Municipality of Shelburne

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, December 14, 2022
6:00 pm

AGENDA

		Page #
1.	**Call to Order:**	
2.	**Approval of Agenda:**	
	a. December 14, 2022	
3.	**Approval of Minutes:**	
	a. November 23, 2022	**1-12**
4.	**Business Arising:**	
5.	**Introduction:**	
	a. Robin Smith – Community Development Coordinator – Val Kean	
	b. Marcia d'Eon – Director of Operations & Protective Services – Warren Macleod	
6.	**Community & Economic Development:**	
	a. Tax Exemptions for Community Organizations Policy – Revised – Robin Smith*	**13-18**
	b. 2022/2023 Grants to Organizations Recommendations – Robin Smith*	**19-22**
7.	**Other:**	
	a. Correspondence from Mike Ernst with Titan Maritime – Re: Ghost Gear Update	**23-24**
8.	**Operations & Protective Services:**	
	a. Monthly Building Report – November 2022 – Inspection Services	**25**
9.	**Committee Reports/Warden's Update:**	
	a. Committee Reports	
	b. Warden's Update	

10. <u>Adjournment:</u>

Municipality of Shelburne
Naturally Yours

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Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
WEDNESDAY, November 23, 2022
6:00 pm

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, November 23, 2022, 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 Sherry Thorburn Irvine
Councillor Anthony Gosbee
Warren MacLeod, CAO

ALSO IN ATTENDANCE:
Chana Ross, Executive Assistant
Erin Hartley, Deputy CAO
Val Kean, Director of Economic & Community Development
Adam Dedrick, Director of Recreation & Parks
Ryan Jamieson, Waste Diversion Officer via Microsoft Teams
Ron Coole via Microsoft Teams

REGRETS:
Councillor Doris Townsend

1. **CALL TO ORDER:**

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

Warden Smith advised that Councillor Coole would attend virtually as a member of the public and that Councillor Townsend sent her regrets.

2. **APPROVAL OF AGENDA:**
   a. November 23, 2022

2(a) **MOTION: APPROVAL OF AGENDA – November 23, 2022**

Being duly moved and seconded, be it resolved that the Agenda for November 23, 2022, be approved as circulated.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

- **a.** November 9, 2022
- **b.** March 1, 2022 – Special Council Meeting
- **c.** March 2, 2022 – Special Council Meeting

3(a) **MOTION: APPROVAL OF MINUTES – November 9, 2022**

Being duly moved and seconded, be it resolved that the Minutes of November 9, 2022, be approved with the following amendments:

- 9(b) Warden's Update:
  - Update surname from Decan to Dakin
  - Remembrance Day Service – SRHS becomes Upcoming Remembrance Day Service – SRHS – November 10, 2022
  - Remembrance Day Service – Town of Shelburne becomes Upcoming Remembrance Day Service – Town of Shelburne – November 11, 2022

- **MOTION CARRIED**

3(b) Warden Smith informed Council that the draft Special Council Meeting minutes for the meeting held on March 1, 2022 require approval.

MOTION: APPROVAL OF MINUTES – March 1, 2022 – SPECIAL COUNCIL MEETING

Being duly moved and seconded, be it resolved that the Minutes of March 1, 2022, be approved as circulated.

- **MOTION CARRIED**

3(c) Warden Smith informed Council that the draft Special Council Meeting minutes for the meeting held on March 2, 2022, require approval.

MOTION: APPROVAL OF MINUTES – March 2, 2022 – SPECIAL COUNCIL MEETING

Being duly moved and seconded, be it resolved that the Minutes of March 2, 2022, be approved as circulated.

- **MOTION CARRIED**

4. PROCLAMATION:

- **a.** 230th Anniversary – Year of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project – Warden Smith

b. Municipal Awareness Week – Warden Smith

4(a) Warden Penny Smith read the 230th Anniversary – Year of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project Proclamation, formally declaring this the Year of Black Loyalist Exodus: 15 Ships to Sierra Leone in the Municipality of the District of Shelburne. This document was included with the meeting package.

4(b) Warden Penny Smith read the Municipal Awareness Week Proclamation, formally declaring the week of November 21-27, 2022, Municipal Awareness Week in the Municipality of the District of Shelburne. This document was included with the meeting package.

5. <u>PRESENTATION:</u>

a. Black Loyalist Heritage Centre - Andrea Davis, Executive Director
b. Barrington Ground Search and Rescue - Jeff Gregory, Treasurer

5(a) Andrea Davis, Executive Director, and Darlene Cooper, President of the Black Loyalist Heritage Society, presented Council with information regarding the 230 Years since the Black Loyalist exodus from Nova Scotia to Sierra Leone in 1792. Ms. Davis and Ms. Cooper provided a brief overview of their experience and knowledge.

A PowerPoint presentation was provided on the Black Loyalist exodus from Nova Scotia to Sierra Leone including the arrival in Nova Scotia, promises for service during the war, broken promises, recruitment, and resettlement to Sierra Leone, the exodus, Freetown, and our continued connection to Sierra Leone.

Discussion was held regarding the information provided, further noted as being impactful and informative, growing community partnerships, and promoting inclusion and Black heritage in the community.

Council thanked the presenters for their presentation.

5(b) Jeff Gregory, Treasurer, and David Nickerson, President of Barrington Ground Search and Rescue, presented Council with information regarding a request for grants from the five Shelburne County Municipal units toward the purchase of a new truck.

Their current equipment includes a command trailer and a logistics trailer. These trailers are equipped with all the necessary equipment for performing an EMO's duties in a civic emergency. This will allow them to serve as mobile EMO command posts in civic emergencies. One of the trailers is now 22 years old and requires replacement. The organization has been preparing for this eventuality for several years and has raised and saved $30,000 toward the purchase. Smith and Watt have committed to providing them with a brand-new vehicle for $61,000. The group seeks $30,000 from the municipal units to complete the purchase. Based on population, this would require the following amounts from each municipal unit:

- Municipality of Barrington $14,400.00
- Municipality of Shelburne $9,000.00

- Town of Shelburne $3,600.00
- Town of Clark's Harbour $1,800.00
- Town of Lockeport $1,200.00

Discussions were held regarding membership levels and the significant work this organization does for the community. It was noted that the financial request would be considered during upcoming budget discussions.

The presenters thanked Council for considering their request. Council also thanked the presenters for their presentation.

6. BUSINESS ARISING:

There was no business arising.

8. ADMINISTRATION:

c. Shared Solar Program – Motion Clarification – Warren MacLeod

8(c) Warren MacLeod, CAO, informed Council of an addition to be made to the motion made and passed on November 9, 2022, Council Meeting regarding the shared solar program. This addition will clarify the source of funding. Further, this agenda item was moved up on the agenda due to time constraints before the public hearing session of Council.

MOTION: SHARED SOLAR PROGRAM

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize the CAO to negotiate and sign an MOU with those other interested municipal units and/or First Nation band for the purpose of engaging Alternative Resource Energy Authority ("AREA") to prepare a solar farm proposal as and when the Province of Nova Scotia re-opens the Solar Electricity for Community Buildings (SECB) program. The Council of the Municipality of the District of Shelburne further authorizes the CAO to negotiate a participating interest under the terms of such MOU to as much as $125,000 ***to come from economic development reserves.*** The Council of the Municipality of the District of Shelburne further authorizes the CAO to take such steps as are necessary to facilitate the engagement of AREA under the terms of such MOU. Should the proposal produced by AREA under the terms of the MOU be successfully awarded a power purchase agreement by the Province, that the Council of the Municipality of the District of Shelburne authorize the CAO to take such steps as are necessary to negotiate and sign an inter-municipal agreement that accurately reflects the terms of the MOU, and such other steps as are necessary to complete the construction of the solar project.

- MOTION CARRIED

Warden Smith called a brief recess at 6:57 before the public hearing session at 7:00.

7. **PUBLIC HEARING:**
   - **a.** Public Hearing – Municipal Planning Strategy Amendment – 7:00 pm – Erin Hartley

7(a) Warden Smith called the meeting back to regular session at 7:00 pm.

MOTION: ENTER "PUBLIC HEARING"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter an open "Public Hearing" at 7:00 pm to discuss adopting a revised Municipal Planning Strategy.

- MOTION CARRIED

Erin Hartley, Deputy CAO, advised that the public hearing was pertaining to the adoption of a revised Municipal Planning Strategy.

The advertisement was placed in our local paper for the week of November 2, 2022, including the website and Facebook page. The ad noted that members of the public could provide written submissions before November 21, 2022. Public meetings were held in the Municipal Council Chambers on Tuesday, November 8, 2022, from 11:00 am – 12:00 noon and then again from 6:00 - 7:00 pm. No one attended these meetings.

Ms. Hartley called for comments from the public. There were no comments received. As no public members were present, Ms. Hartley explained the public hearing process for newer Councillors' information.

MOTION: EXIT "PUBLIC HEARING"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "Public Hearing" at 7:03 pm.

- MOTION CARRIED

8. **ADMINISTRATION:**
   - **a.** Municipal Planning Strategy – Second and Final Reading – Erin Hartley
   - **b.** Waste Diversion Officer Update – Ryan Jamieson – For Information Purposes

8(a) Erin Hartley, Deputy CAO, presented Council with the Municipal Planning Strategy – Second and Final Reading staff report.

Council gave consideration and first reading of the amended Municipal Planning Strategy at its Council meeting on October 26, 2022.

- Notice of public meetings was posted on the municipal website and Facebook page (October 27,
- 2022) and advertised in the local paper for the week of November 2, 2022 (weekly paper goes out Wednesdays).
- Public meetings were held in the Municipal Council Chambers on Tuesday, November 8, 2022 from 11:00 am – 12:00 noon and 6:00 - 7:00 pm. No one attended these meetings.

- The public hearing was held on November 23, 2022, at 7:00 pm.
- Adjacent municipal units were notified of our public hearing on November 10, 2022.
- Notice of the public hearing was posted on the municipal website and Facebook page (November
- 2, 2022) and advertised in the local paper on November 9 and 16, 2022.
- Members of the public can attend the public hearing to comment themselves or submit comments to the Clerk to be read at the public hearing. None were received.

Discussion was held regarding public engagement.

MOTION: MUNICIPAL PLANNING STRATEGY AMENDMENT – SECOND AND FINAL READING:

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give second and final reading to the attached Municipal Planning Strategy as amended.

- MOTION CARRIED

8(b) Ryan Jamieson, Waste Diversion Officer, presented to Council the Waste Diversion Officer Update report for information purposes only. Highlights of the report include:

- HHW was open for 12 days during this reporting period. Lockeport's HHW/Electronics pickup took place on October 15.
- Over the past two years, we've received more hazardous waste.
- Staff shipped out 40 lab-pack barrels, seven fluorescent light bulbs, and three pallets of 5-gallon pale on July 11. They plan to ship out another 17 lab-pack barrels and four more pallets of chemicals.
- The increased accessibility has been well-received by site users.
- Residents participated in this year's fall HHW/Electronic Depot at the Lockeport Fire Hall, and the trailer was empty one day later.
- Mid-November, Mr. Jamieson will contact the Department of Environment to begin the renewal.
- To provide visibility to customers, RMRF completed brush cutting at the site.
- Technical issues, competing priorities, and scheduling conflicts have delayed the training of the RMRF scale software. Staff will start training in mid-January in preparation for financial reporting in 2023/24.
- If the fishing gear coalition of Atlantic Canada receives additional funding, they will find a new drop area for rope specifically, and FGCAC will cover any other costs.
- New RMRF regulations include separating pressure-treated lumber from regular lumber, which has the most significant impact on the site. Staff will develop an education strategy to ensure compliance with pressure-treated lumber by providing separate wood loads to customers at the site.
- Rules around stockpiling of materials may lead to emptying cells more frequently, impacting operations/costs.
- The increase in missed collection stops this summer was addressed. There have been fewer curbside complaints.
- Divert NS Enforcement Report for April-October showed 91 rejections, slightly below the previous reporting average.

- Mr. Jamieson has delivered 41 green carts in this reporting period, eight to new residents and 33 to replace broken carts.
- As of April, we have completed 27km of roadside cleanup, with one group anticipating finishing by November.
- The data call was completed in September of this reporting period. The annual totals for all three streams are up slightly. Commercial (ICI) waste has recently increased.
- Our numbers will now be received and calculated by Divert NS, which has created an online portal. In the past it has been done by Region 6.
- Staff completed the new Data Call this year. A policy and procedures guideline should be in place for 2023.
- During Waste Reduction Week, Mr. Jamieson showed the Continuing Care class a "Don't be a Prick" campaign video.
- During Waste Reduction Week, the Municipality held a costume swap at the McKay Memorial Library. Staff donated the leftover costumes to Hillcrest Academy.

9. RECREATION:

- **a.** RFQ Award – Accessible Pathway & Amenities Welkum Park – Adam Dedrick
- **b.** RFQ Award – Playground Accessibility Upgrades Welkum Park – Adam Dedrick
- **c.** Accessibility Advisory Committee – Verbal Update – Adam Dedrick

9(a) Adam Dedrick, Director of Recreation & Parks, presented Council with the RFQ Award – Accessible Pathway & Amenities Welkum Park staff report.

Initially, a Request for Proposals (RFP) was advertised for this project from July 26 to August 17, 2022. No submissions were received even after interest from several companies and after extending the deadline to September 6, 2022. After consulting with legal and following the MDS Procurement Policy, it was determined that a Request for Quotation (RFQ) could be utilized, and contractors could be invited to submit a quotation. The RFQ was less cumbersome for contractors to prepare a submission and was initially provided to those who expressed interest. It was open from October 18 to November 4 and then extended to November 10, 2022. As a result, one submission was received, which was from Harlow's Construction Limited.

The quotation from Harlow's Construction Limited was reviewed based on the submission requirements but not scored, as there were no other submissions to score it against. It was determined that it met the submission requirements.

Discussion was held, and it was noted that the design plan for the new pathway is well done. It was further stated that Welkum Park is popular amongst Shelburne County as a whole, being the only lake with a public beach and park.

MOTION: RFQ AWARD – ACCESSIBLE PATHWAY & AMENITIES CONSTRUCTION WELKUM PARK:

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Accessible Pathway and Amenities Construction at Welkum Park RFQ to Harlow Construction Limited at a cost of $23,950 plus HST.

- **MOTION CARRIED**

9(b) Adam Dedrick, Director of Recreation & Parks, presented Council with the RFQ Award – Playground Accessibility Upgrades Welkum Park staff report.

For this project, a Request for Proposals (RFP) was advertised from July 26 to August 17, 2022. Although several companies expressed interest and the deadline was extended to September 6, 2022 no submissions were received. Legal advised using a Request for Quotation (RFQ) and inviting contractors to submit quotes. An RFQ was provided to contractors who expressed interest, and one submission was received from PlayPower LT Canada, Inc. It was determined that the quotation from PlayPower LT Canada, Inc. met the submission requirements but was not scored, as there were no other submissions to compare it to.

The contractor included three free-standing play stations, a two bay swing set with four swing seats, excavating the area for the swing set, cutting down existing swing sets by cutting the legs below grade, and installing rubber playground surfacing and a compacted stone base in the quote.

There was a discussion regarding the new Mobi mats that will be incorporated into the new design plans. The discussion focused on safety and its benefits to the community.

MOTION: RFQ AWARD – PLAYGROUND ACCESSIBILITY UPGRADES WELKUM PARK:

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Playground Site Prep & Equipment Installation at Welkum Park RFQ to PlayPower LT Canada, Inc. at a cost of $91,472 plus HST.

- **MOTION CARRIED**

9(c) Adam Dedrick, Director of Recreation & Parks, presented Council with the Accessibility Advisory Committee – Verbal Update.

Following some discussion during the last advisory meeting, the committee agreed in principle to endorse pursuing a pilot program to hire an accessibility coordinator jointly for one year. It is planned that the committee will prepare a proposal that each Council will consider.

MOTION: ACCESSIBILITY COORDINATOR

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne endorse the concept of pursing a one-year pilot project to jointly hire an accessibility coordinator.

\- **MOTION CARRIED**

10. ECONOMIC & COMMUNITY DEVELOPMENT:

a. Fundraising Support for Community Organizations – Recommendations – Val Kean

10(a) Val Kean, Director of Economic & Community Development, presented Council with the Fundraising Support for Community Organizations – Recommendations staff report.

The 2022/2023 Operating Budget includes $15,000 for the administration of Fundraising Support for Community Organizations Grant Program. At the July 27, 2022, Council meeting, support totalling $2,000 was approved and distributed to four organizations.

Staff have received four additional applications, all demonstrating fundraising efforts to support the guidelines of program. It is recommended that Council consider approving the full $500 funding to each of the following organizations:

- SRHS Senior Girls Volleyball
- Sandy Point Recreation Association
- Shelburne Curling Club
- St. Peter's by the Sea

Discussion was held regarding community volunteerism and ongoing issues surrounding Covid-19.

MOTION: FUNDRAISING SUPPORT FOR COMMUNITY ORGANIZATIONS – RECOMMENDATIONS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommended Fundraising Support for Community Organizations amounts totalling $2,000, to come from the ICSP, GL# 00-26621-500.

\- **MOTION CARRIED**

11. BUILDING INSPECTION:

a. Monthly Building Report – October 2022

11(a) Council reviewed the Monthly Building Report for October 2022.

12. OTHER:

a. Correspondence from the Municipality of the District of Yarmouth – Re: Minister Champagne – Hurricane Fiona and Reliable Cell Service

12(a) Warden Smith advised that the Municipality of the District of Yarmouth had shared correspondence with Council sent to Minister Champagne regarding telecommunications. This was shared for information purposes only.

13. <u>COMMITTEE REPORTS/WARDEN'S UPDATE:</u>

- **a.** Committee Reports
  - **i.** Audit Internal Control Report to Council 2022/2023 – Councillor Coole & Councillor Thorburn Irvine
- **b.** 2022/2023 Warden's Update

13(a) Committee Reports:

- Councillor Gosbee reported that work on the Arena had begun and is going well.
- Mr. MacLeod reported that the Town of Shelburne is requesting a representative on the Water Source Protection Advisory Committee. Councillor Townsend was the appointed member of this committee and will continue.
- Councillor Wagner reported that she attended the Shelburne County East RCMP Advisory Committee meeting. The group will move to the Town of Lockeport for meetings, and the committee will choose a new chair in the new year.

13(a)(i) Councillor Thorburn Irvine informed Council of the recent Audit and Internal Control Committee meeting and reviewed the report. Mr. MacLeod also noted that the auditors felt that the person appointed to do the internal audit was not qualified, so the committee will meet in January to bring back recommendations for Council.

13(b) Warden Smith advised that she attended the following events:

- Remembrance Day Service – SRHS – November 10, 2022
- Remembrance Day Service – Town of Shelburne – November 11, 2022
- Shelburne County Mental Health and Wellness Committee Meeting – November 15, 2022
- Community Well Meeting – November 15, 2022
- Shelburne County Leadership Meeting – November 17, 2022
- Municipal Modernization Session – November 17, 2022

14. <u>IN-CAMERA:</u>

- **a.** Public Security as per MGA Section 22 (2) (h) – Val Kean

<u>MOTION: ENTER "IN-CAMERA"</u>

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 8:36 pm to discuss Public Security.

- 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 9:21 pm.

- MOTION CARRIED

Discussion was held and advice was provided to staff in-camera.

15. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:21 pm. The next Council meeting will be held on Wednesday, December 14, 2022, in the Municipal Council Chambers.

Chana Ross
Recording Secretary

_____
Date

_____
Penny Smith, Warden

_____
Erin Hartley, Deputy Chief Administrative Officer

Municipality of the District of Shelburne
December 14, 2022 - Council Meeting
MOTIONS

6(a) TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS POLICY – REVISED:

Be it resolved the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

6(b) 2022/2023 GRANTS TO ORGANIZATIONS RECOMMENDATIONS:

Be it resolved that the Municipality of the District of Shelburne approve the recommended grant amount for Hillcrest Academy, totaling $724.50, to come from the 2022/2023 Grants to Organization, GL# 00-21950-791.

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Economic & Community Development

DATE: December 14th, 2022

SUBJECT: Tax Exemptions for Community Organizations Policy - Revised

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ORIGIN

Revision of Policy 10, Tax Exemption for Community Organizations to consider incorporating an annual renewal process for organizations eligible to receive this exemption.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the attached Tax Exemptions for Community Organizations Policy as amended.

BACKGROUND

Policy 10, Tax Exemptions for Community Organizations, states that the property of the organizations listed in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Municipality of the District of Shelburne. Currently, this Policy does not provide direction to staff on how to annually determine accuracy of Schedule “A”.

DISCUSSION

Staff have made revisions to Policy 10, Tax Exemption for Community Organizations, to include a clear process for determining the accuracy of Schedule “A” annually. This revision will ensure staff have the proper information annually to ensure all organizations listed in Schedule “A” are still operational and eligible to receive the exemption.

The most ideal documentation to determine the standing of a community organization is a Registry of Joint Stock number; however, in some cases, community organizations are not a registered non-profit group or organization but could still qualify for the tax exemption. Upon consultation with our solicitor, it was suggested that, in these cases, using a deed if the non-profit

owns property/building and if not, confirmation from the District Councillor confirming the group is a non-profit group in their community could be acceptable proof of eligibility to receive this tax exemption.

To streamline this annual renewal process Schedule "B" has also been added to the policy. Community Organizations wishing to receive the tax exemption will be required to submit Schedule "B" to designated staff by January 15th, annually, to be eligible for the Tax Exemption for Community Organizations for the following fiscal year.

This policy was circulated to Council via email on December 6, 2022 as per MGA requirements.

BUDGET IMPLICATIONS

There are no budget implications from the policy revision.

ATTACHMENTS

1. Tax Exemptions for Community Organizations Policy - Revised

Policy 10

TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS

POLICY PURPOSE

10.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard policy for tax exemptions for properties of registered Canadian charitable organizations or non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations, when council determines that the organizations is providing a service that might otherwise be a responsibility of council.

POLICY DETAILS

10.2 The property of the organizations listed in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Municipality of the District of Shelburne.

10.3 Where a property or part thereof, listed in Schedule "A" ceases to be occupied by the organization or for the purposes set out in the Schedule, total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.

10.4 This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.

i. *A completed Schedule "B" must be submitted to the Municipality by January 15th, annually, for each community organization to qualify for this tax exemption under this Policy.*

REPEAL

10.7 Tax Exemption Policy adopted by the Council of the Municipality of the District of Shelburne on the 27th day of July, 2015, is hereby repealed.

DRAFT

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Tax Exemptions for Community Organizations on the 14th day of December 2022.

SIGNED this _____ day of _____, 2022.

_____

WARDEN

_____

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Approved by Council:	February 27, 2017
Effective Date:	April 1, 2017
Amended:	January 28, 2019, change to Schedule “A”
Amended:	April 14, 2020, change to Schedule “A”
Amended:	June 15, 2020, 2020, change to Schedule “A”
Amended:	September 14, 2020, change to Schedule “A”
Amended:	November 23, 2020, change to Schedule “A”
Amended:	March 23, 2022, change to Schedule “A”
Amended:	July 27, 2022, change to Schedule “A”
Amended:	December 14th, 2022, Revision of Policy and addition of Schedule “B”

Schedule "A"

Assessment District	Organization	Assessment Account No.
1	Ingomar/Roseway Fire Department	01854143
1	Northeast Harbour Community Hall	01855646
1	The Leisure Hour Club	04561929
2	Birchtown Community Centre	03401669
2	Black Loyalist Heritage Museum	04438442
2	Black Loyalist Heritage Museum	10486610
2	Roseway Community Association	04048342
3	3086659 Nova Scotia Limited	09717846
3	Jordan Bay Community Club	02268841
3	Jordan Bay Community Club	08413983
3	Sandy Point Community Recreation Group	01190466
3	Sandy Point Community Recreation Group	02601761
3	Sandy Point Community Recreation Group	09717803
3	Sandy Point Community Recreation Group	02578549
4	Ohio Recreation Centre	02614693
4	Ohio Recreation Centre	03606945
4	Upper Clyde Social Club	00760331
5	Camp Jordan Trustees	00615226
5	Jordan Lodge IOOF	02270161
6	West Green Harbour Recreation Association	03401774
7	East Sable River Community Centre	01354477
7	Louis Head Historical Society	00758191
7	Sable River Community Hall	01500791
7	Sable River Community Hall	04108698

DRAFT

Schedule "B"

To be submitted by January 15th, annually.

Name of Community Organization: _____

Assessment Account Number: _____

Registry of Joint Stocks Number (if applicable):_____

If no registry of joint stocks number, please indicate your form of verification:

_____ Copy of Deed from property

_____ Letter from District Councillor confirming community organization

_____
Name (Printed)

_____
Name (Signed)

_____
Date

DRAFT

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Community & Economic Development

DATE: December 14th, 2022

SUBJECT: 2022/2023 Grants to Organizations Recommendations

ORIGIN

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended grant amount for Hillcrest Academy, totaling $724.50, to come from the 2022/2023 Grants to Organization, GL# 00-21950-791.

BACKGROUND

The Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applicants were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Grant categories include an Operating Grant (programs/services/events) 50% of costs (excluding salary and wages) up to a maximum of $5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of $2,500. Applications are accepted in paper form and through the online application on the Municipal website.

Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget).

DISCUSSION

A total of $72,250 was approved in the Municipality's 2022/2023 Operating Budget for Grants to Organizations. Currently this Council has approved a total of $68,510.75 from the Grants to Organization GL# 00-21950-791, leaving $,3,739.25 for consideration of further requests throughout the 2022/2023 fiscal year. A Grants to Organizations application has been received from Hillcrest Academy. As directed by the Municipality's Grants to Organizations Policy, staff is recommending Council consider approving 50% funding of this operating project, for support totaling $724.50. Leaving $3015.25 for consideration of future applications.

BUDGET IMPLICATIONS

The amount of $724.50, will be taken from the Grants to Organization GL# 00-21950-791, leaving $3,015.25, for consideration of further requests throughout the 2022/2023 fiscal year.

ATTACHMENTS

1. Grants to Organizations Policy

Policy 21

GRANTS TO ORGANIZATIONS

POLICY PURPOSE

21.1 Intent:

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

POLICY DETAILS

21.2 Categories:

a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of $5,000 annually (most operating grants fall within the $500 - $1,000 range).
b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of $2,500 annually.

21.3 Eligibility Criteria:

a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
b. Applications must be received by January 31st or the last working day in January of each year for funding consideration in the next fiscal year.
c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
e. Only one application can be submitted per organization per funding year.
f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
i. Upon completion of the project or by March 31st of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

21.4 Evaluation:

a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
b. Types of grants approved may include:
    i. Community based organizations
    ii. Recreation, arts & culture and/or heritage programming
    iii. Property and facilities development, upgrades and maintenance
    iv. Leadership development
    v. Historic conservation projects
    vi. Community festivals and events
    vii. Lighthouses and museums

21.5 Process:

a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
d. All applicants are notified of Council's decision after the municipal budget is passed.

21.6 Funding:

a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
b. Grants $500 or less will be provided in full to the applicant upon notification.
c. Grants over $500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

REPEAL

21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19th day of June, 2012, is hereby repealed.

Ghost Gear Update - November 2022

prepared by Mike Ernst for Titan Maritime

In early 2022 Titan Maritime in Mahone Bay contacted South Shore MPs, MLAs, municipalities and local conservation groups regarding the Federal Ghost Gear Fund that was terminating on March 31, 2022.
(Formally known as the Sustainable Fisheries Solutions and Retrieval Support Contribution Programme - SFSRSCP)

Titan's objectives were:

1. Follow up with all interested parties about the Fund and projects completed on the South Shore.
2. Highlight problems that Ghost Gear poses to the fishing industry and environment.
3. Gather local information on the implications of Ghost Gear.
4. Request letters of support for the Fund's continuance for 2022-23.

Update on recent developments

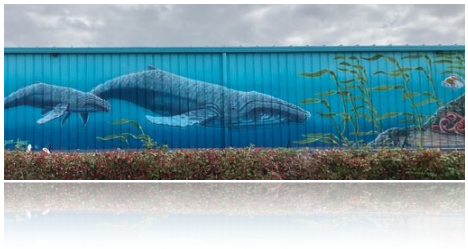
- First, our thanks to those at all government levels who met with us, and also to Mahone Islands Conservation Association and Region 6 Waste Management Committee, your feedback and letters of support were appreciated.
- Your interest confirms there is a need to clean up this source of marine pollution.
- In Budget 2022 the Government of Canada allocated $10 million to renew the Ghost Gear Fund for one year. This is for all three coasts of Canada.
- DFO has yet to announce 2023 funded projects, but monies will be allocated again in 2024-25.
- DFO has just awarded us a contract for cleaning up Ghost Gear debris resulting from hurricane Fiona. Follow this link for more information- https://www.canada.ca/en/fisheries-oceans/news/2022/11/government-of-canada-announces-funding-to-clean-up-hurricane-fiona-ocean-litter-to-make-waters-safer-healthier-and-return-fishing-equipment-to-harv.html
- Titan Maritime will continue to advocate for the Fund's continuance on a long term basis, and pursue other avenues to deal with this marine pollution source.
- A report is included on a visit to the Ocean Legacy Foundation's recycling depot in Richmond, BC. This centre could be a template for recycling Ghost Gear in Nova Scotia.
- The article below is from The Gibsons Way, published by the Town of Gibsons ,on BC's Sunshine Coast. Could a similar initiative be taken by Nova Scotia's coastal communities to raise public awareness around Ghost Gear ?

Thanks for your interest, Michael Ernst for Titan Maritime.

The Town of Gibsons is one of 10 governing bodies that has officially declared June 7, 2022 to June 8, 2023, "The Year of the Salish Sea" (YoSS).

"YoSS" is a youth-led effort that aims to bring together local First Nations, municipalities, organizations, and individuals in the Salish Sea ecosystem region to strengthen existing efforts working towards a healthy Salish Sea. At its heart is a belief in collective action and love for the Salish Sea ecosystem.

One easy way to contribute to the health of the Salish Seas is by reporting marine debris sightings. When you are out on the water in the Átl'ka7tsem/Howe Sound, look for marine debris, such as electronics, propane tanks, chemicals, bulky plastics, scrap metals, large appliances, batteries, mattresses, fabrics, tires, or books, and report your sighting to the Marine Stewardship Initiative (MSI) via this Google Form.
Reported sightings helps MSI collect geographic information on marine debris and to identify areas in need of clean-up activities.



Section of the OLF Centre Mural

Site Visit to the Ocean Legacy Foundation

3300 Chatham Street # 61 Richmond, B,C, V7E 3K1

by Michael Ernst for Titan Maritime, Monday July 18, 2022

My thanks to Chloe Dubois OLF's Co Founder and President for her time and the information provided.

When the Ocean Legacy Foundation started in 2013 their initial work was beach clean ups, but In 2016 they started diverting and processing collected material. In 2021 they moved to their present facility in Richmond. The Foundation has Ghost Gear collection depots at Powell River, Uclulet and Cumberland with plans to add more sites. There are also six collection teams working at coastal locations.

In one of the site's processing areas there was an enthusiastic team removing tires from an inner core of polystyrene. These were previously buffers on wharves and boats, but the polystyrene was degrading and causing an environmental risk to marine species.

In the yard were neat piles of high density plastic, polystyrene, polypropylene lines awaiting processing, along with bags of shredded material.

Markets are being developed for processed material and one promising area is its inclusion in the manufacture of outdoor recreation and sporting goods.

This Ocean Legacy Foundation runs the first Ghost Gear recycling facility in Canada. This year they celebrated diverting a million pounds of plastic debris from landfill.
'For reference, that's the weight of about 17 adult humpback whales!' (August, 2022 OLF Newsletter)

Recycling is a labour intensive and challenging business. Supporting organizations like the Ocean Legacy Foundation could be an efficient and cost effective manner all levels of government can use to tackle problems created by Ghost Gear.

Michael Ernst, M. Ed.

TITANMARITIME
beyond boundaries

Municipality of Shelburne

Naturally Yours

Inspection Department

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

MEMORANDUM

TO: Warren MacLeod, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: December 6, 2022

RE: Monthly Building Report

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued in November	14	9
Number of Permits Issued to Date	111	92
Construction Values for November	$1,427,500.00	$ 470,22000.00
Total Construction to Date	$ 7,897,500.00	$ 14,147,570.00

Highlights:

- 3 - New Dwelling - $1,150,000.00

Yours very truly,

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