



Naturally Yours

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

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday October 13, 2021
6:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
September 22, 2021
4. **Business Arising:**
5. **Administration:** (*Resolution Prepared)
 - a. Request to Revoke Letter of Support re: Community Wind/ABO Wind Staff Report – Trudy Payne, CAO (Pg. 11-13)
 - b. Laserfiche and AMA Records Management Staff Report – Erin Hartley, Director of Corporate Services* (Pg. 14-15)
 - c. Jordan River Trail - Letter of Authority Amendment – Adam Dedrick, Director of Recreation and Parks* (Pg. 16-20)
 - d. World Championship Axe Throwing Sponsorship Request – Val Kean, Community Development Coordinator* (Pg. 21-26)
6. **Finance:** (*Resolution Prepared)
7. **Other:** (*Resolution Prepared)
 - a. Quarterly Waste Diversion Officer Report (Pg. 27-32)
 - b. Monthly Building Report (Pg. 33)
8. **Committee Reports/ Recommendations:**
9. **Council Member Updates:**
10. **Adjournment:**



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**REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
September 22, 2021**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, September 22, 2021, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Michelle Williams – Director of Finance via Teams
Erin Hartley, Director of Corporate Services
Darrell Locke, By-Law Enforcement Officer
Dan Vincent, Public Works Facilities Operator
Warren MacLeod, Director of Economic Development
Dave Trudel, Senior Process Engineer - CBCL via Teams
Jonathan Cuming, Legal Counsel – Taylor MacLellan Cochrane via Teams
Morgen Balletto, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Penny Smith.

2. APPROVAL OF AGENDA:

MOTION: APPROVAL OF AGENDA – September 22, 2021

Being duly moved and seconded, be it resolved that the Agenda of September 22, 2021, be approved with the following:

3.(a) Presentation - Sandy Point Wind Farm, Norm Wallet and Jane Saxby.

- **MOTION CARRIED**

3. PRESENTATION:

Norm Wallet and Jane Saxby of the Sandy Point Wind Farm Citizens group each made a presentation to council regarding their objection to the Letter of Support issued by the Municipality of Shelburne for the proposed Sandy Point Wind Farm project. Jane Saxby presented first followed by Norm Wallet. Topics of concern included noise, environmental impact, and resident input.

Ms. Saxby stated that she was not against wind energy but needed more information. The Municipality was asked to revoke the letter of support and provide the community more information and to look at changing the by-laws. Mr. Wallet requested his letter be included as part of the minutes. It was clarified as per the Municipality's policy that no decision would be made at this council meeting. The request to revoke the support letter would be addressed at the October 13, 2021, Council Meeting.

See addendum for Letter to Council regarding presentation.

4. APPROVAL OF MINUTES:

- a. September 8, 2021
- b. September 13, 2021

(a) MOTION: APPROVAL OF MINUTES – September 8, 2021

Being duly moved and seconded, be it resolved that the Minutes of September 8, 2021, be approved as circulated.

- **MOTION CARRIED**

(b) MOTION: APPROVAL OF MINUTES – September 13, 2021

Being duly moved and seconded, be it resolved that the Minutes of September 13, 2021, be approved as circulated.

- **MOTION CARRIED**

5. IN CAMERA:

Biosolids RFP – Legal Advice as per MGA Section 22(2)(g)

MOTION: ENTER "IN CAMERA"

Regular Council Meeting
September 22, 2021

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 6:20 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 6:46 pm.

- **MOTION CARRIED**

MOTION: BIOSOLIDS RFP

Being duly moved and seconded, be it resolved that Council reject the proposal received from Bishop Water in response to the Municipality's RFP Wastewater Lagoon Solids Removal Proposal number 200835.02 as it is not a compliant bid.

- **MOTION CARRIED**

6. ADMINISTRATION:

- a. Coastal Protection Act – Warren MacLeod, Director of Economic Development
- b. Dangerous and Unsightly Update 1824 West Sable Road – Darrell Locke, By-law Enforcement Officer*
- c. Dangerous and Unsightly Update 1984 Sandy Point Road – Darrell Locke, By-law Enforcement Officer*
- d. Dangerous and Unsightly Update 1041 Sandy Point Road – Darrell Locke, By-law Enforcement Officer*
- e. Board Governance Training RFP Update – Trudy Payne, CAO
- f. Tax Reduction on Destroyed Property – Trudy Payne, CAO

6.(a) The Coastal Protection Act was passed in 2019 and will come into effect with the approval of accompanying regulations. When that happens, a new Coastal Protection Zone will extend around the coast of Nova Scotia and new requirements will apply to constructing houses and other structures in the zone.

The regulations will outline the protections for sensitive coastal ecosystems and ensure that construction is at a safer height and distance from coastal shorelines. The purpose is to mitigate impacts from sea level rise, coastal flooding, and coastal erosion.

Topics of discussion included availability of designated professionals, added costs, time limits, mobile homes and travel trailers, administration, records management, mapping, beaches, subdivisions, exemptions, potential impact to mortgages, potential impacts to existing property owners and the need for promotional material.

MOTION: COASTAL PROTECTION ACT: PROPOSED REGULATIONS

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne submit the recommendations of staff to the province as feedback on the proposed Coastal Protection Regulations. If the remaining municipal units in Shelburne opt to be a part of feedback as part of Shelburne County an inclusive letter can be sent.

- **MOTION CARRIED**

6.(b)Darrell Locke, By-law Enforcement Officer, presented Council with an update of the Dangerous and Unsightly file related to 1824 West Sable Road. While some progress has been made it is being recommended to proceed with the demolition order.

MOTION: DANGEROUS AND UNSIGHTLY PROPERTY – 1824 WEST SABLE ROAD

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne holds that the condition of the property located at 1824 West Sable Road justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S 1998, c. 18 and hereby issues an order to demolish and cleanup the property located at 1824 West Sable Road as per section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition order.

- **MOTION CARRIED**

6.(c)Darrell Locke, By-law Enforcement Officer, presented Council with an update of the Dangerous and Unsightly file related to 1984 Sandy Point Road. There continues to be dissention among family members which means little progress can be made regarding a sale or repair. The condition of the property justifies the demolition order.

MOTION: DANGEROUS AND UNSIGHTLY PROPERTY - 1984 SANDY POINT ROAD

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne holds that the condition of the property located at 1984 Sandy Point Road justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S. 1998, c. 18 and hereby issues an order to demolish and cleanup the property located at 1984 Sandy Point Road as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition order.

- **MOTION CARRIED**

6.(d)Darrell Locke, By-law Enforcement Officer, presented Council with an update of the Dangerous and Unsightly file related to 1041 West Sable Road. The owner had contracted for a demolition of the property, it is being recommended to proceed with the demolition order.

MOTION: DANGEROUS AND UNSIGHTLY PROPERTY - 1041 SANDY POINT ROAD

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne holds that the condition of the property located at 1041 Sandy Point Road justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S. 1998, c. 18 and hereby issues an order to demolish and cleanup the property located at 1984 Sandy Point Road as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition order.

- MOTION CARRIED

6.(e)The RFP review team consisting of two board members with the Sable River Volunteer Fire Department Board, the Councillor for the area and two Municipal staff reviewed the Board Governance Training Proposals based on the evaluation criteria outlined in the RFP and the successful bidder is Chauvin Resource Development. As per the procurement policy, the cost for this work is within the CAO's authority to award, and, therefore, a motion of Council is not required. The funds for this project have been allocated in the 2021-2022 budget.

An award letter has been sent out to Chauvin Resource Development and the owner Max Chauvin is working with the lead staff person, Erin Hartley, Director of Corporate Services, and the Board Chair to begin the facilitation and training sessions with the Board of Directors. A one-year time frame has been provided to have the work completed. A final report will be provided to Council and the Board.

6.(f) Trudy Payne, CAO, presented the Tax Reduction on Destroyed Property report to Council.

On May 10, 2021, the Municipality adopted the Tax Reduction on Destroyed Property Policy. A request has been made through a resident letter and application for consideration under this policy. At the time of their loss, the Municipality did not have a policy in place, therefore, staff could not have informed them to apply to the Municipality for a tax reduction. The owners were informed that the Municipality now has a policy in place but upon further review advised the owners that the policy would not be applicable in their situation, as section 50.4 (j) states "if the destruction occurred during the 12 months immediately preceding the adoption of the Policy, the application for a tax reduction must be submitted within 6 months of the date this Policy is adopted." The policy was adopted May 10, 2021, approximately fourteen months after the destruction. The owners were informed that staff does not have the authority to override the policy and if they wanted to continue to request a reimbursement that the request would need to come before Council.

Section 50.4 (c) of the Municipal Policy states "this reimbursement or reduction shall only apply to owners who have no intention of repairing the structure within 6 months of the application date." Although an application was not received due to the fact the Municipality did not have a policy in place,

in the communication received from PVSC, the owners started to rebuild approximately 3 ½ months after their loss and reached 75% completion approximately 6 months after the loss and was assessed at full value approximately 8 -9 months later.

It is the interpretation of this policy that the owners of property would not qualify based on section 50.4 (c) even if the loss did occur within the 12 months of when then policy was adopted.

MOTION: TAX REDUCTION ON DESTROYED PROPERTY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne deny the property owners of assessment number 05238056 a property tax reimbursement due to the destruction of their home, as timeframes outlined in the policy were not met in either section 50.4(j) or 50.4(c) of the Tax Reduction on Destroyed Property Policy.

- **MOTION CARRIED**

7. FINANCE:

Being 5 months into the 2021-2022 fiscal year, staff are currently forecasting to be on budget. Details of the budget to date were presented by Directors for each department as well as financial statements and reserves.

8. OTHER:

- a. Implementation Report
- b. Letter from Renata Tweedy of Sou'West Nova Transit Association re: Transportation Planning Project – Trudy Payne, CAO

8(a) The Implementation Report was reviewed by Council.

8(b) Trudy Payne, CAO, advised Council of a letter received from Renata Tweedy, Manager of Sou'West Nova Transit enquiring whether the Municipality of Shelburne would be interested in partnering on an application to seek a government grant from the Rural Transit Solutions Fund at Infrastructure Canada. With the Municipality of Shelburne, Sou'West Nova Transit Association could help to identify gaps, examine potential solutions, and determine which solutions should be pursued for the second granting stream application.

Two options of support were presented to Council, including a hands-off approach with the Municipality acting as shareholders or a more integrated involvement the level of which could be discussed later. Council agreed that supporting the application was in the best interest of the Municipality citing the exceptional job Sou'West Transit does at providing transportation with special regard given to medical transport.

Councillor Coole declared a conflict of interest.

MOTION: SOU'WEST NOVA TRANSIT ASSOCIATION RE: TRAVEL PLANNING PROJECT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne support Sou'West Nova Transit Association in applying for grant monies to expand service as developed by Infrastructure Canada in the "Rural Transit Solutions Fund".

- **MOTION CARRIED**

Regular Council Meeting
September 22, 2021

9. COMMITTEE REPORTS/RECOMMENDATIONS:

There were no items to discuss.

10. COUNCIL MEMBER UPDATES:

Councillor Thorburn Irvine gave Council an update from the meetings she has attended including Library Board of Nova Scotia (LBANS) where Board structures were discussed along with financial updates. She also discussed physician recruitment and the future of health care in Nova Scotia as it

pertains to the Municipality of Shelburne.

IN CAMERA:

New Municipal Building – Contract Negotiation as per MGA Section 22(2)(e)

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 8:05 pm to discuss the contract negotiations.

- **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 8:32 pm.

- **MOTION CARRIED**

Discussion was held in camera related to contract negotiations and direction was provided to staff.

11. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:37 pm. The next Council meeting will be held on Wednesday, October 13, 2021, in the Shelburne Council Chambers.

**Morgen Balletto
Recording Secretary**

Date

Penny Smith, Warden

Addendum:

How does one breed discontent, anxiety and divisiveness in a community? It can be done by municipal governments who fail to consult and engage community residents on important issues. Shelburne County was settled in the 1700's and this 80 MW wind farm is probably one of the biggest most controversial issues ever in Shelburne County.

Our ask is that the Municipality of the District of Shelburne Council immediately write a letter to Community Wind Farms Incorporated and Nova Scotia Power advising them that the Council is revoking their letter of support for the 80 MW wind farm until further engagement and consultation on wind energy can take place with all the residents of Shelburne County.

This community engagement will include independent, objective information that can be shared with all residents. Special attention and review of the Eastern Shelburne County Energy Strategy will be included.

To eliminate distressed and divisiveness we ask that this letter be shared on social media.

We ask that Council answer questions that have been submitted from community members on their proposed wind farm.

We ask that municipal land use by-laws be reviewed in order to modernize on-going increased setbacks for turbines and watershed compliance with community input.

We ask that citizens are considered before money.

Thank you for making the time to see concerned citizens on such short notice.

Please record my presentation in the minutes.

Norm Wallet

**Municipality of the District of Shelburne
October 13, 2021
Council Motions**

5. (b) Laserfiche Software and AMA Electronic Records Management

Be it resolved that Council of the Municipality of the District of Shelburne forgo the Request for Proposal process due to sole provider status and authorize the purchase of Laserfiche from ThinkDox at an estimated cost of \$11,250.00.

-AND-

Be it resolved that the Council of the Municipality of the District of Shelburne adopt the Nova Scotia Association of Municipal Administrators classification scheme and retention schedule in relation to electronic records management.

5. (c) Jordan River Trail – Letter of Authority Amendment

Be it resolved that the Municipality of the District of Shelburne submit a request to the NS Department of Lands and Forestry to amend the Letter of Authority for the Jordan River Trail to include Off-Highway Vehicles.

5. (d) World Championship Axe Throwing Sponsorship Request

Be it resolved that the Municipality of the District of Shelburne Staff recommends that Council consider allocating support of \$5,000 in the 2022/2023 Grants to Organizations budget to provide “platinum level” sponsorship of this event.



STAFF REPORT

TO: Council
FROM: Trudy Payne, Chief Administrative Officer
DATE: October 13, 2021
SUBJECT: Request to Have Letter of Support for Proposed Wind Farm in Sandy Point Revoked

ORIGIN:

In-person presentation by members of the public at the September 22, 2021, Council meeting and correspondence received from several residents.

BACKGROUND:

At the March 8, 2021, Council meeting Bill MacLean with Community Wind made a presentation to Council concerning a proposed wind energy project for the Sandy Point area. At the time of the presentation, Mr. MacLean stated the project could result in 10 wind turbines providing 50 megawatts of power. Mr. MacLean emphasized that the project was in the early stages of development.

At the June 23, 2021, Council meeting, Council discussed a letter received from Mr. MacLean requesting a letter of support for their proposed project. Council unanimously made the following motion: "Be it resolved that the Council of the Municipality of the District of Shelburne approve providing Community Wind Farms Inc. with a letter of support for the Sandy Point Wind Energy Project."

The letter of support written on July 7, 2021, was provided to Community Wind for the following primary reasons:

- The proposed project aligns with the vision and goals as outlined in the Municipality's Integrated Community Sustainability Plan (CSP) which involved a comprehensive public consultation process. Part of the Vision Statement includes the following: "Our tradition of self-reliance partnered with new technologies creates a robust economic climate that welcomes renewable energy and new sustainable industries." The guiding principle states: "to encourage development of renewable energy projects and create a facilitative policy environment for these projects."
- The land use by-law was amended in 2015 to enable wind energy projects, including industrial size developments over 2 megawatts.
- Community Wind's commitment that they would ensure community engagement and information sessions throughout the various stages of the project.

This was a letter of support in principle, supporting the idea of wind energy. The intent of the letter is understood by Community Wind and ABO Wind, as confirmed in a telephone conversation with Mr. MacLean.

At the September 22, 2021, Council meeting, two representatives for Stop Sandy Point Wind asked Council to revoke the letter of support “until further engagement and consultation can take place with all the residents of Shelburne County”.

This was a letter of support in principle, supporting the idea of wind energy. The intent of the letter is understood by Community Wind and ABO Wind, as confirmed in a telephone conversation with Mr. MacLean.

At the September 22, 2021, Council meeting, two representatives for Stop Sandy Point Wind asked Council to revoke the letter of support “until further engagement and consultation can take place with all the residents of Shelburne County”.

Options

Council has three options to consider. They are:

1. To rescind the motion made on June 23, 2021, to provide a letter of support (in principle) to Community Wind for their proposed renewable energy project. This would essentially revoke the letter.
2. To not rescind the motion made at the June 23, 2021, Council meeting, and therefore, to not revoke the letter.
3. To not rescind the motion made at the June 23, 2021, Council meeting, but revise the letter to clarify the letter is a letter in support in principle (Council supports the idea of a wind energy project) as the proposed project aligns with the Municipality’s ICSP. Additionally, the land-use by-law enables this type of development to occur within the Municipality, providing the proponent adheres to the regulations as outlined in the by-law, as well as the commitment made by Community Wind to engage and inform the public throughout the process.

Attachment:

July 7, 2021, Letter of Support



Naturally Yours

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

July 7, 2021

To Nova Scotia Power Corporation:

Community Wind Farms Inc. is proposing to establish a windfarm near Sandy Point, Jordan Bay, Jordan Ferry and Lake Road in the Municipality of the District of Shelburne. To date, this company has reached out to the Municipality to ensure that this project adheres to the Municipality's by-laws, have made a public presentation to Council and has been in contact with several property owners. We have been advised that they have received strong support from the landowner base and in general have received positive comments from the public. They have stated they are committed to an extensive public engagement process that would involve public information sessions to inform residents of the proposed project and to address any questions and concerns raised. Their level of commitment to inform and engage the community is one of the reasons the Municipality is in support of this wind energy project.

All levels of governments are looking for greener, cleaner, more efficient, and sustainable sources of energy. Wind energy provides for a renewable and clean energy source that can be produced at lower costs than other methods. The project that is being proposed by Community Wind Farms Inc. would enable power to be generated and used within our own Municipality and County; and would also provide power to our neighbours in the Region of Queens and Yarmouth County. Other benefits include providing a revenue source for local landowners, providing short-term jobs, and creating a sustainable tax revenue base, one which would enable other projects to proceed, enhancing services for our residents. This project could be an economic driver for the Municipality while at the same time producing greener power.

Part of our Vision 2030 as outlined in the Integrated Community Sustainability Plan states "Our tradition of self-reliance partnered with new technologies creates a robust economic climate that welcomes renewable energy and new, sustainable industries." The Municipality recognizes the need to grow our economy, while always keeping in mind, the importance of maintaining the great quality of life residents and visitors have come to enjoy. Council feels the project being proposed by Community Wind Farms Inc. enables us to do both and at the same time helping us get closer to reaching our vision.

Sincerely,

Warden Penny Smith

Trudy Payne, CAO

Trudy.Payne@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden

warden@municipalityofshelburne.ca



STAFF REPORT

TO: Municipal Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, CAO

DATE: October 13, 2021

SUBJECT: Laserfiche Software and AMA Electronic Records Management

ORIGIN

2021-22 budget approval for implementing an electronic records management system.

RECOMMENDATION

Be it resolved that Council of the Municipality of the District of Shelburne forgo the Request for Proposal process due to sole provider status and authorize the purchase of Laserfiche from ThinkDox at an estimated cost of \$11, 250.00.

-AND-

Be it resolved that the Council of the Municipality of the District of Shelburne adopt the Nova Scotia Association of Municipal Administrators classification scheme and retention schedule in relation to electronic records management.

BACKGROUND

The Municipality of Shelburne approved \$75,000 from capital and \$30,000 from operating in the 2021-22 budget to move from paper to electronic records management. The capital expenses include software, licenses, technological upgrades and infrastructure purchases. The operating piece is earmarked for wages for implementation of the project which is anticipated to begin in January 2022.

DISCUSSION

The first step in the transition from paper to electronic files is to obtain Laserfiche software. Laserfiche specializes in Enterprise Content Management (ECM), which enables organizations to save time and money by efficiently managing documents and information. Through the use of robust back-end technology, it allows structured information to be easily defined and shared across multiple departments or teams. ECM helps organizations digitize documents and automate document-driven processes, allowing the right people to access the right information at the right time.

IT staff with the Municipal Joint Services Board (our IT provider) recommend that the Municipality of Shelburne implement the Laserfiche Document and Records Management system. The system has been successfully implemented at the District of Lunenburg and Town of Bridgewater, and partnering with these Municipalities through the MJSB will reduce the implementation and operating costs to the Municipality through the sharing of computer server infrastructure and software licenses.

While there may be other approaches beyond expanding the scope of our shared service agreement with the MJSB, staff are recommending this approach because:

1. MJSB currently supports the above noted organizations as the first line of support, and has developed their support and escalation processes with that solution;
2. The Eastlink Network Operations Center monitors the data network 24/7, which would include the records management solution;
3. There may be future benefits in having a solution which is interoperable with both the MJSB, Town of Bridgewater and District of Lunenburg, including coordinating provision of future training events; and
4. Costs to implement a solution from scratch would increase substantially for both hardware and software (estimated at minimum \$12,000 in software costs alone).

For these reasons, staff feel it justifiable to forego the Request for Proposal process and purchase records management software since Laserfiche, through the company ThinkDox, could be considered a sole provider. Our IT provider does not currently have the capacity to provide electronic records management support to us using any software other than Laserfiche. The Municipal Solicitor has provided an opinion that this reasoning is sound.

ThinkDox has provided an initial estimate and scope of work including an introductory meeting, configuring repository security, importing the AMA classification scheme and retention schedule, consultations and training for \$11,250.00.

It is also being recommended that staff be trained in the NS Association of Municipal Administrators (AMA) classification scheme and retention schedule. This program is used by the majority of Nova Scotia Municipalities that have an electronic records management system in place. It has also been recommended by ThinkDox and our IT service provider.

ATTACHMENTS

None

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STAFF REPORT



To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Trudy Payne, Chief Administrative Officer
Date: October 13, 2021
Subject: Jordan River Trail Letter of Authority Amendment

ORIGIN

On September 21, 2021 the Municipality hosted a public meeting about their plans to potentially expand the use of the Jordan River Trail to include off highway vehicles.

RECOMMENDATION

THAT, Council of the Municipality of the District of Shelburne submit a request to the NS Department of Lands & Forestry to amend the Letter of Authority for the Jordan River Trail to include Off Highway Vehicles.

BACKGROUND

There is currently a Letter of Authority from the NS Department of Lands and Forestry for all of the municipal trails and the Jordan River Trail is included as a multi-use trail. One of the early steps of the process to change the LOA is to hold a public meeting with adjacent landowners and users of the trail to identify their interests, desires and issues that may need to be considered. Those considerations can then be included in the request to change the LOA.

DISCUSSION

The public meeting had around 45 people in attendance which consisted of residents, trail users and stakeholders. This included representation from the Woodland Multi-Use Trail Association, NS Trails Federation, ATVANS and the NS Department of Communities, Culture & Heritage. A few municipal staff and several councilors were also in attendance. The rationale for expanding the use of the Jordan River Trail was reviewed as was the plan to convert the trail. The meeting was then opened for questions and comments.

Only a few questions asked, all by the same individual, which were related to wilderness protection, repair costs for the Jordan River bridge and how the Municipality would fund the repairs. The individual also asked if the Municipality would consider, in its planning for the bridge repairs, to partner with NSTIR to make the bridge a Bailey bridge to provide access for vehicles in emergency situations.

There was only one other person who spoke, and it was a representative of the Woodland Multi-Use Trail Association and the Shelburne County ATV Association. The individual thanked the Municipality for exploring the expansion of the Jordan River Trail and their continued support for trail development in the Municipality.

With no further comments or questions, it was apparent that the majority of those in attendance were in support of expanding the use of the trail to include OHVs.

In addition, there was previous community consultation completed that provided evidence of support for OHV use on trails. In 2020, the Recreation & Parks Department conducted a survey to gather data on the use of local trails located in the Municipality that are regularly maintained by a trail group or organization. The results of the survey, which had 298 respondents, showed an overwhelming support of a connected trail system and one that allows motorized use. In addition, trail counts were done for the Municipal trails only, to get a better idea of the frequency of activities taking place on the trails. This showed that there is already motorized use on the Jordan River Trail.

The public meeting results along with the results of the trail use survey and trail counts give valid reasons to pursue the amendment of the Letter of Authority to include OHVs.

BUDGET IMPLICATIONS

None at this time.

ALTERNATIVES

To not pursue an amendment to the LOA, but this would result in the trail remaining as is, stalling any further trail development, which would create a gap in connecting the Jordan trail system.

ATTACHMENTS

-Recorded Notes from the Jordan River Trail Public Meeting September 21, 2021



Jordan River Trail Public Meeting Notes

Date: September 21, 2021, 7:00pm

Location: Shelburne Regional High School

Attendance: Approximately 45

Meeting Facilitated By: Adam Dedrick, Director of Recreation & Parks

Notes Recorded by: Morgen Balletto, Executive Assistant to the Chief Administrative Officer and Council

Adam Dedrick, Director of Recreation and Parks for the Municipality of the District of Shelburne opened the meeting thanking people for attending and introducing Trudy Payne the CAO for the Municipality as well as Warden Penny Smithy, Councilors Ron Coole, Dale Richardson, Sherry Thorburn Irvine, and Heidi Wagner of District #5 of whose community the trail expansion would affect. There was also representation from various stakeholders including the Woodland Multi-Use Trail Association, NS Trails Federation (Greg Young and Heather Stillwell), ATVANS (Corey Robar) and the NS Department of Communities, Culture & Heritage (Anna Haanstra, Regional Manager-South Shore).

The purpose of this meeting was to gauge support for the expansion of the Jordan River Trail to include the usage of Off-Highway Vehicles (OHV) in addition to its current use for walking and cycling and record the results of this meeting to council to review plans and input and to report to council; whether an application to amend should be made.

Adam Dedrick opened with the background of the Jordan River Trail, which is a multi-use trail, 2.6 km long, mainly used for walking and cycling. It expands from lower Jordan Road to the Camp Jordan entrance in Jordan Falls. It has a trailhead located on Hayden's Road and there is a trestle bridge located midway down the trail. The meeting provided the opportunity for landowners in the areas surrounding the trail along with trail users to express any concerns, ask questions or offer support to the multi-use expansion of The Jordan River Trail. The conversion of the Jordan River Trail to a shared multi-use would close the gap and would contribute to creating a connected trail system.

Rationale for expanding use:

Converting this trail will close gaps and connect all the trails within the trail system to off highway vehicle usage as currently this section of the Jordan River Trail is not open to OHV nor is it capable of handling trail usage beyond walking and cycling without infrastructure updating. Before much of the updating can take place, it must be explored what the trail usage will entail and gauge what level of rehab will be needed especially on the bridge.



Last fall a trail survey was conducted to survey multiple municipalities on their trail usage and support for opening the trails to multi-use. To have a large section of the trail not open to OHV limits the use of the trails for connectivity with other counties and community sharing. In the survey there was large scale support for upgrading the trail to OHV and genuine interest in moving forward with this plan.

There was also reported that there was genuine interest for OHV connectivity for communities. This connectivity can lead to partnerships in recreation programs which can promote tourism from other townships and increase tourism. By converting the Jordan River Trail, it will align with other municipal strategies and promote trail use within the trail system of Nova Scotia, connecting communities and contribute to the vibrancy that connection will create in recreation and tourism in Nova Scotia and the Municipality of the District of Shelburne. This could potentially have a positive impact on local businesses, who can expect increased revenue with more visitors to the area.

Questions that were raised included:

1. What is the cost estimate of repairing/replacing the bridge?

Mr. Dedrick answered that the cost analysis of replacing the bridge came in at \$670,000 with an expected lifespan of 50 years and repairing the existing structure would cost \$420,000 with an expected lifespan of 25 years. Mr. Dedrick clarified that these were estimates and not quotes.

2. Who is covering the costs?

Mr. Dedrick explained that funding would come from multiple sources, capital project sources of funding for trails and bridges, provincial grant programs, OHV infrastructure fund, Gas Tax for recreation projects and recreation grants in response to COVID-19.

3. How to address the impact that the trail might have on property owners adjacent to the trail?

It is hoped that trail users will be as respectful with their OHVs on this part of the trail as they are with other areas where OHVs are presently used. Any problems will be addressed by the Municipality of the District of Shelburne, Department of Lands and Forestry and the RCMP if required.

4. Would the municipality consider, in its planning for the bridge repairs, to partner with NSTIR to make the bridge a Bailey bridge to provide access for vehicles in emergency situations?

This was not something that was originally considered but it does make sense and is something that could potentially be explored.



Things to Consider:

OHV usage on the trail will require updating of signage to include mileage, locations and monitoring of the trails to ensure respectful usage of the trail by all. It will also require repairs to the trail and bridge.

Overall, this was a positive meeting with those in attendance seen to be in collective support of the OHV usage of the trail since no negative comments or questions were brought forth at this meeting. Mr. Dedrick proposed that the tone of this meeting implied a compliant attitude towards amending the current use terms and would be taking this application to council for approval. But this was only the first step in a process that could take up a year to move on to the next phase.

The meeting ended with Sherman Embree of the Woodlands Multi-Use Trail Association thanking the Municipality in taking concrete steps to open the Jordan River Trail to Off-Highway Vehicle usage. The members of the public that were in attendance agreed and the tone of the meeting ended positively.

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: October 13, 2021

SUBJECT: **Sponsorship Request – 2021 World Championship of Double-Bit Axe Throwing, Municipality of Barrington**

PURPOSE

To discuss potential sponsorship options for the 2021 World Championship of Double-bit Axe Throwing, which will be hosted in the Municipality of Barrington, August 26-28, 2022.

BACKGROUND

In June 2020, the Municipality of Barrington was awarded the right to host the 2021 World Championships of Double-Bit Axe Throwing. The responsibility to organize the event was subsequently conveyed to the independent Local Organizing Committee (LOC), the 2021 World Championships of Axe Throwing Organizing Committee.

The LOC assembled its team to begin organizing the event and announced its original dates of August 27-29, 2021. However, last summer, they postponed the event until August 26-28, 2022, due to the continued public health concerns and travel restrictions relating to COVID-19.

The LOC is now soliciting sponsorships to help organize a memorable event that will properly showcase our beautiful Province and Country to the world. The Municipality has received a letter of request from LOC.

DISCUSSION

In the summer of 2022, the Nova Lumberjack Society (NLS), together with the Municipality of Barrington and in partnership with the local organizing committee, will be hosting the World Championships of Double-bitted Axe Throwing.

This 3-day event is anticipated to welcome over 150 participants and over 500 spectators to Shelburne County. The competition will be held at the Municipal Recreation Complex on Sherose Island – site map attached. The potential economic impacts to accommodations, gas stations, retail and restaurants will be significant. Request has been made to the Municipalities of Argyle, Queens, Shelburne, and Yarmouth and well as the

Towns of Clark's Harbour and Shelburne, however no contribution amounts have been confirmed at this time.

The total event budget for this event is \$194,500. The Municipality of Barrington Council has approved the financial contribution of \$20,000, as well as administrative and in-kind contributions.

Staff recommends that Council consider allocating support of \$5,000 in the 2022/2023 Grants to Organizations budget to provide "platinum level" sponsorship of this event - Sponsorship benefits are attached. In 2019, the Municipality sponsored the Nova Lumberjacks Society's annual Nova Scotia Lumberjack Championships with a contribution of \$2,000.

BUDGET IMPLICATIONS

A total of \$5,000 will be added to the 2022/2023 Grants to Organizations budget GL# 00-21950-791.

ATTACHMENTS

1. Event Sponsorship Package Options
2. Event Site Location Map

SPONSORSHIP BENEFITS

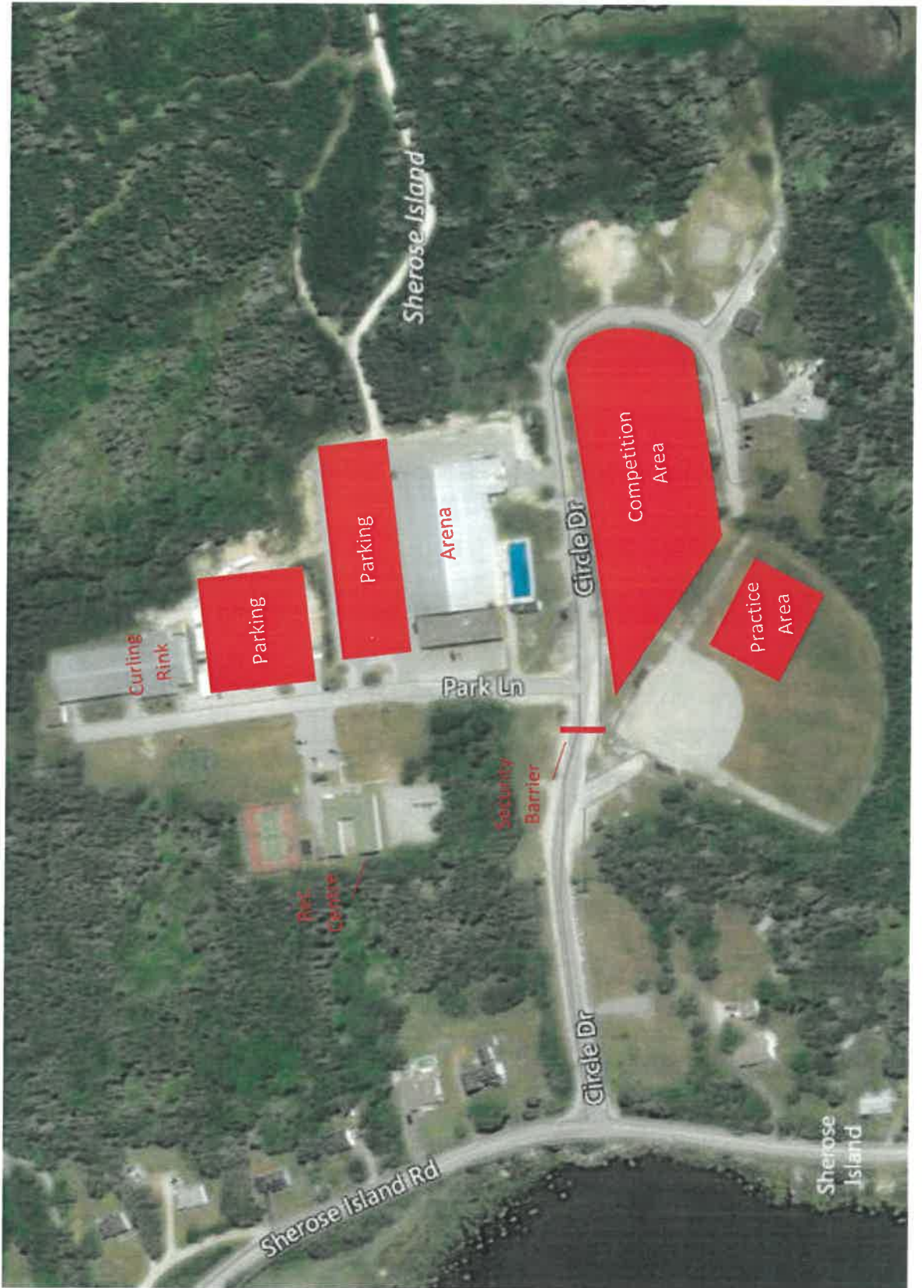


Be a part of promoting not only our region and Province but also the sport of axe throwing.
 Get your brand in front of local, national and international audiences.
 Make history with us as we host the world and show our international guests the natural beauty and warmth of our corner of the globe.

SPONSORSHIP BENEFITS	BRONZE LEVEL \$1000 +	SILVER LEVEL \$1500 +	GOLD LEVEL \$3000 +	PLATINUM LEVEL \$5000 +	TITLE SPONSOR \$15K +
# of VIP ADMISSION TICKETS	5	10	15	20	25
Exclusive Naming Rights					📌
PRE-EVENT RECOGNITION					
Social Media Promotion	📌	📌	📌	📌	📌
Website Presence	📌	📌	📌	📌	📌
Email Blasts			📌	📌	📌
Media Releases				📌	📌
Promotional Marketing Materials		📌	📌	📌	📌
Radio Advertising				📌	📌
ON-SITE RECOGNITION					
Logo on Display Boards	📌	📌	📌	📌	📌
Sponsor supplied signage on display		📌	📌	📌	📌
Logo on back of competition shirts		📌	📌	📌	📌
Sponsor recognition during media interviews			📌	📌	📌
Trade Show Booth Space		📌	📌	📌	📌
Sponsor recognition by MC throughout the event			📌	📌	📌
Logo placement on base of competition targets				📌	📌
Logo placement on base of practice targets			📌	📌	📌
VIP Parking				📌	📌
Stage time with MC					📌
Program Inclusion	📌	📌	📌	📌	📌
Logo on front of t-shirts					📌
Opening & Closing Ceremony participation				📌	📌
Company name on trophies				📌	📌
POST-EVENT RECOGNITION					
Outgoing Press Releases				📌	📌
Thank You Email Blast	📌	📌	📌	📌	📌
Social Media Thank You Blasts	📌	📌	📌	📌	📌

**Industry sponsorship exclusivity available through negotiation.

**APPENDIX II
COMPETITION SITE & TRAINING SITE FLOOR PLAN AND PHOTOS**







**Waste Diversion Officer Report:
May 1, 2021 – September 1, 2021**



Waste Diversion Officer Update

May 1st – Sept. 1, 2021

HHW

Household Hazardous Waste (HHW) has been increasingly busy for this reporting period. We have been holding at a steady average of 10-15 on Mondays. It continues to be considerably large loads of chemicals we are receiving at a time, typically a new resident or an existing resident who has recently purchased a new property. There has been an increase in waste that is arriving in older containers, proving challenging as a lot of the packaging starts to degrade making it dangerous to transport and handle. In one instance muriatic acid in an old plastic container arrived in a bucket because the container was falling apart. I have had a big increase of calls from those who plan to come and drop off at the site and I have been using this as an opportunity to educate the caller on the importance of packing the chemicals safely in their vehicle for transport and for handling on arrival.

We had Terrapure and Recollect shipments go out on June 16th, and July 28th. We sent 19 barrels of chemicals, 3 fluorescent light boxes and 2 pallets full of 5-gallon pails. This writer has completed the back logged lab-packing and since July 28th we have received 12 additional barrels that are lab-packed as well as another pallet of 5-gallon pails and 2 additional boxes of fluorescent lights. We have currently received as much Hazardous Waste as we had for last year's totals, and we still have 4 months remaining as well as the October Lockport HHW which in the past 2 years has filled a 20ft. trailer.

Over the last 4 months this writer has spent a total of 8 Monday HHW days, as well as our 4 Sundays through the summer and an additional 4–5-day lab-packing. This writer's goal was to assure our DOE permit compliance by making sure that items are logged and packed the day they arrive, and this has now been achieved. We do still get product that is left by the gate, but even that has been reduced by about 50% from last year (I track this on the HHW daily sheet). This is indicative of increasing accessibility as well as through education. While working at the site on the days that we are not open I have had 17 residents stop by to "drop-off" at the gate and this has been a great way to provide education on why we only receive on the days we are open and encourage users to become more familiar with the 1st and 3rd Monday of the month.

The 4 days in the summer we averaged less users (8 per day). This writer will move away from doing Sundays as we did this year and go back to Saturdays as we did in the summer of 2020. Although we received lower numbers, this writer firmly believes that the Summer HHW's are a success. The feedback was consistent with last year, that users were those who could not otherwise access the site due to working on Mondays from 9:00-4:00. The loads we received on the Summer Sundays were typically full trucks. As mentioned it was due to residents who had been stockpiling their waste for some years.

We have now moved our battery recycling to our Regional Materials Recovery Facility in West Green Harbour with Nicole Townsend the RMRF Assistant taking the lead. We have not caught

up on the backlog completely, but she has been able to prepare and send out 30 boxes of recycled batteries. This writer estimates that we have approximately the same amount to process, but this is great progress since our last reporting period. The site has been added to our Purolator account so now the batteries are picked up at the C&D site.



The picture on the left was shared in the last report and was taken in April 2021, the picture on the right is what the site looked like after the last HHW day was over for the day, which was taken in September 2021.

RMRF

Regional Materials Recovery Facility this reporting period had 2 days that our weights fluctuated, with minimal downtime. Avery Weigh-Tronix continues to be extremely receptive and timely with regards to sending out technicians typically within the next day to assure we are up and running. We have had some issues with our indicator and how it tracks transaction numbers, versus truck numbers as indicated on our slips, it is nothing that compromises the weights, or costs, but staff are having to manually adjust the transaction numbers which is something we are aiming to resolve with the software upgrades that will be installed in the next reporting period.

On July 14th, 2021, The Municipality of the District of Shelburne Council approved the purchase and installation of a scale for the RMRF site. The contract was awarded to Avery Weigh-Tronix with installation dates on October 24th, and 25th. If all goes well this will assure we incur no down time. This writer will be meeting with Andrew Stewart the Project Manager to see if it's possible to receive the software in advance for this writer to build the reporting structure to fit our needs for future electronic record keeping and Datacall. This will include training for staff provided by Weigh-Tronix as well as this writer. This writer will work predominantly out of the RMRF site for the duration of the installation and through the transition to the new software to

identify any bugs that may need to be worked out and to support the RMRF staff as it will certainly be a learning curve.

In June interviews were held for the Regional Materials Recovery Facility, Assistant Manager position. Nicole Townsend was successful in her application for the position. Nicole has been working at the site since October of 2020 and has been a valued member of the team ever since.

In September/October 2021 we will be working to cut back brush in-between the scale house and the loading cells as we did in 2019. We will also be trimming back the growth by the road that is hiding the RMRF signage. This will take a few days to assure that we have a clear line of site from the scale house to the cells for monitoring customers while dropping at the site as well as safety reasons if our 2nd worker is working in the cells removing contaminants.

This writer will be requesting quotes for the removal of the refrigerant of the current fridges and freezers we have at the site. The goal is to have the freon removed from the units in time for this year's metal collection that typically happens in late fall, then moving forward we can look to including the reclamation gear in our next fiscal budget to assure we are processing the units at the site as they come in. This writer is organizing our annual site metal processing for the beginning of November to assure that it does not conflict with the installation of the new scale and in the hopes of including the old scale to be taken at the same time. The old scale will have to be cut into sections for removal, which may not leave enough time for this year. If not, we will assure it is cut and ready to go for the 2022 year.

This writer has been speaking with Sonia Smith with the Fishing Gear Coalition of Atlantic Canada regarding the rope at our site. The rope has been landfilled in the past, but the hope is that with a focus on end-of-life fishing gear that we are able to send ours out, or process on site for diversion instead of disposal. This writer will be reaching out to Sonia as she was planning to present to councils in October or November of 2021.

Education, Solid Waste Removal & Enforcement

I have fielded 529 calls and responded to 55 Facebook queries in this reporting period. This has been an increase from our last reporting period, as there continues to be many new residents migrating to our area. This accounts for the increase in phone calls as well as residence visits. This continues to be a great opportunity for education and for a general rapport building on behalf of the Municipality. The bulk of the phone calls are for sorting questions, neighbor disputes and general enquiries, consistent with previous reporting.

I attended 39 residences within this reporting period, an increase from the last reporting period. Six of the residences have been with regards to homes purchased and new residents cleaning out old woodsheds, or outbuildings with a variety of hazardous waste that has been stored over the years. This writer has done some visits that have required PH testing on-site to identify the acidity of the waste for safe disposal. The remainder of the visits have been due to

rejected waste identified by either the waste disposal trucks, or the resident prompting this writer will do onsite education to assure that residents are informed of how to avoid rejections in the future.

Another opportunity for education is green cart deliveries and red bag deliveries. I completed 62 green cart deliveries. 31 of these green cart deliveries have been to new residents to the area. This has been great as I usually get to make contact (at a social distance) answering any immediate questions they may have, providing my business card to assure that if they have follow-up questions, I can answer them. This is on par with the number of deliveries that I did last year at the same reporting period.

We purchased 88 green carts in this reporting period which will cover us until next fiscal for certain, but the 50 Gallon carts are dwindling with each request. We have approximately 15 left that still need repair, but we have the parts to repair them. After that we will have no large carts to offer. The costing on the large carts when this writer last checked were between \$150-200.00 per green cart as opposed to the \$50.00 green carts we have been purchasing the last few years. There is still an appetite for this size of cart, but with the price difference we will have to build it into our budget for 2022-23 or abandon the large carts moving forward as the prices continue to fluctuate due to the impacts of Covid and a shortage of resin for manufacturers.

This writer and Angela Taylor with R-6 went out on 2 different days in this reporting period to check on the waste receptacles within the 2 towns and the Municipality to see if there was interest in utilizing the funding for 3 stream waste bins. Currently, the Municipal recreation department is using this funding for Welkum Park and Angela is awaiting word from both the Town of Lockeport and the Town of Shelburne to see if they can access the funding before the expiry date of April 1st, 2022.

Angela and I stopped into 7 businesses to see if they are using paper bags, versus plastic bags. This was great as most all the businesses we attended have already transitioned to biodegradable packaging or had a limited number of plastic bags left with no intentions of purchasing more. We are planning to get into the schools in the fall to see if we can set up some of the activities we had planned for last Spring and to see if we can do lunch line monitoring at the Elementary schools and waste audits to see if we can assist custodians at the schools with sorting/education.

This writer completed Datacall in August on behalf of the Shared Services Unit. Datacall is when we gather the overall weights of what we produce for solid waste from the Shared Services Unit to indicate the differences between diversion and disposal. This includes curbside waste, as well as our tonnage that is transferred from our Regional Materials Recovery Facility. This year we had an increase in the tonnage of recycling and residual waste with a decrease in Organic waste. This writer spoke with the haulers at GE Environmental and there has not been an increase in overall contaminants, our rejections have been below average however, the

organics decrease may be indicative in an increase of home gardening, composting, and homesteading to utilize their food waste.

At our RMRF we had a considerable decrease of tonnage to landfill, with a considerable increase to diversion, partially with the addition of over 1000 metric tons from the brush pile reclamation. Also, in last year's reporting we had been stockpiling plastics, which had to be added to landfill as there was no market to access for dirty/UV damaged plastics.

UPCOMING:

1. Scale Installation
2. Solid Waste bylaw review (Ongoing)
3. April-October By-law enforcement report
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Municipal Bin replacement (October/November)
6. Green cart repairs (Ongoing)
7. Lockeport HHW/Electronics Pickup
8. Fall Metal Collection



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Naturally Yours

Inspection Department

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

MEMORANDUM

TO: Trudy Payne, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: October 6, 2021

RE: September Monthly Building Report

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued in September	9	16
Number of Permits Issued to Date	75	89
Construction Values for September	\$ 302,000.00	\$ 478,500.00
Total Construction to Date	\$ 5,603,350.00	\$ 6,218,908.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
 /aad

Andrew Goreham, Manager of Inspection Services

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