days	These exemptions will remain in effect for the 2025 year, however, will be charged fees for the 2026 year and onward.	Relating to the history of Shelburne under Section 10 of the Vending By-Law	
Giant Pumpkin Festival			
Miracle on Dock Street			
Town-Wide Yard Sale		Town of Shelburne	Arts and Crafts products And unrefined products Of the land, forest and sea
Tall Ships Event	Town of Shelburne	Arts and Crafts	May 3rd, 2017
Whirligig Festival	Town of Shelburne	Arts and Crafts	May 3rd, 2017
Art Day	Town of Shelburne	Arts and Crafts	August 18th, 2018
Cruise Ship Market	Town of Shelburne	Handmade Items	
Guild Hall Summer Arts Series	Town of Shelburne	Arts	



Meeting Minutes

Heritage Advisory Committee

Thursday December 5th, 2024

3pm – Council Chambers, 63 King St

COMMITTEE MEMBERS IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Mike Khan, Senior Planner
Jessie Dyer, Recording Secretary

REGRETS

Sheldon Ringer, Council Member
Chris Sharpe, Public Member

Document #	
D25-083	
Rec'd by	
[Signature]	
Date	
MAR 21 125	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA

a. December 5th, 2024

2(a) MOTION: APPROVAL OF AGENDA – December 5th, 2024

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

Cady-Janet

CARRIED

3. MOTION: APPROVAL OF MINUTES – October 10th, 2024

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

Janet-Cady

CARRIED

4. INTRODUCTION:

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

5. COMMITTEE ITEMS

5(a) Review of Potential Heritage Properties

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

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

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

2. Kelley Block (1872) - 47 Water Street

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

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

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

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

a. 80 Hammond Street

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

b. 42 Hammond Street

- This property has a stronger historical aspect

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

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

5 (b) **Heritage Hall Update**

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

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

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

5 (c) **Senior Planner Update**

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

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

The first public engagement for the Land Use Bylaw (LUB) updates will be January 8th, 2025

Looking to have this completed by March 2025.

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

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

6. **NEW BUSINESS**

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

Therese-Cady

CARRIED

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

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

8. **ADJOURNMENT:**

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

Janet-Cady



Meeting Minutes

Heritage Advisory Committee

Thursday February 6th, 2025

3pm – Council Chambers, 63 King St

COMMITTEE MEMBERS IN ATTENDANCE:

- Sandra Walsh, Chair, Public Member
- Cady Berardi, Shelburne Historical Society Member
- Therese Cruz, Council Member
- Sheldon Ringer, Council Member
- Chris Sharpe, Public Member

ALSO IN ATTENDANCE:

- Mike Khan, Senior Planner
- Jessie Dyer, Recording Secretary

REGRETS

Janet Stritychuk, Public Member

Document #	
D25-083	
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

1. CALL TO ORDER:

The meeting was called to order at 3:00pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

2. APPROVAL OF AGENDA

- a. February 6th, 2025

2(a) MOTION: APPROVAL OF AGENDA – February 6th, 2025

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for February 6th,2025 be approved.

Therese-Sheldon

CARRIED

3. MOTION: APPROVAL OF MINUTES – December 5th,2024

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for December 5th,2024 be approved.

Sheldon-Cady

CARRIED

4. COMMITTEE ITEMS

4(a) 36 John Street (Church)

The Town was approached by a Resident who brought forth the idea of purchasing 36 John Street and donating it to the Town of Shelburne. The idea is to expand Graham's Park as well as add 6 additional parking stalls. This is a Registered Heritage Property (see attached documents) The Burial Ground has its own designation.

The Committee discussed the structural issues with the building which included, the steeple not being in good shape, only one original window left and the stone foundation possibly being the only valuable piece left. In the past there had been a grant to help with upgrades. The portion that was renovated was insulated but not ventilated, this caused mold and mildew issues. The hall seems to be in better shape than the church and it would take a lot of money to upgrade or restore.

It was discussed that the intention for the building would be for Non-Profits/ Community Use Programs. It was also noted that de-designation would open more options. (see attached map)

4(b) Senior Planner Update

80 Hammond Street- applying for a change in zoning. Proposal to allow commercial use of the property, specifically the Barn on the property for a café and artist studio. They are not looking to make any external changes to the building. There is a lack of parking at the location however they are not looking for an amendment for that.

4(c) SHS Representation on HAC

A motion was made THAT the HAC reappoint Chris Sharpe for a two-year term representing the Shelburne Historical Society (SHS). A staff report will go to Council to approve the appointment.

Cady-Therese
CARRIED

5. NEW BUSINESS

Regarding the designation of Heritage Properties, it was discussed that we start with the George Street Shipyard Mill. This is a Town owned property. A recommendation will be sent to Council regarding this designation. Chris will reach out to Mike and use Cady's notes to create a list of points as to why it should be designated as it falls out of the dates considered for designation. Chris will prepare FORM A and sent to Jessie to circulate to the committee.

A motion was made THAT the HAC complete FORM A to begin designation and be sent to Council for approval.

Chris-Therese
CARRIED

6. UPCOMING MEETING DATE AND TIME:

The next HAC meeting will be held on Thursday March 6th, 2025, at Council Chambers (63 King St.) at 3:00 pm.

A special meeting may be needed for further discussion regarding 36 John Street

7. ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:46pm.

Therese



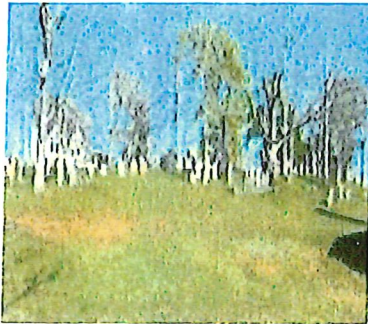
Canada's
Historic Places

A Federal, Provincial and Territorial Collaboration

Trinity United Church

36 John Street, Shelburne, Nova Scotia, B0T, Canada

Formally Recognized: 1994/10/07



Old Kirk Burying Ground, Trinity United Church



Old Kirk Burying Ground, Trinity United Church



Front and west elevation, Trinity United Church

OTHER NAME(S)

Old Kirk Burying Ground
Trinity United Church
St. John's Kirk

LINKS AND DOCUMENTS

n/a

CONSTRUCTION DATE(S)

1891/01/01 to 1891/12/31

LISTED ON THE CANADIAN REGISTER: 2007/08/23

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

The Trinity United Church is located on the corner of John and Hammond Streets in Shelburne, Nova Scotia. This one-and-a-half storey wooden church was built in 1891. A large cemetery is also located on the upper slope of the property. The building, cemetery and property are included in the municipal designation.

HERITAGE VALUE

Trinity United Church is valued for its architecture and for its association with the development of the Presbyterian Church in Shelburne.

Among the Shelburne Loyalists who settled the town of Shelburne there were numerous Presbyterians

belonging to the Kirk Church of Scotland. The burying ground located at the present Trinity United Church dates back to the construction of the first, though temporary, Presbyterian Church in 1784. Most of the early Kirk Church of Scotland settlers, such as George Gracie, Matthew Dripps and Alex Leyburn are buried in it.

In 1803-1804, St. John's Kirk was built adjoining the burying ground. It was used until it was sold and moved to make way for the new Trinity United Presbyterian Church. The church that stands today was opened in 1891. At the 1925 union to form the United Church of Canada, the church became Trinity United Church.

This one-and-a-half storey wooden building is set on a granite block foundation. The main body of the church and the attached vestry have steeply pitched gable roofs and wood shingle cladding, some of which is fish scale pattern. The Gothic Revival-style stained glass windows have pointed labels and plain lug sills. The pointed steeple is set on a rectangular three-storey base with buttressed corners and a string course mid-way up the base. There is decorative moulding marking the string course. The steeple is mounted above a moulded cornice with decorative cut-work at the base. The base of the steeple has four gable-hooded pointed openings with each opening flanked by flared brackets.

The Trinity United Church and Burying Ground are a standing visual record of the development of the Presbyterian Church and the perpetuation of a way of worship brought to Shelburne in the late eighteenth century.

Source: Town of Shelburne, Heritage File no. 19, Shelburne, Nova Scotia.

CHARACTER-DEFINING ELEMENTS

Character-defining elements of the Trinity United Church include:

- one-and-a-half storey wood structure;
- granite block foundation;
- steeply pitched gable roof;
- wood shingle cladding;
- Gothic Revival-style stained glass windows with pointed labels and plain lug sills;
- pointed steeple set on a rectangular three-storey base with buttressed corners and a string course;
- Palladian window in the west;
- Rose window over the entry;
- location on a prominent lot in the centre of Shelburne.

Character-defining elements of the Old Kirk Burying Ground include:

- location on a prominent lot in the centre of Shelburne;
- historic headstones carved by local masons;
- absence of roads or automobile thoroughfare;
- historic fences surrounding some plots;
- granite slabs supporting part of the knoll.

RECOGNITION

HISTORICAL INFORMATION

Province of Nova Scotia
County of Shelburne

516

1840

I hereby certify that the within instrument was recorded in the Registry of Deeds Office at Shelburne in the County of Shelburne, N. S., at 10:08 o'clock ¹⁷ M., on the 20 day of Oct A.D., 1994 in Book No. 213 at Pages 516. as Document Number 1840.

FORM B

.....*D. A. Link*.....
Registrar of Deeds for the Registration
District of Shelburne County

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: TRINITY UNITED CHURCH,
c/o Nelson Barbrick,
Secretary, Official Board,
P. O. Box 1007,
Shelburne, N. S. BOT 1W0

You are hereby notified that:

1. The land and building located at:

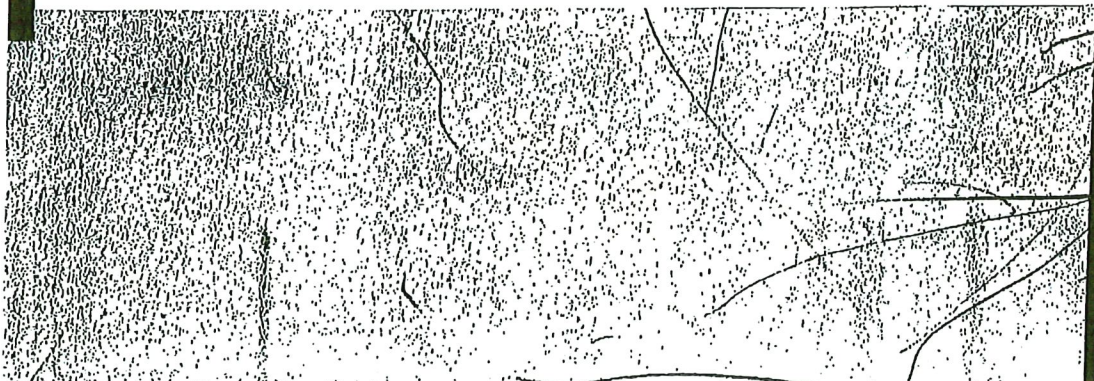
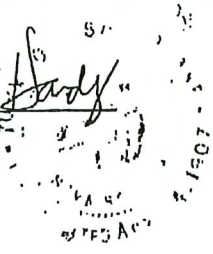
36 John Street, Lots 6, 7 & 8, Unlettered Block,
Shelburne, N. S. South Division, Property Code #505
BOT 1W0 (Trinity United Church)

has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of Council the fifth day of October, 1994.

2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this 7th day of October, 1994.

C. M. Mount
Town Clerk





Town of Shelburne
 Staff Report to Council
 April 7, 2025
CAO Update

Document # D25-084	
Rec'd by <i>[Signature]</i>	
Date Apr 4/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	
and	
retirement	

1) Succession Planning – Finance Department

After an outstanding 33 years of service, Finance Manager Jane Crowell has formally submitted her retirement date of April 1, 2026. Jane’s knowledge, experience, and dedication have been invaluable to the Town of Shelburne, and while her retirement is well-earned, her departure will undoubtedly leave a significant gap in our organization.

In anticipation of this transition, management has been meeting regularly to discuss and plan for succession in the Finance Department. This planning has included a thorough review of the department’s current structure, workload, and the increasing demands being placed on the Town, both internally and externally.

The Town is currently experiencing a growing number of priority projects and increased responsibilities, including:

- A notable increase in development activity, such as the upcoming 112-bed nursing home, new apartment complexes, and affordable housing projects.
- Enhanced financial reporting requirements and other administrative downloads from the Province.
- A growing need for strategic financial planning to support long-term municipal sustainability.

These pressures highlight the need for a robust and forward-thinking restructuring of the Finance Department to ensure the Town continues to operate efficiently and effectively.

To support this transition and manage the evolving scope of responsibilities, management is proposing a restructuring and expansion of the Finance Department:

1. Creation of a New Role – Director of Corporate Services
 This new leadership position will be filled by a designated CPA professional or someone with equivalent education and experience, responsible for providing high-level oversight and direction in the following areas:
 - Financial management and reporting
 - Budgeting and forecasting
 - Asset management
 - Strategic financial planning
 - Departmental leadership and coordination

2. Creation of a New Position – Accountant (Finance Officer Level 3)
This role will take on many of the day-to-day responsibilities currently handled by the retiring Finance Manager, ensuring continuity and operational stability.
3. Expansion of Department Size
The proposed changes will increase the Finance Department's complement from two (2) positions to three (3). This is a necessary step to manage the current workload and address the increased financial activity anticipated in the years ahead.

Management intends to bring this proposed reorganization forward to Council for further discussion as part of upcoming 2025-2026 budget deliberations. The goal is to begin the recruitment and transition process well in advance of Jane's retirement to ensure a smooth handover of responsibilities and maintain continuity of service.

2) Landfill Decommissioning Project – Morvan Road Update

Staff continue to work closely with Dillon Consulting to advance the Morvan Road landfill decommissioning project. As we work within critical funding timelines, efforts are currently focused on completing Phase 1 under the PCAP program. This includes the construction of drill pads, installation of four monitoring wells, and completion of a multi-quarter sampling program to support the final reporting for Phase 1.

Concurrently, we are mindful of the Municipal Capital Grant (MCG) Program deadline of March 31, 2026, for the completion of Phase 2, which involves capping the site.

Staff have been actively coordinating with Dillon Consulting and Harlow's Construction to determine next steps. A follow-up meeting with Harlow's is scheduled for this week to confirm the start date for drill pad construction. Given recent weather conditions, Harlow's has advised waiting until the ground is sufficiently dry. At this time, we anticipate that drill pad construction will begin in late May or early June, taking approximately 3 days to one week to complete.

Once the drill pads are in place, Dillon's contractor will proceed with the installation of the monitoring wells, which is expected to take 1–2 weeks. Barring any delays, the construction and well installation will be followed by three rounds of quarterly sampling to fulfill the Phase 1 reporting requirements.

Although the completion of Phase 1 is a prerequisite for final reporting, Phase 2 (site capping) can begin immediately after construction is complete and once a contractor has been secured.

Our target remains to complete both Phase 1 and Phase 2 by the end of the Town's fiscal year (March 2026), aligning with current funding deadlines. We have had success with extensions to date and will continue to monitor progress closely.

Staff are also discussing the long-term implications of the monitoring well program. Dillon has advised that five years of sampling will be required following project completion. This will become an ongoing operational cost once Phases 1 and 2 are officially closed. To help manage and minimize future costs, staff will be consulting with Dillon to determine whether Town staff can collect the monitoring samples in-house, with Dillon continuing to complete the necessary analysis and reporting. We will provide updates on the outcome of these discussions as more information becomes available.

Staff remain committed to the project and continue to work collaboratively with Dillon Consulting and Harlow's Construction to ensure the timely and successful completion of the landfill decommissioning. We remain optimistic that we will meet our project goals within the established timelines.

3) Wastewater Infrastructure Study:

Staff continue to work with CBCL Limited and our wastewater operators to assess and plan for necessary upgrades to the Town's wastewater infrastructure in support of both current capacity needs and future development.

As part of the proposed hotel development on the north end of the community, which is being supported through GRID funding, CBCL has submitted their infrastructure review specific to the wastewater distribution system in that area. Their analysis confirms that the current system has adequate capacity to support the 50-unit hotel project, along with existing demand.

However, operational staff have identified stormwater infiltration as a concern in the north end. While wastewater capacity is not a major issue at this time, the presence of stormwater infiltration into the system could compromise long-term functionality. As a result, staff are planning additional testing and investigation in this area to help mitigate stormwater impacts. It is important to note that while the issue has been flagged in the north end, stormwater infiltration is a broader, community-wide concern that requires continued attention and resources.

In addition to distribution concerns, Engineer, Dave Trudel, has identified priority upgrade needs at the wastewater treatment plant. Based on his recommendations, staff are shifting focus to plant improvements, which will be funded through the Municipal Capital Grant (MCG) program. Planned upgrades include the installation of a new aeration system, a backup generator, and a clarifier. These enhancements are expected to improve the plant's efficiency in managing high waste concentrations and address ongoing odour issues.

Staff are also awaiting the results of a separate study from CBCL (led by Engineer Aaron Bailey) related to King Street infrastructure. This study will provide guidance on where upgrades to wastewater lines and lift stations are required to support development in that area. The report is expected within the next one to two weeks and will allow staff to develop a more informed plan for infrastructure improvements to support continued growth.

Staff will continue to update Council as new information becomes available and project plans are refined.

4) Wharf Repairs:

The wharf repairs at the Marine Terminal located at 95 Water Street are nearing completion. Throughout the project, the Port Manager—who has been overseeing the work—has kept management well-informed with regular progress updates.

While the project experienced some delays due to extreme winter conditions earlier in the season, work has resumed and is now back on schedule. With the repairs at 95 Water Street wrapping up, preparations are underway to transition to the next phase of the project: repairs to the wharf at 14 Dock Street.

The Port Manager remains confident that the entire wharf repair project will be completed by the end of April. Additionally, the project is tracking within the approved budget, and there are no concerns of cost overruns at this time.

5) Deer Population Management:

The growing deer population within the Town of Shelburne continues to be a significant concern for many residents. Community members have raised a variety of issues related to the increasing number of deer in the area, including concerns about:

- Property damage to gardens and landscaping,
- Public health risks such as ticks and Lyme disease,
- Road safety concerns due to deer-related vehicle incidents.

At the direction of Council, staff submitted a formal letter to the Nova Scotia Federation of Municipalities (NSFM) on February 11, 2025, to voice the concerns of Shelburne residents and to highlight that the Town is not alone in facing this issue. Many other municipal units across the province are experiencing similar challenges, which underscores the need for a coordinated, multi-unit approach to identifying solutions.

The letter requested support, guidance, and collaboration from NSFM in exploring strategies for deer population management. This includes considering public education, potential legislative advocacy, and engaging relevant provincial departments like the Department of Natural Resources and Renewables (DNRR).

We are pleased to report that, following a staff follow-up, NSFM has confirmed that Council's letter will be added to the agenda for discussion at their upcoming Board of Directors meeting. This is a positive step in raising awareness of the issue at a broader level and seeking potential solutions.

In parallel, and in light of the information staff presented to Council earlier regarding deer management practices provided by DNRR, staff have extended a formal

invitation to DNRR representatives to attend a future Council meeting. The purpose is to allow Council the opportunity to ask questions directly and seek clarification on:

- Current provincial strategies for deer population control,
- What support or resources are available to municipalities,
- What options might be considered in the future to address these concerns locally.

Staff will provide an update once a response is received from DNRR regarding their availability.

Respectfully Submitted,

*Sarah Mattatall
Chief Administrative Officer*



COUNCIL REPORT - FOR DECISION

Subject: Land Sale – 1319 Lake Road
Date: April 1, 2025
Authority: MGA s. 50 (5) b – Powers of municipality regarding property
Council Dates: April 7, 2025
Notice Date: N/A
Prepared by: Mike Kahn, Senior Planner

Document #	D25-085
Rec'd by	gw
Date	Apr 11 2025
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Committee	<input checked="" type="checkbox"/>

Background

The Town owns an old, disused water tower at 1319 Lake Road, Sandy Point, PID 80101371. The lot is approximately 6,500 square feet. An adjacent landowner has approached the Town about acquiring the property.

A similar parcel, 1485 Lake Road, Sandy Point, PID 80152903 has a white water tower which is actively used by the Town's water utility.

Analysis

The Town has a land disposal policy, the [Council Disposal of Surplus Property Policy](#). Under this policy, the Town has received an unsolicited proposal, and section 3 d) – Direct Sale to Abutting Owner applies.

The water tower on site has been slated for demolition in the Town's capital plan for several years. The sale of the old water tower will also reduce the towns Asset Retirement Obligations (ARO).

The lands are assessed at \$3,000. Staff are recommending a default sale price of \$4,000 in keeping with the Council Disposal of Surplus Property Policy and to cover Town costs.

Implementation

A notice would be sent to both adjacent landowners, assuming only one is interested, the default sale price would apply. Where a written offer was received from one owner, that offer would be brought to Council for final approval.

Options

	Pros	Cons
Declare lands surplus and look to sell to adjacent landowner	<ul style="list-style-type: none"> Fulfils adjacent landowners request In keeping with Town policy Reduces ARO 	<ul style="list-style-type: none"> None
Do not declare the lands surplus, declining to sell	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Unlikely to find another buyer for this land



Town of Shelburne
 Staff Report to Council
 April 7, 2025

2025/26 Shelburne Marine Terminal Budget

Document # D25-086	
Rec'd by [Signature]	
Date Apr. 11/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Marine Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

General Overview:

This staff report intends to gain Council's approval for the 2025/26 Shelburne Marine Terminal Budget.

Highlights-

Shelburne Marine Terminal is budgeting Revenue of \$604,722, Expenses of \$589,709 with a Surplus of \$15,013 for the fiscal year April 1, 2025, to March 31, 2026.

Revenue – Transfer from Shelburne Marine Terminal Reserve in the amount of \$216,131 to pay off a balloon Debenture payment due in June 2025. (See Budget and Debenture Balloon Payment)

Expenses – Port Management Contract and Port Management Fee for Disconnection/Connection for Water and Power increased 2.5%.

-Security Wages increased from \$28.58/hr. to \$29.00/hr.

-Debenture Principal budgeted \$245,806 to pay off a balloon payment. (See Budget and Debenture Balloon Payment)

-Transfer to Reserve is budget for \$75,000 to continue to build the Reserve.

Budget and Debenture Balloon Payment –

Marine Terminal Debentures –

Marine Terminal Debenture issued June 1, 2015, has a balloon principal payment on June 1, 2025, in the amount of \$230,539. To pay off the Debenture a transfer from the Shelburne Marine Terminal Reserve account in the amount of \$216,131 would need approval. The regular yearly principal payment for this debenture is \$14,408, therefore balloon payment of \$230,539 less the regular payment equals the \$216,131 required transfer. If the loan is not paid, the Town would have to refinance the balance of the loan. If the loan is paid, then the Port's yearly principal debenture payment would decrease from \$29,675 to \$15,267 and annual transfers to the Reserve would continue to build up the reserve.

The Shelburne Marine Terminal Committee recommended the transfer from the Reserve to pay the Balloon payment at their January 16, 2025 meeting.

Stem Stabilization Project Debenture – payment for 2025/26 is as follows – Principal Payment \$15,267 and interest payment of \$3,877.18 which will be paid in November 2032 with no balloon payment.

See below the anticipated balance of the Reserve if the transfer was approved –

Reserve Balance as of March 31, 2025,	\$518,746.
Budgeted Transfer to Reserve for 25/26	75,000.
Less Approved Funding for the Port Project	- 148,000.
Less Transfer to pay off Debenture	-216,131.
Anticipated Balance	\$229,615.

Recommendation:

It is recommended THAT Council approve the 2025/26 Shelburne Marine Terminal Budget.

It is recommended THAT Council approve a transfer of \$216,131 from the Shelburne Marine Terminal Reserve account to the Shelburne Marine Terminal Operating account for the upcoming Debenture Principal Balloon payment on June 1, 2025.

*Respectfully Submitted,
Jane Crowell, Finance Manager*

ORIGINAL LOAN INFORMATION

DATE OF LOAN (Port Authority)	PURPOSE	NET PROCEEDS	PRINCIPAL	INTEREST	TOTAL REPAYMENT	LAST PAYMENT	PAYMENTS
June 1, 2015	Marine Terminal	\$ 357,431.00	\$ 360,211.00	\$ 78,037.50	\$ 438,248.50	June 1, 2025	14,408.00 + interest yearly - final pymnt \$230,539.00
November 9, 2017	Stem Stabilization Project	\$ 227,301.00	\$ 229,000.00	\$ 55,494.16	\$ 284,494.16	November 9, 2032	15,267.00 + interest yearly-final pymnt \$15,262.00
		\$ 584,732.00	\$ 589,211.00	\$ 133,531.66	\$ 722,742.66		

YEARLY PAYMENT INFORMATION

PORT AUTHORITY	PURPOSE	PRINC 23/24	INTEREST	PRINC 24/25	INTEREST	PRINC 25/26	INTEREST	PRINC 26/27	INTEREST	PRINC 27/28	INTEREST
Marine Terminal		14,408.00	6,987.76	14,408.00	6,614.52	230,539.00	3,211.41	15,267.00	3,435.66	15,267.00	2,979.18
Stem Stabilization		15,267.00	4,697.18	15,267.00	4,297.64	15,267.00	3,877.18	15,267.00	3,435.66	15,267.00	2,979.18
TOTAL DEBT PYMENT		29,675.00	11,684.94	29,675.00	10,912.16	245,806.00	7,088.59	15,267.00	3,435.66	15,267.00	2,979.18

DEBENTURE PRINCIPAL BALANCES AS OF MARCH 31, 2025

DEBENTURES	AS AT 3/31/2025	ORIGINAL PRINCIPAL
PORT AUTHORITY		
Marine Terminal	\$ 230,539.00	\$ 360,211.00
Stem Stabilization	\$ 122,131.00	\$ 229,000.00
TOTAL \$	\$ 352,670.00	\$ 589,211.00

SHELBURNE PORT AUTHORITY

BUDGET 2024/25		ANTICIPATED 2024/25	BUDGET 2025/26
	<u>PORT AUTHORITY FEES/SALES</u>		
	<u>Federal Government</u>		
19,000	Berthage	10,000	\$ 10,000
	Top Wharfage	-	\$ -
	Electrical	-	\$ -
	Other	-	\$ -
1,000	Water	580	\$ 600
<u>20,000</u>		<u>10,580</u>	<u>\$ 10,600</u>
	<u>Provincial Government</u>		
	Other		
	<u>Container Traffic</u>		
	Berthage		
	Top Wharfage		
	Water		
<u>-</u>		<u>-</u>	<u>\$ -</u>
	<u>Cruise/Recreational</u>		
8,500	Berthage/Passenger Fee	-	\$ -
-	Electricity	-	\$ -
<u>8,500</u>		<u>-</u>	<u>\$ -</u>
	<u>Commercial Fishing</u>		
27,000	Berthage	27,000	\$ 27,000
1,900	Top Wharfage	-	\$ -
131,675	Electricity	87,320	\$ 89,066
7,050	Water	4,220	\$ 4,300
<u>167,625</u>		<u>118,540</u>	<u>\$ 120,366</u>
	<u>Other</u>		
-	Berthage	50	\$ -
	Water - Other	-	\$ -
	Electricity		\$ -
11,000	Conn/Disc-Water/Power & Surcharge	9,800	\$ 10,000
21,000	Security Fees	19,500	\$ 20,000
<u>32,000</u>		<u>29,350</u>	<u>\$ 30,000</u>
<u>228,125</u>	TOTAL FEES/SALES	<u>158,470</u>	<u>\$ 160,966</u>
	<u>Revenue from Other Sources</u>		
7,150	Wharf Usage	8,250	\$ 8,250
186,000	Wharf Lease	186,000	\$ 187,875
-	Land Lease	-	\$ -
<u>193,150</u>		<u>194,250</u>	<u>\$ 196,125</u>
	<u>Return on Investment</u>		
	Interest on Investment		\$ -
8,000	Bank Interest on C/A	11,600	\$ 9,500
<u>8,000</u>		<u>11,600</u>	<u>\$ 9,500</u>

	<u>Penalties & Interest</u>		
2,020	Interest	900	\$ 1,000
<u>2,020</u>		<u>900</u>	<u>\$ 1,000</u>
	<u>Misc Revenue</u>		
	Other Revenue	-	
21,000	Dumpsters-Garbage Removal	21,000	\$ 21,000
<u>21,000</u>		<u>21,000</u>	<u>\$ 21,000</u>
	<u>Other Transfers</u>		
	From Reserve	-	\$ 216,131
-	Surplus - Prior Years	-	\$ -
<u>-</u>		<u>-</u>	<u>\$ 216,131</u>
<u>452,295</u>	<u>TOTAL PORT AUTHORITY REVENUE</u>	<u>386,220</u>	<u>\$ 604,722</u>

SHELBURNE PORT AUTHORITY

**BUDGET
2024/25**

**ANTICIPATED
2024/25**

**BUDGET
2025/26**

PORT AUTHORITY EXPENSES

General Administrative

58,939	Port Management Contract	58,939	\$	60,413
250	Port Management Expenses	-	\$	250
2,143	Port Management Fee (Disc/Conn)	2,143	\$	2,197
5,000	Office Bldg/Shed-Mtc & Repair	200	\$	5,000
1,188	Office Bldg/Shed-Light & Fuel	1,220	\$	1,249
435	Office Bldg-Water	424	\$	435
500	Office Bldg-Janitor & Supplies	-	\$	500
19,550	Security Wages & Expenses	13,065	\$	13,400
<u>88,005</u>		<u>75,991</u>	<u>\$</u>	<u>83,444</u>

Common Services

1,000	Stationary & Postage	650	\$	750
1,964	Telephone/Internet	1,960	\$	1,999
500	Printing & Advertising inc Website	-	\$	500
175	Equipment & Insurance	176	\$	184
6,000	Membership Dues	6,000	\$	6,000
400	Travel	-	\$	400
1,000	Cruise Expense	-	\$	-
200	Other-Small tools, etc	-	\$	200
<u>11,239</u>		<u>8,786</u>	<u>\$</u>	<u>10,033</u>

Shelburne Wharf

10,500	Mtc & Repairs-Wharf	-	\$	10,500
15,000	Mtc & Repairs-Equipment -Wharf	6,155	\$	10,000
1,500	Snow Removal	1,500	\$	1,500
7,378	Wharf Insurance	7,240	\$	7,602
4,819	Water Supply	4,200	\$	5,000
	Demolition Boats	-	\$	-
	Wharf-Other	-	\$	-
7,920	Wharf-Garbage	10,000	\$	10,300
114,500	Wharf-Power	72,500	\$	73,950
5,000	Dock St - Wharf	-	\$	5,000
<u>166,617</u>		<u>101,595</u>	<u>\$</u>	<u>123,852</u>

Professional Fees

2,000	Legal Fees	-	\$	1,000
5,000	Engineering Services	-	\$	3,000
6,000	Consultant Fee	1,800	\$	2,000
338	Collection Fees	345	\$	360
26,521	Administration Expense	26,521	\$	27,549
5,513	Auditors	5,539	\$	5,827
<u>45,372</u>		<u>34,205</u>	<u>\$</u>	<u>39,736</u>

Depreciation

-	Depreciation		\$	-
<u>-</u>		<u>-</u>	<u>\$</u>	<u>-</u>

<u>Other Charges</u>			
29,675	Debenture Principal	29,675	\$ 245,806
10,912	Debenture Interest	10,912	\$ 7,089
750	Bank Service Charges	750	\$ 750
	Capital Expense from Revenue	-	
90,000	Transfer to Reserve	90,000	\$ 75,000
4,000	Uncollectible Accounts	5,925	\$ 4,000
<u>135,337</u>		<u>137,262</u>	<u>\$ 332,645</u>
<u>446,570</u>	<u>TOTAL PORT AUTHORITY EXPENSE</u>	<u>357,839</u>	<u>\$ 589,709</u>
<u>\$ 5,725</u>	<u>SURPLUS/(DEFICIT)</u>	<u>28,381</u>	<u>\$ 15,013</u>



Town of Shelburne
Staff Report to Council
Visitor Information Centre

Document #	D25-087
Rec'd by	gw
Date	Apr 31 25
COMES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Visitor Committee	<input type="checkbox"/>

General Overview:

This staff report is intended to make a recommendation to Council concerning the Visitor Information Centre (VIC), and future potential use of the facility.

Background:

The Visitor Information Centre is located at 43 Dock Street. The Visitor Information Centre is a Town owed facility, that is staffed by summer students during the months of July and August. VIC staff provide information on local attractions and events, provide restaurant menus and information, updates on last-minute information, and make suggestions for short and long-term stays.

Analysis:

The Town of Shelburne’s Visitor Information Centre, located on our beautiful waterfront, has long served as a welcoming point for visitors. However, with the rise of digital technology—interactive maps, mobile apps, and instant access to community information, traditional VICs are becoming increasingly obsolete.

In recent years, the Town has observed a decline in foot traffic to the tourist bureau, reflecting a shift in how travelers plan and navigate their visits. At the same time, funding for VIC operations is becoming more difficult to secure. For example, in 2024, the Town applied for support through the Canada Summer Jobs program but was awarded only half the requested funding. As a result, the Town had to cover the shortfall with Town funds to ensure the VIC could operate during the peak tourism season.

These challenges raise important questions about the future role and sustainability of the VIC, and whether new approaches might better serve both visitors and the Town’s goals. That said, with current budgetary constraints, staff have been exploring alternative solutions to ensure that the VIC space remains utilized without further financial burden on the Town.

As part of this exploration, staff engaged with the Shelburne Farmers Market, whose organizers reported significant growth and increasing needs for both space and facilities. This presented an opportunity to establish a cost-recovery partnership that would benefit both parties.

Under the proposed arrangement:

- The Farmers Market would operate from the VIC facility, paying a fee that would cover operational costs, ensuring no financial burden to the Town.
- The Municipality of the District of Shelburne has agreed to continue providing the tourism kiosk, allowing the delivery of basic tourism information and services once offered through the VIC.
- The Farmers Market has also committed to maintaining public access to washroom facilities, preserving an important service for both residents and visitors.

This cost-neutral partnership ensures the VIC continues to serve the community in a meaningful way, supports the growth of a valuable local initiative, and reflects a responsible use of public resources.

Recommendation:

THAT Council direct the Chief Administrative Officer to enter into a lease agreement with the Shelburne Farmers Market for the use of the Visitor Information Centre on a cost-recovery basis.

Jessie Dyer

Administration & Human Resources Coordinator



**Town of Shelburne
Staff Report
Volunteer Recognition**

Document #	D25-088
Rec'd by	gw
Date	Apr 3/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	
Information	

General Overview:

This report outlines a proposed approach for recognizing volunteers in the absence of a formal policy. While the Town of Shelburne does not currently have an official Volunteer Recognition Policy, staff are developing one for future Council consideration.

Background:

Previously, the Town recognized volunteers monthly through the "Volunteer of the Month" program. However, with the dissolution of the Community Participation & Volunteerism (CP&V) Committee, this practice was discontinued. Recognizing the invaluable contributions of community volunteers, staff propose reintroducing a structured recognition program.

Analysis:

For this year, we are asking Council members to each nominate one volunteer from the community to be acknowledged at the Council meeting on April 22, 2025, During the delegation/presentation portion of the Council meeting, Council will formally acknowledge each nominated volunteer's contributions and present them with a certificate.

Council will select one of the five nominees to be recognized as the Town's Volunteer of the Year. This individual will then be nominated for the Provincial Volunteer of the Year Award, which will be presented at the September 2025 provincial recognition ceremony.

Benefits:

- Provides well-deserved recognition for volunteers who contribute significantly to our community.
- Reintroduces a structured program to highlight volunteer efforts.
- Strengthens community engagement and appreciation for volunteerism.
- Aligns with provincial recognition efforts, ensuring a local volunteer is represented at the provincial level.

Recommendation:

THAT Council approve the proposed volunteer recognition program for this year, including the nomination and selection process, and directs staff to organize the event during the April 22, 2025, Council Meeting.

Next Steps:

- Council members submit their volunteer nominations to the Executive Coordinator by April 14, 2025.
- Staff prepare certificates for the April 22nd Council meeting.
- Council selects the Volunteer of the Year, at a future date following the ceremony.
- The chosen nominee is submitted for the Provincial Volunteer of the Year Award by the required deadline.

Respectfully Submitted,

Jill Webb
Executive Coordinator



Document #	D25-089
Rec'd by	gn
Date	Apr. 1/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Calls for Service (February 1 to February 28): 2025

- 25-007. Service Request:** Responded to a concerned resident over a dangerous and unsightly property. Spoke with property owner arrangements have been made to remedy issue. Will follow up in spring. **ONGOING.**
- 25-008. Service Request:** Addressed a concern from a resident who wanted increased signage preventing ATVs on unauthorised roads. Informed Public works, signs were installed. **RESOLVED.**
- 25-009. Service Request:** Investigated a report of a resident camping on a property within town limits. Spoke with property owner, advised them "no camping" in town limits, camper was removed. **RESOLVED.**
- 25-010. Service Request:** Responded to an abandoned car in Pine grove Cemetery. RCMP notified vehicle was towed. **RESOLVED.**
- 25-006. Service Request:** Issued 10 parking warnings on Water Street, under Parking By-Law, Winter Parking Ban.

Assignments:

- Working on the review of by-laws and Policies.
- Working on Special Constable Appointment
- Amend Noise By-Law
- ICS training

Summary of Additional By-Law Officer Duties and Outcomes:

- Complaint, 24-033, 24-063, 24-071: ONGOING.**
- Assisted in small IT tasks with support from G23 Technologies.

Respectfully submitted,

Dana Nash



Municipality of
Shelburne

Naturally Yours

Document # D25-090	
Rec'd by gw	
Date Apr 1/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agency	<input checked="" type="checkbox"/>
Committee	

Inspection Department

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

April 1, 2025

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

Dear Ms., Mattatall:

Re: Monthly Building Report

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

Fiscal Year	2024/2025	2023/2024
Number of Permits Issued this Month	1	3
Number of Permits Issued to Date	14	18
Construction Value	\$ 150,000.00	\$ 770,000.00
Total Construction to Date	\$ 5,527,500.00	\$ 2,090,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



Town of Shelburne
Staff Report to Council
SVFD Retired 1999 Dodge Van - Reallocation

Document #	D25-091
Rec'd by	g.w.
Date	Apr. 3/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
1999	

General Overview:

This staff report is intended to seek Council's approval to reallocate the Town's retired 1999 Dodge Van, formerly used by the Shelburne Volunteer Fire Department (SVFD), to the Town's Public Works and Utilities Department for ongoing town use.

Background:

The SVFD recently retired its 1999 Dodge Van, having replaced it with a more modern and fully equipped vehicle better suited to their operational needs. The newly acquired vehicle reflects updated safety standards, improved mechanical reliability, and better functionality for today's emergency response requirements.

As a department of the Town, the SVFD's assets—such as vehicles—are Town property. This creates flexibility in how the Town chooses to handle retired assets that may no longer serve one department but could still be of value to another.

Analysis:

Rather than disposing of the van through public surplus or sale, the Public Works and Utilities Department has expressed an interest in taking ownership of the retired vehicle for operational use. Staff have reviewed the vehicle's current condition and identified potential uses such as:

- Transporting tools and materials between work sites
- Supporting ongoing maintenance operations
- Acting as a backup utility vehicle as needed

By repurposing the van internally:

- The vehicle continues to serve Town operations without incurring additional expense beyond routine maintenance and operation.
- This aligns with asset lifecycle management best practices, ensuring maximum value is extracted from Town resources before disposal.

Financial:

There are no new costs associated with this reallocation. The vehicle is already owned by the Town, and any ongoing maintenance or fuel costs will be absorbed into the existing operational budget of the Public Works and Utilities Department. No capital expenditure or procurement is required.

Recommendation:

THAT Council approve the reallocation of the retired 1999 Dodge Van from the Shelburne Volunteer Fire Department to the Town's Public Works and Utilities Department for internal use.

Sarah Mattatall

Chief Administrative Officer