Municipality of Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Monday, February 22, 2021
6:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
   February 8, 2021 (pg 1-8)
4. **Presentations:**
   (a) Shelburne County Mental Health & Wellness Association – Marilyn Johnson, Cindy Hagen, and Kevin Grant – 6:30 pm Pg 9
   (b) Department of Transportation & Infrastructure Renewal – Don Houston and Kirk Reede – 7:00 pm
5. **Business Arising:**
6. **Recreation:** (*Resolution Prepared)
   (a) MPAL Reserve – Adam Dedrick, Director of Recreation and Parks* Pg 10 -
   (b) Provincial Volunteer Representative – Adam Dedrick, Director of Recreation and Parks* Pg 11 - 12
7. **Administration:** (*Resolution Prepared)
   (a) Dangerous and Unsightly - Site Visit to 1824 West Sable Road – Darrell Locke, Bylaw Enforcement Officer* Pg 13-24
   (b) Dangerous and Unsightly – Updates – Darrell Locke, Bylaw Enforcement Officer Pg 25-26
   (c) Holidays & Observances – Potential Council Engagement Opportunities – Val Kean, Community Development Coordinator Pg 27-40
   (d) SCEEMO Reserve – Erin Hartley, Director of Corporate Services* Pg 41 - 49
8. **Finance:** (*Resolution Prepared)
9. **Other:** (*Resolution Prepared)
   (a) Correspondence Regarding West Green Harbour Community Hall – Dangerous and Unsightly Pg 50
   (b) Correspondence from Office of the Minister – Municipal Affairs and Housing – Tri-County Regional Planning Services Project Pg 51
   (c) Correspondence from Office of the Minister – Attorney General Justice – Extension to Accessibility Planning Pg 52 - 53
   (d) Correspondence from the Office of the Minister – Municipal Affairs and Housing – Safe Restart Agreement Pg 54
   (e) Letter requesting a Letter of Support for the opening of the former YMCA Pool and Community Centre Pg 55

(e) Letter requesting a Letter of Support for the opening of the former YMCA Pool and Community Centre
(f) Letter from Develop Nova Scotia Pg 56
(g) Correspondence from the Minister of Fisheries and Oceans and the Canadian Coast Guard – Response to letter regarding St. Mary's Bay Pg 57 - 58
(h) Implementation Report Pg 59 - 62.

10. **Committee Reports/ Recommendations:**
    (a) Audit and Internal Control Committee Update Pg 63 - 65.
11. **Council Member Updates:**
12. **In Camera:**
    (a) Acquisition, sale, lease, and security of municipal property as per MGA Section 22(2)(a)
13. **Adjournment:**

Municipality of the District of Shelburne

February 22, 2021 Council

MOTIONS

6(a) MPAL RESERVE

THAT, Council of the Municipality of the District of Shelburne approve the creation of an MPAL Reserve for fiscal 2020-2021 and beyond.

THAT, Council of the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Recreation, each fiscal from the MPAL program into the MPAL Reserve starting with the funds received from the Town of Shelburne in 2020/2021.

6(b) PROVINCIAL VOLUNTEER REPRESENTATIVE 2021

THAT Council of the Municipality of the District of Shelburne approve Vanessa Hartley as the Municipality of Shelburne Representative Volunteer for the 2021 Provincial Volunteer Awards based on the recommendation of the ad hoc Volunteer Nominations Review Committee.

7(a) DANGEROUS AND UNSIGHTLY – SITE VISIT TO 1824 WEST SABLE RIVER ROAD

THAT Council of the Municipality of the District of Shelburne permit Mr. Amonson the opportunity to carry out his repair plan for the structures on his property at 1824 West Sable Road providing there are firm expectations and timelines for the work to be completed as outlined in the staff report.

7(d) SCEEMO RESERVE

THAT, Council of the Municipality of the District of Shelburne approve the creation of an SCEEMO Reserve for fiscal 2020-2021 and beyond.

THAT, Council of the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Corporate Services, each fiscal from the SCEEMO program into the SCEEMO Reserve starting with the funds in 2020/2021.

10(a) AUDIT AND INTERNAL CONTROL COMMITTEE

THAT, Council of the Municipality of the District of Shelburne purchase CFC Cyber Liability Insurance with a $2,000,000 limit and $10,000 deductible at an annual premium of $6,250 for the Budget 2021/22.

THAT, Council of the Municipality of the District of Shelburne purchase he Cowan Environmental Liability Insurance with a $5,000,000 limit and $5,000 deductible at an annual premium of $6,110 for the Budget 2021/22.

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REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
February 8, 2021

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Monday, February 8, 2021 commencing at 6:00 pm at the Courthouse, Shelburne NS.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Terry McIntyre, via Microsoft Teams
Councillor Doris Townsend, via Microsoft Teams
Councillor Sherry Thorburn Irvine
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Alicia Murray, Executive Assistant
Val Kean, Community Development Coordinator, via Microsoft Teams
Adam Dedrick, Director of Recreation and Parks
Darrell Locke, Bylaw Enforcement Officer
Michelle Williams, Director of Finance via Microsoft Teams

1. **CALL TO ORDER:**

The meeting was called to order at 6:01 pm by Warden Penny Smith.

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 6:01 pm to discuss legal advice.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" at 6:30 pm.

- **MOTION CARRIED**

Discussion was held regarding legal advice and direction was given to the CAO in camera.

2. **APPROVAL OF AGENDA:**

MOTION: APPROVAL OF AGENDA – FEBRUARY 8, 2021

Being duly moved and seconded, be it resolved that the Agenda of February 8, 2021, be approved as amended:

- Adding to the Agenda 9(f) Letter from Minister Jordan in response to the letter sent from Warden, Penny Smith regarding the events in St. Mary's Bay.
- Moving 7(a) Trail Use Report – Adam Dedrick, Director of Recreation and Parks to follow 4(d) Woodland Multi-Use Trail Association Presentation.

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**

MOTION: APPROVAL OF MINUTES – JANUARY 25, 2021

Being duly moved and seconded, be it resolved that the Minutes of January 25, 2021 be approved with the following amendments:

- Item 10 first paragraph, remove "if she gets permission from the original sender."
- Item 10 fourth paragraph; remove "Lunenburg". Add Municipal Building in Lunenburg on January 14, 2021 and the Municipal Building tour in Yarmouth and Argyle on January 20, 2021.

- **MOTION CARRIED**

4. **PRESENTATIONS:**

(a) Shelburne Historical Society – Christopher Sharpe, President
(b) Dangerous and Unsightly – 533 West Sable Road – Darrell Locke, Bylaw Enforcement Officer
(c) Dangerous and Unsightly – 1824 West Sable Road – Darrell Locke, Bylaw Enforcement Officer
(d) Woodland Multi-Use Trail Association – Sherman Embree, Treasurer and Dana Dares, Secretary, Brian Camp, Director of SCATVA and Laura Barkhouse, Parks and Trails Manager from MODL joining via Microsoft Teams.

4(a) Christopher Sharpe spoke to Council thanking them for the previous generosity of their $10,000 funding. Mr. Sharpe explained that the funds were not used for the proposed purpose of hiring a Manager but were put to good use. He explained that COVID-19 led to a severe restriction in museum activity and as a result a significant reduction in revenue.

Mr. Sharpe asked Council to consider approving another $10,000 for the Shelburne Historical Society to aid in the maintenance/repairs to the steeple of the Cox Warehouse and to convert the former rope room in the northeast section of the second floor into a facility for the display and study of boatbuilding plans.

CAO, Trudy Payne, informed Mr. Sharpe that they will need the financial statements including the revenue and expenditure reports if they have not already been submitted to staff with the Grants to Organizations application. Council inquired about the ownership of the Dory Shop, Cox Warehouse, Shelburne Museum and The Ross Thompson House where it was clarified that the Shelburne Historical Society has ownership of Cox Warehouse and The Shelburne Museum but the other two are provincially owned.

Mr. Sharpe was advised that his request will be discussed during budget deliberations.

Council voiced concerns about the previous funds not being delegated to their proposed use when granted the monies and asked staff to review the Policy.

4(b) Darrell Locke, Bylaw Enforcement Officer, presented Council with the Dangerous and Unsightly – 533 West Sable Road staff report. The registered owner of the property did not accept the invitation to attend the meeting however a written response was received at 4:01 February 8, 2021.

Mr. Locke reviewed steps that have been followed since the first complaint on September 17, 2020. Council asked about the timelines between each step of the Dangerous and Unsightly process.

Council noted that a correspondence received at 4:01 pm on the day of the Council meeting was not enough notice as Council would not have had time to review the correspondence and would like to amend a policy stating that all correspondence be received no later than a week before a Council meeting if it is to be included as part of the agenda.

MOTION: DANGEROUS AND UNSIGHTLY – 533 WEST SABLE ROAD

THAT the Municipality of the District of Shelburne holds that the condition of the property located at 533 West Sable Road justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S. 1998, c. 18 because the structure requires completion of the exterior construction and clean-up of various types of material that is distributed around the exterior of the building and hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this clean-up order.

- **MOTION CARRIED**

4(c) Darrell Locke, Bylaw Enforcement Officer, presented Council with the Dangerous and Unsightly – 1824 West Sable Road staff report. The registered owner of the property was in attendance.

Mr. Locke reviewed the steps that had been taken since the initial complaint received September 17, 2020. Mr. Amonson, registered owner of the property, spoke to Council about the building's history stating that he took possession in the last two years and has been meaning to refurbish the building to its original outdoor appearance although he does not plan on making it a residence to live in. Council stated that there was a big difference between a property being unsightly and a property being dangerous and from the photographs presented, they are fearful that someone could get injured by the deteriorating building.

Council suggested that the prepared motion for demolishing the property be tabled until the next Council meeting on February 22, 2021, and during this time Darrell Locke, Bylaw Enforcement Officer, registered owner, Brian Amonson and Manager of Inspection Services, Andrew Goreham go to the property and report back with any structural dangers. Council then will decide as to whether to pass the motion for a demolition order or to provide the property owner a time frame in which to repair the structure. A date of July 15, 2021 was discussed as a possibility to have substantial improvements made to the building.

The report and a plan for remedy will be discussed at the February 22, 2021 council meeting.

4(d) Sherman Embree, Treasurer of the Woodland Multi-Use Trail Association, presented Council with the review of the southshoreconnect.ca website, the map of Eastern Shelburne County Trails, the work underway on Ogden Creek Bridge, Sable River Trestle Bridge, Trail Construction in East Jordan, Barrington Bay Damage, Barrington Bay resurfacing, trail maintenance and trail users.

Mr. Embree and Mr. Dares asked Council to consider a $20,000 annual budget for the trail development capital, maintenance, equipment, and enhancement as well as the aid of assigning trail management responsibilities to a municipal staff member. Noting the benefits of the Trails within the Municipality and that the current members have been doing the entirety of the work themselves for 15 years.

Discussion was held regarding the positive work of this group, ATV trail licence fees, and connectivity between the trails. Currently, a 6.3 km section is already underway and there is hope in the future for the remaining 36.7 kms for more connectivity.

Mr. Embree was advised that the financial request would be considered during budget deliberations.

5. **BUSINESS ARISING:**

None.

7. **RECREATION:**

(a) Trail Use Report – Adam Dedrick, Director of Recreation and Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the Trail Use Report staff report. The Recreation and Parks Department conducted a survey to gather data on the use of local trails, specifically those located in the Municipality that are regularly maintained by a trail group or organization.

Survey results showed that the majority of respondents were between the ages of 35-54, nearly a 50% split between genders and that the majority of activities were walking for fitness or to be outside and ATV use even on the trails not designated for OHV use. Overall ratings for the trails suggested that most were happy with the condition of trails but there is still room for improvement. When asked how to encourage more people to use the trails, the top survey answers were connectivity to other trails, more amenities, and educational signage.

Council praised Mr. Dedrick for his thorough survey review of the trails and how important the information is; it was asked if there are any apps for the trails. Right now, the best connection is southshoreconnect.ca for all information about the trails. The main reason for the survey was to show the value of these expenditures and the survey results showed the trails are most definitely worth the investment.

Going forward the Recreation and Parks department would like to explore the conversion of the Jordan River Trail and the Roseway River Trail to include OHV use; explore the development of trails in the western side of the Municipality; work on projects to create connectivity within the Municipality and also connect to existing trail systems in neighbouring municipalities, among other recommendations.

6. **ADMINISTRATION:**

a. Emergency Assistance Fund Request – Sable River Volunteer Fire Department and BBMAS Pet Projects – Val Kean, Community Development Coordinator
b. Community Litter Clean-Up Program Budget – Erin Hartley, Director of Corporate Services
c. Fire Advisory Committee – Budget 2021-22 – Erin Hartley, Director of Corporate Services
d. Fire and Emergency Services Registration Policy – Liability Insurance Coverage – Erin Hartley, Director of Corporate Services
e. January 2021 Building Report

6(a) Val Kean, Community Development Coordinator, presented Council with the Emergency Assistance Fund Request for Sable River Volunteer Fire Department and BBMAS Pets Project.

Council discussed that Fire Departments were entitled to apply for the COVID-19 Emergency Assistance Grant as they would generally have fundraisers to raise funds and due to COVID they were unable to do so. Council also questioned whether or not BBMAS had their own building yet and after further discussion learned that they do not but they still continue to do a spay and neuter program and they do help with funding to those with pets that require assistance.

MOTION: EMERGENCY ASSISTANCE FUND REQUEST – SRVFD AND BBMAS

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the recommended grant amounts totaling $1,000, $500 to Beaulah Burman Memorial Animal Shelter (BBMAS) and $500 to Sable River Volunteer Fire Department to come from the Economic Development, GL # 00-26210-500.

- **MOTION CARRIED**

6(b) Council decided to move this item to the budget meeting due to time constraints.

6(c) Council decided to move this item to the budget meeting due to time constraints.

6(d) Council decided to move this item to the budget meeting due to time constraints.

6(e) Council reviewed the building report as per the agenda.

8. **FINANCE:**

a. Preliminary Assessment Role Update 2021 – Michelle Williams, Director of Finance.

8(a) Michelle Williams, Director of Finance, presented Council with the Preliminary Assessment Role Update 2021 staff report. Discussion was held regarding the increase in market value and the CAP program for residential assessments and resource assessments and noted the decrease in the Commercial Assessment.

The decrease in Commercial Assessment was due to the Black Loyalist Heritage Society now being owned by Her Majesty the Queen. This has also allowed the Municipality to receive a Fire Protection in Lieu grant of $3,400.

Council questioned how long it took for taxes to come due on properties that are being built in the area with high assessment values. Ms. Williams, answered that it all depends on the completion date of construction and that in some circumstances the Municipality does lose a year of taxes.

Ms. Williams and CAO, Trudy Payne, agreed that PVSC would be invited to Council and they can further discuss the details of assessment values and help with future questions.

9. **OTHER:**

a. Letter from Minister of Municipal Affairs and Housing – Tri-County Regional Planning Services Project
b. Letter from the Office of the Minister, Attorney General – Safe Restart Agreement
c. Letter from the Office of the Minister, Municipal Affairs and Housing – Extension of Accessibility Plan Deadline
d. Letter of Support for Former YMCA Pool and Community Centre
e. Request for Letter of Support for Application of New Land-Based Aquaculture Licence in Digby County – Cooke's Aquaculture Inc.
f. Letter from Minister Jordan in response to the letter sent from Warden, Penny Smith, regarding the events at St. Mary's Bay.

9(a) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

9(b) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

9(c) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

9(d) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

9(e) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

9(f) Council decided to move this item to the next meeting, February 22, 2021 due to time constraints.

10. **COMMITTEE REPORTS/RECOMMENDATIONS:**

Council decided to move this to the next Council Meeting, February 22, 2021 due to time constraints.

11. **COUNCIL MEMBER UPDATES:**

Council decided to move this to the next Council Meeting, February 22, 2021 due to time constraints.

12. **IN CAMERA:**

a. Legal Advice as per MGA Section 22(2)(g)

Discussed in the beginning of the Minutes.

13. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:45 pm. The next Council meeting will be held on February 22, 2021 at 6pm at the Courthouse in Shelburne, NS.

DRAFT

Alicia Murray
Recording Secretary

_____
Date

_____
Penny Smith, Warden

_____
Erin Hartley, Director of Corporate Services

DRAFT

Shelburne County
Mental Health & Wellness Association

The Nova Scotia Warm Line began in 2019 after recognizing the need for non-crisis-level mental health services in Shelburne County. Starting with a local focus, we quickly expanded to a Province-wide service. We also began with strictly call-ins, but now work in partnership with Senior Safety Coordinators across the Province to also do call-outs to isolated seniors. The Warm Line provides empowering short-term emotional support, relevant resources, and the ability to speak to someone who can empathize and normalize experience and inspire a sense of belonging.

We currently operate 21 hours over 4 days every week. Recruitment for volunteer workers is an on-going endeavor. 24-30 hours of initial training and screening takes place, as well as continuing education. For the month of December, the Warm Line handled 110 calls. If you would like to be considered to take our training, please contact Cindy Hagen, Warm Line Coordinator, at scwarmlinecoordinator@gmail.com.

We are deeply appreciative of the efforts of our workers. Our success is entirely because of their commitment, caring and empathy. They maintain confidentiality, create a safe space, provide ethical service and work within healthy boundaries. Whether helping navigate local mental health services across the Province, or providing short-term emotional support, our workers meet callers where they are, and help them to have a better day.

For more information, check out our website – www.shelburnecountymentalhealth.com. The toll-free number if you would like to call the Warm Line is 1-833-927-6546.

Municipality of Shelburne

STAFF REPORT

To:	Council
From:	Adam Dedrick, Director of Recreation & Parks
Approved by:	Trudy Payne, Chief Administrative Officer
Date:	February 22, 2021
Subject:	MPAL Reserve

Origin

The Town of Shelburne currently holds funds that are remaining from the Municipal Physical Activity Leadership Program (MPAL) from when it was the administrator of the program. With the Municipality now being the administrator, the Town will provide the funds to the Municipality before the end of this fiscal. These funds represent deferred revenue from the MPAL program.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the creation of an MPAL Reserve for fiscal 2020-2021 and beyond.

THAT, Council of the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Recreation, each fiscal from the MPAL program into the MPAL Reserve starting with the funds received from the Town of Shelburne in 2020/2021.

Background

The MPAL program is a cost shared program with the Province and three municipal units that include the Municipality, Town of Shelburne and Town of Lockeport. The operational budget is funded by contributions from all of the partners. The administrator of the MPAL program is responsible for all administration related aspects of the program including hiring, payroll, finances and oversight of the operational budget.

For a few years, due to the position being vacant for extended periods of time, the MPAL operational budget ended with a surplus and those funds were carried over as deferred revenue to be used in the next fiscal. Since that time, that amount of deferred revenue has been used to either balance the budget or cover a deficit. The Province is aware of the deferred revenue and approves of it being carried over as they want to see it utilized for the program and ultimately depleted.

Discussion

To continue to be able to access the deferred revenue, the creation of an MPAL Reserve is required as a place to hold the funds and enable them to be transferred when required. Funds would be transferred for two reasons: 1) from the reserve to the operational budget to balance the budget or cover a deficit, and 2) from the operational budget to the reserve when there is a surplus so it can be carried over to the next fiscal.

Budget Implications

The deposit of the deferred funds into the MPAL Reserve.

STAFF REPORT

To:	Council
From:	Adam Dedrick, Director of Recreation & Parks
Approved by:	Trudy Payne, Chief Administrative Officer
Date:	February 22, 2021
Subject:	Provincial Volunteer Representative 2021

ORIGIN

Nomination forms requesting nominations for various provincial volunteer awards were emailed to volunteer community groups and organizations. An online application form was developed on the Municipal website and promotion was done via the Municipal website and Recreation Facebook pages in January and February. The deadline to submit nominations was February 12, 2021.

RECOMMENDATION

That Council of the Municipality of the District of Shelburne approve Vanessa Hartley as the Municipality of Shelburne Representative Volunteer for the 2021 Provincial Volunteer Awards based on the recommendation of the ad hoc Volunteer Nominations Review Committee.

BACKGROUND

Volunteer Week is held annually during the month of April. Locally, a volunteer reception is held in April to recognize local volunteers, which is hosted by the Municipality, Town of Shelburne and Town of Lockeport. As well, the Province holds their annual Provincial Volunteer Awards in Halifax. A municipality may choose an individual, couple or group of volunteers from their respective community to represent them at the Provincial Volunteer Awards. All nominations are reviewed by an ad hoc review committee and their recommendation is provided to Council. All nominated individuals are invited to attend the local volunteer recognition reception held in April.

DISCUSSION

The ad hoc Volunteer Nominations Review Committee consisted of Warden Penny Smith, Adam Dedrick, Director of Recreation & Parks and Val Kean, Community Development Coordinator. The committee met on February 16th and reviewed four nominations. As a result, the committee recommends that Vanessa Hartley represent the Municipality as the Representative Volunteer for the 2021 Provincial Volunteer Awards.

Vanessa Hartley:

Vanessa has always been community minded and has worked towards positive change for her community. She felt that she wanted to "do more" and in 2020 she got the opportunity. On June 7, 2020 the Black Lives Matter March for Unity was held in Shelburne and Vanessa was one of the main organizers and the event emcee. The event clearly had a large impact on the community, as an estimated 600 people participated in the march. The impact of that day helped Vanessa find her voice and catapulted her activism efforts. From that point on, she got involved with just about anything she could to take action against racism, raise awareness and contribute to positive change.

Vanessa soon became a board member with SEED (South End Environmental Injustice Society) and is now currently the Chair. She also joined the Black Loyalist Heritage Society Board, the Shelburne County Youth Health and Support Association Board (Our House), and the Community Stakeholder Board (NS Health Authority). She also joined more far reaching groups such as Nova Scotia Youth Leaders and African Nova Scotian Affairs as a member of the Community Stakeholder Committee.

As Vanessa's involvement with community groups grew, so did her efforts to make a positive impact. In September she volunteered to be the Community Coordinator for the COVID response team for the Association of Black Social Workers (ABSW). Her volunteering included utilizing grant funds to provide essential services and supplies to local black families. This included things such as food gift cards, blood pressure machines, recreational games and any other items that would provide support to black families during COVID. These items had to purchased and delivered to the families. All of which, was done by Vanessa.

In October she contributed a ten minute video called "Intercede" to the Nocturne: Art at Night art activism festival. Her video, which was filmed throughout September in significant Black historical locations in Shelburne, created awareness about environmental racism. And most recently, Vanessa has been involved with a project to build a safe retreat space for the BIPOC and 2SLGBTQ community on the South Shore, with a location in Birchtown chosen for the site.

Sometimes Vanessa's efforts were a response when she felt immediate action was needed. In May, after it was discovered that a large rock in Sandy Point had been spray painted with anti-black graffiti, she posted it online and within hours the graffiti was removed by a community member who saw her post. In September, she set up a GoFundMe campaign to raise funds for local business The Beandock, to replace a vandalized bench and sitting area. Within a few days it raised over $1000.

As a result of all of this, Vanessa has steadily received requests to be a guest presenter. Her approach to seeking change by taking action and engaging the community has gotten the attention of organizations and groups beyond the local boundaries. She has presented for numerous organizations and receives more requests than she can fulfill.

As was stated in her nomination, "Vanessa is a role model for youth in our community. She gives her time to many important volunteer groups and is a leader among her peers. She inspires change and is working towards equality for all." That statement, along with her nomination, is a testament to the impact Vanessa has had in a relatively short time.

BUDGET IMPLICATIONS
None. Travel and vehicle costs for the Director of Recreation & Parks are included in the Recreation Department operating budget.

ALTERNATIVES
None.

Municipality of Shelburne | Naturally Yours

By-Law Enforcement
136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-6773 - Fax: (902) 875-1278

Date: February 10, 2021

To: Trudy Payne, CAO

From: Darrell Locke, Administrator Dangerous or Unsightly Premises

Re: Site visit to 1824 West Sable Road

On February 9, 2021 a site visit was conducted at 1824 West Sable Road. The purpose of this visit was to view the interior of the former residential structure on this property. Andrew Goreham, Brian Amonson and Darrell Locke were in attendance for this visit and Mr. Amonson permitted the entrance to his property.

The first area that was viewed was the cellar area to look at the underpinnings of the structure. For the most part the underpinnings are stable with the exception of the front sill under the main entrance door, this section appears to be sagging and indicating the need for replacement. The cellar is rock walls with a dirt floor. There appeared to be some floor joists that would require support.

The second area to be viewed was the main floor of the structure. The main area of concern is the same area that was identified from the cellar area. This area of the main floor level is inside the front main entrance door and at the bottom of the stairway leading to the second floor. This area is very unstable and in fact there is an open hole in the floor. The floors on this level are uneven but are stable except in the areas previously mentioned.

The third area viewed was the upstairs second story. Most noticeable was the absence of windows on the front side of the structure with snow that has blown in. The absence of windows permits any type of weather from penetrating the interior of the structure whether it be snow, rain or even wind. These floors are also uneven but appear to be stable at this time. There is some separation in the walls near the stairwell that may be due to the unstable area around the bottom of the stairway.

The main roof on the structure could not be viewed from the inside however there was water leaking in several locations. The roof line from the exterior appears to be quite straight and other than the obvious areas that are open on the roof it does not appear that the roof is sagging or falling in.

Mr. Amonson did remind us that his plan is not to make this into a residence however he does admit that the exterior is unsightly and would like to have the opportunity to try to save the structure and make the required exterior repairs that would greatly improve the curb view of the property.

Darrell Locke, By-Law Enforcement Officer
Email: darrell.locke@municipalityofshelburne.ca

There is an outbuilding on the property Mr. Amonson says that he is not as attached to that as he is the residential structure and could be considered for repair or removal.

Recommendation: After speaking with the property owner, viewing the interior of the structure and hearing the questions and comments from Councillors I would recommend that Council permit Mr. Amonson the opportunity to carry out his repair plan for the structures on his property at 1824 West Sable Road providing there are firm expectations and timelines for the work to be completed. For example, I feel that it would be reasonable to expect that the roof would be repaired as required and the front of the structure would be repaired as required, and have the windows and door(s), siding/shingles repaired/replaced on or before July 15,2021. Additionally, the required window, siding repairs/replacement on the two sides and a decision be made for the outbuilding on or before July 15, 2022. And the completion of the entire project on or before July 15,2023.
I feel that it is imperative for the future of the structure to stop the weather from penetrating the interior of the structure and a roof, windows, doors and any exterior openings must be eliminated or the structure will continue to deteriorate and become un-saveable.
I have attached copies of the photographs that I took on February 9, 2021 along with a description log. The photographs are a true representation of the interior of the structure as I saw it that day.

Attachments: photographs

Building Inspector Report

PHOTOGRAPH LOG
1824 WEST SABLE ROAD
INTERIOR PHOTOGRAPHS
TAKEN ON FEBRUARY 9, 2021 BY DARRELL LOCKE

1. PHOTOGRAPH TAKEN IN THE CELLAR AREA LOOKING FORWARD FROM THE ENTRANCE.
2. PHOTOGRAPH TAKEN IN THE CELLAR AREA LOOKING LEFT FROM THE ENTRANCE.
3. PHOTOGRAPH TAKEN IN THE CELLAR AREA LOOKING RIGHT FROM THE ENTRANCE.
4. PHOTOGRAPH TAKEN ON THE MAIN FLOOR LEVEL LOOKING TOWARD THE FRONT DOOR.
5. PHOTOGRAPH TAKEN ON THE MAIN FLOOR LEVEL, INSIDE THE MAIN FRONT DOOR AT THE BOTTOM OF THE STAIRWAY TO THE SECOND FLOOR.
6. PHOTOGRAPH TAKEN ON THE SECOND FLOOR, WINDOWS MISSING ON THE FRONT OF THE STRUCTURE ALLOWING WEATHER TO ENTER THE STRUCTURE.
7. PHOTOGRAPH TAKEN ON THE SECOND FLOOR LEVEL LOOKING TOWARD THE REAR OF THE STRUCTURE.
8. PHOTOGRAPH TAKEN FROM THE SECOND FLOOR LEVEL SHOWING WALL SEPARATION IN THE AREA OF THE STAIRWAY.

These photographs are a true and accurate representation of the condition of the interior of the former residence located at 1824 West Sable Road on February 9,2021.

Darrell Locke

Darrell Locke
Administrator, Dangerous or Unsightly Premises

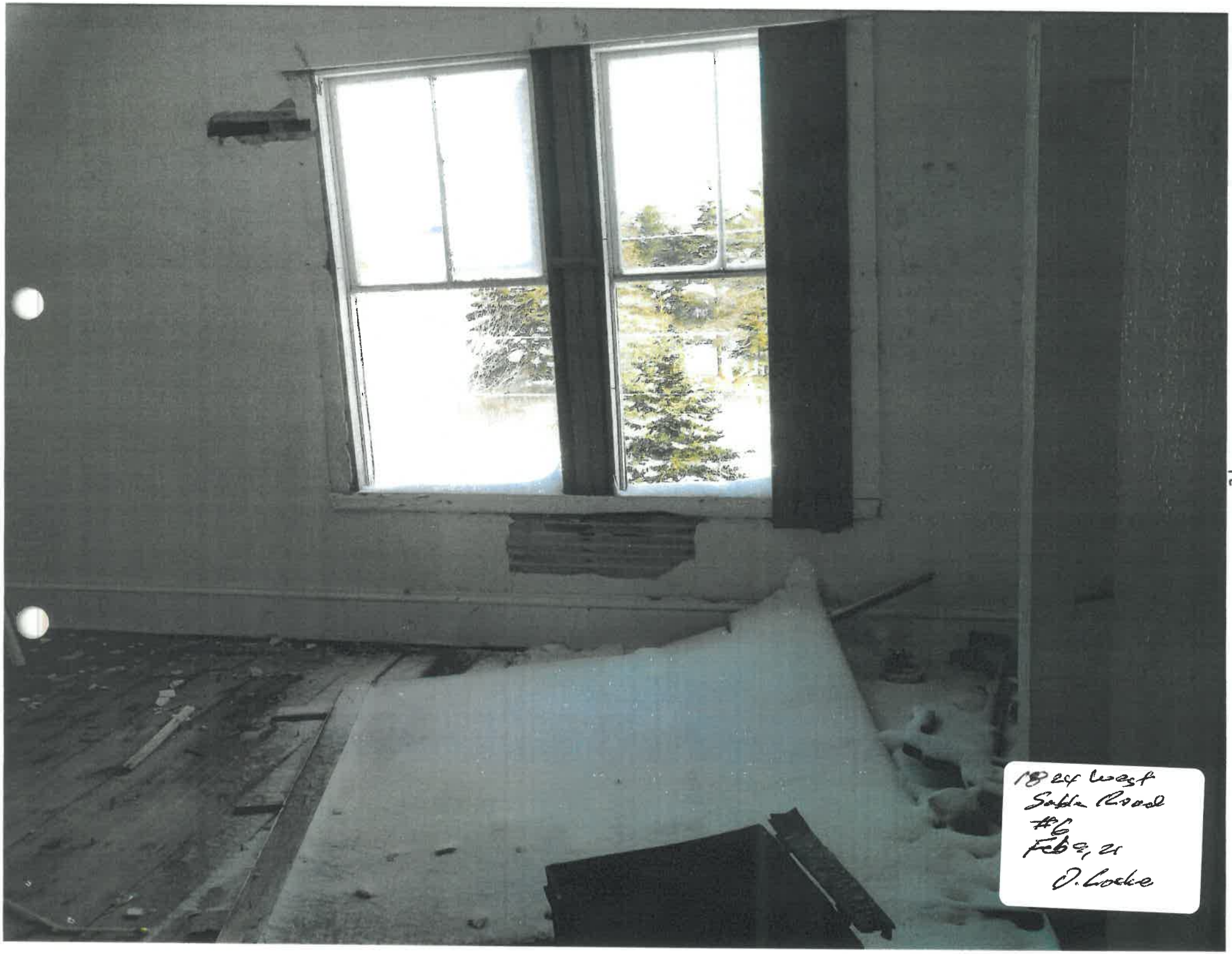
Roof West Saddle Road
#1
Feb. 21
D. Goodell

1864 west of
Sable Road
#2
Feb 9, 21
D. Locke

18 Bx West
Side Room
#3
Feb, 82
D Locke

1824 West
Sable Road
#4
Feb 9, 21
D. Locke

1824 west
Sable Road
#5
Feb 9, 21
D Locke


1824 West
Sable Road
#6
Feb 9, 21
D. Locke

1814 west of
Sable Road
#7
Feb 9/21
D Lockie

1854 West
Sable Road
Feb 21
D. Locke

Municipality of
Shelburne

Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

February 10, 2021

Date: February 10, 2021

To: Trudy Payne, CAO

From: Andrew Goreham, Manager of Inspection Services

Re: Site visit with D&U Administrator

On Feb 9, 2021 I visited 1824 West Sable Road with Darrell Locke and property owner Brian Amonson. I will not go into much detail as my findings would agree fully with those of Darrell Locke's'. The building was boarded up by the owner thereby restricting access to others. There were a a number of areas that would require repair or replacements as mentioned by Darrell but I do not find the property to be determined to be unsafe at this time.

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Municipality of Shelburne | Naturally Yours

By-Law Enforcement
136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-6773 - Fax: (902) 875-1278

To: Trudy Payne, CAO

From: Darrell Locke

Date: February 18, 2021

Dangerous or Unsightly Premises

Dangerous or Unsightly premises files continue to consume most of my time whether it be to carry out an inspection of current files for progress, lack of progress or working files through the approved process.

I am pleased to report that the file for civic #1481 Sandy Point has finally been concluded with the demolition carried out and the property cleaned up.

Despite some objections by the property owner the file for civic #1955 Sandy Point Road is progressing nicely and I do not anticipate any Council involvement.

The cleanup order for civic #533 has been sent by registered mail and as of today has not been picked up.

The registered mail package for civic #634 West Sable Road was returned by Canada Post and will have to be personally served.

On January 14, 2021 an initial information package was sent to the property owners of civic #618 Black Point Road. On January 19, 2021 I received a phone call from one of the registered property owners with some questions. The property owners have hired a contractor and have received a demolition permit. I do not anticipate any Council involvement in this file.

On January 25, 2021 an initial information package was sent to the property owner for civic #1041 Sandy Point Road. The information was picked up on February 1 2021, I have not had any response to the information package. The next action date is February 25, 2021.

On December 22, 2021 an initial information package was sent to the property owners for civic #1984 Sandy Point Road. This information was delivered on January 5, 2021. February 17, 2021 the next information package was sent. There has been no contact from the property owners.

Darrell Locke, By-Law Enforcement Officer
Email: darrell.locke@municipalityofshelburne.ca

The property at 5202 Shore Road requires further investigation and information. It would appear that the structure and the property have two different owners.

Not yet actioned

On February 17, 2021 a letter was sent to the registered property owners for 204 Hwy. 3 Sable River asking to supply a possible time and date for me to visit the property. No File open at this time.

10820 Upper Clyde Road

126 Shore Road, West Green Harbour

1292 Hwy 3, Birchtown (CAO priority)

STAFF REPORT

TO: Members of Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: February 22, 2021

SUBJECT: Holidays & Observances – Potential Council Engagement Opportunities

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PURPOSE

To establish activities for the upcoming fiscal year that will engage communities and increase Council's participation in public events/communication.

BACKGROUND

Staff have created an annual calendar of Holidays and Observances that may provide an opportunity for Council to participate in community engagement initiatives and public communication.

Over the past year, due to COVID-19 restrictions, staff and Council organized and implemented several initiatives to promote community engagement and the delivery of information for our website and social media. In May 2020, our newly designed and more accessible website was launched.

DISCUSSION

As it is the intention of the Municipality to use engagement strategies to increase its cooperation with not only its residents but also other important community groups and organizations, staff would like to suggest that over the next year, Council consider exploring opportunities to become much more visible and interactive on local and social media. Opportunities worth exploring would include:

- Record and stream Council Meetings
- Promoting Councillor activities on social media through video and photos
- Closed Loop Communications for all Municipal projects

In anticipation of 2021/2022 fiscal year, the attached calendar has been created to provide Council the opportunity to identify opportunities for public engagement through community initiatives that promote interaction with our public. Although all the holidays/observances on this list will be recognized in small ways on our social media and/or website, the following holidays/observances are existing and potential opportunities for public engagement initiatives:

- **New Year Levee**
- **African Heritage Month**

- **International Women's Day**
- Lyme Disease Awareness Month
- **National Volunteer Month**
- Earth Day
- Fire Prevention Week
- Small Business Week
- **Halloween – Trunk & Treat**
- **Municipal Awareness Week**

BUDGET IMPLICATIONS

Amounts for specific activities can be discussed during upcoming budget discussions. The bolded items listed above are existing initiatives and have already been included in the ICSP GL# 00 026621 500, in the 2021/2022 draft operating budget.

ATTACHMENTS

1. 2021/2022 Calendar of Holidays & Observances

MARCH 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021

MAY 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 National Volunteer Month	2 Good Friday - Offices Closed	3
4 Easter Sunday	5 Easter Monday - Offices Closed	6 National Tartan Day	7	8	9 Vimy Ridge Day	10
11	12	13	14	15	16	17
18	19 NS Mass Shooting Anniversary	20	21	22 Earth Day	23	24
25	26 Administrative Professional's Day	27	28 National Day of Morning	29	30	1

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APRIL 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

JUNE 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1 Lyme Disease Awarenss Month
2 National Pet Week Occupational Safety Week	3 Public Service Recognition Week Teacher Appreciation Week	4	5	6	7	8
9 Mother's Day	10 National Nurses Week	11	12	13	14	15 International Day of Families
16 National Paramedic Service Week Public Works Week	17	18	19	20	21	22
23	24 Victoria Day - Offices Closed	25	26	27	28	29
30	31 National Accessiblity Week Landing Day - Lobster Fisheries	1	2	3	4	5

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MAY 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 Pride Month	2	3	4 Lobster Festival Weekend	5
6 D-Day	7 Environment Week	8 World Ocean's Day	9	10	11	12
13	14	15	16	17	18	19
20 Father's Day	21 National Indigenous Peoples' Day	22	23	24	25	26
27 Canadian Multicultural Day	28	29	30	1 Canada Day	2	3

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JUNE 2021

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1 Canada Day - Offices Closed	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 National Drowning Prevention Week	20	21	22	23	24
25	26	27	28	29	30	31

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JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Civic Holiday - Offices Closed	3	4	5	6	7
8	9	10	11	12 International Youth Day	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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AUGUST 2021

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 National Seniors Day	2	3	4
5	6 Labour Day - Offices Closed	7	8	9	10	11
12	13	14	15 Terry Fox Day	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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SEPTEMBER 2021

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30 Mi'kmaq History Month Breast Cancer Awareness Month	1 National Seniors Day	2
3	4 Mental Health Awareness Week	5 World Teacher's Day	6	7	8	9
10 Fire Prevention Week	11 Thanksgiving Day - Offices Closed International Day of the Girl	12	13	14	15 Pregnancy and Infant Loss Awareness Day	16
17 Small Business Week	18	19	20	21 Foster Family Appreciation Week	22	23
24	25	26	27	28	29	30
31 Halloween	1	2	3	4	5	6

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OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 Halloween	1	2	3	4	5	6
7 National Senior Safety Week	8	9	10	11 Remembrance Day - Offices Closed	12	13 World Kindness Day
14	15	16	17	18	19	20
21 Municipal Awareness Week	22	23	24	25	26	27
28	29 Dumping Day	30	1	2	3	4

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NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3 International Day Persons Disability	4
5	6 Halifax Explosion Action on Violence against women	7	8	9	10 Human Rights Day	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Christmas Day
26 Boxing Day	27 Christmas Break	28	29	30	31	1

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JANUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 New Year's Day Levee
2	3	4	5	6	7	8
9 Law Enforcement Appreciation Day	10	11	12 Pay it Forward Day	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Bell Let's Talk Day	29
30	31	1	2	3	4	5

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FEBRUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 African Heritage Month Lobster Crawl	2 Ground Hog Day	3	4	5
6	7	8	9	10	11	12
13	14 NS Hertiage Day - Offices Closed Valentine's Day	15 National Flag Day	16	17	18	19
20	21	22	23	24	25 Lobster Day	26
27	28	1	2	3	4	5

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MARCH 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1 Women's History Month	2	3	4	5
6	7	8 International Women's Day	9	10	11	12
13	14 March Break Week - Schools Out	15	16	17 St. Patrick's Day	18	19
20	21	22	23	24	25	26 Epilepsy Awareness Day
27	28	29	30	31	1	2

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- 04 -

Municipality of Shelburne

STAFF REPORT

TO: Municipal Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, CAO

DATE: February 22, 2021

SUBJECT: **SCEEMO Reserve**

ORIGIN

Anticipated surplus for Shelburne County East Emergency Management Organization (SCEEMO)

RECOMMENDATION

THAT, Council of the Municipality of the District of Shelburne approve the creation of an SCEEMO Reserve for fiscal 2020-2021 and beyond.

THAT, Council of the Municipality of the District of Shelburne approve transferring the surplus that is determined by the Director of Corporate Services, each fiscal from the SCEEMO program into the SCEEMO Reserve starting with the funds in 2020/2021.

BACKGROUND

The Municipality of Shelburne, Town of Shelburne and Town of Lockeport (Shelburne County East) have an Emergency Services Agreement. The Municipality provides administrative and financial services for the partnership. The funding for SCEEMO is based on an annual budget submitted by the SCEEMO Coordinator and is split among the three units based on population.

The approximate budget for SCEEMO is $25,000. MDS pays 70%, TOS pays 21% and TOL pays 9%.

DISCUSSION

In general, the SCEEMO budget gets expended every year. This year, due to COVID-19, there is anticipated to be a surplus due to not being able to attend training sessions, meetings, conferences; therefore saving the associated travel, meal and accommodations costs.

It was discussed among the three unit's admin staff and the SCEEMO Coordinator that the best use of the surplus funds would be carried forward to future years to use on a project or to cover future deficits.

The creation of a municipal reserve account requires a motion of Council. It is intended that any surplus or deficit would be identified annually by the Director of Corporate Services based on the GL 0028339000 information and identified to Council during budget discussions. Any surplus would be moved to the reserve and/or any requests for payments from the reserves would be submitted to Council for an official motion.

ATTACHMENTS

SCEEMO Agreement

AN INTER-MUNICIPAL EMERGENCY SERVICES AGREEMENT RESPECTING THE PROVISION OF EMERGENCY & MANAGEMENT SERVICES

THIS AGREEMENT is made in triplicate this 3rd day of October, 2008.
AMONG:

The MUNICIPALITY OF THE DISTRICT OF SHELBURNE, a municipal body corporate pursuant to the Municipal Government Act;

-and-

The TOWN OF SHELBURNE, a municipal body corporate pursuant to the Municipal Government Act;

-and-

The TOWN OF LOCKEPORT, a municipal body corporate pursuant to the Municipal Government Act;

hereafter referred to as "the parties".

THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Purpose of this inter-municipal services agreement, hereafter called "the Agreement", is to provide for a coordinated response to an emergency occurring within the Municipality of the District of Shelburne, including the Town of Shelburne, and the Town of Lockeport, referred to in this agreement as "the Region".

2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.

3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part 3 - 60 (1) of the *Municipal Government Act* and section 10 (2) (c) of the *Emergency Measures Act*.

4. The planning for and coordination of emergency service delivery during a real or imminent emergency as defined by the *Emergency Measures Act* shall be provided by the Shelburne County East Emergency Management Organization, referred to in this Agreement as the (SCEEMO).

5. The SCEEMO shall consist of an Emergency Management Organization Liaison Committee, a Shelburne County East Emergency Management Planning Committee and two (2) Shelburne County East Emergency Management Coordinators and such other staff, documentation and infrastructure that may exist from time to time.

a. The EMO Liaison Committee (EMOLC) shall be responsible for the direction and management of emergency preparedness activities within the region and to advise the appointing Councils pursuant to section 10 (1) (d) of the *Emergency Measures Act*.

i. Each party to this agreement shall appoint to the EM0 Liaison Committee; one (1) member of its Council and an alternate.

ii. Members of the EMO Liaison Advisory Committee arc appointed for the same term of office as the Council that appoints them and hold office until their successors are named, (subject to i. above).

iii. In the event of a vacancy occurring, the Council that appointed that member shall appoint a replacement within six weeks after he vacancy occurs.

b. The SCEEMO Planning Committee shall be responsible for recommending policy and procedures to the EMOLC for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.

i. Each party to this agreement shall appoint staff members, or where it is appropriate volunteer agency representatives, to the SCEEMO Planning Committee.

ii. One of the two SCEEMO EM0 Coordinators shall chair the Shelburne County East Emergency Management Planning Committee.

iii. The SCEEMO Planning Committee shall prepare and maintain an EMO Planning and Response Manual that details an emergency management model for the region.

iv. The SCEEMO plan, appendices, associated Memorandums of Understanding (MOU's) and amendments shall be subject to approval by the EMOLC and their respective Councils.

c. The EMOLC shall be responsible for the annual appointment of the two (2) EM0 Coordinators, subject to the approval of their respective Councils.

6. The SCEEMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time and as detailed in the plan book (but not limited to). When the capacity of SCEEMO is exceeded, or is likely to be exceeded, SCEEMO will activate support from other agencies in accordance with formal or informal arrangements.

7. The SCEEMO is authorized to operate, maintain and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized coordination facility. These include but are not limited to:

a) Shelburne Emergency Operating Centre (SEC);

b) Lockeport Emergency Management Site (LEMS);

8. The SCEEMO is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry-out the responsibilities assigned to it by this Agreement.

a. The SCEEMO may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the SCEEMO by this Agreement.

b. Any capital asset created or acquired by the SCEEMO shall be owned jointly by the parties in the proportion they currently contribute except for assets contributed by a particular municipality and those assets shall remain the property of that municipality.

9. The SCEEMO shall establish its own rules of procedure.

10. The EM0 Liaison Committee shall annually name one of its members to be chair and one to be vice chair, to act in the absence or incapacity of the chair.

a. The chair or other person presiding shall vote on every question before the EM0 Liaison Committee.

b. The EM0 Liaison Committee shall appoint a person to be secretary of the EMOLC.

11. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order, to save lives and/or minimize damage to property and/or the environment, and undertake to provide personnel and equipment as deemed appropriate by SCEEMO for this purpose.

a. Post emergency incident operational cost recoveries will be done through existing agreements and insurance polices that are in place.

b. A single municipal unit requesting emergency assistance will be responsible for any extraordinary operational cost associated with that response excepting 11 (a) above.

c. Two municipal units jointly requesting emergency assistance will be responsible for any extraordinary operational cost, excepting 11 (a) above *based upon the most recent census data as published by Statistics Canada.*

d. If all three municipal units request emergency assistance, they will be responsible for any extraordinary operational costs on the basis of *the most recent census data as published by Statistics Canada,* 11 (a) above excepted.

12. The parties shall share that cost of operations of the SCEEMO based on a annual budget divided proportionally *based upon the most recent census data as published by Statistics Canada.*

a. SCEEMO shall have its budget submitted to the municipal units so it may be approved by April 1 of that fiscal year.

b. The actual dollar contribution of the Municipalities shall be based on the annual budget of the SCEEMO.

c. The host municipality will invoice the other contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution.

d. In the event the SCEEMO requires additional money for capital or operating purposes, any such increase shall be approved by the parties or such of them as agree to contribute.

e. The municipality that provides administrative services to SCEEMO shall also be the unit responsible to look after the financial arrangements for SCEEMO.

13. The fiscal year of the SCEEMO shall be from April 1 to March 31 of the following year.

14. This Agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the *Emergency Measures Act*.

15. This Agreement has effect commencing April 1st ,2008.

a. This Agreement has effect from year to year until terminated by the agreement of all parties.

b. This Agreement continues in force until notice of termination is given by the council of any party the councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specified in the notice of termination.

c. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the SCEEMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the SCEEMO as a result of the withdrawal.

16. a. Upon dissolution of the SCEEMO by unanimous consent of the parties; the assets of the SCEEMO are vested in the parties and the parties are responsible for the liabilities of the SCEEMO in proportion to the amounts contributed by the parties at the present time.

b. Should a municipal unit, or units, decide to opt out of the agreement their portion of the asset shall be deemed to have been turned over to the remaining participant(s) in the agreement.

17. Each party, as applicable (the "indemnitor") will indemnify and hold harmless the other party and its directors, officers, employees, agents and representatives (the "indemnitee") from and against any direct damages, injuries, losses and other liabilities claimed against the indemnitee, and all related costs and expenses (including reasonable legal fees on a solicitor and his own client full indemnity basis) suffered or incurred by the indemnitee in relation to any claims, cause or causes of action, action or actions, suits or proceedings by a third party ("Claim") which arises from damage to property or injury to or death of persons resulting from the indemnitor's failure to perform its obligations under this Agreement which failure is caused by the negligence or willful act of the indemnitor or any of its directors, officers, employees, agents or representatives, acting within the scope of their authority or employment. The indemnity under this clause will be limited to an amount in proportion to the degree to which the indemnitor or any of its directors, officers, employees, agents or representatives, acting within the scope of their authority or employment, are at fault. As used herein, "willful act" will mean any act or omission, which is an intentional tort or a breach of any of the obligations under this Agreement.

18. The provisions of the above Indemnity Clause shall survive the expiry or termination of this Agreement.

19. Each of the parties shall, through appropriate insurance coverages as addressed below, protect themselves from and against all claims that might arise from anything done or omitted to be done under this Agreement by the parties, or by the personnel of the parties, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.

20. For the purpose of the foregoing and without restricting the generality of that clause, the parties shall maintain in full force and effect during the term of this Agreement, at their own expense, policies of comprehensive general liability insurance, in form and substance acceptable to the parties, providing coverages for a limit of not less than five million dollars ($5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly from the acts or omissions of the parties, or of the personnel of the parties, under this Agreement.

21. The insurance policy referred to above shall include the following terms:

(a) a clause that adds the parties, and its officers, employees, agents, assigns, independent contractors and subcontractors, as additional insureds – limited, however, to the terms of this agreement;

(b) a cross-liability insurance clause endorsement acceptable to the parties;

(c) a clause requiring the insurer to provide 30 days prior written notice to the parties in the manner set forth in the insurance policy in the event of the termination, expiry, variation or non-renewal of the policy;

(d) a clause which results in the including of coverage for liability arising out of contract or agreement.

22. The parties shall submit to each other proof of the insurance coverage in the form of a certificate and a copy of the relevant portion or portions of the insurance policy incorporating the terms and clauses referred to in this clause.

23. If any disagreement arises among the parties and the SCEEMO as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.

24. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written.

DATED this 3rd day of October, 2008, A.D.

SIGNED, SEALED AND DELIVERED in the presence of:

Witness

Municipality of the District of Shelburne

Per: _____
Warden

Per: _____
Chief Administrative Officer

Witness

The Town of Shelburne

Per: _____
Mayor

Per: _____
Clerk Treasurer

Witness

The Town of Lockeport

Per: _____
Mayor Darian Hushilson

Per: _____
Clerk Treasurer

Joyce Y. Young

February 4, 2021

Margaret Scott
55 Scott's Rd
Lockeport, Nova Scotia
B0T 1L0

Municipality of Shelburne
Attn: Darrell Locke
136 Hammond Street
PO Box 280
Shelburne, Nova Scotia
B0T 1W0

Re: "Old" West Green Harbour Community Hall on Shore Road

Dear Mr. Locke,

I would like to bring to your attention the unsightly and hazardous state of the "old" West Green Harbour Community Hall located on Shore Road in West Green Harbour. The building cannot be locked and could be attractive to children in the area. The floors are collapsed and I feel the build should be demolished. As a resident on the Jordan Bay side of West Green Harbour, I worry about being cut off from medical and other services should a fire occur at this site.

I have spoken to others in our community and many share the same concerns. I am asking you to raise my concerns at a future meeting to see if something can be done to resolve this hazard.

Sincerely,

Margaret Scott
Resident

Margaret M Scott

RECEIVED
FEB 0 8 2021

NOVA SCOTIA

Municipal Affairs and Housing
Office of the Minister

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

January 21, 2021

Danny Muise, Warden
Municipality of the District of Argyle
VIA E-Mail: dmuise@munargyle.com

John Cunningham, Warden
Municipality of the District of Yarmouth
VIA E-Mail: johnc@district.yarmouth.ns.ca

Penny Smith, Warden
Municipality of the District of Shelburne
VIA E-Mail: warden@municipalityofshelburne.ca

Harold Locke, Mayor
Town of Shelburne
VIA E-Mail: mayor@town.shelburne.ns.ca

Linda Gregory, Warden
Municipality of the District of Digby
VIA E-Mail: lgregory@digbymun.ca

Ben Cleveland, Mayor
Town of Digby
VIA E-Mail: bcleveland@digby.ca

Eddie Nickerson, Warden
Municipality of the District of Barrington
VIA E-Mail: enickerson@barringtonmunicipality.com

Dear Mayors and Wardens:

Thank you for your recent correspondence requesting funding consideration for the *Tri-County Regional Planning Services* project. It is certainly an innovative model for regional planning with a collaborative approach that fosters long-term partnerships.

We are working toward the delivery of our Municipal Innovation Program (MIP) as referenced in your letter and projects such as this are what was envisioned as we developed the MIP program. Once we can open this program for formal project submissions, our office will advise of the opportunity to apply at that time.

Thank you for your efforts and I wish you well in your future endeavors.

Sincerely,

Chuck Porter
Minister of Municipal Affairs and Housing

M808/sh

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NOVA SCOTIA
Attorney General
Justice
Office of the Minister

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

January 19, 2021

Warden Penny Smith
Municipality of the District of Shelburne
Box 280
136 Hammond Rd
Shelburne NS B0T 1W0

Dear Warden Smith:

On December 3rd, 2019, the Government of Nova Scotia announced that the Municipality of the District of Shelburne will be prescribed as a public sector body under the *Accessibility Act* as of April 1st, 2020.

Last spring, some public sector bodies shared concerns about capacity to meet their obligations under the Act, given the impact of Covid-19. I recognize the unprecedented challenges facing all Nova Scotians, and I committed to adjusting the timelines to ensure there is sufficient time and capacity to support the development of your accessibility plan.

I am pleased to announce a one-year extension to the prescription deadline. This means that the Municipality of the District of Shelburne will be prescribed as a public sector body under the Act as of April 1st, 2021. The Municipality of the District of Shelburne must form an accessibility advisory committee and have an accessibility plan in place by April 1st, 2022. Despite this extension, I encourage you to continue progressing with your accessibility planning.

The Accessibility Directorate has developed several resources to assist you in meeting your obligations under the *Accessibility Act,* including Accessibility Planning Toolkit for Prescribed Public Sector Bodies, the Accessibility Planning Toolkit for Municipalities, and the Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These resources are all available online at novascotia.ca/accessibility. In addition, the Accessibility Directorate is developing a series of webinars, which will be available soon to further guide our collaborative efforts.

Work is well underway across the province, as accessibility advisory committees are being established and the development of accessibility plans are beginning. Some prescribed bodies have formed a joint accessibility advisory committee and are developing a joint accessibility plan with other prescribed public sector bodies that share similar interests, as this is permitted under the Act.

We look forward to continuing to support you in this important work. For assistance to further information, please contact Carla Bezanson at 902-440-5007 or Carla.bezanson@novascotia.ca.

Thank you for your continued commitment to building an inclusive province for all Nova Scotians.

Yours truly,

Mark Furey

9d

NOVA SCOTIA

Municipal Affairs and Housing
Office of the Minister

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

JAN 2 2 2021

Ms. Trudy Payne
Chief Administrative Officer
Municipality of the District of Shelburne
P.O. Box 280
Shelburne, NS B0T 1W0

Dear Ms. Payne:

To protect the health of Canadians, all governments need to continue to work together effectively to manage the impacts of the global COVID-19 pandemic. I know municipalities are on the frontlines, and to safety restart the economy, municipalities need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, such as public transit.

In partnership with the Government of Canada, the Province, through the Safe Restart Agreement (SRA), has provided $67.5 million to support municipalities with COVID-19 operating costs. The SRA funding will provide much-needed support for the District of Shelburne's pressures, estimated to reach approximately $141,250 based on a survey conducted by the Nova Scotia Federation of Municipalities.

The Municipality has received $144,734 under the SRA.

The SRA funding is to help the Municipalities:

- address increased operating costs resulting from a reduction in revenue due to COVID-19;
- continue to implement social distancing and infection prevention and control protocols required to operate facilities, public spaces and effectively deliver services to citizens;
- support safe transit operations and innovative solutions required to adjust to modified capacity; and
- acquire additional PPE.

Should you have any questions, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-4961.

Sincerely,

Chuck Porter
Minister

c: Warden and Council
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH

Dear Mayor, Wardens, Councillors and interested parties,

I am writing this letter in support of opening the former YMCA Pool and Community Centre as it is the best bridge to meet the needs of community members until the pool at the Mariners' Centre is complete.

Living in this community, next to the ocean and among many lakes, learning to swim is imperative. I grew up in Charlesville, Shelburne County. During my youth, my mother drove me to the YMCA every Saturday morning where I had fantastic instructors and learned to swim.

I now have two school-aged children and work full-time from Pubnico, NS. As you know, there are no indoor pools within hundreds of kilometres of my home. Although there is an outdoor pool in the Municipality of Barrington, solely relying on this facility would require much longer for my children to adequately learn to swim.

While pools are often seen as a recreational facility, this issue must more accurately be addressed as a matter of safety for hundreds of children in three counties of the province. I understand that a pool is in development; however, waiting 5-10 years for it to be complete may rob a whole generation of children from learning life saving aquatic skills. It is even a matter of equity that our local children will grow up potentially not learning to swim simply because their community does not have what is normally a basic resource in many other communities.

Although I recognize that financial barriers are the reason for the closing, I hope that a creative and collaborative solution between municipalities and levels of government can be found that bridges the time gap between the closing of the YMCA and opening of the Mariners' Centre indoor pool.

I am requesting that my letter be put on the next town council meeting, as well as discussed in any pertinent committee meetings.

Thank you,

Rebekah Quach
24 Pope's Road
Lower East Pubnico, NS
B0W 2A0

develop NOVA SCOTIA

February 2, 2021

Warden Penny Smith
Municipality of Shelburne
136 Hammond Street
PO Box 280
Shelburne, NS B0T 1W0

Dear Warden Smith:

Thank you to Council for the opportunity to join your meeting on January 25, 2021.

Your initiative in support of internet projects in your region has resulted in an excellent quality service and broad coverage, which we know will have significant impact on the local economy, improve access to services, and enhance quality of life for residents.

As discussed in the meeting, the financial support committed by MODS was evaluated as part of the ISP responses to the Request for Proposals issued by Develop Nova Scotia and was included in subsequent legal agreements. As such, the funds are not able to be refunded.

We appreciate your partnership to enable this key infrastructure to be built in your region and look forward to hearing about the positive outcomes it enables.

Yours truly,

Jennifer Angel
President & CEO

Historic Properties - Old Red Store Suite 301 - 1875 Upper Water St., Halifax, Nova Scotia B3J 1S9
P: 902 422 6591 F: 902 377 4801 E: info@developns.ca
www.developns.ca

Minister of
Fisheries, Oceans
and the Canadian Coast Guard

Ministre des
Pêches, des Océans
et de la Garde côtière canadienne

February 5, 2021

Ms. Penny Smith
Warden
Municipality of Shelburne
136 Hammond Street
PO Box 280
Shelburne NS B0T 1W0

Dear Ms. Smith:

Thank you for contacting my office regarding the events in St. Mary's Bay. I regret the delay in responding.

I share your concerns, and my first priority continues to be the safety of everyone involved in this issue. Fisheries and Oceans Canada's (DFO) fishery officers, the Canadian Coast Guard, and the Royal Canadian Mounted Police have been coordinating their efforts on the sea, on land, and in the air, and have been working with officials from the Province of Nova Scotia. They continue to monitor the situation. The violence, destruction of property, threats, and intimidation that were witnessed do not advance our goal of reconciliation, nor do they support the further implementation of First Nation treaty rights, or a productive and orderly fishery.

We must remember that two common objectives unite everyone involved in the fisheries: first, the long-term sustainability of the resource and ensuring that it is available for generations to come; second, safe and orderly fisheries that are accessible to all harvesters. These two principles guide this department, and I hope that it is through this lens that we can find common ground, and reduce tensions.

Respectful, constructive dialogue between everyone involved in the fisheries is essential to a peaceful resolution. That is why, on October 23, 2020, the Honourable Carolyn Bennett, Minister of Crown–Indigenous Relations, and I announced the appointment of Mr. Allister Surette as Federal Special Representative. In this role, he is working with both First Nations and industry to ensure all voices are heard. Separate from the nation-to-nation negotiations between government and First Nations, Mr. Surette is focusing on building long-term communication, cooperation, and understanding across our fisheries. Mr. Surette's experience in successfully settling fisheries disputes will contribute to reducing tensions in the region.

.../2

Canada

DFO is committed to renewing its relationship with Indigenous peoples, and recognizes that the Mi'kmaq, the Maliseet, and the Peskotomuhkati Nation at Skutik have a treaty right to fish in pursuit of a moderate livelihood as affirmed by the Supreme Court of Canada. We will continue to work on a nation-to-nation basis with First Nations leaders on the path forward to further implement their treaty right.

DFO officials and I continue to meet regularly with First Nations and industry representatives. While these meetings are out of the public eye, they remain constructive.

Once again, thank you for contacting my office to share your concerns.

Sincerely,

The Honourable Bernadette Jordan, P.C., M.P.
Minister of Fisheries, Oceans and the Canadian Coast Guard

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
Monday, 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 **OCTOBER 13, 2020** - 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 **December 14, 2020** Council meeting **JANUARY 11, 2021** - Contact Bell about possibility of getting WiFI connections for Community Halls throughout the Municipality	**On-Going**
Monday, September 24, 2018	Building	CAO	Motion: work with Federal Government Negotiate with the Province to stay in current building Initial meeting held with Federal Tenants in January 2021	**On-Going**
Monday, January 28, 2019	New Municipal Building	CAO	Obtain a signed lease from Federal tenants bring back to Council Sign lease agreements Terms of lease finalized	**On-Going**
Tuesday, April 23, 2019	HST	CAO	Clarification letter sent to CRA on **November 18, 2019** 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.	**On-Going**
Monday, May 27, 2019	Fire Services	CAO/Erin Hartley	Inventory Review going to next Fire Advisory Committee Meeting for discussion/analysis	**On-Going**
Monday, September 23, 2019	Policing Review	CAO	Waiting to hear back from RCMP on the survey results	**On-Going**
Monday, September 23, 2019	Dog Bylaw Proposed Updates	Darrell Locke & Erin Hartley	Discuss Summary Offence Ticket pricing and send to the Department of Justice	**On-Going**

Monday, 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 - **COMPLETE** CAO to follow-up on financials New CAO to discuss with Jodi Ybarra	**On-Going**
Tuesday, November 12, 2019	Municipal Climate Change Adaptation Plan	Erin Hartley	Review/ research available funding for possible projects & include in budget deliberations	**On-Going**
Tuesday, 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	**On-Going**
Monday, November 25, 2019	Shelburne Port Authority	CAO	Contributing requested $143,000 to project - Working with the TOS to create a new governence 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 Project expected to be completed early 2021	**On-Going**
Monday, December 9, 2019	Western Regional Housing Authority Appointment	Erin Hartley	Requested suggestions for representative from Councillors	**On-Going**
Monday, January 13, 2020	Shelburne Historical Society	CAO	Advertise for Committee Member **February 8, 2021:** Follow through with staff regarding financials received from Shelburne Historical Society Include in budget discussions	**On-Going**
Monday, January 27, 2020	Western Crown Lands	CAO	Request presentation from John Porter In light of COVID - 19 - Rescheduled	**On-Going**
Monday, January 27, 2020	Crown Land Harvest Plans	CAO	Request a meeting with Minister Rankin	**On - Going**
Monday, February 10, 2020	Shelburne County Arena Compressor Replacement	CAO	Negotiate with Town regarding funding arrangement	**On-Going**
Monday, 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 **December 9, 2020** CBCL to present to Audit & Internal Control Committee and Council	**On-Going**
Monday, February 24, 2020	Funding for Promoting Health Care Professionals	CAO	Follow up wth Queens CAO	**On- Going**
Monday, March 9, 2020	Resolution Wind-Up Roseway Manor	CAO	Prepare Cheque requistion and update Council. Advise Board of Council decision	**On-Going**
Tuesday, April 14, 2020	Cyber risk and current mitigation	Erin Hartley	Invite David Muise to present to Council	**On-Going**
Tuesday, April 14, 2020	Region of Queens - Organic Agreement	Erin Hartley	Incorporate wording to enable individual HST billing and legal advice re: Towns continued responsibility	**On-Going**

Tuesday, May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Concilliation	**On-Going**
Monday, June 15, 2020	Sable River Volunteer Fire Department	CAO	Audit complete. Presentation to public on November 24, 2020 - **COMPLETE** Awaiting Action Plan from SRVFD **JANUARY 11, 2021** - Create an RFP and issue for facilitator services	**On-Going**
Monday, June 29, 2020	Dangerous and Unsightly - 303 Sable River	Darrell Locke	Get in touch with owners about property	**Complete**
Monday, June 29, 2020	Dangerous and Unsightly	Darrell Locke	Continue working down the list of files that need to be opened	**On-Going**
Monday, July 27, 2020	Fire and Emergency Service Registration Policy	Erin Hartley	Explore insurance coverage amounts to be included in budget discussions **February 8, 2021:** Take to budget discussions	**On-Going**
Monday, July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	**On-Going**
Monday, 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	**On-Going**
Monday, September 28, 2020	Healthcare	CAO	Confirm presetations with Dr. Carr and Jodi Ybarra & Rob Zwicker - Postponed **January 25, 2021** - Set up meeting with Minister Glavine	**On-Going**
Monday, November 23, 2020	Mental Health	CAO	Cirulate minutes from Mental Health teleconference	**On-Going**
Monday, December 14, 2020	Labour Relations	CAO	Implement direction from Council given In-Camera	**On-Going**
Monday, December 14, 2020	Collection Policy Review	Val Kean	Include new Collections Policy in Spring newsletter	**Complete**
Monday, January 11, 2021	Shelburne County Arena Letter	Adam Dedrick	Continue compiling data for users of the Arena	**On-Going**
Monday, January 25, 2021	Shelburne County Marine Innovation Centre	CAO	Circulate information from Mary Thompson once received	**On-Going**
Monday, January 25, 2021	Develop NS Presentation	CAO	Send testimonials from residents and businesses regarding Fibre to the Home Project to Develop NS	**On-Going**
Monday, January 25, 2021	Woodlot Survey	CAO	Review and distribute once received from Councillor Thorburn Irvine	**On-Going**
Monday, January 25, 2021	Library Board	CAO	Review and distribute once received from Councillor Thorburn Irvine	**On-Going**
Monday, January 25, 2021	Correspondence regarding "Coldest Night of The Year Sponsorship"	Val Kean	Prepare sponsorship of $500.00 to SHYFT	**Complete**
Monday, January 25, 2021	Region 6 Solid Waste	Erin Hartley	Send budget approval to Region 6	**Complete**
Monday, January 25, 2021	Council Meeting Dates Policy	Erin Hartley	Prepare policy as amended and send to Alicia	**Complete**
Monday, January 25, 2021	Appearing Before Council Policy	Erin Hartley	Prepare policy as amended and send to Alicia	**Complete**
Monday, January 25, 2021	Waste Littering	Ryan Jamieson	Reach out to DOE **COMPLETE** Tim Hortons regarding waste littering	**On-Going**
Monday, January 25, 2021	C&D Staffing	Ryan Jamieson	Prepare report to present to Council regarding C&D site staffing **Complete** **February 8, 2021:** Take to budget discussions	**On-Going**

Monday, February 8, 2021	Preliminary Assessment Role Update	CAO	Invite PVSC to Council Meeting	**On-Going**
Monday, February 8, 2021	In Camera - Legal Advice	CAO	Follow through with direction given from Jon Cummings	**On-Going**
Monday, February 8, 2021	Emergency Assistance Fund Request	Val Kean	Inform SRVFD and BBMAS of Council's decision. Prepare cheque requistion	**Complete**
Monday, February 8, 2021	Dangerous and Unsightly - 1824 West Sable River Road	Darrell Locke/Andrew Goreham	Arrange time to go with Andrew and registered owner o view property. Prepare report on property to take back to Council on February 22, 2021	**Complete**
Monday, February 8, 2021	Dangerous and Unsightly - 533 West Sable River Road	Darrell Locke	Get clean-up order signed by Warden and delivered to registered owner	**Complete**
Monday, February 8, 2021	Trail Use Report	Adam Dedrick	Include Multiuse Trail Request in budget discussions	**On-Going**
Monday, February 8, 2021	Community Litter Clean-Up Prgram Budget	Erin Hartley	Take to budget discussions	**On-Going**
Monday, February 8, 2021	Fire Advisory Committee - Budget 2021-22	Erin Hartley	Take to budget discussions	**On-Going**

Municipality of Shelburne

Audit Internal Control Report to Council 2020/2021

Last Updated: February 10, 2021

Meeting Date:	Discussion and Action Items
July 7,2020	**Auditor Presentation of Financial Statements and Management Letter for 2019/2020 Fiscal Year Ended March 31** **Presentation from Michelle Williams, Director of Finance/Deputy CAO:** Financial Update for review of current items **Presentation by CAO:** Implementation Report **Presentation by CAO:** Year to Date Audit and Internal Control Report to Council
Tuesday, January 19, 2021	**Presentation by CAO:** Revised Terms of Reference for the Audit and Internal Control Committee **Presentation by CAO** Election of Officers **Presentation by CAO:** Update on Council Approved Minutes for July 13, 2020 - December 14, 2020 a. July 13, 2020 Council Meeting Minutes: b.July 27, 2020 Council Meeting Minutes c.September 14, 2020 Council Meeting Minutes d.September 28, 2020 Council Meeting Minutes e.October 13, 2020 Council Meeting Minutes f.November 9, 2020 Swearing in Ceremony Minutes g.November 9, 2020 Council Meeting Minutes h.December 14, 2020 Council Meeting Minutes **Presentation by Arthur J. Gallagher:** Envinronmental Insurance **Presentation by David Muise/Arthur J. Gallagher:** Cyber Insurance **Presentation by DOF:** Financial Update January 2021 **Presentation by Grant Thornton:** Auditors Plan **Presentation by CAO:** Implementation Report **Presentation by CAO:** Year to Date Audit and Internal Control Report to Council
Tuesday, February 16, 2021	**Presentation by Joseph Hines/Arthur J. Gallagher** Cyber Insurance **Discussion by CAO** Environmental Insurance

Presentation by CAO:
Update on Council Approved Minutes for January 11, 2021

Presentation by CAO:
Implementation report

Presentation by CAO:
Year to Date Audit and Internal Control Report to Council

Municipality of Shelburne

THE MUNICIPALITY OF THE DISTRICT OF SHELBURNE
FINANCE DEPARTMENT
136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0
Phone: (902) 875-3544 – Fax: (902) 875-1278
www.municipalityofshelburne.ca

Attention to: Warden and Council of the Municipality of the District of Shelburne

Date: February 16,2021

Being duly moved and seconded, The Audit and Internal Control Committee recommends the following two motions:

1. The Audit and Internal Control Committee recommends to Council to purchase CFC Cyber Liability Insurance with a $2,000,000 limit and $10,000 deductible at an annual premium of $6,250 for the Budget 2021/22.

2. The Audit and Internal Control Committee recommends to Council to purchase the Cowan Environmental Liability Insurance with a $5,000,000 limit and $5,000 deductible at an annual premium of $6,110 for the Budget 2021/22.

The Audit and Internal Control Committee have the following recommendation:

1. Council to review the status of the annual $5,000 Cyber Reserve for the Budget 2021/22.

Leanne Keating, Tax Clerk
tax@municipalityofshelburne.ca

Michelle Williams, Director of Finance, Deputy CAO
michelle.williams@municipalityofshelburne.ca

Amber Jamieson, Finance Clerk
finance@municipalityofshelburne.ca