

**Municipality of the District of Shelburne  
COUNCIL DECISION IMPLEMENTATION REPORT – 2020**

CAO	Michelle Williams	Erin Hartley	Adam Dedrick	
Andrew Goreham	Val Kean	Ryan Jamieson	Darrell Locke	
Date	Direction from Council	Responsibility	Action Taken	Status
▶ June 11, 2018	Rural Internet	CAO	Roll out updates, timeframe, maps and Press Release Bell released an updated list with civic numbers for access to internet Sign Contract with Bell <b>OCTOBER 13, 2020</b> - Reach out to Develop NS regarding Municipal funding for the Fibre to the Home and see about whether the Municipality qualifies for a refund - Report being presented at the <b>December 14, 2020</b> Council meeting	<b>On-Going</b>
▶ September 24, 2018	Building	CAO	Motion: work with Federal Government Negotiate with the Province to stay in current building	<b>On-Going</b>
▶ January 28, 2019	New Municipal Building	CAO	Obtain a signed lease from Federal tenants bring back to Council Sign lease agreements	<b>On-Going</b>
▶ April 23, 2019	HST	CAO	Clarification letter sent to CRA on <b>November 18, 2019</b> by Grant Thornton Erin is working with Region of Queens to bill out separately to avoid HST beginning April 1, 2021. Still waiting on CRA ruling.	<b>On-Going</b>
▶ May 27, 2019	Fire Services	CAO/Erin Hartley	Inventory Review going to next Fire Advisory Committee Meeting for discussion/analysis	<b>On-Going</b>
▶ September 23, 2019	Policing Review	CAO	Waiting to hear back from RCMP on the survey results	<b>On-Going</b>
▶ September 23, 2019	Dog Bylaw Proposed Updates	Darrell Locke & Erin Hartley	Discuss Summary Offence Ticket pricing and send to the Department of Justice	<b>On-Going</b>
▶ October 28, 2019	Health Care Housing Allowance	CAO	Review/research NSHA policy on Physician Recruitment regarding housing for possible grants or funding available. Implement housing allowance for Nurse Practitioner – six months @ \$1500.00 per month CAO to follow-up on financials New CAO to discuss with Jodi Ybarra	<b>On-Going</b>
▶ November 12, 2019	Municipal Climate Change Adaptation Plan	Erin Hartley	Review/ research available funding for possible projects & include in budget deliberations	<b>On-Going</b>

▶ November 12, 2019	Traffic Issues - Shelburne Industrial Park	CAO	Get signs made from Shelburne Computer advising residents to slow down as per motion given on October 13, 2020 Having signs made to be erected	<b>On-Going</b>
▶ November 25, 2019	Shelburne Port Authority	CAO	Contributing requested \$143,000 to project - Working with the TOS to create a new governance model - 35% payment was issued - Remainder of the funding be carried over to the 2020/21 budget - Update Council on the meeting with TOS - Port Authority presenting on October 13, 2020	<b>On-Going</b>
▶ December 9, 2019	Western Regional Housing Authority Appointment	Erin Hartley	Requested suggestions for representative from Councillors	<b>On-Going</b>
▶ January 13, 2020	Shelburne Historical Society	CAO	Advertise for Committee Member	<b>On-Going</b>
▶ January 27, 2020	Western Crown Lands	CAO	Request presentation from John Porter In light of COVID - 19 - Rescheduled	<b>On-Going</b>
▶ January 27, 2020	Crown Land Harvest Plans	CAO	Request a meeting with Minister Rankin	<b>On - Going</b>
▶ February 10, 2020	Shelburne County Arena Compressor Replacement	CAO	Negotiate with Town regarding funding arrangement	<b>On-Going</b>
▶ February 10, 2020	Sandy Point Sewage Treatment Plant Annual Report 2019	CAO	Report to Council within 6 months with second option RFP issued. Awarded to CBCL Limited Report due <b>December 9, 2020</b>	<b>On-Going</b>
▶ February 10, 2020	Septic Lagoon Update recommendations	CAO	Advise appropriate staff Follow through with recommendation	<b>Complete</b>
▶ February 24, 2020	Funding for Promoting Health Care Professionals	CAO	Follow up with Queens CAO	<b>On- Going</b>
▶ March 9, 2020	Resolution Wind-Up Roseway Manor	CAO	Prepare Cheque requisition and update Council. Advise Board of Council decision	<b>On-Going</b>
▶ April 14, 2020	Cyber risk and current mitigation	Erin Hartley	Invite David Muise to present to Council	<b>On-Going</b>
▶ April 14, 2020	Region of Queens - Organic Agreement	Erin Hartley	Incorporate wording to enable individual HST billing and legal advice re: Towns continued responsibility	<b>On-Going</b>
▶ May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Conciliation	<b>On-Going</b>
▶ June 15, 2020	Sable River Volunteer Fire Department	CAO	Audit complete. Presentation to public on November 24, 2020 - <b>COMPLETE</b> Awaiting Action Plan from SRVFD	<b>On-Going</b>
▶ June 15, 2020	Municipal Election	Erin Hartley	Advertising and Implementation of electronic voting Oct 5-17	<b>Complete</b>
▶ June 29, 2020	Dangerous and Unsightly - 303 Sable River	Darrell Locke	Get in touch with owners about property	<b>On-Going</b>
▶ June 29, 2020	Dangerous and Unsightly - 1464 Shore Road	Darrell Locke	Proceed with legal council, if need be	<b>Complete</b>
▶ June 29, 2020	Dangerous and Unsightly - 6584 Shore Road	Darrell Locke	Follow up with owners of property about foundation	<b>Complete</b>

▶ June 29, 2020	Dangerous and Unsightly	Darrell Locke	Continue working down the list of files that need to be opened	<b>On-Going</b>
▶ July 27, 2020	Fire and Emergency Service Registration Policy	Erin Hartley	Explore insurance coverage amounts to be included in budget discussions	<b>On-Going</b>
▶ July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	<b>On-Going</b>
▶ July 27, 2020	Organic Collection	Ryan Jamieson	Look into cost for additional 4 weeks added to collection during the months of July/August 2021 to be included in budget discussions	<b>Complete</b>
▶ July 27, 2020	Shelburne County Arena	Adam Dedrick	Councillor Taylor asked that there be more analysis moving forward regarding cost sharing before negotiations move forward	<b>Complete</b>
▶ September 14, 2020	Municipal Affairs and Housing	CAO	Prepare report to bring to Council on September 28, 2020 pertaining to Solicitor's advice about PVSC - <b>ON GOING</b> - Write letter requesting residents of Shelburne be permitted to receive provincial government services in the area that is most convenient to them.	<b>Complete</b>
▶ September 14, 2020	Community Navigator	CAO	Speak to staff regarding interest in the Navigator Program	<b>Complete</b>
▶ September 14, 2020	Regional Materials Recovery Facility	Erin Hartley	Prepare disposal policy Update Fees & Charges to include RMRF fees	<b>Complete</b>
▶ September 14, 2020	Regional Materials Recovery Facility	Ryan Jamieson	Prepare ads for brush fee & size requirements	<b>Complete</b>
▶ September 28, 2020	Healthcare	CAO	Confirm presentations with Dr. Carr and Jodi Ybarra & Rob Zwicker - Postponed	<b>On-Going</b>
▶ October 13, 2020	Healthcare	CAO	Compose letter to Minister Glavine regarding Health Care concerns	<b>Complete</b>
▶ October 13, 2020	Middle Ohio Property	CAO	Carry out direction from In-Camera	<b>Complete</b>
▶ October 13, 2020	Industrial Park	CAO	Carry out direction from In-Camera concerning the selling of property	<b>On-Going</b>
▶ October 13, 2020	Kids Fair Play Fund	Adam Dedrick	Release \$7,606 from Kids Fair Play FUNd	<b>Complete</b>
▶ October 13, 2020	Community Rinks Assistance Resolution	Adam Dedrick	Compose letter to Premier Stephen McNeil regarding Community Rinks Assistance Resolution	<b>Complete</b>
▶ October 13, 2020	Sandy Point Lighthouse - Heritage Property	Erin Hartley	Inform Sandy Point Lighthouse on Council's decision regarding solar panels	<b>Complete</b>
▶ October 13, 2020	Collection Policy	Michelle Williams	Revise Collection Policy to state that the Municipality is not responsible for postage or personal errors resulting in interest charges	<b>On-Going</b>
▶ November 9, 2020	Private Road Name Approval - Upper Clyde, Welshtown	Andrew Goreham	Proceed with naming of private roads	<b>Complete</b>
▶ November 9, 2020	Christmas Activities	Val Kean	Consider new ideas for virtual holiday events and prepare report to bring to Council November 23, 2020	<b>Complete</b>
▶ November 9, 2020	Associations, Boards and Committees – Council Member Appointments	Erin Hartley	Inform committees of new Councillor appointments Reach out to CBDC and Chamber of Commerce regarding committee members Advertise vacancies	<b>On-Going</b>

▶ November 23, 2020	Welshtown Quarry	CAO	Write a letter to the Minister of the Department of Environment concerning the requirement pertaining to the public consultation process	<b>Complete</b>
▶ November 23, 2020	Contract Negotiations	CAO	Implement direction from Council	<b>Complete</b>
▶ November 23, 2020	Mental Health	CAO	Circulate minutes from Mental Health teleconference	<b>On-Going</b>
▶ November 23, 2020	Healthcare	CAO	Update Terms of Reference for the Community Stakeholder Group and send back to Committee for review	<b>On-Going</b>
▶ November 23, 2020	Boundary Review	CAO	Discuss next review process with Province Reach out to resident regarding the Boundary email and inform that the process was followed according to legislation and that there will be a new review in 2022	<b>Complete</b>
▶ November 23, 2020	Shelburne County Arena	CAO	Send letter of appreciation Send cheque for completion	<b>On-Going</b>
▶ November 23, 2020	Tax Exemptions for Community Organizations	Val Kean	Update and send to Alicia Advise Finance Department	<b>Complete</b>
▶ November 23, 2020	New Year's Levee 2021	Val Kean	Organize Facebook live event Slideshow Message from Warden and Mayor	<b>On-Going</b>
▶ November 23, 2020	Roseway Manor	Val Kean	Reach out to see how MDS can make things easier for residents during the holidays	<b>Complete</b>
▶ November 23, 2020	COVID-19 - Emergency Fund	Val Kean	Inform Shelburne Longboat Society of Council's decision Have cheque sent	<b>Complete</b>
▶ November 23, 2020	Grants to Organizations	Val Kean	Inform Shelburne County for the Rescue of Cats & Kittens about Council's decision Have cheque sent	<b>Complete</b>
▶ November 23, 2020	Terms of Reference	Erin Hartley	Update Terms of Reference Send to Committee Staff resources for distribution to committee members before next meeting	<b>Complete</b>