



AGENDA
Town Council Meeting – Town Council Chambers
April 20th, 2026
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 April 7th, and the Special Town Council meeting held of April 15th, 2026
- 4) Proclamations and Announcements:
 - a) Earth Day
 - b) Lyme Disease Awareness Month- May
- 5) Delegations/Presentation: NONE
- 6) Correspondence:

Action:

 - a) Letter- Tom Rice re: Community Hall Rental Fees D26-066

Information:

 - a) Letter- Warden Penny Smith re: McKay Memorial Library Funding Request D26-067
- 7) Council Items:
 - a) SVFD Bylaw Revisions D26-068
 - b) Motion to Rescind- M26-027
- 8) Committee Reports: NONE
- 9) Staff Reports:
 - a) Municipal User Fees Update D26-069
 - b) Vending Bylaw Second Reading & User Fee Policy Updates D26-070
 - c) Building Inspector Report- March 2026 D26-071
 - d) Waste Diversion Officer Quarterly Report- September 2025 D26-072
 - e) Waste Diversion Officer Quarterly Report- January 2026 D26-073
 - f) Waste Diversion Officer Quarterly Report- June 2026 D26-074
- 10) In Camera Session: NONE
- 11) New Business:
- 12) Upcoming Meetings/Events:
 - a) Water Bills are out and due May 8th, 2026
 - b) Tax Bills are in the mail and will be due May 29th, 2026
 - c) Next Council Meeting, Monday May 4th, 2026, 6pm, Council Chambers, 63 King Street
- 13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
April 7th, 2026

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Manager of Finance (In Training), Jennifer Perry

Call to Order

Mayor Jacklin called the Council meeting to order at 6:01pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for the April 7th, 2026, Council Meeting, as amended, by removing the existing Item 7-B (REMO By-law) and replacing it with the revised and correct REMO By-law document.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on March 16th, 2026, and the Special Town Council Meeting held on March 25th, 2026.

D. Acker - Ringer

MOTION CARRIED

Proclamations and Announcements: NONE

Delegations/Presentations:

Marcia d'Eon, Director of Operations, Municipality of Shelburne re: C&D Site- Marcia d'Eon provided a presentation to Council regarding the new service model for the C&D site, along

with associated financial information. Ms. d'Eon also advised that a site visit will be arranged for Council once the new bins are in place.

Correspondence

Action: NONE

Information:

- a) Letter- Nolan Young, Minister of Labour Skills & Immigration re: NSCC Shelburne Campus
- b) Email- Clarence Butler re: Ross Thompson House
- c) Letter to Minister Thompson & Minister MacDonald re: Roseway Manor Project- Urgent Financial Impacts on the Town of Shelburne

Council Items:

- a) Joint Services Board Exploration Committee- Terms of Reference

THAT Council approves the Terms of Reference for the Joint Services Board Exploration Committee as presented

E. Acker – Cruz

M26-034

MOTION CARRIED

- b) REMO Bylaw

THAT Council rescind the motion adopted on December 1, 2025, approving the REMO Bylaw, in order to allow for consideration of a revised and corrected version of the Bylaw.

AND THAT Council give First Reading to the revised REMO Bylaw, as presented, and direct staff to proceed with the required public notice and process for Second Reading.

Cruz – D. Acker

M26-035

MOTION CARRIED

Committee Reports:

- a) Shelburne Audit Committee Minutes- January 19th, 2026
- b) Heritage Advisory Committee Minutes- January 15th, 2026
- c) Western Counties Regional Libraries Minutes- December 11th, 2025

Staff Reports

- a) Re-purchase of Prince Street Lands

THAT Council authorizes the repurchase of 8014931 for \$75,750, less the costs to transfer, as per the buy back agreement dated the 19th of September 2022.

Ringer – E. Acker

M26-036
MOTION CARRIED

b) Municipal Heritage Designation- Old Kirk Burial Grounds

THAT Council directs staff to prepare to register the Old Kirk Burial Ground (PID 82579095) as a Municipal Heritage Property under the Heritage Property Act.

Cruz – E. Acker

M26-037
MOTION CARRIED

c) VIC Operations

THAT Council approves the transition of the Visitor Information Centre (VIC) operations to the Shelburne Museum as the primary service delivery location.

AND THAT Council authorize staff to work with the museum to relocate appropriate VIC materials to support operations.

AND THAT Council approve the installation of directional signage identifying the museum as the Visitor Information Centre.

AND THAT Council approve up to two (2) dedicated seasonal parking stalls near the museum to support VIC Operations.

E. Acker – D. Acker

M26-038
MOTION CARRIED

After discussion of Item 9(c), Councillor Donnie Acker left the meeting at 7:22 pm

d) Landfill Phase 2 (Funding)

THAT Council direct staff to continue advocacy efforts with MP Jessica Fancy and relevant federal officials to secure funding for Phase 2 of the Morvan Road Landfill Decommissioning Project.

AND THAT Council direct staff to prepare and submit formal correspondence to the Prime Minister of Canada requesting federal financial support to address the funding gap and enable the completion of Phase 2 of the project.

Cruz - Ringer

M26-039
MOTION CARRIED

e) 2025-26 Tax Sale Results

For Information Only

f) Bylaw Officer Report- January 2026

For Information Only

g) Bylaw Officer Report- February 2026

For Information Only

In- Camera Session:

MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

THAT Council go in-camera at 7:38pm for matters under MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

E. Acker - Ringer

MOTION CARRIED

Council came out of in-camera at 7:57pm. No motion coming out of in-camera.

New Business:

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

Deputy Mayor E. Acker

Deputy Mayor E. Acker provided the following updates:

Leadership Meeting (March 18th)

- Noted ongoing regional concerns regarding lack of progress on key provincial priorities, including the Roseway Manor Rebuild project.
- Highlighted concerns with continued delays and the impacts on municipal planning and anticipated economic benefits.
- Advised that concerns regarding dog bylaws were discussed, with agreement to write to the province encouraging the creation of a Provincial Dangerous Dog Registry to support consistency and public safety.
- Advised that MLA Nolan Young confirmed Roseway Manor as a top priority for Shelburne County and emphasized its economic importance to the region

Western Counties Regional Library Meeting (March 19th)

- Noted no additional provincial funding has been provided, including the removal of prior bridging fund

- Advised the upcoming year is expected to be financially challenging, with increased pressures anticipated in future years
- Noted the Library has requested information on maintenance costs, including contributions related to the McKay Memorial Library, as provincial capital support is no longer available
- Noted the meeting was productive and identified several areas for continued collaboration in the coming weeks

Other Updates:

- Attended the 20th anniversary of the Black Loyalist Heritage Centre Arson (March 31st)
 - o Highlighted the powerful speakers and reflections shared during the event and noted the importance of moving forward in a positive way.

Councillor Ringer

Councillor Ringer advised that the new ultrasound machine has been installed at Roseway Hospital and is currently operating 1–2 days per week. He thanked the community for their continued support and fundraising efforts, noting significant contributions from the NU2U Ladies Auxiliary (\$100,000), Yarmouth Hospital Foundation (\$30,000), and the Mersey family of Mersey Fisheries (\$50,000).

Upcoming Meetings/Events

- Autism Flag Raising, April 9th, 2026, 4:30pm, Park at Corner of King & Water Streets
- Town Wide Clean Up, Friday April 17th, 2026, 1-3pm, Town of Shelburne
- Next Town Council Meeting, Monday April 20th, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of April 7th, 2026, be adjourned at 8:05pm.

Cruz

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



Town of Shelburne
Minutes of the Special Council Meeting
April 15th, 2026

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Manager of Finance, Jane Crowell
Manager of Finance (In Training), Jennifer Perry

Call to Order

Mayor Jacklin called the Council meeting to order at 6:02pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for the April 15th, 2026, Special Council Meeting- Budget.
MOTION CARRIED

Council Items:

a) **Introduction to the Budget Process**

CAO Sarah Mattatall presented the 2026–2027 Operating Budget, highlighting a challenging fiscal year shaped by delayed growth projects, increased infrastructure demands, and reduced provincial funding.

The budget focuses on maintaining core municipal services, meeting regulatory obligations, and ensuring public safety, while operating within limited financial capacity. Through a detailed review process, staff reduced an initial projected deficit of \$297,626 to a modest surplus of \$4,227 by deferring non-essential spending and identifying operational efficiencies.

Key pressures include rising costs for policing, utilities, legal matters, and major infrastructure investments, particularly in wastewater systems. At the same time, most of the Town's revenue (approximately 96.9%) is already committed to essential services, leaving very little

flexibility for new initiatives.

The presentation emphasized the need for careful prioritization, long term financial planning, and maintaining current tax rates to balance affordability with sustainability. Overall, the budget reflects a disciplined approach focused on delivering essential services while managing financial risk and preparing for future obligations.

b) Review of Preliminary FY 2026-27- General Operating Budget

Manager of Finance (In Training) read the following:

The Town of Shelburne's Preliminary General Operating Budget for 2026/27 is \$4,899,849, representing a decrease of \$231,759 (approximately 4.5%) from the 2025/26 budget. While property assessment growth has resulted in increased tax revenue, operating expenses continue to rise, including costs associated with upcoming development projects and expanded responsibilities. The Town anticipates future development over the next two to three years, which is expected to generate additional revenue, allowing Council to consider reductions in tax rates and contributions to reserves. Until this growth is realized, however, maintaining a balanced operating budget will remain a challenge.

REVENUE

Tax Revenue \$3,136,982 (64%)- Proposing tax rates to remain the same as 2025/26 for Residential/Resource and Commercial tax rates for 2026/27. Residential/Resource revenue up approximately 6%, due to the ongoing Housing Market and Commercial revenue stayed the same as 2025/26. We have received a full list of appeals as of this date and have built in a buffer for appeals. There is a total of sixteen appeals, fourteen of which are Residential/Resource (including 1 apartment) and two Commercial for a total of 7,409,400 in Taxable Assessed Value. Hopefully, the losses in assessment due to appeals will not be greater than the buffers in place.

Residential/Resource Tax Rate for 2026/27 is \$1.99/100 of assessment.

Commercial Tax Rate for 2026/27 is \$3.86/100 of assessment.

Deed Transfer Revenue \$90,000 (2%) – We are budgeting \$90,000 for 2026/27 as property sales have decreased. Budgeted \$130,000 for 2025/26 and are anticipating \$90,000 in revenue at year end.

Grants in Lieu-Federal & Provincial \$17,334 (less than 1%) Grants received from Federal & Provincial properties in lieu of Taxes.

Sale of Services-Fire Protection Revenue (MDS) \$128,160 (3%) – As per Fire Services Agreement with MDS based on number of calls and mileage for fire calls in the agreed areas of the Municipality of the District of Shelburne.

Environmental Health Services Revenue \$764,619 (16%) – Budget shows Wastewater (Sewer) Charge is to increase from \$337.08/unit to \$395.00 (increase of \$57.92) for revenue of \$516,514 due to increased expenses for Wastewater Treatment, Plant Maintenance and two major capital projects for the wastewater system is in progress. Expenses have not remained the same and have increased each year, therefore an increase is to be expected. Staff continue to investigate savings in all areas of Wastewater Treatment.

Solid Waste expense comes from Shared Services out of MDS for collection and Region of Queens for disposal and is estimated to decrease by approximately 29% as per notices from Shared Services and Region of Queens. The decrease is due to the inception of EPR (Extended Producer Responsibility) legislation which places the responsibility on the producers for single use packing, not consumers. Amounts are prepared by MDS as per the Shared Services Agreement with TOS and TOL together with MDS. Total budgeted cost for 2026/27 Waste Collection and Disposal is \$248,105, which will decrease the Solid Waste charge from \$350.41/unit to \$248.10.

Proposed Wastewater (Sewer) Charge for 2026/27 is \$395.00/unit.

Proposed Solid Waste Charge for 2026/27 is \$248.10/unit.

Rentals \$80,779 (2%) – Rental income from 13 George St, 162 Mowatt St and 35 King St. All rental and leases will continue to be a priority in 2026/27 to look for increases to sustain these properties for ongoing operating, maintenance and repair costs.

Return on Investment, Interest and Other Revenue \$156,000 (3%) –A significant decrease to Bank Interest on Current Account due to low bank balance and lower interest rates. No significant change to Interest on outstanding Taxes and Miscellaneous Other Revenue.

Unconditional Transfers from Provincial Government \$370,445 (8%) – Consists of Capacity Grant at \$283,146 and fourth of 5 year top up of \$26,499 (new Municipal Services Agreement), Town Foundation Grant \$50,000, HST Offset \$9,000 and Provincial Fuel Tax Refund \$1,800. The Capacity Grant, which is \$359,645, assists in offsetting payments to the Province of NS for Education in the amount of \$395,768 and the Department of Justice in the amount of \$4,000 for a total of \$399,768.

Conditional Transfers from Federal, Provincial and Other Local Governments \$12,000 (less than 1%) –Provincial EMO Civic Addressing (money is forwarded to Municipality of Shelburne as they oversee Civic Addressing) for \$1,000, MDS Grants for Splash Park \$5,000, Covid Safe Restart Grant for \$6,000.

Other Transfers \$119,055 (2%)- Suggesting Transfer from Operating Reserve of \$68,207 to cover Succession Planning and the completion of Landfill Phase 1 project (previously approved, remainder of project) \$35,765 and to balance operating budget \$15,083.

Highlight - Anticipated surplus for General Operating for fiscal year end March 31, 2026

EXPENSES

General Government Services \$1,084,974 (22%)- Includes Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Administration Expense (Legal, Audit, IT, Office Expense), Insurance, Accessibility Planning, Debt Charges and other Administration Expense.

Highlights- Council Stipends increased 2.1% (annual year-over-year CPI inflation rate as of December 2025, as per Council Remuneration Policy). Staff wages increased as per Union Contract. The Finance Department decreased due to succession planning for the retirement of the Finance Manager at the end of October. Budgeting for a Salary Administration Review to address staff losses to adjoining municipalities. Grants to Organizations have increased due to increased requests.

Protective Services \$1,287,228 (26%) – Includes Police Protection, Emergency Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).

Highlights: RCMP Services and Department of Justice is budgeted at \$914,575, representing an estimated increase of 3.4% from \$878,638; this figure remains subject to change pending final confirmation from the Province. Emergency Measures is budgeted at \$4,860, down from \$6,700. Fire Protection is budgeted at \$268,116, consistent with the previous year. Fire Inspection and Building Inspection (Shared Services) is budgeted at \$65,925, a decrease from \$78,310, reflecting that the second Building/Fire Inspector not in position for full year.

Public Works \$625,502 (13%) – Includes Personnel Costs, General Equipment, Equipment Mtc, Public Works Buildings, Roads & Streets, Sidewalks, Parks & Facilities and Debt Payments.

Highlights- Wages & Benefits budgeted at \$339,337 down from \$385,346 due to a full-time position transferring to Wastewater / Water. For 2026/27 this position will be filled for half the year. There is an increase to Equipment expenses for 2026/27 due to an increase in fuel costs and snow removal equipment expenses.

Wastewater \$489,164 (10%)– Includes Personnel Costs, Stormwater, Vehicle Expense, Lift Stations, Treatment Plant, Mtc of Lines and Debt Payments (WWTF). Increase in Expenses are due to Wastewater Treatment, Plant Maintenance and Capital as stated previously.

Waste Collection \$248,105 (5%) – Solid Waste Collection and Disposal as stated previously.

Other Waste Collection \$38,565 (1%) – Includes Compost Bins (Green Carts) \$2,500, Garbage Bins/Dog Waste Stations & Bags \$300 and Capital Expense from Revenue (Landfill Project Phase 1 remainder) \$35,765 (transfer from Operating Reserve).

Community & Economic Development \$162,930 (3%) – Includes MPAL, Planning & Inspection, Economic Development and Tourism & Events.

Highlights- Other Professional Services decreased due to the completion of updates to the MPS and LUB By-Laws

Facilities Management \$268,001 (5%) – Includes Community Centre, Little Peoples Day Care, King St Ctr, Cox Shipyard Complex, 13 George Street, MacKay Memorial Library, Guild Hall, Washrooms. **Highlights – Increase due to moving GOC Building from Administration and increase in Janitorial contract renewals.**

Fiscal Services \$196,618 (4%) – Includes Debenture Principal payments \$150,368 Allowance for Uncollectable Taxes \$5,000, Transfer to Capital Reserves \$41,250.

Highlights- Debt Principal Payments of \$150,368 decreased due to balloon payment paid off in 2025/26. Transfer to Capital Reserve consists of \$41,250 for future debenture payments.

Reduction of Tax Revenue (Payments back to Province and Western Regional Library) \$413,168 (8%) – Includes Education (Tri-County Schools) \$395,768, Library \$13,400, Department of Justice (Prosecution Fees) \$4,000.

Taxation Exemptions \$81,367 (2%) – Includes Low Income Exemption \$20,000, Non-Profit Tax Exemptions \$46,900, Commercial District Development Improvement Program \$14,467.

Highlights- Proposed changes to Low Income Tax Exemptions. Thresholds to remain the same.

Low Income Tax Exemptions – Budget \$20,000 down from \$22,000 (2025/26 actual \$19,400 – 56 Applications (54 Approved and 2 not Approved due to household income over threshold)

Proposed thresholds- to remain the same.

- Total household income of \$35,000 or less for a rebate of \$400.00
- Total household income of \$35,001 to 42,000 for a rebate of \$200.00
- Deadline to apply is January 31, 2027, or when budget amount is reached.

DEBENTURE BALANCE UPDATE

As of March 31, 2026, the total principal balance on Debentures is \$1,048,659

2026/27 Principal Payments from Operating \$150,368

2026/27 Interest Payments from Operating \$29,868.44 (allocated to each department)

Highlights- Seven debentures were paid off in June 2025 and six will be in November 2026. With the current Infrastructure Projects commencing for future development, the Town Operating Budget will need available revenue to incorporate new debt payments due to borrowing for the

current projects when completed. With these debentures paid off, the Town will be better positioned to absorb any new debenture principal and interest payments within the Operating Budget.

Operating Reserve Balance

Balance March 31, 2026 - \$1,121,227.42

Budget of \$4,899,849 at 20% equals \$979,970 Optimal Operating Reserve Balance

With anticipated transfers at year end to and from Operating Reserve the anticipated balance will be \$981,854

Grants to Organizations

Council and staff reviewed the Grants to Organizations submissions. The approved preliminary list is as follows:

Organizations	Amount Approved	Purpose of Funding
Guild Hall Summer Series	\$600	Operating Grant
Sou'West Nova Transit	\$4100	Fare Reduction for Town Residents
MDS	\$10,530	Dock St Days
MDS	\$4320	Miracle on Dock St
MDS	\$10,395	Giant Pumpkin Festival
Black Loyalist Heritage Society	\$5000	Annual Donation
SEED	\$5000	Annual Donation
SRHS	\$500	Bursary
Shelb. Co. Health Care Recruitment	\$889	Nurse Recruitment
Shelb. Co. Arena	\$21,107	Operating
Kids Fair Play Fund	\$3500	Reduced Fees for kids' sports, etc.
Shelb. Co. Seniors Safety	\$10,000	Wages/Travel/Bus/Insurance
Shelburne Historical Society	\$5000	VIC
Barrington Ground Search & Rescue	\$1848	Operating Grant

For a total amount of **\$82,789** distributed to Grants to Organizations

THAT Council approve the Preliminary 2026/2027 General Operating Budget as presented to the public on April 15th, 2026, with the surplus of \$4,227 allocated to Planning & Inspection- Other Professional Services.

E. Acker – Ringer

M26-066

MOTION CARRIED

Closing Remarks

Mayor Jacklin on behalf of Council expressed appreciation to staff for their work in preparing the 2026–2027 Operating Budget, noting the diligence and coordination required in a particularly challenging fiscal year. Council acknowledged the tight financial constraints and emphasized the importance of maintaining core services, meeting legislative obligations, and managing financial risk.

Council further recognized the need to balance affordability with long-term sustainability and indicated that staff will be directed to explore revenue-generating opportunities to strengthen the Town’s financial position. Council reaffirmed its commitment to responsible governance, transparency, and making decisions in the best long-term interest of the community.

Adjournment

THAT the Special Town Council Meeting of April 15th, 2026, be adjourned at 8:03pm.

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

Thomas Rice
2895 Shore Road
Roseway, NS B0T 1W0

ATTN:
Town of Shelburne Council

RE: Fees associated with renting Shelburne Community Auditorium & Meeting Room

Good Day Mr. Mayor & Council

My name is Tom Rice residing in Roseway, I am a Masters Olympic Weightlifting athlete who competes in National Level competitions as well as an advocate for the sport, representing Canada in regional governance as a board member with USA Weightlifting.

In March 2024, I lost my mother to ovarian cancer. During her fight I would send videos every day of my training to help her get through chemo. Seeing her not give up was an inspiration to keep going no matter how hard my training got which led me to qualify for my first National event in Fort Worth, TX.

I have been in conversations with board members of Weightlifting Nova Scotia which is the provincial governance under Weightlifting Canada and they are looking to expand the sport to the region. I am interested in hosting a charity weightlifting meet at the Community Hall to honour my mother as well as raise funds for the Rosalin Nickerson "CARE" fund society which helps local cancer patients in the area

I see this event as a way to showcase the sport and the town of Shelburne to people from away for a great cause. I am planning on having local vendors and food trucks in attendance and foot traffic to local restaurants, hotels & other business associated with this type of event.

So my question is this: What fees would be required to host an event like this?

I truly believe this event has the potential for to be extremely successful for not just the Rosalin Nickerson fund but also the sport & the municipality.

The official date I have planned for this event is on going since I waiting to hear confirmation of my work schedule as I am a rotational worker.

Document # Dab-066	
Rec'd by JD	
Date Apr. 9/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

I have attached a PDF Guide to the Sport of Weightlifting & a hyperlink to an article written about me so you get to know a little bit more about my "why".

Kind Regards

Tom Rice

tomrice.nh@gmail.com

[CLICK HERE FOR ARTICLE](#)

Document #	D26-060	
Rec'd by		
Date		
COPIES TO:		
Council		
Agenda		
Committee		

HOW TO WATCH WEIGHTLIFTING



A GUIDE FOR SPECTATORS AND NEW MEMBERS



WWW.USAWEIGHTLIFTING.ORG



WHAT IS WEIGHTLIFTING



BRIEF HISTORY

The sport of Weightlifting has been contested since the first Olympic Games in 1896. Women's weightlifting was added to the Olympic program in 2000 13 years after the first women's world championship was held in Daytona Beach, FL.

The sport continues to grow in participation and the level of talent within the United States is getting better and better with each year.

LOCAL VS. NATIONAL

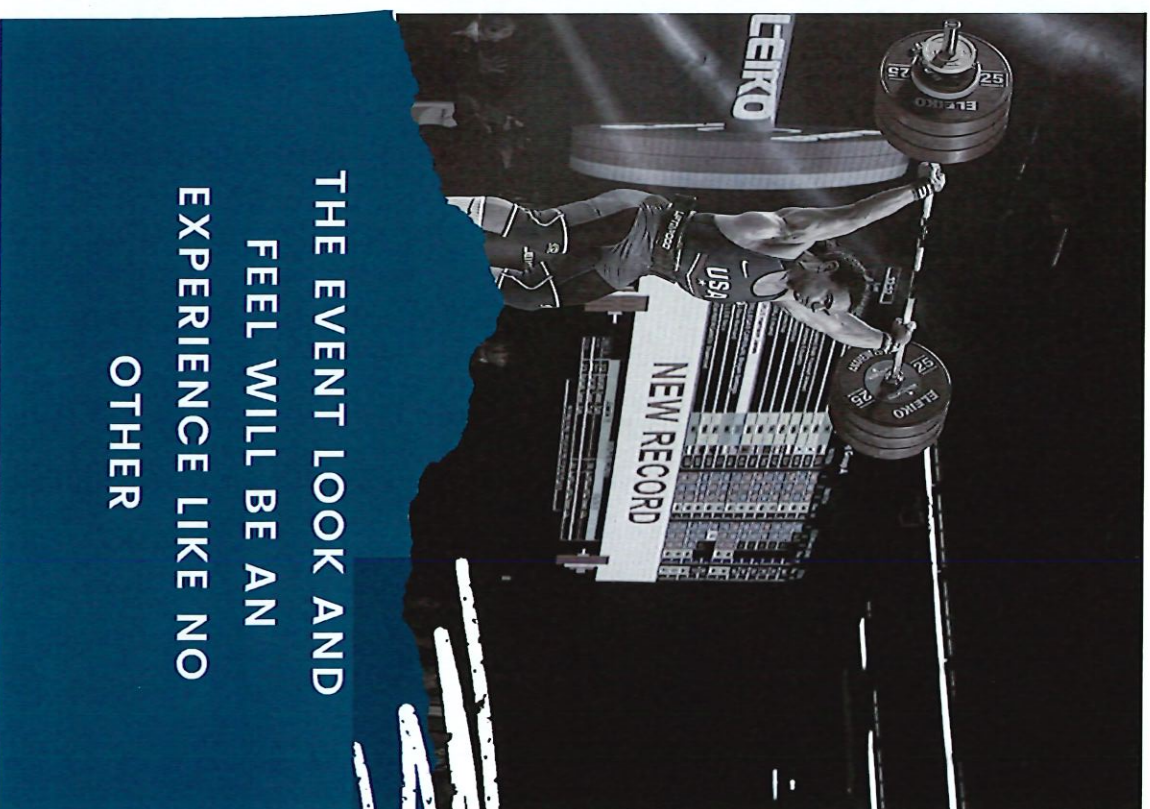


The primary difference between a local and national level competition is the total (Snatch + Clean & Jerk) an athlete must have in order to qualify.

Some local events may have a qualifying total however that is not a common requirement.

Any club at any time can host a local level event while national events are organized by the USA Weightlifting national office.

National level competitions are usually more competitive and have more experienced athletes competing.



THE EVENT LOOK AND
FEEL WILL BE AN
EXPERIENCE LIKE NO
OTHER

REGISTRATION

Similar to any sporting event, before entering the main room you will find athlete and coach check-in as well as a table for spectators to purchase day or weekend tickets.

Weightlifting competitions length varies on the number of athletes competing; most are 3-4 days long.

A wristband will be given to allow you to enter and re-enter the venue.

Athletes and coaches are given a credential that allows them to enter the venue.

Common question:

When do I get my passes to get in the warm up room?

Athletes will receive 4 passes at weigh in. 1 for themselves and 3 for their coach/loaders.

UPON ARRIVAL





TAKE IT ALL IN

WALKING INTO A COMPETITION FOR THE FIRST TIME MAY BE A LITTLE OVERWHELMING.

HOWEVER, THE COMPETITION ITSELF IS VERY ORGANIZED DOWN TO LAST MINUTE. THE SPORT ITSELF IS SIMPLE TO UNDERSTAND, BUT THE STRATEGY, MINDSET, AND ABILITY OF A COACH AND ATHLETE TO PERFORM IS WHAT MAKES THE SPORT SO GREAT.



WHAT ARE THEY WEARING?

ATHLETES COMPETE IN A ONE PIECE SINGLET THAT MAY HAVE A SINGLE, SOLID COLORED LAYER UNDERNEATH.

WEIGHTLIFTING SHOES WILL BE WORN TO HELP ELEVATE THE HEEL OF THE ATHLETE TO ASSIST WITH A MORE UPRIGHT BOTTOM POSITION.

WRIST WRAPS, BELTS, KNEE SLEEVES AND TAPED THUMBS ARE ALL PART OF THE ATHLETES TECHNICAL EQUIPMENT AND ARE ALLOWED TO BE USED WITHIN THE CONFINES OF THE RULES.



COMPETITION

DURING THE COMPETITION ATHLETES WILL COMPETE IN TWO EVENTS: THE SNATCH AND THE CLEAN AND JERK.

COMPETITIONS TAKE PLACE OVER A TWO HOUR PERIOD.

THE FIRST HOUR OF THE EVENT ALL ATHLETES WILL TAKE 3 ATTEMPTS IN THE SNATCH.

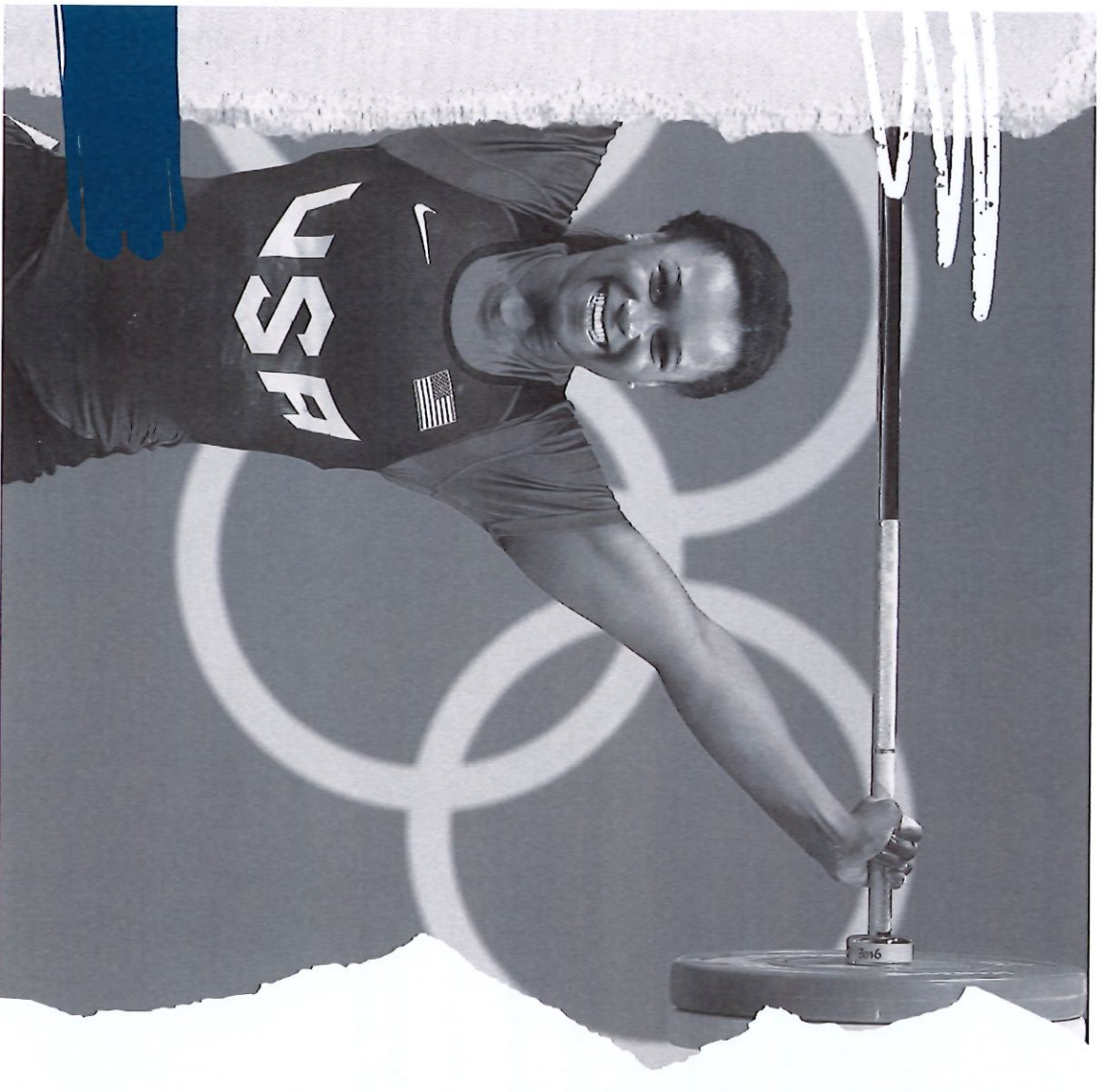
THE SECOND HOUR ALL ATHLETES WILL TAKE 3 ATTEMPTS IN THE CLEAN AND JERK.

ATHLETES MUST MAKE AT LEAST 1/3 ATTEMPTS IN BOTH LIFTS TO POST A TOTAL.

IF AN ATHLETE FAILS TO MAKE 1/3 LIFTS IN EITHER EVENT THEY WILL NOT POST A TOTAL AND "BOMB OUT".

ATHLETES ARE RANKED BASED ON TOTAL WITH THE HIGHEST TOTAL BEING RANKED 1ST.

AT ALL NATIONAL AND INTERNATIONAL EVENTS (WITH THE EXCEPTION OF THE OLYMPIC GAMES AND PAN AMERICAN GAMES) MEDALS ARE AWARDED 1ST-3RD FOR THE SNATCH, CLEAN AND JERK, AND TOTAL UNLESS OTHERWISE STATED.



THE SNATCH

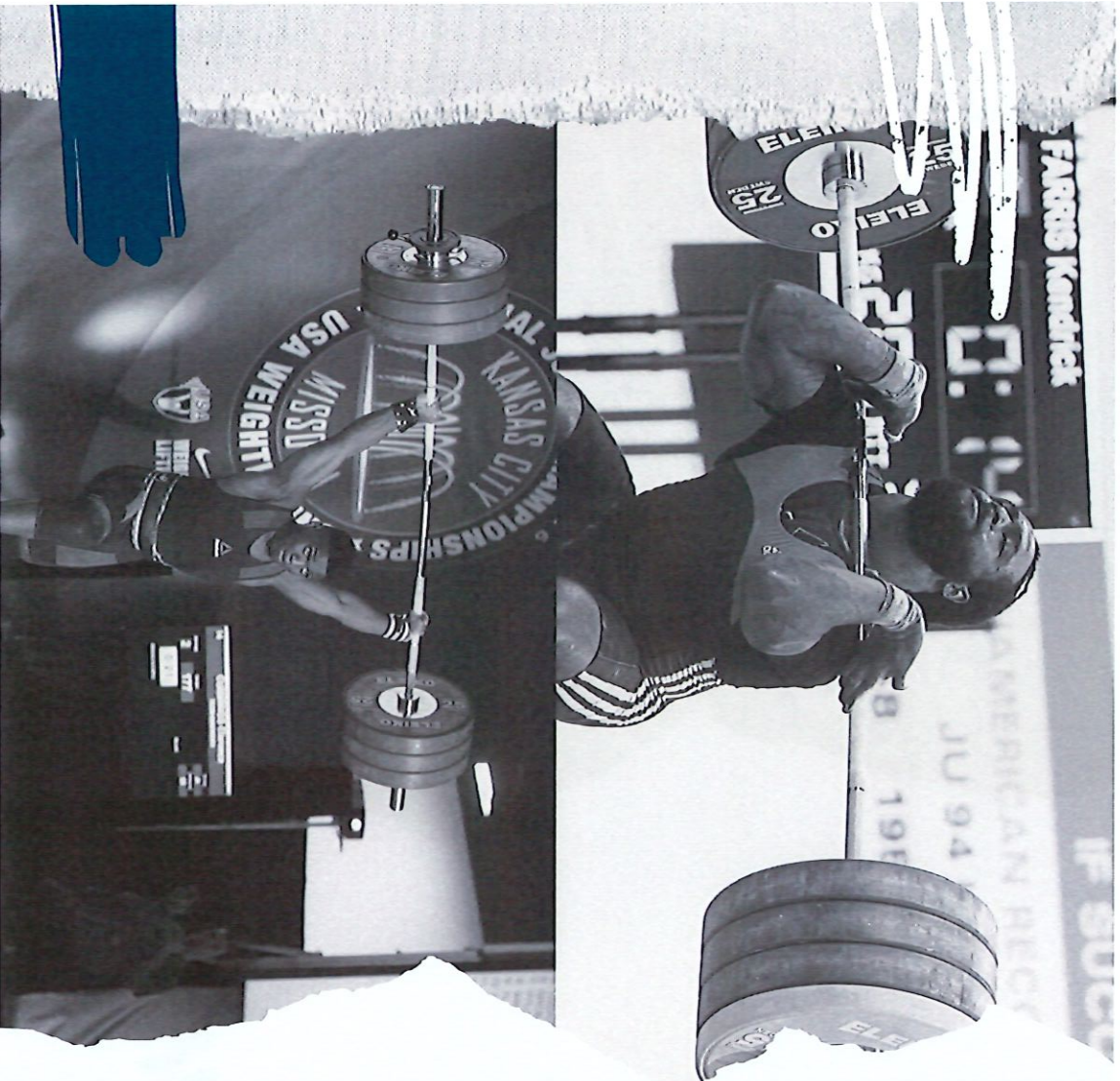


THE BARBELL IS CENTERED HORIZONTALLY ON THE COMPETITION PLATFORM.

THE ATHLETE TAKES THE START POSITION BEHIND THE BARBELL FACING FORWARD.

THE ATHLETE (WIDE) GRIPS THE BARBELL AND BENDS AT THE KNEE. THE BAR IS GRIPPED AND PULLED OFF THE GROUND IN A SINGLE MOVEMENT TO THE FULL EXTENT OF BOTH ARMS OVERHEAD, WHILE EITHER SPLITTING OR BENDING (SQUATTING) THE LEGS.

THE ATHLETE MAY RECOVER (STAND UP) IN HIS/HER OWN TIME. THE LIFTED WEIGHT MUST BE MAINTAINED IN THE FINAL MOTIONLESS POSITION WITH BOTH ARMS AND LEGS FULLY EXTENDED AND FEET PARALLEL TO THE PLANE OF THE TRUNK AND BARBELL.



THE CLEAN AND JERK

THE BARBELL IS CENTERED HORIZONTALLY ON THE COMPETITION PLATFORM. THE ATHLETE TAKES THE START POSITION BEHIND THE BARBELL FACING FORWARD.

THE ATHLETE (NARROW) GRIPS THE BARBELL AND BENDS AT THE KNEE. THE BAR IS GRIPPED AND PULLED OFF THE GROUND IN A SINGLE MOVEMENT WITH THE FINAL POSITION EITHER ON THE CLAVICLES, CHEST, OR FULLY BENT ARMS IN WHILE EITHER SPLITTING OR BENDING (SQUATTING) THE LEGS.

THE ATHLETE MAY RECOVER (STAND UP) IN HIS/HER OWN TIME.

AFTER THE ATHLETE STANDS UP WITH THE WEIGHT THEY MUST BECOME MOTIONLESS BEFORE STARTING THE JERK. THE ATHLETE BENDS/DIPS AT THE KNEE AND DYNAMICALLY EXTENDS THE LEGS AND ARMS SIMULTANEOUSLY TO MOVE THE BARBELL UPWARD
IN ONE MOTION TO THE FULL EXTENT OF THE ARMS, WHILE EITHER SPLITTING OR BENDING THE LEGS.

THE LIFTED WEIGHT MUST BE MAINTAINED IN THE FINAL MOTIONLESS POSITION WITH BOTH ARMS AND LEGS FULLY EXTENDED AND FEET PARALLEL TO THE PLANE OF THE TRUNK AND BARBELL.



WARM UP ROOM

AFTER AN ATHLETE WEIGHS IN AND BEFORE THEIR SESSION BEGINS, THEY MUST REPORT TO THE WARM-UP AREA 30 MINUTES PRIOR.

THIS IS LOCATED BEHIND THE STAGE/PLATFORM THAT THE ATHLETES ARE COMPETING ON. ONLY ATHLETES AND COACHES FOR THEIR DESIGNATED SESSION ARE ALLOWED IN THE WARM-UP AREA.

ALL SPECTATORS (FRIENDS, FAMILY, ETC.) CAN FIND SEATING IN FRONT OF THE COMPETITION PLATFORM.



PLATFORMS

DEPENDING ON THE SIZE OF THE EVENT YOU WILL SEE 2-5 PLATFORMS SET UP IN THE VENUE.

PLATFORMS ARE LABELED COMMONLY AS "RED, WHITE, BLUE, STARS AND STRIPES" AND ARE SET UP FROM THE LEFT TO THE RIGHT.

EX. IF YOU OR YOUR ATHLETE ARE COMPETING ON THE RED PLATFORM IT WILL BE THE FIRST PLATFORM ON THE LEFT SIDE OF THE ROOM WHEN VIEWING FROM SPECTATOR SEATING.



BARBELLS AND WEIGHTS

TWO TYPES OF BARBELLS:

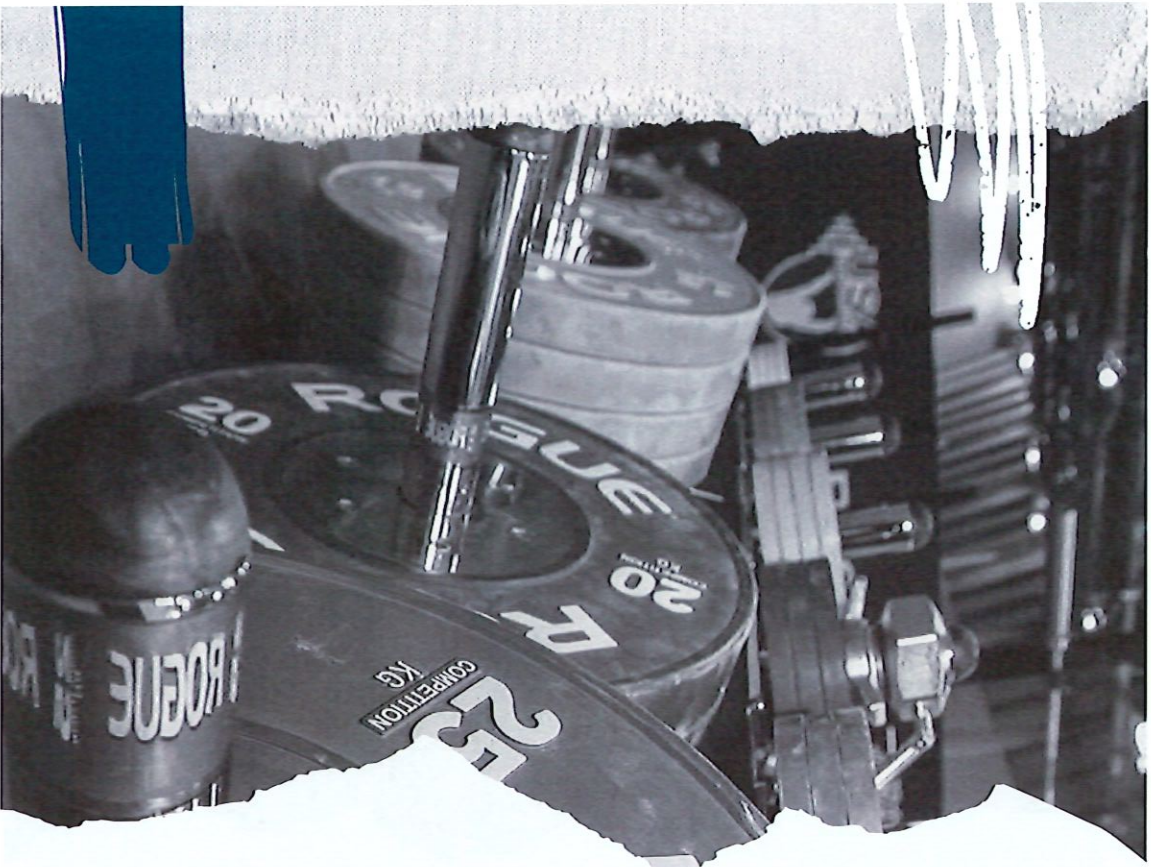
- MEN'S BAR WEIGHS 20 KG
- WOMEN'S BAR WEIGHS 15 KG

BUMPER PLATES:

- RED - 25 KG
- BLUE - 20 KG
- YELLOW - 15 KG
- GREEN - 10 KG
- WHITE - 5 KG
- RED - 2.5 KG
- BLUE - 2 KG
- YELLOW - 1.5 KG
- GREEN - 1 KG
- WHITE - 0.5 KG

COLLARS:

- 2.5KG

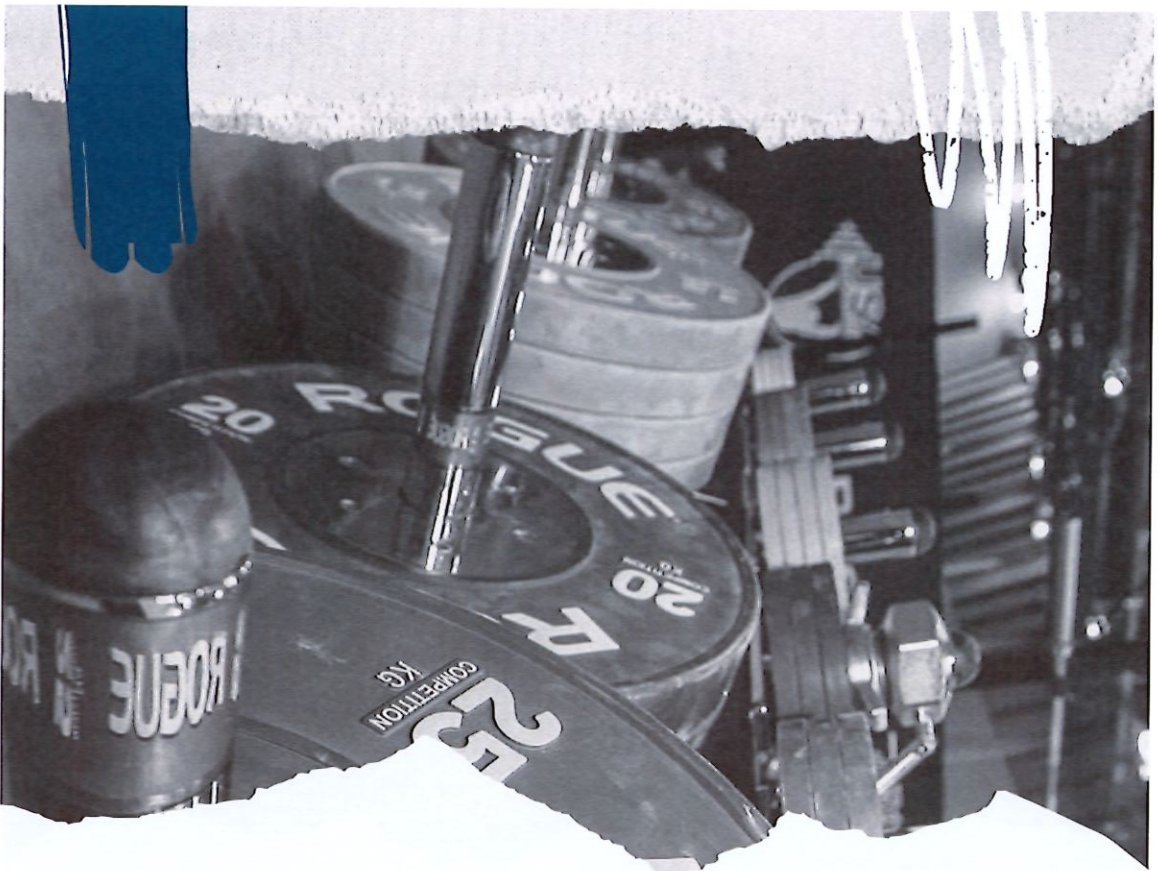


SESSIONS

SESSIONS LAST FOR APPROX. 2 HOURS WITH 10-20 ATHLETES PER SESSION.

GENERALLY EACH SESSION IS COMPRISED OF ATHLETES WITHIN THE SAME WEIGHT CLASS HOWEVER THIS MAY CHANGE DEPENDING ON THE SIZE OF THE EVENT.

MAKE SURE TO CHECK THE FINAL SCHEDULE AND START LIST AFTER THE TECHNICAL MEETING TO VERIFY SESSION AND PLATFORM ASSIGNMENTS.



ATHLETE INTRODUCTION



ATHLETES WILL BE INTRODUCED AT THE BEGINNING OF THEIR SESSION START TIME.

ATHLETES WILL RECEIVE A 10 MINUTE CLOCK BETWEEN INTRODUCTION AND THE START OF THE SNATCH EVENT.

ATHLETES ATTENDANCE AT INTRODUCTION IS MANDATORY



WEIGHT CONVERSION

WHILE AT A WEIGHTLIFTING MEET YOU MIGHT HEAR PEOPLE TALKING IN KILOGRAMS THIS IS BECAUSE THE SPORT OF WEIGHTLIFTING WORKS SOLELY USING THE METRIC SYSTEM.

A QUICK CONVERSION WOULD BE TO MULTIPLY THE # OF KG'S BY 2.2 TO GET THE TOTAL NUMBER OF LB'S.

WEIGHTCLASSES



Weight categories change from the youth level to the senior level however overall there will always be 10 men's and 10 women's categories.

7 of those categories from each gender are denoted as Olympic weight categories.

AGE DIVISIONS



YOUTH: 13 – 17 years of age

JUNIOR: 15 – 20 years of age

SENIOR: ≥15 years of age

MASTERS: ≥35 years of age

At the masters level there will be additional age category divisions ex. 35-39, 40-44 etc.



www.usaweightlifting.org

WHAT IS THE CLOCK?

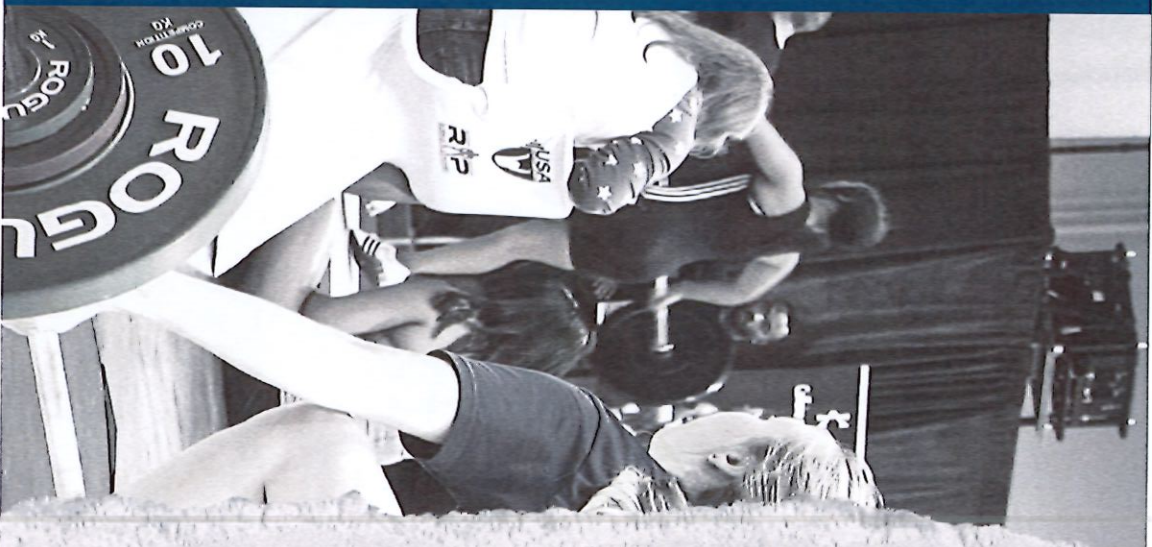


Each athlete will receive a 1 minute clock once their name is called to lift.

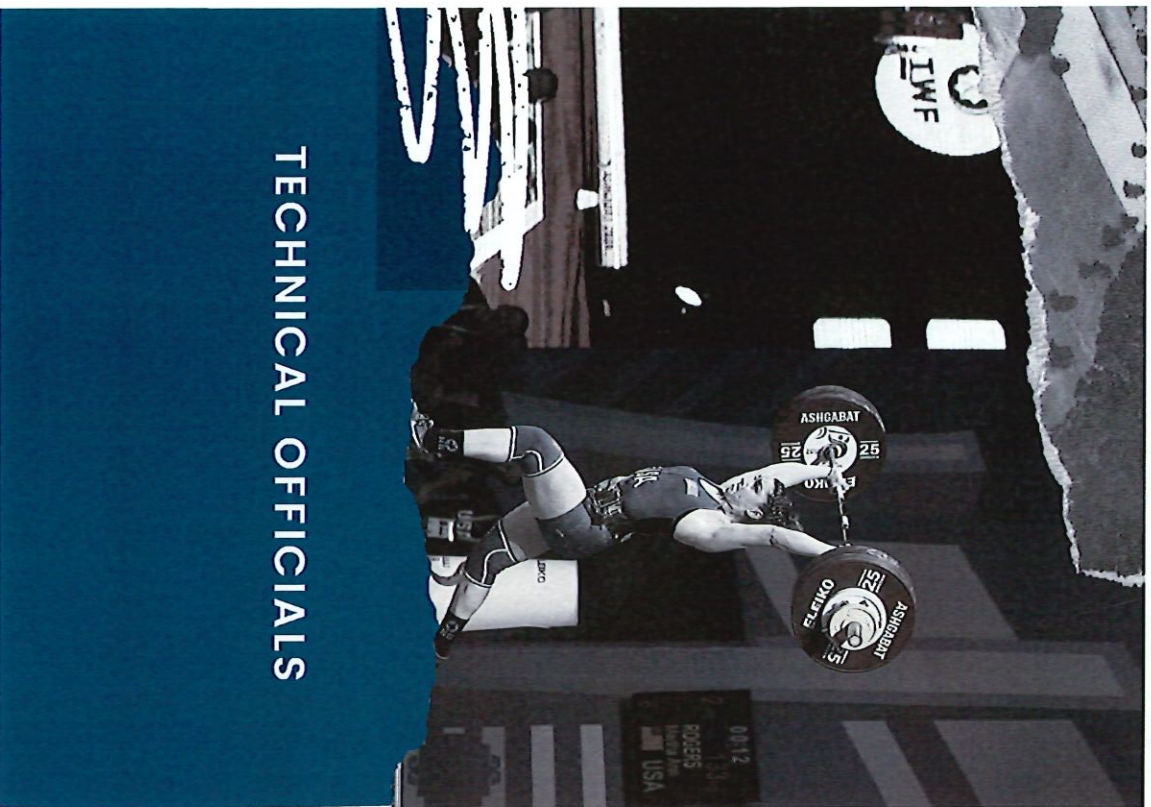
If they do not attempt the lift during that 1 minute it is an automatic no lift.

In the case that an athlete follows themselves they will receive a 2 minute clock to allow for more rest.

The clock will also be set to an automatic 10 minutes after athlete introductions and between the snatch and clean and jerk.



www.usaweightlifting.org



TECHNICAL OFFICIALS

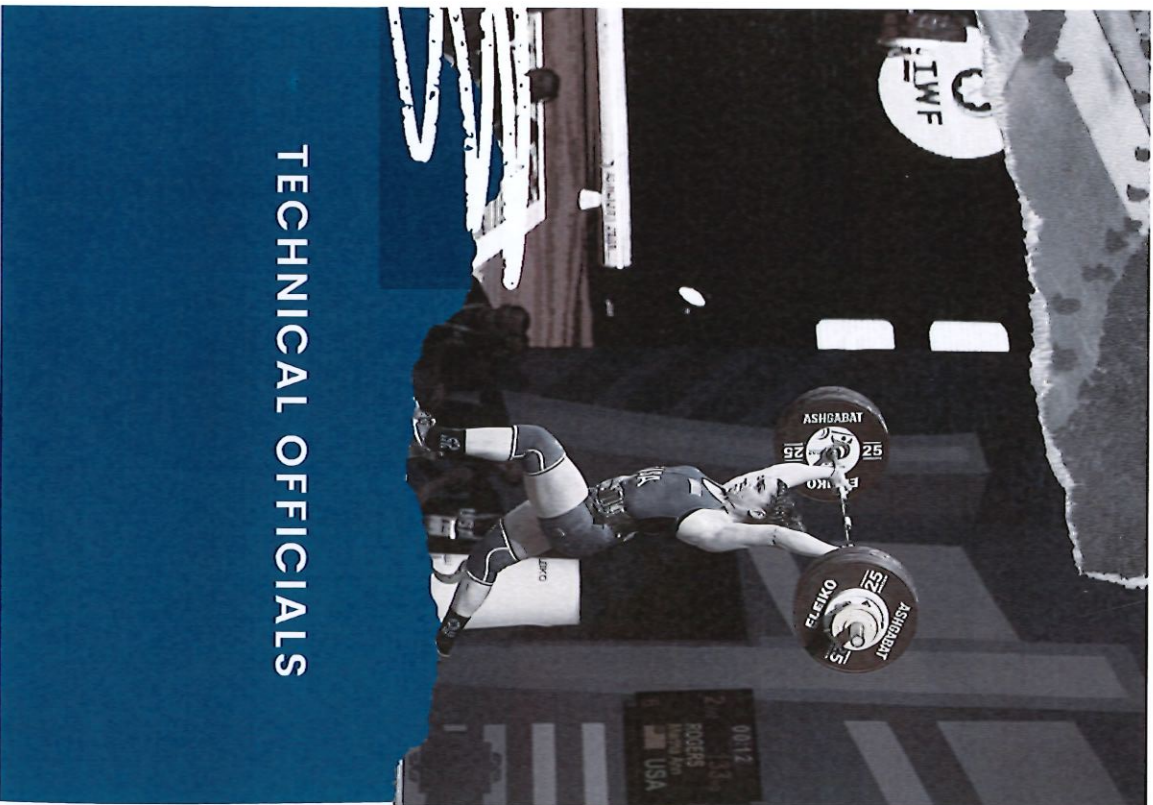
BLUE BLAZERS



Aside from athletes everywhere, you will notice many adults wearing blue blazers inside and outside the competition venue. These are the Technical Officials (TOs) and are any person who controls the play of competition by applying the rules and regulations of the sport to make judgements on rule infringement, performance, time and score.

Each athlete is judged by 3 technical officials and must receive 2 out of 3 white for the lift to pass.

Referees will use either an electronic timing system or a manual paddle to signal whether the lift is good or not.



TECHNICAL OFFICIALS

BLUE BLAZERS



Other roles:

Technical controller: The TC is responsible for ensuring the flow of the competition in the case a technical infraction or issue arises.

Jury:

Oversees the referees to ensure fair calls are being made.

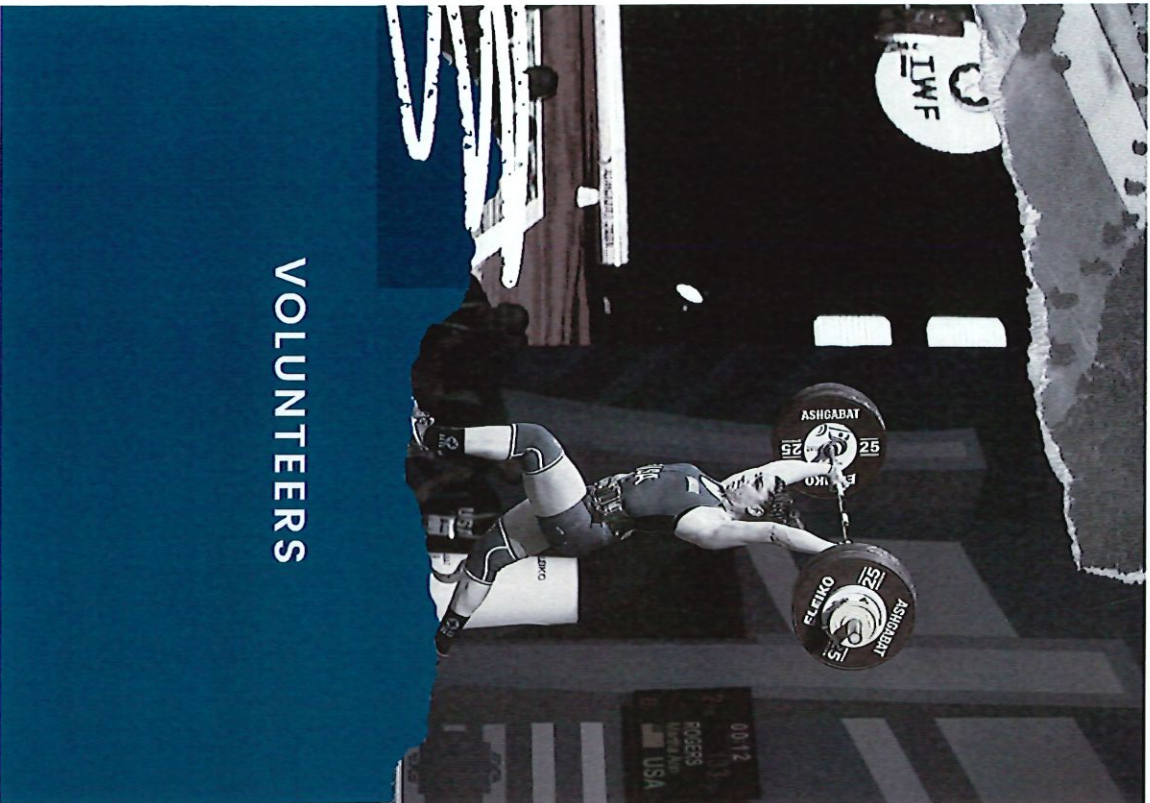
Timekeeper:

Operates the timing system starting and stopping the clock between athletes attempts.

Speaker:

Announces the athlete, weight, club and next lifter.

Chief Marshall/Assistant Marshall: Record and manage weight changes and attempts.



VOLUNTEERS

LOADERS



Loaders are located next to the competition platform and are required at all sessions.

Their role is to put the plates on the barbell quickly (in order to keep the competition flowing) as requested by the athlete competing and announced by the speaker.

The loaders also maintain the cleanliness of the bar in between attempts to ensure safety for all. Lastly, they will prepare the podium for the victory ceremony at the conclusion of each A session.



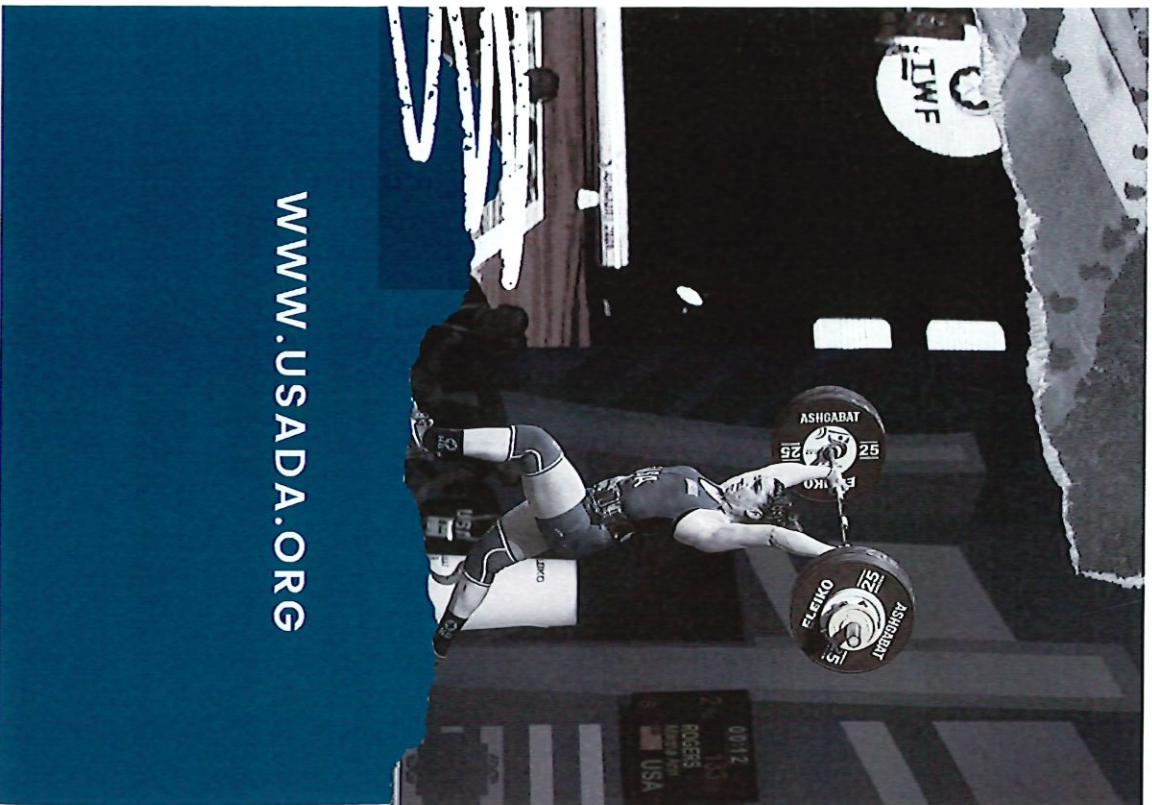
IF ATHLETES MISS THE
CEREMONY THEIR MEDAL
WILL BE SHIPPED AFTER
THE EVENT

VICTORY CEREMONY



The Victory Ceremony takes place right after the A session of the weight class being contested.

The 1st the 2nd and the 3rd place are awarded for individual lifts for the Snatch, the Clean and Jerk as well as for the Total.



WWW.USADA.ORG

DOPING CONTROL



Doping Control is conducted according to the IWF Anti-Doping Policy. Athletes must comply with the rules given by the United States Anti-Doping Agency (USADA) and the World Anti-Doping Agency (WADA).

If an athlete is selected for doping control they will be notified following the end of their session and will be required to provide a sample for testing.

Athletes under the age of 18 must have a custodian available to accompany during the testing process.

HOOK GRIP

The technique known "hookgrip" is permitted. It consists of covering the thumb with the other fingers of the same hand while gripping the barbell.

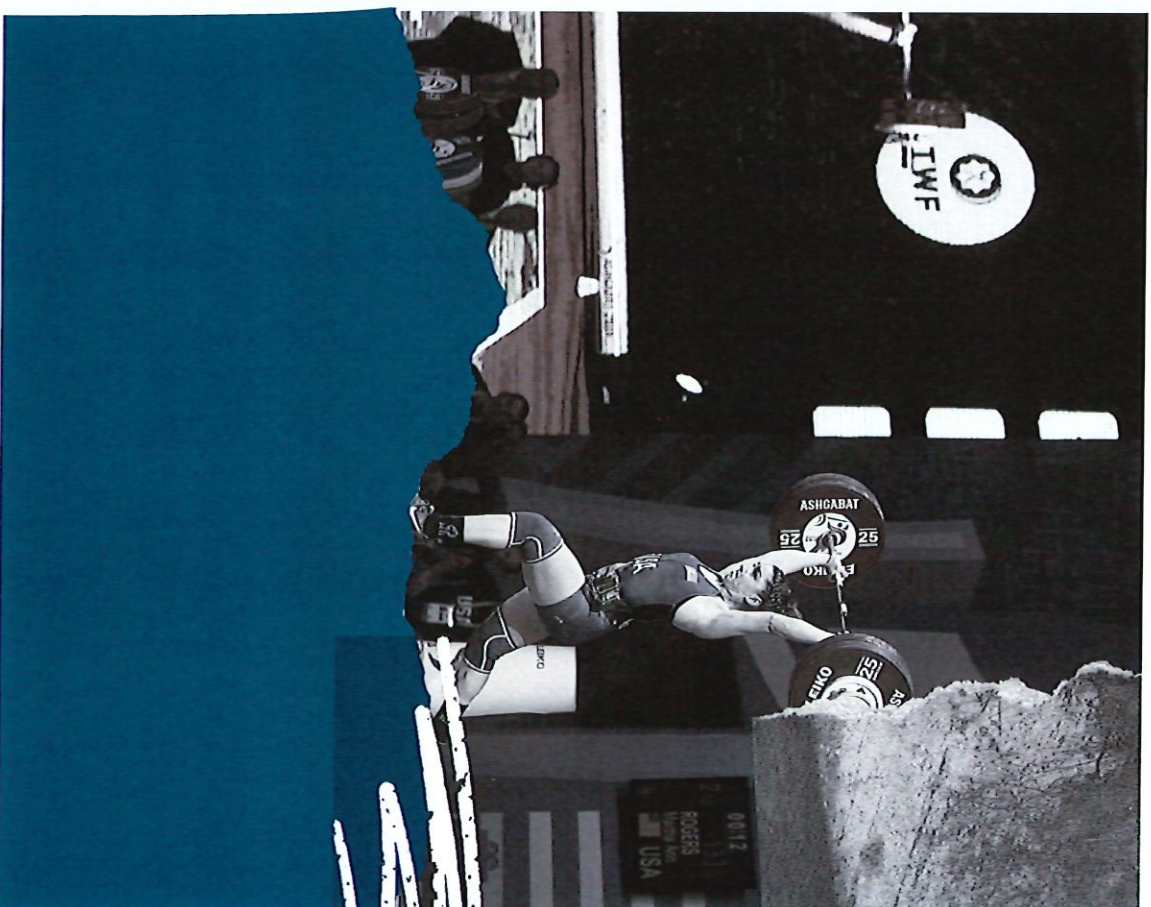


FACTS



An athlete who cannot fully extend the elbow(s), must report and display this fact to all on-duty referees as well as the jury prior to the start of competition and may remind them of this fact prior to each attempt on the competition platform.

The use of chalk (magnesium carbonate) is permitted. This helps keep the athletes hands dry and makes gripping the barbell easier.





Naturally Yours

Document #	D26-067
Rec'd by	JD
Date	Apr. 12/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

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

April 10, 2026

Town of Shelburne
162 Mowatt St., 2nd Floor
Shelburne, NS BOT 1W0

Attention: Mayor Stan Jacklin

Dear Mayor Jacklin,

Thank you for your correspondence regarding the Town of Shelburne’s request for cost-sharing support for the operating expenses of the McKay Memorial Library for the 2026–2027 fiscal year. After reviewing your request, I regret to inform you that the decision was made to not provide additional funding support at this time.

Council values fairness and balance in its relationships with other municipalities and various partners. Providing additional operational funding in this case would move beyond current policy and could lead to multiple requests without a clear framework for shared costs.

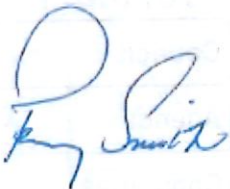
Council also reviewed the current funding structure for library services within the region. The Municipality contributes approximately \$34,100 annually to the Western Counties Regional Libraries, and the Town’s contribution is approximately \$13,400. In addition, the Municipality provided further funding in 2024/25, as requested by Western Counties Regional Libraries. When considering the Town’s reported operating costs for the McKay Memorial Library (approximately \$32,000), combined with its contribution to the regional library system, the total Town investment is approximately \$45,400.

We value our ongoing relationship with the Town of Shelburne and remain open to continued dialogue regarding regional collaboration. Should the Town wish to further explore this matter, Council would welcome the opportunity to engage in more detailed discussions around potential cost-sharing approaches that reflect mutual benefits, financial capacities, and long-term sustainability for both municipalities in relation to a variety of services and facilities in both municipal units.

While Council recognizes the value of local library services, it must ensure that any new or expanded financial commitments are considered within a broader structured framework that reflects long-term affordability and equity.

Thank you for your continued partnership.

Sincerely,

A handwritten signature in blue ink, appearing to read "Penny Smith". The signature is written in a cursive style with a large initial "P".

Sincerely,
Warden Penny Smith



COUNCIL REPORT - FOR DECISION

Subject: Shelburne Volunteer Fire Department Bylaw Amendments
Date: April 16th, 2026
Council Dates: April 20th, 2026
Prepared by: *Jessie Dyer, Executive Coordinator*

Document # D26-068	
Rec'd by JD	
Date Apr. 16/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose

The purpose of this report is to present the amendments to the Shelburne Volunteer Fire Department Bylaws, as approved by the membership of the Department, for Council's consideration and approval, with changes clearly identified.

Background

The Shelburne Volunteer Fire Department has completed a review of their Bylaws, and the membership approved several amendments on April 6, 2026.

Analysis

The following amendments were approved by the Department. Changes are shown in red for clarity.

1. ARTICLE V – Meetings and Practices

Order of Business Update

NEW ADDITION:

- Item 6 – OHS (Occupational Health & Safety) Report added

Revised Order of Business now includes:

1. Call to Order
2. Minutes
3. Treasurer's Report
4. Standing Committee Reports
5. Special Committee Reports
6. OHS Report (NEW)

7. Chief's Report
8. Correspondence
... (remaining items renumbered accordingly)

Impact:

Adds a formal requirement to address Occupational Health & Safety at each meeting.

2. ARTICLE VI – Duties of Officers and Members

a) Honorariums Added

The following positions now include annual honorariums:

- Captain – \$150 annually (NEW)
- Lieutenant – \$150 annually (NEW)
- Training Coordinator – \$150 annually (NEW)

Impact:

Introduces compensation where none was previously specified.

3. ARTICLE VI – Membership Eligibility (Section 11)

UPDATED ELIGIBILITY CRITERIA:

Previous requirement:

- Must live within 5 km OR work within 5 km of the fire hall

REVISED TO:

Applicants must meet ONE of the following:

- A. Live within 5 km AND within Fire District
- B. Live within Fire District (even if outside 5 km)
- C. Work within 5 km and able to respond
- D. Maximum of 15 members combined under B and C (NEW LIMIT)

Impact:

- Expands eligibility to entire Fire District
- Introduces a cap (15 members) for non-core proximity members

- Provides more flexibility while maintaining operational readiness

Key Takeaways for Council

- No structural overhaul of the By-Laws
- Changes are operational and administrative improvements, specifically:
 - Formalizing OHS reporting
 - Introducing modest honorariums
 - Updating membership rules for recruitment flexibility

Financials

1. New annual honorariums introduced:

- Captain: \$150
- Lieutenant: \$150
- Training Coordinator: \$150

2. Overall financial impact is minimal and expected to be managed within departmental resources.

There is no financial impact on the Town of Shelburne.

Recommendation

THAT Council approve the amendments to the Shelburne Volunteer Fire Department Bylaws as approved by the Department on April 6th, 2026.

Attachments

- SVFD Bylaws (January 5th, 2026, v1.15)
- Bylaw Revisions- April 6th, 2026

BY-LAWS OF THE SHELBURNE VOLUNTEER FIRE DEPARTMENT

OF

SHELBURNE
NOVA SCOTIA

Document #	D26-028
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

January 5, 2026 v1.15

MEMBERSHIP APPROVED

TABLE OF CONTENTS

ARTICLE		PAGE
I	NAME	3
II	OBJECTIVE	3
III	EXECUTIVE AND FIRE OFFICERS	3
IV	COMMITTEES	3
V	MEETINGS AND PRACTICES	4
VI	DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS	5
VII	DUTIES OF COMMITTEES	9
VIII	PROPOSALS FOR MEMBERSHIP	10
IX	ELECTION OF EXECUTIVE AND FIRE OFFICERS	11
X	FINES AND REMIDIAL ACTION	12
XI	NEGLECT OF DUTIES	12
XII	GENERAL	13
XIII	HONORARY MEMBERSHIP	15
XIV	EXPULSIONS	15
XV	LEAVES OF ABSENCE	15
XVI	REINSTATEMENTS	15
XVII	RETIREMENTS	16
XVIII	AMENDMENT OF BYLAWS	16

ARTICLE I – NAME

1. This Department shall be known as the Shelburne Volunteer Fire Department.
2. The membership of the Department shall not exceed the number (55) recommended by the Department and approved by the Town Council.

ARTICLE II – OBJECTIVE

1. The objective of this Department is the prevention of fire and protection of life and property within the limits of the Town of Shelburne and the Shelburne Fire District.
2. When responding to any call for service, decisions on the apparatus used will be made by the Chief, Deputy Chief or the Officer in charge.
3. At no time will the Town be left without adequate protection. If necessary, a call for Mutual Aid from neighboring departments will be made.

ARTICLE III – EXECUTIVE AND FIRE OFFICERS

1. The Executive of the Department shall consist of a Chief, Deputy Chief, Captain and Lieutenant for each truck with a crew of six or more (for a crew of less than six, one officer is sufficient), President, Secretary, Treasurer, Registrar, and Training Coordinator. No member may simultaneously hold two Executive offices.
2. The Fire Officers shall consist of the Chief, Deputy Chief, Captains and Lieutenants.

ARTICLE IV – COMMITTEES

1. The standing committees shall be Investigating Committee, Sick and Accident Committee, Firefighter of the Year Committee, Equipment and Clothing Committee, Public Relations Committee, Ways and Means Committee, Sports Committee, By-Law Committee, Retirement Committee, and Bar Committee. All committees shall be composed of a minimum of three (3) members. All committees will choose their own Chair, and will hold meetings as often as necessary, and will submit a Meeting Report to the next general meeting.
2. Special committees may be appointed at any time. Any such committee will select its own chair. Special committees will meet at the call of the Chair. Special committees may be disbanded at any time by a majority vote of the general membership.

ARTICLE V – MEETINGS AND PRACTICES

1. The regular monthly meeting of the Department shall be held on the first Monday of each month, except on all holidays, when the meeting will be held on the second Monday of the month. The January meeting will be considered the Annual General Meeting. At every meeting the roll will be called at 7:30 p.m.

2. Special meetings may be called by the Chief or President, or upon a written request to the Chief, President, or Secretary from any seven members. The Secretary will make all reasonable efforts, including the use of electronic means and/or telephone calls, to notify members of the time, place, and purpose of the special meeting. The regulations and penalties governing general meetings will be enforced at special meetings.

3. Anyone wishing to speak at any meeting will rise and address the Chair. No member shall leave any meeting without notification to the Chair.

4. All meetings will normally be chaired by the President. However, the President may name an alternate Chair except for the Annual General Meeting and Special Meetings. The duties of the Chair include the preservation of order and decorum, the enforcement of strict compliance with the by-laws, and the imposition of all fines except those requiring a vote of the department. In the case of a voice vote, the Chair will vote only in the case of a tie. However, when a vote is conducted by ballot, the Chair will have the right to vote. The Chair will rule on all points of order, subject to a challenge from the floor which will be upheld only in the case of a two-thirds majority of those voting.

5. A quorum shall consist of one-half plus one of the active members of the department.

6. Voting on routine matters will occur by means of a voice vote. Voting on the admission of new members and acceptance or rejection of reasons for absence from meetings and practices, or general dereliction of duty, will follow the traditional practice using orange and green beans, where green represents a yea vote and orange represents a nay vote. The election of Executive and Fire Officers at the Annual General Meeting will occur by means of paper ballots.

7. A regular monthly practice shall be held on the second Thursday of each month at 7:00 p.m. If the scheduled practice falls on any holiday, the practice shall take place on the following Thursday.

8. When special circumstances warrant, the President, upon consultation with the Executive Committee, may change the time or date of a meeting or practice.

9. Order of Business at Meetings.

1. Call the Meeting of the Shelburne Volunteer Fire Department to order, Roll Call
2. Minutes of the Previous Meeting

3. Treasurer's Report
4. Standing Committee Reports
5. Special Committee Reports
6. Chief's Report
7. Correspondence
8. Admittance of New Members
9. Bills
10. Unfinished Business
11. New Business
12. Members in Arrears
13. Review of Alarms
14. Collection of Fines
15. Receipts of the Evening
16. Closing Announcements and Call for Adjournment

ARTICLE VI – DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS

1. **CHIEF:** The Chief is responsible for all operational aspects of the Department including, but not limited to: the movement of vehicles, the assignment of members to equipment and duties, control of on-scene activity and maintenance of the operational capability of all equipment. The Chief will also promptly and impartially enforce all By-Laws and rules of the department relating to the operational performance of the Department and its members.

When required, the Chief may make a public statement regarding an operational matter.

When acting as an Officer of the Department, the Chief shall always conduct him/herself properly and perform the assigned duties faithfully. The Honorarium shall be \$500.00 annually payable by the Department.

2. **DEPUTY CHIEF:** The primary duty of the Deputy Chief is to assist the Chief and, in the absence of the Chief, to perform all duties as outlined in Article VI Section 1. The Honorarium shall be \$400.00 annually, payable by the Department.

3. **CAPTAINS:** The duty of each Captain is to take charge of their respective trucks, to preserve the discipline of their crews, and instruct them in their duties. They will ensure that all equipment is in proper working order and report any deficiencies to the Chief. Each Captain shall carry out the orders of the Chief or Deputy Chief and direct the on-scene operation of their truck and crew, both assigned and temporary, ensuring their safe and efficient performance. Captains shall supervise the relief of the crew members during severe fires to ensure that they maintain the highest possible level of efficiency and safety.

4. **LIEUTENANTS:** The duty of the Lieutenants is to assist their Captain. In the absence of the Captain, the Lieutenant will take charge of their crew and perform all duties outlined in Article

VI Section 3.

5. **TRAINING CO-ORDINATOR:** The Training Coordinator will arrange and oversee training sessions for the members at practices. The Training Coordinator will be assisted by the Lieutenants, one of whom will oversee training sessions if the Training Coordinator is absent. The Training Coordinator may be any member of the Shelburne Volunteer Fire Department with at least two (2) years service.

6. **PRESIDENT:** The President is responsible for the handling of all administrative (non-operational) aspects of the Department. The President will preside at all annual, special, and monthly meetings whenever possible. The President will enforce all By-Laws and rules of the Department relating to the administration of the Department. When required, the President may make a public statement regarding Departmental administrative matters. The President may be a retired member of the Department. The Honorarium shall be \$250.00 annually payable by the department.

7. **SECRETARY:** The Secretary shall keep a correct record of the proceedings of all meetings. The Secretary will keep on file all documents relating to the Department. The Secretary will, at each regular meeting, read the minutes of the last regular and special meetings. The Secretary will record the names of members absent from the meeting. The Secretary will notify candidates of their election or rejection if they are absent from the meeting at which their proposed admission to the Department is discussed. The Secretary will handle all correspondence in a manner deemed fit by the President. The Honorarium of the Secretary shall be \$150.00 annually payable by the Department.

8. **TREASURER:** The Treasurer will maintain a proper accounting of all monies received by the department and pay all properly approved bills. Bills for a specific project which has been authorized by the general membership may be approved by the President; all other bills must be presented at a meeting for approval by the general membership. The Treasurer will give a verbal report on the financial position of the Department at all regular meetings. After the Department's fiscal year-end, the Treasurer will provide a year-end review to an accounting firm that will prepare a financial report adequate to meet the Department's requirement and for filing with the Canada Revenue Agency, as required by law. The Treasurer shall be bonded and will be given signing authority and the authority to transfer funds between various Departmental accounts up to a value of \$500.00 without membership approval at a meeting. The Honorarium shall be \$150.00 annually, payable by the Department.

9. **REGISTRAR:** The primary duty of the Registrar is to maintain a complete and accurate record of the members which will include their date of entry, the date on which their probationary period was completed, all periods of Leave of Absence, and their total time served. The Registrar will call the roll at every meeting and practice. The Registrar will maintain a record of every members' response to alarms. The Registrar will be responsible for coordinating the applications for all long service medals, including the Nova Scotia Fire Services Long Service

Medal and Bars, The Canadian Volunteer Fire Services Association Municipal Long Service Award (in consultation with the CAO of the Town), and the Fire Services Exemplary Service Medal. The Registrar will also collect fines at all meetings and pass them to the Treasurer and keep an accurate monthly record of members in arrears. The honorarium of the Registrar shall be \$150.00 annually, payable by the department.

10. DRIVER/OPERATORS: Driver/Operators will normally have served as a member of the Department for a minimum of two (2) years and will have received proper training under the supervision of the relevant Fire Officers. However, when circumstances warrant, the Executive Committee, on the recommendation of the Officers of their truck, may appoint a member with less than two (2) years of service as a Driver/Operator.

Driver/Operators will operate their assigned truck, unless ordered to operate a different truck by a Fire Officer. They will ensure that their assigned truck is in proper condition to leave the station in case of an alarm and will report to the Captain or Lieutenant of the truck any deficiencies. When responding to an alarm, the first driver arriving at the fire station will take control of their assigned truck but will wait for an officer in charge, or a senior member assigned to that truck to order them to leave the station.

When on-scene, no Driver/Operator will leave the truck unattended unless ordered to do so by the Officer in charge of the truck. On returning from an alarm, the driver and the Officer in charge of the truck will see that the truck is fully fueled, the booster tank is full, and all valves and connections are in proper order, and will ensure that the pump and booster lines are thoroughly drained after pumping operations during the winter. No Driver/Operator is to use a siren when returning from an alarm.

Prior to approval as a driver/operator, a drivers abstract will be required to be presented to the Chief. A drivers abstract may be requested at any point during your tenure as a driver/operator for the Shelburne Volunteer Fire Department.

All driver/operators must have the N restriction removed from their Nova Scotia Drivers License.

11. MEMBERS: To be eligible for election as an active member of the Department, a person must be at least 19 years of age; must live no farther than 5 kilometers from the fire hall or work within 5 kilometers of the fire hall and be able to leave their place of work to respond to alarms. No more than 40% of the maximum membership may live outside the Town Boundaries. A member who becomes ineligible for membership because of a move of residence beyond these limits and/or a change in the location of their employment must either retire or resign from the Department.

No member of the Shelburne Volunteer Fire Department may simultaneously be a member of any other Volunteer Fire Department.

In the absence of extenuating circumstances, Members must attend all regular and special meetings, practices, training sessions and special activities of the department, and obey all lawful orders. The Shelburne Volunteer Fire Department is well-respected in the community and all members must be aware that the identity of all members of the Department is well known to the local population. It is imperative, therefore, that all members must conduct themselves in a manner appropriate to the responsibility and faith reposed in them by their fellow citizens.

When an alarm is sounded, all available members must proceed immediately to the fire station or scene for assignment. Each member is responsible for ensuring that their attendance is recorded on the alarm register, even if the alarm is subsequently cancelled before deployment.

The first member to arrive at the station in response to an alarm shall take immediate command until the arrival of one of the Fire Officers. The orders of any such member shall be obeyed under the same penalties as if the orders had been issued by a Fire Officer.

Upon arrival on-scene, members must remain with their respective apparatus until called for duty by a Fire Officer or Incident Commander.

Firefighters Allowance: A member who has served in the Department for a complete calendar year is entitled to receive the annual Firefighter's Allowance of \$150. A member who has served for less than a complete calendar year will receive an amount proportional to the number of months served.

Bunker Gear and Pager, Key and Uniforms: All members of the Department will be issued a pager and charger as well as a set of bunker gear, including boots, pants, jacket, gloves, flash hood and helmet. Members must sign for, and will be responsible for their gear, and must use only the bunker gear which has been assigned to them. Any damage or deficiencies must be reported to their Captain or Lieutenant.

Fire Hall Keys: All members who successfully complete their period of probation will be provided with keys to the Fire Hall and Clubroom.

Station Wear: All members who successfully complete their period of probation will be permitted to purchase a set of station wear, consisting of a black shirt with SVFD shoulder patches and nametag, tie, belt and a pair of black trousers. The member will pay \$150 of the cost with the remaining covered by the Department. The Department will only cover the remaining balance of the cost once per member.

ARTICLE VII - DUTIES OF COMMITTEES

The Chair of each Committee may give a report of the Committee's activities at each regular meeting of the Department.

1. The By-Law Committee will undertake a review of the By-Laws every five (5) years and during the intervening period will maintain an account of all revisions made.
2. The Investigating Committee will consider all applications for membership and present the information at the next regular meeting along with the committee recommendation.
3. The Sick and Accident Committee will investigate and, where possible, visit all cases of sickness or disability of active, retired, or honorary members, and shall have authority to purchase an appropriate gift, up to a value of \$100. After the death of an active or retired member of the Department the Committee is authorized to spend up to \$100 either for flowers, or to donate to the deceased's charity of choice, according to the wishes of the family, and in accordance with the provisions of Article XII Section 5. Anyone who is aware of the illness of any regular or retired member should report this the Sickness and Accident Committee.
4. The Equipment and Clothing Committee will keep an inventory of all bunker gear and equipment and make recommendations to the department for the purchase of new or replacement clothing or equipment as required by members. The Committee will ensure that all members sign for their clothing and equipment.
5. The Public Relations Committee will act as the liaison between the Department and the public in all matters pertaining to the Department's work.
6. The Ways and Means Committee will plan and implement fund-raising projects.
7. The Sports Committee will consider all requests for assistance from Departmental sporting groups and will make recommendations regarding any such requests to the membership. The Committee will work in conjunction with the Ways and Means committee on all fundraising activities for sporting groups.
8. The Firefighter of the Year Committee shall consist of the Captains of each truck. In December, each Captain shall nominate to the Executive Committee a member of their crew for consideration. In determining the recipient, the Executive Committee shall consider all factors, including attendance at meetings, practices and alarms, participation in department related activities, leadership, and other contributions to the department. The Executive Committee will then vote for the recipient to be named and recognized at the Annual Fire Department Smoker in January.

9. The Retirement Committee will provide a liaison between the active and retired members of the Department. The Committee shall also assist the President and Registrar in making decisions regarding the award of certificates, pins, medals, gifts, etc.

10. The Bar Committee will operate the Firefighter's Bar. The Committee must ensure that the bar is operating within Provincial regulations and that all appropriate licenses are acquired and/or cancelled, as required. The Committee will consider all requests from outside agencies or people for the use of bar facilities and will make an appropriate recommendation to the membership.

11. At the regular meeting in November, a Nominating Committee of five members shall be appointed to bring in a slate of Executive and Fire Officers for the coming year. All members of this Committee must have served as a member of the Department for a minimum of three (3) years. The committee will present its report at the December meeting and at this time ask for further nominations. The names of all nominees will be posted on the bulletin board until the Annual General Meeting in January. At that meeting, the chairman of the Nominating Committee will once again present the report and call for further nominations for each office.

- A. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee.
- B. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others shall be removed from the ballot, and the election continued. The candidate receiving the majority of all votes cast will be declared elected. All nominees, prior to election, may offer for a lesser office.
- C. Should a vacancy occur among the Executive and Fire Officers of the Department, it shall be filled at the next regular or special meeting called for that purpose. Nominations will be received from the floor and an election shall be held using a paper ballot.

ARTICLE VIII - PROPOSALS FOR MEMBERSHIP

1. All applications for membership in the SVFD will be assessed by the Investigating Committee to evaluate the applicant's suitability and eligibility. The Committee will provide the applicant with a copy of the current By-Laws of the Department and the *Candidate Information Package*.

2. All applications for membership will be presented to a regular meeting by the Investigating Committee which will recommend acceptance or rejection. If a quorum is present, the members will vote either for or against the Committee's recommendation, following the procedure outlined in Article V Section 6. If a majority of the members present vote in favor, the applicant will become a probationary member of the Department.

3. All probationary members of the Department must sign the Time Book at the next scheduled monthly training practice immediately following the meeting at which their application for probationary membership was approved. Failure to do so, in the absence of a legitimate medical, employment-related, or personal reason deemed acceptable by the membership, will result in the revocation of the probationary membership.
4. Probation period is for a minimum of six (6) months and a maximum of eight (8) months. During that period, the probationary member will be expected to attend all alarms, meetings and practices.
5. All newly admitted probationary members will be assigned to Truck 6 for their first two months, then to each of the other trucks for one month, normally in the following order of Trucks 1, 4, 3 and 2.
6. During their probationary period, the newly admitted probationary member will be required to demonstrate his/her mastery of the eight (8) competencies outlined in the *Candidate Information Package* and ensure that the Training Coordinator certifies that each has been completed.
7. At the first meeting following the end of the period of probation, the Registrar will provide a report indicating the new probationary member's record of attendance at meetings, practices, other training sessions and alarms. If a quorum of members is present, they vote to confirm or deny permanent membership, following the procedure outlined in Article V, Section 6.

ARTICLE IX - ELECTION OF EXECUTIVE AND FIRE OFFICERS

1. To be eligible for election as President, Captain or Lieutenant, a member must have served as a firefighter in the Shelburne Volunteer Fire Department for at least four (4) years. To be eligible for election as Chief or Deputy Chief, a member must have served as a Captain or Lieutenant in the Shelburne Volunteer Fire Department for at least three (3) years.
2. At the January meeting of the Department, the chairman of the Nominating Committee will hold an election, based on the slate of candidates whose names were posted on the bulletin board in the Clubroom in December and nominations taken from the floor at the January meeting.
3. For every position, regardless of the number of nominees, the membership will vote, using a paper ballot prepared by the Nominating Committee. The chairman will provide each nominee with the opportunity to address the membership, outlining the case for their elections. The members present will then vote, using a paper ballot prepared by the Nominating Committee. Three members shall be appointed by the Nominating Committee chairman to act as scrutineers whose duty it shall be to count the ballots. If no candidate receives a majority of the votes cast, the names of the two candidates with the most votes shall be retained, all others

shall be removed from the ballot, and the election continues using a paper ballot prepared by the Nominating Committee. The candidate receiving the majority of all votes cast will be declared elected.

4. Should a vacancy occur among the Officers of the Department at any time, it shall be filled at the next regular meeting, or at a special meeting called for that purpose. Nominations will be received from the floor during the meeting.

ARTICLE X – FINES AND REMEDIAL ACTION

1. Fines will be assessed as follows:

A. For absence at an entire meeting or practice: \$1.00

B. For failure to wear station dress (black pants and shirt) at a meeting: \$1.00

C. For interfering with operational command while on-scene, the offending member will be brought in front of the Executive to explain the situation and if, after this investigation is completed and remedial action is warranted, the Executive will present to the Membership at the following meeting their recommended course of action, including a fine of \$10.00 and risk of expulsion from the Department, and a vote will be held following the procedure outlined in Article V Section 6 .

ARTICLE XI - NEGLECT OF DUTIES

1. The Department is a collegial and cooperative organization, and members have a great deal of responsibility. The dates of meetings and training sessions are known in advance, and all members are expected to attend all of them, unless prevented from doing so because of their work schedule, illness, injury, or family obligations.

2. When a member misses three (3) consecutive meetings or three (3) consecutive practices, they will be notified by the Secretary, in writing, that their continued membership in the Department is in jeopardy and will have to be reaffirmed by the membership at the upcoming fourth (4th) meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing at the fourth (4th) meeting, that member will be automatically expelled from the Department.

3. When a member misses six (6) meetings or six (6) practices within a 12-month period, they will be notified by the Secretary, in writing, that their continued membership in the Department is in jeopardy and will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6. If the membership votes

not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing, that member will be automatically expelled from the Department.

4. All members are expected to respond to all alarms, unless prevented from doing so because of their work schedule, illness, injury, or family obligations. If a member attends less than 20% of recorded alarms in a calendar year (new members will be prorated to their date of acceptance in the Department), the Registrar will inform the Secretary at the January meeting, who will write to the member warning them that their continued membership in the Department is in jeopardy and their Provincial incentives for volunteer firefighters will not be met. The member will have to be reaffirmed by the membership at the next regular meeting where they will be required to justify their absences in person or in writing and a vote will be held following the normal practice as outlined in Article V Section 6, on whether to permit the member to remain in the Department. If the membership votes not to accept the justification offered by the member, that member will be expelled from the Department. If the member does not respond in person or in writing, that member will be automatically expelled from the Department.

ARTICLE XII - GENERAL

1. The business year of the Department shall be the same as that of the Town of Shelburne.
2. The Department shall meet annually with representatives from the Town of Shelburne. The primary purpose of this meeting is for the Town to understand the Department's budget and to assist in the Town's financial planning related to events, vehicle acquisitions, and equipment purchases by the Department.
 - a. The following representatives are required to attend the annual budget consultation meeting:
 - o The Fire Chief of the Shelburne Volunteer Fire Department,
 - o The President of the Shelburne Volunteer Fire Department,
 - o The Treasurer of the Shelburne Volunteer Fire Department,
 - o The Chief Administrative Officer (CAO) of the Town of Shelburne, and
 - o The Finance Manager of the Town of Shelburne.
 - b. The meeting shall occur annually, no later than January 15th of each fiscal year, or as mutually agreed by both parties.
 - c. The meeting will focus on a review of the Department's annual budget, planned participation in any events or training that could impact the Town's financial planning, including travel expenses, event fees, or other related costs, planned purchases of vehicles or major equipment, including timelines for acquisition, estimated costs, and potential funding sources, and financial forecasts and future needs that may affect the current Town's budget allocations or long-term financial strategy.

- d. The Treasurer of the Shelburne Volunteer Fire Department shall provide a detailed budget report, including an outline of anticipated expenses for events, vehicle purchases, and equipment upgrades.
 - e. The Town of Shelburne's CAO and Finance Manager shall review the provided information to understand the financial needs and activities of the Fire Department, and plan for any potential impact on the Town's overall financial resources.
3. Only active, retired, and honorary members of the Department will be permitted to visit the Firefighter's Club Room on Smoker Nights, unless a special dispensation is granted at a meeting of the Department. At all other times, active and retired members may bring a maximum of three (3) guests to the Club Room. Members are responsible for the behavior of their guests and will be held accountable for any misbehavior on their part.
 4. Request for rental or loan of the Firefighter's Club Room and facilities must be brought forward for consideration at a monthly meeting of the Department.
 5. The Chief or Deputy Chief has authority to loan small items or equipment on the condition that such equipment must be returned promptly or, if damaged, replaced promptly.
 6. In the event of the death of an active member, retired member or member of the Ladies Auxiliary, at the request of the family, the Chief or President will make the necessary arrangements to honor the deceased.
 7. Any member using his/her personal vehicle for department business pre-authorized by the Chief or Deputy Chief, shall be entitled to kilometer reimbursement at a rate used by the Town at the time.
 8. Members are personally responsible for obeying all traffic laws when responding to alarms and shall be fully liable in the event of an accident or violation of any laws while driving their personal vehicle.
 9. In the event of the death of an active member of the Department, including those on a leave of absence, their assigned number shall be retired from service. A plaque with the members photograph, years of service and date of passing shall be displayed at the station at a location deemed fit to honor those members. The members' helmet may also be offered to their family if desired. This shall be overseen by the Sick and Accident Committee.
 10. Time served during a Military deployment will be counted as time served in the Department.

ARTICLE XIII - HONORARY MEMBERSHIP

1. Any person who is ineligible to become an active member but performs some outstanding

service to the Department may be elected as an Honorary member by resolution of the Department and shall be presented with a certificate indicating this status.

ARTICLE XIV - EXPULSIONS

1. Any member who willfully alters, defaces, damages, or destroys any property of the Department, Town, or another firefighter, may be expelled from the Department.
2. Any member caught stealing anything from a fire scene or otherwise, may be expelled from the Department.
3. Any member who assaults, utters threats against, or harasses another member of the department, their spouse or minor, as defined by the Criminal Code of Canada (See Appendix) may be expelled from the Department.
4. All decisions regarding expulsions from the Department, except for those defined in Article XI, shall be by secret ballot at a regular meeting at which a quorum is present. A majority vote shall govern.

ARTICLE XV - LEAVE OF ABSENCE

1. On receiving a written application from a member deemed to be 'in good standing', the Chief may grant a leave of absence from the Department for a period of up to six months once within a twelve (12) month period. The member may ask for permission to return to active duty at any time during this period, with the Chief reserving the right to refuse an early return if they deem this to be in the best interest of the member.
2. Any further request for extensions beyond six (6) months and in six (6) month increments, the member or a member designate, will bring the matter to a regular meeting of the Department, either in person or writing, and the membership will decide whether the extension is to be approved following the procedure outlined in Article V Section 6.

ARTICLE XVI REINSTATEMENT

1. A member may elect to leave the Department at any time, after giving written notification to the membership.
2. If the member wishes to rejoin the Department at a future date, they will submit a written application to the Department and the membership will vote, following the procedure outlined

in Article V Section 6, to accept or reject the members application. A favorable vote will permit the applicant's record of service to be continued from the last recorded attendance. A re-instated member will be required to complete the new candidate competencies.

ARTICLE XVII - RETIREMENTS

1. A member who retires after a minimum of sixteen (16) years of service with the Shelburne Volunteer Fire Department will be issued a certificate recognizing the number of completed years of service.
2. Retiring members will be honored in the following ways outlined below.
 - A. Any retiring member who has served for a minimum of 16 years with the Shelburne Volunteer Fire Department will be entitled to a party costing up to \$150 that is not monetarily redeemable as a gift or the retiring members' helmet.
 - B. The Department will also provide a retiring member with 16 to 19 years' service with the Shelburne Volunteer Fire Department, a gift of \$150.00 in recognition.
 - C. The Department will also provide a retiring member with 20 to 25 years' service with the Shelburne Volunteer Fire Department, a gift of \$200.00 in recognition.
 - D. The Department will also provide a retiring member with 26 to 35 years' service with the Shelburne Volunteer Fire Department, a gift of \$250.00 in recognition.
 - E. The Department will also provide a retiring member with 36 years' service or more with the Shelburne Volunteer Fire Department a gift of \$300.00 in recognition.
3. Retiring members who have served 25 years or more will have their number retired from service.
4. Retiring members will receive a party or gift outlined in Article XVII Section 2 only once, not on multiple reinstatements and retirements from the Department.
5. All retired members may attend all Departmental functions and meetings. They may be given permission to speak at a meeting by the membership but may not vote, move motions, or propose amendments to any motions.

ARTICLE XVIII - AMENDMENT OF BY-LAWS

1. The By-Laws shall be reviewed by the By-Law Committee every five (5) years.
2. Any member wishing to amend, alter or repeal any of these By-Laws must give written notice at a regular monthly meeting of the department. The proposal will be placed on the agenda for the next regular meeting of the Department or at a special meeting.

3. No By-Law shall be amended or repealed except by a majority vote of the department at a meeting at which a quorum is present.
4. Proposals for amendments arising from the review of the By-Law Committee will be presented to the Department at the next regular meeting or a special meeting will be called for discussion and approval.
5. A proposal for amendment by either a member or the By-Law Committee shall be read at a meeting, this being defined as the First Reading. The Second Reading will be at the next regular meeting or a special meeting. If, after discussion, a motion is put forward to have the amendment(s) entered in the By-Laws of the Shelburne Volunteer Fire Department, a vote shall be called by show of hands.
6. All revised By-Laws will be submitted to the Shelburne Town Council for ratification before they become the governing document for the Department.

Appendix

The Criminal Code of Canada defines 'Harassment', 'Uttering Threats' and 'Assaults' as follows:

Criminal Harassment

264. (1) No person shall, without lawful authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, engage in conduct referred to in subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

Prohibited Conduct

(2) The conduct mentioned in subsection (1) consists of

- (a) repeatedly following from place to place the other person or anyone known to them;
- (b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;

(c) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;

(d) besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or

(c) engaging in threatening conduct directed at the other person or any member of their family.

Uttering Threats

264.1 (1) Every one commits an offence who, in any manner, knowingly utters, conveys or causes any person to receive a threat

(a) to cause death or bodily harm to a person;

(b) to burn, destroy or damage real or personal property; or

(c) to kill, poison or injure an animal or bird that is the property of any person.

Assault

265. (1) A person commits an assault when

(a) without the consent of another person, he applies force intentionally to that other person, directly or indirectly;

(b) he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that he has, present ability to effect his purpose; or

(c) while openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

By Law Revisions
Membership Approved Amendments
April 6 2026

ARTICLE V – MEETINGS AND PRACTICES

9. Order of Business at Meetings.

1. Call the Meeting of the Shelburne Volunteer Fire Department to order,
2. Minutes of the Previous Meeting
3. Treasurer's Report
4. Standing Committee Reports
5. Special Committee Reports
6. **OHS Report**
7. Chief's Report
8. Correspondence
9. Admittance of New Members
10. Bills
11. Unfinished Business
12. New Business
13. Members in Arrears
14. Review of Alarms
15. Collection of Fines
16. Receipts of the Evening
17. Closing Announcements and Call for Adjournment

Document # D26-068	
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Roll Call	
Committee	

ARTICLE VI – DUTIES OF EXECUTIVE FIRE OFFICERS AND MEMBERS

3. **CAPTAINS:** The duty of each Captain is to take charge of their respective trucks, to preserve the discipline of their crews, and instruct them in their duties. They will ensure that all equipment is in proper working order and report any deficiencies to the Chief. Each Captain shall carry out the orders of the Chief or Deputy Chief and direct the on-scene operation of their truck and crew, both assigned and temporary, ensuring their safe and efficient performance. Captains shall supervise the relief of the crew members during severe fires to ensure that they maintain the highest possible level of efficiency and safety. **The Honorarium shall be \$150.00 annually payable by the department.**

4. **LIEUTENANTS:** The duty of the Lieutenants is to assist their Captain. In the absence of the Captain, the Lieutenant will take charge of their crew and perform all duties outlined in Article VI Section 3. **The Honorarium shall be \$150.00 annually payable by the department.**

5. **TRAINING CO-ORDINATOR:** The Training Coordinator will arrange and oversee training sessions for the members at practices. The Training Coordinator will be assisted by the

Lieutenants, one of whom will oversee training sessions if the Training Coordinator is absent. The Training Coordinator may be any member of the Shelburne Volunteer Fire Department with at least two (2) years service. *The Honorarium shall be \$150.00 annually payable by the department.*

11. **MEMBERS:** To be eligible for election as an active member of the Department, a person must be at least nineteen (19) years of age **and meet one (1) of the following (A), (B) or (C) criteria:**

- A. Live within a 5 kilometer radius of the fire hall and within our Fire District.*
- B. Reside within our Fire Coverage District, but may reside outside the 5 kilometer radius of the fire hall.*
- C. Place of work within a 5 kilometer radius of the fire hall and be able to leave their place of work to respond to alarms.*
- D. Members in Section B and Section C may not exceed fifteen (15) in total.*

A member who becomes ineligible for membership because of a move of residence beyond these limits and/or a change in the location of their employment must either retire or resign from the Department.

No member of the Shelburne Volunteer Fire Department may simultaneously be a member of any other Volunteer Fire Department.

In the absence of extenuating circumstances, Members must attend all regular and special meetings, practices, training sessions and special activities of the department, and obey all lawful orders. The Shelburne Volunteer Fire Department is well-respected in the community and all members must be aware that the identity of all members of the Department is well known to the local population. It is imperative, therefore, that all members must conduct themselves in a manner appropriate to the responsibility and faith reposed in them by their fellow citizens.

When an alarm is sounded, all available members must proceed immediately to the fire station or scene for assignment. Each member is responsible for ensuring that their attendance is recorded on the alarm register, even if the alarm is subsequently cancelled before deployment.

The first member to arrive at the station in response to an alarm shall take immediate command until the arrival of one of the Fire Officers. The orders of any such member shall be obeyed under the same penalties as if the orders had been issued by a Fire Officer.

Upon arrival on-scene, members must remain with their respective apparatus until called for duty by a Fire Officer or Incident Commander.



COUNCIL REPORT - FOR DECISION

Subject: Municipal User Fees Update
Date: February 9th, 2026
Authority: MGA S. 172, 211 & 220
Council Dates: April 20th, 2026
Notice Date: March 2nd, 2026
Prepared by: Mike Kahn, Director of Planning and Development
 Daniel MacKay, HR & Admin Coordinator

Document #	D26-069
Rec'd by	JD
Date	Apr. 14 2026
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Purpose:

The purpose of this report is to present Council with proposed amendments to the Municipal User Fees Policy related to Planning and Development Fees. The proposed changes are intended to align the Town's fee structure with other municipalities, clarify applicable fees for applicants, and partially offset the administrative costs associated with reviewing and processing applications.

The proposed amendments reflect the expanding range of applications now administered by the Town and the proposed updates to the Town's Planning Documents, including Development Permits, Site Plan Approvals, Variances.

Background:

Section 220 of the Municipal Government Act authorizes municipalities to establish and charge fees for services, activities, and approvals provided by the Town. This authority includes fees related to planning, development, building, and other regulatory applications.

In recent years, the Town has expanded and formalized several application and permitting processes, including Development Permits, Building Permits, Site Plan Approvals, Variances, and Vending-related approvals. While some of these applications are currently subject to fees under the Municipal User Fees Policy, others are not or no longer align with current practices.

Many Nova Scotia municipalities require the payment of fees for planning, development, and regulatory applications in order to partially defray administrative costs and ensure applicants demonstrate intent to proceed. A review of comparable municipalities shows that application and permit fees vary by municipality and by type of approval; however, modest fees for planning and development-related applications are standard practice.

Application and permit fees are intended to partially offset the administrative cost of processing applications and to ensure that requests submitted to the Town represent a bona fide intent to proceed. The proposed fees are not intended to recover the full cost associated with application review or administration.

Analysis:

Staff undertook a comparative review of planning, development and regulatory application fees across Nova Scotia municipalities to assess how the Town of Shelburne’s current and proposed fees align with prevailing municipal practice.

Fees are charged to help offset costs in administering processes used to ensure compliance with Town bylaws. The fees often don’t cover the complete cost of reviewing an application as many municipalities see it as advantageous to have lower permit fees. The other main reason to have fees is to ensure the applicant is making a genuine application.

The proposed fees below vary between being slightly below or slightly higher than the averages found when looking at select municipalities, see chart below.

Planning & Development Fees Analysis

Item	Current Fee	Averages from Appendix B	Proposed Fee (vs. average)
Planning			
Municipal Planning Strategy Amendment	\$300	\$697.73	\$800 (+13%)
Land Use Bylaw Amendment	\$300	\$689.58	\$600 (-14%)
Development			
Site Plan Application	\$100	\$125	\$150 (+17%)
Variance Application	\$0	\$61.73	\$100 (+62%)
Development Permit Application	\$50	\$32.93	\$50 (+33%)

The Town’s planning fees are aligned with the proposed planning documents, see Council Report on Planning Documents from February 2, 2026, in that Land Use Bylaw amendments are expected to be used more and will have a markedly different process than a Municipal Planning Strategy amendment.

For Site Plan approvals, the fee is slightly higher reflecting the increased public engagement that takes place under the Town’s planning documents compared to other municipalities that only issue a single notice to adjacent landowners, the Town issues two; one prior to approval and one following approval outlining the right to appeal.

Variance applications are expected to be common, and previously had no fee, so the fee has been kept below the average. While the development permit fee may seem high, \$50 is aligned with most municipalities, with none charging more, but some charging less.

More information can be found in Appendix B.

Options

	Pros	Cons
Approve the updated Municipal User Fees (Recommended) - Approve Fees as outlined	<ul style="list-style-type: none"> • Modernized fees in keeping with nearby municipalities • May result in slightly increased revenue 	<ul style="list-style-type: none"> • Increased costs to those undertaking development
Postpone Changing Fees	<ul style="list-style-type: none"> • Maintains lower fees • Allows for public engagement/further review 	<ul style="list-style-type: none"> • Fees may not reflect current best practice
Do not increase Fees	<ul style="list-style-type: none"> • Maintains lower fees 	<ul style="list-style-type: none"> • Delays implementation and continues reliance on outdated fees

Recommendation

THAT Council approve the updated Municipal User Fees Policy section 5.7 as outlined in Appendix A.

Appendix A – Proposed Municipal User Fees (see following pages)

5.7 Planning and Development

The following table applies to fees charged by the Town of Shelburne as referred to in the Land-Use By-Law:

Description	Fee Amount
Application for a Development Permit	\$50.00
Zoning / Comfort Letters	\$50.00
Municipal Planning Strategy Amendment	\$800.00
Land Use By-Law Amendment	\$600.00
Site Plan Application	\$150.00
Variance Application	\$100.00

APPENDIX B - Nova Scotia Municipal Fee Comparison

Municipality	Dev. Agreement	Dev. Permit	LUB Amendment	MPS Amendment	Subdivision (final)	Variance	Site Plan
MOD Barrington	NA	\$15.00	NA	NA	NA	NA	NA
MOD Digby	\$1,000.00	NA	\$500.00	\$500.00	\$350.00	\$25.00	NA
MOD Lunenburg	\$525.00	\$26.00	\$525.00	\$525.00	\$105.00	\$79.00	NA
MOD Shelburne	NA	\$25.00	\$300.00	\$300.00	\$175.00	\$50.00	NA
MOD Yarmouth	\$100.00	\$20.00	NA	NA	\$250.00	\$100.00	NA
Region of Queens	\$850.00	\$10.00	\$750.00	\$750.00	\$100.00	\$25.00	NA
Town Of Berwick	\$400.00	\$20.00	\$500.00	\$500.00	\$150.00	\$50.00	NA
Town of Bridgewater	\$1,200.00	\$50.00	\$1,200.00	\$1,200.00	\$100.00	\$50.00	\$100.00
Town of Digby	\$700.00	\$50.00	\$500.00	\$1,000.00	\$350.00	\$125.00	NA
Town of Mahone Bay	\$400.00	\$50.00	\$400.00	\$400.00	\$250.00	NA	NA
Town of Port Hawkesbury	NA	\$20.00	NA	NA	NA	NA	NA
Town of Shelburne	\$300.00	\$50.00	\$300.00	\$300.00	NA	NA	NA
Town of Stewiacke	NA	\$50.00	\$200.00	\$200.00	\$125.00	\$100.00	NA
Town of Wolfville	\$2,000.00	\$50.00	\$2,000.00	\$2,000.00	\$100.00	NA	\$150.00
Town of Yarmouth	\$100.00	NA	NA	NA	\$100.00	\$50.00	NA
West Hants	\$1,100.00	\$25.00	\$1,100.00	NA	NA	\$25.00	NA
Average	\$722.92	\$32.93	\$689.58	\$697.73	\$179.58	\$61.73	\$125.00



COUNCIL REPORT - FOR DECISION

Subject: Vending Bylaw Second Reading and User Fees Policy Updates
Date: April 13th, 2026
Authority: MGA s. 173
Notice Dates: March 31st, 2026
Council Dates: April 20th, 2026
Prepared by: Mike Kahn, Director of Planning and Development
 Dana Nash, Bylaw Officer

Document #	
Dale-070	
Rec'd by	
JD	
Date	
Apr. 14/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Purpose:

Council had previously directed staff to work towards all fees be contained in the Town's Municipal User Fee Policy. The Vending Bylaw will need to be amended to enable this change, and while the bylaw is under amendment several other amendments were proposed by the Events Committee, namely to enable the Town to charge vending fees at certain events with the fees being forwarded to the Events Committee to offset some of the costs related to putting on events.

Analysis:

The proposed changes will align the Vending Bylaw with the direction of Council and best practice from other municipalities.

The proposed changes to reduce the number of exempt vendors at special events is intended to help provide funding to run the events the vendors benefit from. The fees are comparable to other events

The Town will also be amending the Vending bylaw to clarify that vendors on private property are not subject to the Vending Bylaw but are subject to the Land Use Bylaw and potentially the commercial tax rate.

Financials

The overall impact on the town is expected to be minor. The new fees for special events will generate new additional revenue for the Events Committee, while the remaining fee increases are modest and are not anticipated to have any significant impact on the Towns budget.

Options

	Pros	Cons
Option 1 - Amend the bylaw and fees as proposed	<ul style="list-style-type: none"> • Provides funding to events committee • Centralizes fees in a user fee policy 	<ul style="list-style-type: none"> • May upset some vendors who are now subject to the vending fee
Option 2 - Do not amend the bylaw and fees	<ul style="list-style-type: none"> • Maintains status quo 	<ul style="list-style-type: none"> • Does not provide funding to events committee

		<ul style="list-style-type: none">• Does not centralize fees in User Fee Policy.
--	--	--

Recommendation

THAT Council read the attached as Appendix A, amendments to the Town’s Vending Bylaw a second time,

AND THAT Council amends the Municipal User Fees Policy section 5.10 as attached in Appendix B.

Appendix A-Proposed Vending Bylaw Amendments



TOWN OF SHELBURNE

VENDING BY-LAW

THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BY-LAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE 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) “Council” means the Mayor and Town Councillors;
 - (b) “Special event” means a recurring annual event coordinated under a single organizing group;
 - (c) “license” means document issued and authorized by Town of Shelburne staff which permits the specific person or organization to carry on trade on lands owned by the Town of Shelburne;
 - (d) “market” means a regular seasonal vending location, with multiple vendors, coordinated under a single organizing group;
 - (e) “premises” means any place of business, or place to which the public has access;
 - (f) “staff” means Town of Shelburne staff who are authorized to issue, enforce or verify licenses;
 - (g) “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. Every license shall expire on April 1, calendar year. Every license issued shall be signed by Town staff and shall bear the date of issuance.
 - 3.2 A License is issued to a specific person, business, or organization and may only be used by the one it is issued to. It cannot be transferred or assignment to anyone or other entity.
 - 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. Vending on a roadway or sidewalk is not permitted except when authorized by Town staff or Council.
 - 3.4 Town of Shelburne staff will notify the holder of the license of any cancellation or revocation via mail or email 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:-
 - 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 and be accompanied by the fee under the Municipal User Fee Policy.
 - 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 7:30am, 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.

Conditions on Sales on Sidewalks

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 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) feet of any other driveway.
- c. Conduct business within ten (10) feet of the crosswalk at any intersection.

Licensing Fees, Special Events and Exemptions

- 6.1 Fees are outlined in the Municipal User Fees Policy, and are not refundable.
- 6.2 Only Special event, as defined in the schedule "A", require a vending permits for each special event, regardless of if the applicant holds a annual, monthly or weekly vending permit.
- 6.3 Events listed in schedule "B" are exempt from requiring a Vending permit.
- 6.4 Council may by motion, add or remove organizations from either schedule "A" or "B", and will provide notice in writing to the organization of any changes to their event status.

Penalties

- 7. 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 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

- 8. 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).

BY-LAW ENFORCEMENT

9. 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.

SCHEDULE A

Town of Shelburne Special Events requiring Special Event Permit

The following events organized by the Shelburne Events Committee require a special event permit:

- Dock Street days
- Pumpkin Regetta
- Miracle on Dock Street

SCHEDULE B

Town of Shelburne Special Events Not requiring Special Event Permit

Event	Group/Individual	Sale of
Town-Wide Yard Sale		Arts and Crafts products
Guild Hall Summer Arts Series		Arts
Farmers Market at Guild Hall		Agricultural and food products, arts and crafts, misc goods.

Appendix B

5.10 Vending

The following table refers to rates set in the Town of Shelburne’s Vending By-law.

Description of Vending	Fee Amount
Annual Vending Permit (1 year)	\$300.00
Monthly Vending Permit	\$150.00
Weekly Vending Permit	\$75.00
Special Events – Food Vendor (per event)	\$150.00
Special Events – Other Vendor (per event)	\$25.00

Appendix C

Municipality / Town	Permit / Licence Type	Period	Fee (CAD)
Halifax Regional Municipality (HRM)	Vendor licence – Food Service Vehicle	Annual	\$1,120.00
Halifax Regional Municipality (HRM)	Vendor licence – Bicycle Wagon	Annual	\$190.00
Halifax Regional Municipality (HRM)	Vendor licence – Stand	Annual	\$320.00
Halifax Regional Municipality (HRM)	Vendor licence – Artisans & Crafts (Spring Garden Road)	Annual	\$46.00
Halifax Regional Municipality (HRM)	Vendor licence – Artisans & Crafts (Waterfront: Sackville Landing & Nathan Green)	Annual	\$340.00
Halifax Regional Municipality (HRM)	Vendor licence – Artisans & Crafts (Ferry Terminal Park)	Annual	\$160.00
Halifax Regional Municipality (HRM)	Vendor licence – Newspaper Boxes	Annual	\$69.00
Town of Amherst	Mobile vending permit (application fee)	Annual (expires Dec 31)	\$200.00
Town of Bridgewater	Vending Permit	1 week	\$25.00
Town of Bridgewater	Vending Permit	1 month	\$75.00
Town of Bridgewater	Vending Permit	1 year	\$200.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Mobile motor vehicle (traveling)	Annual (per vehicle)	\$450.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Stationary motor vehicle	Annual (per vehicle)	\$450.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Pedestrian power stand	Annual	\$225.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Bicycle vendors	Annual (per vehicle)	\$50.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Special events & craft fairs	Per event	\$100.00

Cape Breton Regional Municipality (CBRM)	Vendor licence – Christmas tree & seafood vending	Per season	\$100.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Auctioneer	Per auction	\$100.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Transient vendors	Per day	\$500.00
Cape Breton Regional Municipality (CBRM)	Vendor licence – Fleet fee (3+ vehicles, qualifying conditions)	Annual (fleet)	\$1,000.00
Town of Lunenburg	Vending permit – Busker	Per day	\$12.50
Town of Lunenburg	Vending permit – Busker	Per month	\$31.20
Town of Lunenburg	Vending permit – Craft Market	Per day	\$62.35
Town of Lunenburg	Vending permit – Craft Market	Per year	\$624.50
Town of Lunenburg	Vending permit – Door to Door Peddler	Per day	\$31.20
Town of Lunenburg	Vending permit – Door to Door Peddler	Per month	\$124.75
Town of Lunenburg	Vending permit – Door to Door Peddler	Per 6 months	\$436.40
Town of Lunenburg	Vending permit – Door to Door Peddler	Per year	\$748.20
Town of Lunenburg	Vending permit – Farmers’ Market	Per day	\$62.35
Town of Lunenburg	Vending permit – Farmers’ Market	Per year	\$624.50
Town of Lunenburg	Vending permit – Fruit/Vegetables/Fish Stand or Vehicle	Per day	\$12.50
Town of Lunenburg	Vending permit – Fruit/Vegetables/Fish Stand or Vehicle	Per month	\$124.70
Town of Lunenburg	Vending permit – Fruit/Vegetables/Fish Stand or Vehicle	Per 6 months	\$436.40
Town of Lunenburg	Vending permit – Fruit/Vegetables/Fish Stand or Vehicle	Per year	\$624.50
Town of Lunenburg	Vending permit – Mobile Canteen	Per year	\$624.50
Town of Lunenburg	Vending permit – Walking Tour	Per 3 months	\$249.40
Town of Lunenburg	Vending permit – Walking Tour	Per 6 months	\$374.05
Town of Lunenburg	Vending permit – Walking Tour	Per year	\$624.50
Town of Lunenburg	Vending permit – All Other Vendors	Per day	\$12.50
Town of Lunenburg	Vending permit – All Other Vendors	Per month	\$124.70
Town of Lunenburg	Vending permit – All Other Vendors	Per 6 months	\$436.40
Town of Lunenburg	Vending permit – All Other Vendors	Per year	\$624.50
Town of Pictou	Temporary Vending Permit	Per day	\$45.00
Town of Pictou	Temporary Vending Permit	5 days (in one calendar year)	\$200.00
Region of Queens Municipality	Festival / event vending permit	Per festival/event	\$50.00
Region of Queens Municipality	Vending licence	Weekly	\$25.00

Region of Queens Municipality	Vending licence	Monthly	\$75.00
Region of Queens Municipality	Vending licence	Annual	\$150.00
Region of Queens Municipality	Mobile canteen with electrical hookup	Monthly	\$100.00
Region of Queens Municipality	Mobile canteen with electrical hookup	Annual	\$200.00
Region of Queens Municipality	Group vendors permit	Annual	\$200.00
Town of Truro	Vendor permit	One-day	\$100.00
Town of Truro	Vendor permit	Annual	\$250.00
Town of Wolfville	Vending – Mobile Canteen	Per event (per canteen)	\$75.00
Town of Wolfville	Vending – Stand	Per event (per stand)	\$75.00
Town of Wolfville	Vending on Private Property	Per application	\$75.00
Town of Wolfville	Non-Profit Fundraising Activity	N/A	\$0.00
Town of Yarmouth	Vending fee schedule – Mobile Canteen	Per month	\$200.00
Town of Yarmouth	Vending fee schedule – Mobile Canteen	Per year	\$500.00
Town of Yarmouth	Vending fee schedule – Mobile Canteen	Per event	\$100.00
Town of Yarmouth	Vending fee schedule – Stand	Per week	\$25.00
Town of Yarmouth	Vending fee schedule – Stand	Per month	\$50.00
Town of Yarmouth	Vending fee schedule – Umbrella Event	Per event	\$100.00
Town of Yarmouth	Vending fee schedule – Outdoor Farmers’/Outdoor Craft Market	Per month	\$200.00
Town of Yarmouth	Vending fee schedule – Outdoor Farmers’/Outdoor Craft Market	Per year	\$500.00
Town of Yarmouth	Vending fee schedule – Outdoor Farmers’/Outdoor Craft Market	Per event	\$100.00
Town of Yarmouth	Vending fee schedule – Outdoor Fruit/Vegetable/Fish Stand or Vehicle	Per week	\$25.00
Town of Yarmouth	Vending fee schedule – Outdoor Fruit/Vegetable/Fish Stand or Vehicle	Per month	\$100.00
Town of Yarmouth	Vending fee schedule – Outdoor Fruit/Vegetable/Fish Stand or Vehicle	Per year	\$500.00
Town of Yarmouth	Vending fee schedule – All Other Vendors	Per week	\$25.00
Town of Yarmouth	Vending fee schedule – All Other Vendors	Per month	\$200.00
Town of Yarmouth	Vending fee schedule – All Other Vendors	Per year	\$500.00
Town of Yarmouth	Vending fee schedule – Non-Profit Event or Unit	Per event	\$0.00



Municipality of
Shelburne

Naturally Yours

Document #	
Dale-071	
Rec'd by JD	
Date Apr. 8/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
(902) 875-1278	
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Inspection Department

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

April 7, 2026

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, 2026.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	11	14
Construction Value	\$ 130,000.00	\$ 150,000.00
Total Construction to Date	\$ 878,100.00	\$ 5,827,500.00

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

20260004 Dirk Arnold 125 Water Street Change of Use \$15,000 3-18-2026

Shelburne

Town of Shelburne

20260007 Wikkiam Steinhardt 80 Hammond Street Renovation /
Change of Use \$115,000 3-26-2026

Shelburne

Town of Shelburne



Document # 7(a)	
Date D26-072	
Rec'd by JD	
Date Apr. 8/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

STAFF REPORT

TO: Council

FROM: Danyelle Smith, Waste Diversion Officer

APPROVED BY: Marcia d'Eon, Director of Operations and Protective Services

DATE: September 24, 2025

SUBJECT: Waste Diversion Officer Quarterly Report

The past few months have been both busy and productive. Operational improvements and program development continue to advance. A significant portion of my time has been spent addressing inquiries regarding the upcoming closure of the West Green Harbour Transfer Station, as well as ongoing questions related to curbside collection. I have also participated in several online sessions focused on Extended Producer Responsibility (EPR). Additionally, I conducted site visits to local businesses and campgrounds with the R6 educator, introducing myself and opening lines of communication for any future waste management questions. I am registered for my first Waste Resource Association of Nova Scotia (WRANS) conference in Halifax on November 6–7, 2025, and I look forward to networking opportunities and continued learning in this dynamic field.

Data Call: Information gathering is ongoing for the September 30, 2025, deadline. Free online help sessions and support from R6 have been valuable in preparing.

Curbside Collection: Daily inquiries continue, primarily regarding waste separation. Rejections due to black bag use have decreased but remain an area of focus. Education efforts include regular updates via social media and the municipal website, along with promotion of the “R6 RECYCLES” app, which provides reminders, service notices, and disposal guidance.

Extended Producer Responsibility (EPR): The opt-in model has been selected, with active participation in working groups ongoing. Information gathering continues ahead of the official launch in December 2025.

Fall Metal Cleanup: Scheduled for October 7–17, 2025.

Green Carts: Inventory is becoming limited. Pricing and shipping quotes have been requested, and responses from suppliers are pending.

Household Hazardous Waste (HHW): Operations remain busy, with a shipment scheduled for late September 2025.

Special Fall HHW Event: Scheduled for October 4, 2025 in Lockeport. Discussions are underway with our HHW contractor to support the event and provide resident education on proper disposal.

Battery Recycling: The program continues to be successful, with a 24-box shipment recently sent to Call2Recycle, followed by another 10-box shipment on September 15, 2025.

Paint Program: A Product Care Recycling shipment is planned for October 2025.

Light Recycling Program: A shipment of lights was sent on July 15, 2025.

RMRF Transfer Station: Two trailer loads of tires, primarily from a demolition site, were temporarily stored before being recycled through a local garage. I attended public meetings on the closure, including a brainstorming session on alternative C&D waste solutions.

A larger bin for pressure-treated lumber was considered but deemed unsafe; the current bin size will remain in use, with more frequent pickups. Planning is also underway to address rope disposal, which may involve a special event.

Significant progress continues across multiple areas, from EPR readiness to public education on curbside collection. While challenges remain, particularly with waste separation and resource availability, ongoing efforts, partnerships, and resident engagement are helping us stay on track.



Document # D216-073	
Rec'd by JD	
Date Apr. 8/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

STAFF REPORT

TO: Council

FROM: Danyelle Smith, Waste Diversion Officer

APPROVED BY: Marcia d'Eon, Director of Operations

DATE: January 28, 2026

The past few months have been both busy and productive, with continued progress in operational improvements and program development. Following the implementation of Extended Producer Responsibility (EPR) on December 1, 2025, residents had questions regarding curbside collection and newly designated materials. The absence of a local depot accepting these materials required additional outreach and support to assist residents during this transition.

Training: I attended my first Waste Resource Association of Nova Scotia (WRANS) conference in Halifax. The conference provided a valuable opportunity to connect with industry professionals and strengthen working relationships by putting faces to familiar names.

Curbside Collection: Daily inquiries continue, primarily related to waste separation. I met with the waste haulers on January 8, 2026 at the beginning of their day to discuss any concerns and to answer any questions they had. Rejection rates have been higher over the past few months, mainly due to unsorted waste, cat litter placed in organics carts, and organic contamination in blue bags. Educational efforts continue to be used to address these issues, including phone calls, site visits, and social media posts. We are also planning a waste community conversation, which will be released before the end of the fiscal year. In the coming months, a waste audit will be conducted in collaboration with the contractors to help address curbside issues.

Extended Producer Responsibility (EPR): EPR is in full swing. There have been many calls regarding what goes where with the latest list of items that can be added to the blue bags. Not having a Depot in the area has made this slightly more complicated, however we are navigating as best we can, until CM has this piece sorted out.

Fall Metal Cleanup: October 7–17, 2025 was completed without any issues reported by our contractors. I am pleased to report that 36,020 pounds of metal was collected.

Green Carts: There has been reports from the contactors re: frozen organics. I have posted ways to help prevent this from happening on our social media platforms. Contractors are also using the “Frozen Compost” stickers. These stickers have suggested tips to help prevent compost from freezing to the sides of the cart.

Green Cart Recycling: With the assistance of Public Works staff, the wheels and metal axles were removed from broken green carts. Two trips were made to Sustane, located in Chester, to deliver broken green bins that had accumulated and been stored at Public Works. A total of 1.49 tonnes of plastic was diverted from landfill. The removed metal components were taken to the C&D site and added to the metal crushing pile. Although the initiative was cost-neutral, it was encouraging to know that these carts were not sent to a landfill and were instead recycled.

Household Hazardous Waste (HHW): A shipment was sent out, October 14, 2025. Product Care performed an inspection on September 15, 2025, with no infractions reported. Occupational Health and Safety (OHS) also conducted an inspection of Public Works and the HHW program. A few items at HHW require attention and are being addressed.

Special Fall HHW Event: We held a mobile HHW event in Lockeport on October 4, 2025. It was a busy day. There was feed back during the event that some residents were not aware of the event. Although, it was advertised via social media as well as posters around the Lockeport area, I will be sure to increase the awareness for the next event.

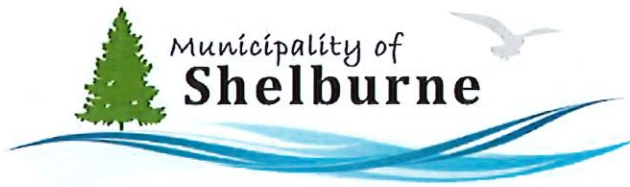
Battery Recycling: Call2Recycle shipment went out on October 27, 2025. Our first shipment for 2026 will soon be completed. This program has picked up over the past few months.

Paint Program: A Product Care Recycling shipment was completed on October 24, 2025.

Light Recycling Program: This program has also been picking up since last year. A shipment will take place in early February 2026.

RMRF Transfer Station: The C&D site has been a big focus for the past few months with the new operating model set to take place in April 2026. I have been working on a draft update of the C&D disposal policy and recommendations for tipping fees with the new operating model.

Overall, day-to-day operations have been running smoothly. I continue to respond to resident inquiries, monitor curbside collection issues, and adjust education and enforcement activities as needed. Upcoming priorities include completing a curbside waste audit, supporting residents through ongoing EPR changes, and preparing for the new C&D site operating model.



STAFF REPORT

TO: Council

FROM: Danyelle Smith, Waste Diversion Officer

APPROVED BY: Marcia d'Eon, Director of Operations and Protective Services

DATE: June 11, 2025

Document #	
Dale-074	
Rec'd by	
JD	
Date	
Apr. 8/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

As I settle into the position of Waste Diversion Officer, I am navigating a range of new challenges and opportunities for growth. Since beginning my position, I have completed training in the management and packing of Household Hazardous Waste, as well as Transportation of Dangerous Goods. I am actively exploring additional programs and partnerships that can enhance cost recovery, reduce operational expenses, and increase overall efficiency in waste management services.

Curbside Collection

Daily phone calls are being fielded regarding waste separation. There were numerous rejections this quarter due to the use of black bags and unsorted waste. Most residents call me to discuss the issue, and resolutions are made over the phone. Some have resulted in site visits to provide education and to offer solutions. This past month the reports on the use of black bags have decreased significantly. This could be attributed to the increase in our social media posting and regular updates on our website to help clear up common separation concerns. Additionally, we are promoting the use of the "R6 RECYCLES" app for residents to use for clarification on separation, as well as receiving notifications for reminders of their waste collection dates or any disruptions in service.

EPR: We continue to use working groups, as well as information from neighboring communities, to assist us in providing information towards the opt in or opt out decision. The deadline for the decision has been extended to June 20, 2025.

Spring Metal Cleanup: We held our annual Spring Metal Clean-up (April 8-18, 2025). No issues reported.

Green carts: It seems there has been an increase in green cart requests. Most requests are due to the residents being new to the area or they have been destroyed or damaged by wear, tear or the tipping process. Currently we have an inventory of over two hundred but will soon need to purchase more.

HHW

In April, I sent my first shipment with GFL. Everything seemed to run smoothly.

Battery recycling: Two shipments of batteries since March 2025. I will be sending larger shipments from the HHW site over the next few months.

Paint program: Product Care Recycling are now accepting more paint items that would typically have been shipped as HHW. This change will help reduce expenses and increase revenue through improved cost recovery. A paint shipment was made in April 2025

Light Program: There will be a shipment of lights made in the next month. I believe more residents have been utilizing this program since the last report.

Regional Material Recovery Facility (RMRF)

We are now using a more efficient reporting system at the RMRF transfer site by using our current computer software reports versus handwritten reports. The transition was smooth and uneventful.

The tension cord safety rail has required several repairs due to lack of customer compliance. Future plans for the site call for the installation of safety rails.

Pressure treated lumber is being sent out regularly. We received several complaints from customers about the size of the bin. Because of this, we have made sure to communicate via posts on our social media pages and have staff at the site relay that it must be in manageable sizes (4 FT) to use the bin. Some customers have had to take their loads elsewhere due to the size of the materials they were bringing to the bin.

There is no longer funding available for the current **rope** disposal program. Considering this, I have been reaching out to various organizations and companies to explore the best options for disposing of the rope pile in a responsible and sustainable manner, rather than resorting to landfilling at considerable cost. I am happy to report that I have identified several organizations with programs focused on repurposing and reusing rope. Some have already conducted site visits, while others have been in touch via email. These conversations are promising, and I will continue collaborating with them to find the most effective solution.

Litter Incentive Program

Our litter incentive program began in April and the request for kms was huge. The 30kms allotted went quickly and we created a waiting list for those interested if by chance a group were unable to complete their kms. We had a few organizations unable to complete their kms

and this allowed us to offer the km's to the waitlisted organizations. Many community members wished to do a clean-up despite not being allotted funds. It was great to see!

Divert Nova Scotia recently sent out an application for Litter Intervention Projects. I am in the process of completing the application. It opened on June 2 and will remain open until the funds have been committed.

Compost Giveaway

We held our annual compost giveaway on May 3, 2025. The weather was not great on that day; therefore, the participation numbers were lower than in previous years. Because of this, residents were permitted to collect over the following week. A successful event in the end.