Municipality of Shelburne

Naturally Yours

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

COMMITTEE OF THE WHOLE
Tuesday, November 12, 2019
5:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**

   (a) October 15, 2019

4. **Presentation:**

   (a) Atlantic Fisheries Fund – Brennan Goreham, Director

5. **Business Arising:**
6. **Administration:** (*Resolution Prepared)

   (a) Dangerous & Unsightly Premises Policy*
   (b) Septage Disposal Policy – Proposed Amendments*
   (c) 2019 Holiday Information
   (d) 2020 Meeting Calendar

7. **Other:**

   (a) Monthly Building Report – October 2019
   (b) Traffic Issues - Shelburne Industrial Park
   (c) School Bus Safety - Passing When Red Lights Flashing – Warden Smith – Verbal
   (d) NSCC Funding Update – Councillor Wallet - Verbal
   (e) Dangerous and Unsightly Premises - Little Harbour – Councillor Taylor – Verbal

8. **Committee Reports/ Recommendations:**
9. **Council Member Updates:**
10. **In Camera:**

    (a) Personnel Matters

11. **Adjournment:**

Municipality of Shelburne

Naturally Yours

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

COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
October 15, 2019

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Tuesday, October 15, 2019, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Penny Smith
Deputy Warden David Levy
Councillor Roger Taylor
Councillor Doris Townsend
Councillor John Roscoe
Councillor Terry McIntyre
Councillor Norman Wallet
Ken Smith, Interim CAO

ALSO IN ATTENDANCE:

Adam Dedrick, Director of Recreation & Parks
Darrell Locke, Bylaw Enforcement Officer
Chana Ross, Executive Assistant
Members of the Public

1. **CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Deputy Warden Levy.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of October 15, 2019, be approved with the following amendments:

5.(a) Sable River Fire Department Mediation Process- added
7.(g) Fibre Internet Update- added
10.(a) Physician Update- added

- **MOTION CARRIED**

draft

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of July 8, 2019, be approved with the following amendments:

- Rewording of 9.(a)

- **MOTION CARRIED**

4. **Presentation:**

(a) Shelburne County Mental Health and Wellness – Warm Line Update – Kevin Grant, Chairperson, Marilyn Johnston, Secretary & Cindy Hagen, Warm Line Coordinator

4.(a) Kevin Grant, Chairperson, Marilyn Johnston, Secretary, and Cindy Hagen, Warm Line Coordinator, for the Shelburne Country Mental Health and Wellness Group presented the Warm Line update to Committee.

Ms. Johnston thanked Council for the invitation to present and for the Municipality's contribution to the organization through the Grants to Organizations program.

On July 23, 2019, the Warm Line was launched. The Warm Line is a non-crisis line for anyone dealing with mental health issues. It could be something as simple as needing someone to briefly talk to, grief, depression, anxiety, stress, and or other difficulties of life. The Warm Line is meant to provide short-term emotional support and to assist the individual calling for help with a plan to move forward. The number is toll-free. The Warm Line is available Tuesdays and Fridays from 6:00 pm to 10:00 pm. The organization would like to have more days and times available, but more resources are required. There was an influx of calls once the Warm Line began operations and the organization is pleased with the current results.

It was noted by Ms. Johnston that all calls are anonymous, confidential, and without judgement. Volunteers are highly trained, having received over forty hours of training. Volunteers do not provide advice as they are not medically trained but help people explore options. The organization is applying for a program grant which is for seniors. The organization is in the process of recruiting more volunteers to provide training sessions and to be able to be operational on more than two evenings a week. There is one paid, part-time position which is the Warm Line Coordinator, Cindy Hagen.

Mr. Grant noted that Facebook has been the most successful avenue to date for reaching people through advertising, an example was given of one post reaching 15,000 people.

Committee thanked Mr. Grant, Ms. Johnston and Ms. Hagen for their presentation.

5. **Business Arising:**

(a) Sable River Fire Department Mediation Process

5.(a) Councillor Taylor welcomed members of the Sable River Concerned Citizens Group who attended to address their concerns over the mediation process with the Sable River Volunteer Fire Department.

Robert Forbes, Spokesperson for the Concerned Citizens of Sable River, provided comments to Committee.

Mr. Forbes is a rate payer, resident of Sable River, and member of the Concerned Citizens of Sable River Group. He stated that the needs of the fire department must be in line with the needs of the community and what the

community and Municipality can afford. The Community group has expressed concerns regarding negotiations in bad faith, untrue statements, poor financial accounting, and false promises from the Sable River Volunteer Fire Department. This resulted in the community group agreeing to be involved in a mediation exercise between residents of Sable River and the Fire Department which was backed by the Municipality. There was a mediation settlement agreed upon however, to date, the Fire Department has failed to honour any of the items agreed to. Mr. Forbes noted that the Concerned Citizens of Sable River are asking Council to take necessary action to bring the current situation under control.

Ken Smith, Interim CAO, informed Committee of separate meetings held with representatives from both the Fire Department and the Concerned Citizens Group, that the Interim CAO and Director of Corporate Services attended.

The Municipality informed the Fire Chief that it was important for the fire department to have the support of community members. Whether it's a loan guarantee or an area rate, there would be input received from the community on financial matters.

The Interim CAO noted that the Concern Citizens were informed of the limited role the Municipality can have during this process based of the Municipal Government Act. The Municipality's own policies currently reflect the Municipal Government Act very closely. The Act is very specific in what Municipal Governments can and cannot do. The Fire Department has complied with the Municipality's Policies.

Discussion was held and questions were raised on various issues that have arisen since meetings began between the Fire Department and Concerned Citizens Group.

Councillor Taylor noted that he attended two meetings held between the parties and noted that the relationship has eroded over time.

It was further noted that both parties signed the Mediated Settlement.

Committee thanked the Concerned Citizens of Sable River for attending and informed the group that an "in camera" session would be held to further explore the Municipality's involvement in this process.

6. **Recreation:**

(a) Trail Bridges Inspections Report

6.(a) Adam Dedrick, Director of Recreation and Parks, presented the Trail Bridges Inspections Report staff report to Committee.

Mr. Dedrick provided an overview on the process and a thorough PowerPoint presentation on the trail bridges inspections. It was noted that this report is for long term planning of capital projects and the maintenance of Municipal trail bridges.

Mitchelmore Engineering Company Limited (Meco) was hired to do condition reviews and underwater inspections for three Municipal trail bridges including the Roseway River Trail West Bridge, Jordan River Trail Bridge, and the Tom Tigney Trail Bridge. The condition review consisted of a visual inspection for all three bridges and an underwater inspection for the Jordan River Bridge and the Tom Tigney Trail Bridge. The visual and underwater inspections were carried out on August 14, 2019.

Discussion was held and staff were asked to have trail counts for the Jordan River Bridge done in spring or summer 2020 and will have a life cycle cost analysis for the Roseway River West Bridge and Jordan River Bridge done as money is available in the current budget.

It was also noted that there are future plans for current trails to be considered and upgraded as multi-use trails.

7. **Administration:**

(a) Shelburne Port Authority – Council Member Appointment
(b) Councillor iPad Upgrade
(c) Regional Land Use Planning Services
(d) Dog By-Law Considerations
(e) Lockeport Volunteer Fire Department - Truck Purchase
(f) Area Rate for Fire Departments Policy
(g) Fibre Internet Update

7.(a) Ken Smith, Interim CAO, presented the Shelburne Port Authority – Council Member Appointment staff report to Committee.

An appointment request was received from the Town of Shelburne for one Municipality of Shelburne Council member to sit on the Shelburne Port Authority Committee. The Municipality has been a member in the past but has been inactive for the past number of years. The Shelburne Port is an important part of the Town's infrastructure that impacts the Municipality's economic growth and well-being. Municipal staff will also act as resources for this committee in a non-voting capacity.

Discussion was held and Deputy Warden Levy volunteered for the Council Member Appointment.

MOTION: SHELBURNE PORT AUTHORITY – COUNCIL MEMBER APPOINTMENT

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council that Deputy Warden Levy be appointed to the Shelburne Port Authority Committee.

- **MOTION CARRIED**

7.(b) Ken Smith, Interim CAO, presented the Councillor iPad Upgrade staff report to Committee.

Councillor iPads are currently outdated and do not operate as efficiently as they once did. Typically, iPads are replaced each Councillor term but were not done so this past term. Some are incompatible with the latest OS updates. This is a cause for security concerns.

Discussion was held and it was noted that Councillor Taylor's iPad is the oldest and has issues with updates. It was further noted by the Committee that iPads should be replaced on an as needed basis.

7.(c) Ken Smith, Interim CAO, presented the Regional Land Use Planning Services report to Committee.

It was noted by the Interim CAO that at the Regional AMA Committee meeting, there was discussion around the need for planning services in response to the Province's new legislation respecting minimum planning standards. This discussion sparked a comparison of planning services amongst the municipal units in the region. The Province is attempting to launch a funding stream for municipal modernization which this group will try and tap into.

The Municipality of the District of Shelburne will require planning updates within the next two years. By participating and applying for this grant, the Province will be asked to provide ninety percent of the funding with the other eight municipal units covering the remaining ten percent.
Discussion was held and questions raised about the long-term funding model. It was also noted that this is an excellent idea and good for Planning Services within the Municipality and throughout the region.

MOTION: REGIONAL LAND USE PLANNING SERVICES

Being duly moved and seconded, be it resolved that Committee of the Whole recommend to Council that the Municipality of Shelburne support the application for provincial funding for a shared land use planning service, and that request be for 90% funding provincially, and the remaining 10% paid by participating municipalities if the application is successful.

- **MOTION CARRIED**

7.(d) Darrell Locke, Bylaw Enforcement Officer, presented the Dog Bylaw Considerations staff report to Committee.

Mr. Locke noted the main issue at present is complaints the municipality has been receiving in increasing numbers regarding dogs persistently disturbing the quiet of the neighbourhood by barking, howling or otherwise.

Historically, these complaints have been seasonal, beginning in the late spring and continuing until late fall. During this time many people have their windows open and the noise is more noticeable. This year the Bylaw Enforcement Officer has received complaints from Lower Ohio, Welshtown, and many from Jordan Falls. The Jordan Falls complaints have been generated by two separate residents that live in the same neighbourhood and relate to the same dog owner.

It was noted that the current Dog Bylaw allows for impounding of the dog but does not provide instruction after this fact. It was also noted that none of the offences in the bylaw are scheduled with the Province and are not summary offence ticketable. Mr. Locke noted that he conducted research into twenty-tree other municipal units within the Province regarding their Dog Bylaws. It was noted that they all have a stipulation in their bylaws regarding barking dogs that persistently disturb the quiet of the neighbourhood and include a ticketable offence. Mr. Locke explained that the Municipality always takes an educational approach first to gain voluntary compliance. This does not seem to be as effective as it once was, attaching a monetary value to a ticket may be more effective.

Discussion was held and questions raised about the current process according to the bylaw. It was noted by Mr. Locke that the entire current bylaw should be reviewed. It was also noted in the case of disruptive dog complaints, that the complainant would be required to go to court as witness to support the case for a summary offence. It was further noted that legal counsel will be required to review the bylaw and the Province will be required to approve the amounts for summary offence tickets.

Mr. Locke recommended to Committee that staff work through the current bylaw to research issues before making final decisions or passing amendments. The Interim CAO stated a projected timeline will be conducted as there is a process for updating a bylaw. Committee directed staff to research and bring to a future Council Meeting.

7.(e) Ken Smith, Interim CAO, presented the Lockeport Volunteer Fire Department – Truck Purchase staff report to Committee.

A request was received from the Town of Lockeport for the Municipality of the District of Shelburne to approve the purchase of a fire truck, based on our Fire Services Agreement. It was noted that a determination needs to be made

regarding public input and how the truck will be paid for. The Area Rate for Fire Departments Policy being proposed may address this issue but is not in place currently. The Interim CAO noted seeking a legal opinion on this matter would be prudent.

Discussion was held regarding the current approval process and policies. It was requested that the Lockeport Volunteer Fire Department be sent a letter regarding considering the purchase of a used fire truck, and staff having a GIS map completed to determine the service area for an area rate.

7.(f) Ken Smith, Interim CAO, and Darrell Locke, Bylaw Enforcement Officer, presented the Area Rate for Fire Departments Policy staff report to Committee.

It was noted that this report is the result of a deferred motion to accept an Area Rate for Fire Departments Policy from September 2019 Council, pending consideration of content from Council. This report is for discussion and consideration purposes. Staff are asking that Council consider and come to a consensus on several items and provide direction to staff.

Committee directed staff to make the following amendments to the Area Rate for Fire Departments Policy:

1. Which properties will get taxed?
    - Committee recommends all properties in the fire service area
2. How is the area rate implemented?
    - Committee recommends that rates are implemented based on assessment
3. Who votes?
    - Committee recommends that there is one vote per property in a service area
4. Are there voting options?
    - Committee recommends that there be a mailout option in addition to a community meeting.
5. Is this policy compatible with our Fire Services Agreements with the Towns?
    - Seek legal advice

Discussion was held and it was noted that staff will bring the final draft policy to a future meeting after legal considerations have been incorporated.

7.(g) Councillor Wallet requested an update on the Fibre Internet Project. Deputy Warden Levy informed the Committee that there was no new information available. Warden Smith read an email update from Bell on the status of Phase 1 of the project. Interim CAO will follow-up on this email and provide further updates at a future meeting.

8. **Other:**

(a) CAP – NSFM Update – Letter to MLA
(b) Roseway Manor – Meeting Date with Lawyer
(c) Physiotherapist Return of Service – Owed Amount
(d) Policing Review Update
(e) Waste Diversion Officer Update
(f) Monthly Building Report – September 2019
(g) CPONS – Participation Request

8.(a) Warden Smith informed Committee of an email received from the Nova Scotia Federation of Municipalities (NSFM) requesting the Municipality send a letter to MLA Masland for the removal of the CAP Program. Consensus

was to send a letter to MLA Masland to gain support for the removal of the CAP Program for a new system that endeavours to, and advocates for, low-income residents.

8.(b) Ken Smith, Interim CAO, informed Committee of a letter received from Roseway Manor requesting participating Councils meet with their lawyer. The letter provided several dates to meet and all members of Council and the CAO are asked to attend.

Discussion was held and it was noted that the Interim CAO would respond to the request with the dates of October 30 or 31, 2019 or November 13 or 14, 2019.

8.(c) Discussion was held regarding an owed amount from a Physiotherapist Return of Service Contract. Committee consensus was for the money to be given to the Charitable Foundation.

8.(d) Deputy Warden Levy provided a Policing Review Update.

Discussion was held and it was noted that participating in a review would be in the Municipality's favour, considering the potential issues the Municipality may have with the lock-up and the new municipal building. It was noted if there is no lock-up then our police officers would be tied up transporting prisoners to court in other areas.

Committee Consensus was to participate in a Policing Review.

8.(e) The Waste Diversion Officer Update Report – June - September 2019 was reviewed.

Discussion was held and it was noted by Committee that Mr. Jamieson, Waste Diversion Officer, has done an excellent job on the report and identified a lot of key areas he is working on.

8.(f) Ken Smith, Interim CAO, presented the Monthly Building Report – September 2019.

The construction values for September were $18,500 with six permits issued.

8.(g) Warden Smith informed Committee of the CPONS – Participation request.

The Campaign to Protect Offshore Nova Scotia is holding a press conference in Halifax on November 5, 2019 and has requested Warden Smith speak at the event. Warden Smith asked Committee for their recommendation.

Discussion was held and it was noted that a letter of support has already been provided by Council and this was deemed sufficient.

9. **Committee Reports/ Recommendations:**

There were no Committee Reports/ Recommendations.

10. **Council Member Updates:**

(a) Physician Update – Councillor Wallet

10.(a) Councillor Wallet informed Committee of a physician tour he provided and that unfortunately the Physician since has decided not to come to the Shelburne area.

11. **In Camera:**

(a) Contract Negotiations
(b) Personnel Matters
(c) Public Security

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee enter "In Camera" at 8:15 pm to discuss Contract Negotiations, Personnel Matters and Public Security.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that Committee exit "In Camera" and return to Regular Session at 9:10 pm.

- **MOTION CARRIED**

12. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:11 pm.

Chana Ross
Recording Secretary

_____
Date

_____
David Levy, Deputy Warden

_____
Erin Hartley, Director of Corporate Services

draft

Municipality of the District of Shelburne
November 12, 2019, Committee of the Whole
MOTIONS

6.(a) **DANGEROUS AND UNSIGHTLY PREMISES – POLICY 45**

THAT Committee of the Whole recommend that Council of the Municipality of the District of Shelburne approve the attached Dangerous and Unsightly Premises Policy; and

That Darrell Locke, By-Law Enforcement Officer, be delegated authority to act as Dangerous and Unsightly Premises Administrator pursuant to Section 41 of the Municipal Government Act and Section 45.2.1 of this Policy.

6.(b) **SEPTAGE DISPOSAL POLICY AMENDMENT – NOVEMBER 2019**

THAT Committee of the Whole recommend that Council of the Municipality of the District of Shelburne approve the attached Septage Disposal Policy as amended.

4.(a)

NOVA SCOTIA
Fisheries and Aquaculture

Atlantic Fisheries Fund

Presentation to Municipality of Shelburne

November 12, 2019

NOVA SCOTIA NOUVELLE-ÉCOSSE | New Nouveau Brunswick | Prince Edward Island | Île-du-Prince-Édouard | Newfoundland Labrador | Terre-Neuve Labrador | Canada

SCOTIA

NOVA SCOTIA

1

Eastern Shelburne County– Key Figures

- Provincial Licence Holders
  - 6 Licensed Aquaculture sites
  - 16 Licensed Fish Buyers
  - 16 Licensed Fish Processing Facilities
- Over $70,000,000 in reported purchases in 2018
- Several major commercial fishing ports

NOVA SCOTIA

2

AFF Purpose – Atlantic Region

- Transform and drive innovation in the Atlantic fish and seafood sector
  - Innovative processes and technologies in harvesting, processing and aquaculture sectors
  - Infrastructure/new technology investments to improve quality, productivity and sustainability
  - Science Partnerships to enhance knowledge and understanding of changing oceanic conditions
- Provincial Priorities a Key Consideration

3

AFF Funding Model

- Partnership: Canada and the 4 Atlantic Provinces
  - Joint Management, Delivery and Approvals
  - Cost-shared 70/30
- Atlantic Component: $295M Fed + Prov 30%
- National Marketing Pillar - $30M + additional from all participating Provinces & Territories

4

Who can Apply?

- Commercial Enterprises
  - Harvesters
  - Processors
  - Aquaculturists
- Non-Commercial Organizations
  - Indigenous Organizations or Groups (other than Commercial)
  - Industry Associations
  - Research and Academic Institutions
  - Other NGOs that support the sector

5

Eligible Projects

- Innovation:
  - Research & Development of new products, processes, technologies and equipment
  - Pilot & test new innovations
  - Introduce innovations to market
  - Initiatives to create partnerships or networks that support innovation activities in the sector
  - Results: Productivity, Increased Value Added, Sustainability, Marketability
  - Led by industry with technical or academic partners

6

Eligible Projects

- Infrastructure:
  - Adopt new technologies, processes or equipment to improve effectiveness and sustainability
  - Associated training
  - Results: Productivity, Increased Value Added, Sustainability, Marketability
  - Direct investment in commercial operations

7

Eligible Projects

- Science Partnerships:
  - Science research on impacts of ecosystem shifts
  - Creation of partnerships or networks that help scientific activities in the sector
  - Science work on sustainable harvesting, processing and aquaculture technologies
  - Results: Informed Decisions on Industry Future, Technology Transfer and Research Commercialization
  - Work by academics and institutions with active participation, commitment and support from Industry.

8

Program Assistance

- Commercial Enterprises:
  - Contribution Less Than $100,000 – Non-Repayable
  - Contribution Over $100,000 – Repayable or conditionally repayable dependent on circumstances
- Commercial Enterprises:
  - % Contribution available from all Government sources
    - Less than 19 employees – up to 80%
    - 20-499 employees – up to 75%
    - 500 or more employees – up to 50%

NOVA SCOTIA 9 NOVA SCOTIA

9

Program Assistance

- Non-Commercial Organizations:
  - Non-repayable Contributions up to 80% (all Government sources)
  - % Contribution Based on Need:
    - Priorities for Fisheries, Seafood and Aquaculture Sectors
    - Level of Risk Involved
    - Availability of Other Funding

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10

Examples of Approved Projects

- Harvesting:
  - Automated long lines and sustainable harvesting technology
  - Various onboard handling equipment related to improving the quality of fish when harvested
  - Electronic and new technology adoption for increasing efficiencies (e.g. Notus Echo system for shrimp fishery)
  - Pilot testing alternative, sustainable harvesting technologies for crab and lobster fisheries

11

Examples of Approved Projects

- Processors
  - New technology/state-of-the-art processing equipment to gain efficiencies and automate; as well as reduce energy consumption
  - Demonstration of new technology for live lobster holding
  - Acquisition of Automated live lobster grading systems
  - Traceability and Inventory management systems

12

Examples of Approved Projects

- Aquaculture
  - Acquisition of automated grading equipment for oysters
  - Productivity and efficiency improvements in grow-out gear and equipment for shellfish aquaculture
  - Adoption of new technologies to upgrade grow-out sites and hatcheries (shellfish and finfish)

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13

Provincial Areas of Focus

- Harvesting, Processing, Aquaculture
- Innovation
- Quality
- Traceability
- Increased Value
- Improved Productivity
- Operating Efficiencies
- Sustainable Methods
- Market Access

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14

Conclusion

- What are you hearing from the fish and seafood sector?
- How do you see the AFF advancing your priorities?
- Do you see yourself supporting the work of the AFF?

15

Contact US

- **NSDFA**
- aff@novascotia.ca
- 1-902-424-3036

- **DFO-AFF Secretariat:**
- atlanticfisheriesfund.ca
  - E-mail: RegionalAFF-FPARegional@dfo-mpo.gc.ca
  - Toll Free: 1-844-795-9718

16

6.(a)

Municipality of Shelburne

STAFF REPORT

TO:	Council
FROM:	Erin Hartley, Director of Corporate Services
APPROVED BY:	Tom MacEwan, Chief Administrative Officer
DATE:	November 12, 2019
SUBJECT:	**Dangerous and Unsightly Premises - Policy 45**

ORIGIN

The need for clear roles, responsibilities, procedures, administration and oversight for the investigation and enforcement of dangerous and unsightly properties in the Municipality of Shelburne.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Dangerous and Unsightly Premises Policy; and

THAT Darrell Locke, By-Law Enforcement Officer, be delegated authority to act as Dangerous and Unsightly Premises Administrator pursuant to Section 41 of the Municipal Government Act and Section 45.2.1 of this Policy.

DISCUSSION

In January 2018, Council repealed the Municipality's Dangerous and Unsightly Premises Policy and approved an Enforcement of Summary Offence Tickets Policy which incorporated two clauses in relation to Dangerous and Unsightly properties enforcement.

It is being recommended that the repealed Dangerous and Unsightly Premises Policy be reinstated to provide clarity to staff and the public in relation to the purpose of the policy, the applicable legislation, the delegation of authority, as well as details and procedures for reporting, inspecting, action, demolition, enforcement and charges.

The By-Law Enforcement Officer, Darrell Locke, was appointed Dangerous and Unsightly Premises Administrator by Council motion on May 25, 2010. In 2017, the Director of Corporate Services job description was created with the following inclusion:

"Designated as the Administrator pursuant to Dangerous and Unsightly Premises provisions of Municipal Government Act"

This created duplication and confusion around staff's roles, responsibilities and authority, resulting in delays and inefficiencies in handling these matters.

It is understood that the designation of the Director of Corporate Services was meant to act as an oversight and reporting mechanism to avoid unilateral decision making by any one staff member. That process can still be accomplished by reinstating the By-Law Enforcement Officer as the Administrator and the CAO, as his supervisor, will act as a consultant. The CAO will also act as the liaison between staff and Council in relation to reporting Dangerous and Unsightly Premises and any related questions, concerns or updates.

Staff believe that the processes outlined in the repealed Dangerous and Unsightly Premises Policy worked well for many years and provided a legislative framework for consistent and fair processes and enforcement. The attached proposed Dangerous and Unsightly Premises Policy is essentially the same with a few amendments (in red text) to clarify the consultation role of the CAO and to include MGA updates to definitions.

If Council approves this recommendation, the Enforcement of Summary Office Tickets policy will be amended to remove reference to Dangerous and Unsightly Premises, to avoid duplication.

This policy format was also updated for consistency.

ATTACHMENTS

- Dangerous and Unsightly Premises Policy
- MGA Part XV – Dangerous and Unsightly Premises

Municipality of Shelburne

Policy Number 45

DANGEROUS OR UNSIGHTLY PREMISES

45.1 PURPOSE

1.1 Every property in the Municipality shall be maintained so that the property is not dangerous or unsightly. This policy defines the manner of action the Municipality will undertake where a property is alleged to be dangerous or unsightly.

1.2 Dangerous or unsightly is defined in sections 3 (r) of the Municipal Government Act of Nova Scotia as follows:

(r) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing

(i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or machinery, or bodies of these parts thereof,

(ii) an accumulation of wood shavings, paper, sawdust, dry and inflammable grass or weeds or other combustible material,

(iia) an accumulation or collection of materials or refuse that is stockpiled, hidden or stored away and is dangerous, unsightly, unhealthy or offensive to a person, or

(iii) any other thing that is dangerous, unsightly, unhealthy or offensive to a person, and includes property or a building or structure with or without structural deficiencies

(iv) that is in a ruinous or dilapidated condition,

(v) the condition of which seriously depreciates the value of land or buildings in the vicinity,

(vi) that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,

(vii) that is an allurement to children who may play there to their danger,

(viii) constituting a hazard to the health or safety of the public,

(ix) that is unsightly in relation to neighbouring properties because the exterior finish of the building or structure or the landscaping is not maintained,

(x) that is a fire hazard to itself or to surrounding lands or buildings, or

(xi) that has been excavated or had fill placed on it in a manner that results in a hazard, or

(xii) that is in a poor state of hygiene or cleanliness.

45.2 DELEGATION

2.1 The Council delegates its authority to act where property is dangerous or unsightly to the Administrator, except the authority to order demolition.

45.3 REPORT OF DANGEROUS OR UNSIGHTLY PROPERTY

3.1 A complaint of a dangerous or unsightly property can be made by a resident or rate payer of the Municipality or the Administrator (the "complainant"). The complaint may be accompanied by the name of the complainant, or it can be noted as received anonymously. Each complaint will be recorded on a form for this purpose and, with fourteen (14) days, will be followed by a site inspection and an initial site inspection report, conducted and prepared by the Administrator.

3.2 The Administrator will only disclose the name of a complainant in accordance with the Nova Scotia *Freedom of Information and Protection of Privacy Act*, S.N.S. 1993, c. 5.

45.4 INITIAL SITE INSPECTION REPORT

4.1 In the preparation of the initial site inspection report, the Administrator will determine whether the property is dangerous or unsightly.

4.2 The Administrator may take photographs and video recordings of the property as necessary to document its condition.

4.3 If the Administrator determines that the property is not dangerous or unsightly, no action will be taken, and the complainant shall be advised accordingly.

4.4 If the Administrator determines that the property is unsafe, the Administrator may make an order to vacate the property and immediately notify the CAO.

4.5 If the Administrator determines that a dangerous or unsightly condition requires immediate action in order to protect public safety, the Administrator may immediately take action to prevent damage or remove the dangerous structure or condition and immediately notify the CAO.

4.6 If the Administrator determines that the property is dangerous or unsightly but there is no need for immediate action, the Administrator shall so advise the property owner by registered mail or by personal service of what is required to remedy the dangerous or unsightly condition within thirty days of the date the letter was registered, or within such other reasonable time as determined by the Administrator.

4.7 If the Administrator determines that the property is dangerous or unsightly, the complainant shall be advised of the action taken to remedy the condition.

4.8 A monthly summary of all reports made, and actions taken by the Administrator with respect to dangerous or unsightly property will be submitted to the ~~Council~~ CAO by the Administrator.

4.9 A repeat offender is the owner of a property for which the Municipality has received a valid second complaint within 365 days of the previous valid complaint.

45.5 **ORDER**

5.1 In the event that a dangerous or unsightly condition is not remedied in accordance with a notice given pursuant to section 4.6 herein, the Administrator, in consultation with the CAO, may issue an Order requiring the owner to remedy the condition, or in the event of a repeat offender, the Administrator may order immediate remedy, except ordering demolition as a remedy. The order shall be posted in a conspicuous place on the property and a copy shall be sent to the owner by Registered Mail. In the event that the owner does not receive the Registered Mail, the owner shall be personally served or served by substituted service.

5.2 An order made by the Administrator may be appealed to the Council within seven days after the Order is made.

45.6 **DEMOLITION**

6.1 In the event that the Administrator, in consultation with the CAO, determines that the property is dangerous or unsightly and is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less then seven days notice of the day, time and place of the Council meeting at which the making of such order will be considered. No further notice will be given to the owner.

6.2 If the Council consider demolition necessary to remedy the property, they will issue an Order to the owner of the property with directions to demolish. The Order shall be posted in a conspicuous place on the property and a copy shall be sent to the owner by Registered Mail. In the event that the owner does not receive the Registered Mail, the owner shall be personally served with the Order.

45.7 **COURT ORDER**

7.1 Notwithstanding sections 4, 5, and 6 herein, the Municipality may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order specifying the work required to be done to remedy the condition.

45.8 **ENFORCEMENT**

8.1 Where an owner fails to comply with an Order made pursuant to Section 5 or 6 herein thirty days after being served, the Administrator, with the CAO's approval, may enter upon the property without warrant or other legal process in order to carry out the work specified in the Order without further notice to the owner.

8.2 Where the Administrator intends to carry out the work specified in an Order, the Administrator shall obtain an estimate of cost involved and the Administrator shall obtain the approval of the Council before carrying out the work.

8.3 All costs associated with carrying out the work under Section 8.1 shall form a lien against the subject property pursuant to Section 507 of the *Municipal Government Act*.

45.9 **CHARGES**

9.1 Where the owner fails to comply with an Order made pursuant to Section 5 or 6 herein within the specified time, the owner may be charged pursuant to the powers granted under the *Municipal Government Act*.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passes the policy respecting Dangerous or Unsightly Premises on the _____ day of _____, 2019.

SIGHED this _____ day of _____, 2019

_____

WARDEN- Penny Smith

_____

CHIEF ADMINISTRATIVE OFFICER- Tom MacEwan

Approved by Council:

Effective Date:

Approval or permission by engineer

40 **(1)** Where approval or permission by the engineer is required pursuant to this Act, the engineer's decision to refuse the approval or permission may be appealed to the

(a) council; or

(b) where there is a committee designated by the council, by policy, to hear appeals, that committee.

(2) On an appeal pursuant to subsection (1), the council or the designated committee, as the case may be, shall

(a) direct the engineer to grant the approval or permission; or

(b) uphold the decision of the engineer.

(3) The right of appeal pursuant to this Section expires fourteen days after the engineer serves a written decision regarding the approval or permission on the owner.

Administrator for dangerous and unsightly premises

41 The chief administrative officer shall designate an employee of the municipality ***or other person*** to be the administrator responsible for the dangerous and unsightly premises provisions of this Act.

Municipal auditor

42 **(1)** The council shall appoint a municipal auditor who is registered pursuant to this Act to be the auditor for the municipality.

(2) The auditor shall report to the council on the accounts and funds

(a) administered by the council; and

(b) where the control is apparent or implied in the council.

PART XV

DANGEROUS OR UNSIGHTLY PREMISES

Requirement to maintain property

344 Every property in a municipality shall be maintained so as not to be dangerous or unsightly.

Authority to delegate

345 **(1)** The council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the administrator.

(2) The council may, by policy, delegate its authority pursuant to this Part, or such of its authority as is not delegated to the administrator, to a community council or to a standing committee, for all or part of the municipality.

Order to remedy condition

346 **(1)** Where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

(2) An owner may appeal an order of the administrator to the council or to the committee to which the council has delegated its authority within seven days after the order is made.

(3) Where it is proposed to order demolition, before the order is made not less than seven days notice shall be given to the owner specifying the date, time and place of the meeting at which the order will be considered and that the owner will be given the opportunity to appear and be heard before any order is made.

(4) The notice may be served by being posted in a conspicuous place upon the property or may be ~~personally~~ served upon the owner.

Order to remedy condition

347 **(1)** A municipality may apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and an order specifying the work required to be done to remedy the condition by removal, demolition or repair.

(2) The court may order any property found to be dangerous or unsightly to be vacated until the condition is remedied.

(3) The court may, where any property is found to be dangerous or unsightly, order that no rent becomes due, or is payable by, any occupants until the condition is remedied.

Effect of order

348 **(1)** In this Section, "order" means an order made by the administrator, committee, council or court pursuant to this Part.

(2) An order may be served by being posted in a conspicuous place upon the property or may be personally served upon the owner.

(3) Where the owner fails to comply with the requirements of an order within ~~thirty days after service~~ ***the time specified in the order*** the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

~~***(3A) An order shall allow at least thirty days after service in which to comply with its requirements, except where the order declares the condition of the property to be dangerous, in which case the order may specify a shorter time period.***~~

(4) After the order is served, any person who permits or causes a dangerous or unsightly condition, continues to permit or cause a dangerous or unsightly condition or who fails to comply with the terms of the order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.

(5) Every day during which the condition is not remedied is a separate offence.

(6) Where an order requires the demolition or removal of a building, the administrator may cause the occupants to be removed, using force if required, in order to effect the demolition or removal.

Order to vacate unsafe property

349 (1) A property within a municipality that is unsafe shall be vacated forthwith upon order of the administrator.

(2) The administrator shall post notice that the property is unsafe in a conspicuous place on the property.

(3) The notice shall remain posted until the unsafe condition is remedied.

Immediate action

350 Where public safety requires immediate action, the administrator may immediately take the necessary action to prevent danger or may remove the dangerous structure or condition.

Notice

351 Where land is sold for non-payment of taxes and the period for its redemption has not expired, proceedings may be taken in respect of the repair, removal or destruction of any structure on the land by reason of its condition, and where the purchaser of the land is

(a) the municipality, any notice required to be given with respect to an order for removal or destruction shall be given to the person who was entitled to receive it immediately before the day on which the land was sold; and

(b) any person other than the municipality, the notice shall be given to both the person entitled to receive it immediately before the day on which the land was sold and the purchaser at the tax sale.

Power to enter land

352 (1) The administrator may, for the purpose of ensuring compliance with this Part, enter in or upon any land or premises at any

reasonable time without a warrant.

(2) Except in an emergency, the administrator shall not enter any room or place actually being used as a dwelling without the consent of the occupier unless the entry is made in daylight hours and written notice of the time of the entry has been given to the occupier at least twenty-four hours in advance.

(3) If a person refuses to allow the administrator to exercise, or attempts to interfere or interferes with the administrator in the exercise of a power pursuant to this Act, the administrator may apply to a judge of the Supreme Court of Nova Scotia for an order to allow the administrator entry to the building and an order restraining a person from further interference.

No action

353 No action shall be maintained against a municipality or against the administrator or any other employee of a municipality for anything done pursuant to this Part.

(6.(b)

Municipality of Shelburne

STAFF REPORT

TO:	Council
FROM:	Erin Hartley, Director of Corporate Services
APPROVED BY:	Ken Smith, Interim Chief Administrative Officer
DATE:	November 12, 2019
SUBJECT:	**Septage Disposal Policy Amendment – November 2019**

ORIGIN

Council's request to have a reactivation fee included in the Municipality's Septage Disposal Policy.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Septage Disposal Policy as amended.

DISCUSSION

At the October 2019 Council meeting, Council requested that a $50 reactivation fee be considered in the Municipality's Septage Disposal Policy.

It was noted that there are a number of deactivations and reactivations made to accounts throughout the year based on compliance with the Septage Disposal Policy. These actions require staff time and resources, which have associated costs.

The Director of Finance, Bylaw Enforcement Officer and the Public Works Facilities Operator were all consulted in these amendments.

The attached Septage Disposal Policy has been amended to reflect a $50 reactivation fee, along with minor changes to reflect proper contact, formatting and a clarification that the registration fee is $50 per year per vehicle which is not prorated.

Should Council approve these amendments, the Fees and Charges Policy will also require amending.

ALTERNATIVES

- Maintain status quo – no reactivation fee
- Choose a different amount to charge for a reactivation fee.

ATTACHMENTS

- Septage Disposal Policy with proposed amendments in red.

Municipality of Shelburne

Policy 45
SEPTAGE DISPOSAL POLICY

PURPOSE

45.1 To establish a policy for receiving septage at the Sandy Point Septage Receiving Station from private and commercial clients within and outside the Municipality of the District of Shelburne and to identify procedures that must be followed.

DEFINITIONS

45.2 In this policy the following words and terms shall have the following meaning:

a) **Hauler** – the person or company intending to use the facility

b) **Municipality** – the Municipality of the District of Shelburne

c) **Operator** – The person designated by the Municipality to operate the Sandy Point Septage Receiving Station

d) **Septage** – sewage (wastewater) that is pumped into trucks from septage tanks and is then disposed of at the Sandy Point Septage Receiving Station

LOCATION

45.3 The Sandy Point Septage Receiving Station is located at 507 Sandy Point Road, adjacent to the Sandy Point Sewage Treatment Plant.

HOURS OF OPERATION

45.4 The Sandy Point Septage Receiving Station will be accessible 24 hours a day, 7 days a week by registered Haulers. Access to the site will be granted and a cardlock system will be used to operate the facility. In the case of emergency haulers should contact the ~~Director of~~ Public Works Facilities Operator at 902-875-~~6773~~7017.

QUALITY OF SEPTAGE

45.5 The quality of septage must meet the standards set out the Municipality's Sewer Bylaw (S-300). Refer specifically to Section 5 (Use of the Public Sewers) for guidance on unacceptable waste.

REGISTRATION PROCEDURE AND FEES

45.6 All Haulers using the facility are required to be registered. The company is required to submit a registration form and pay an annual fee of $50 (not prorated) for each vehicle it wishes to register to use the facility. Drivers will be required to have a site orientation with the ~~Director of~~ Public Works Facilities Operator annually.

Each registration will include a declaration by the Hauler that they have read, understood and will comply with the requirements of this septage disposal policy. The Municipality reserves the right to refuse or revoke registration to haulers who do not comply with the policy or whose disposal bills are in arrears. Registration forms are available from the Municipal Tax Office.

Should a Haulers registration be revoked by the Municipality, a fifty-dollar ($50.00) reactivation fee will be required to be paid before registration is reinstated.

MONITORING AND CONDITIONS OF REGISTRATION

45.7 a) The Municipality reserves the right to:

i. observe the loading of septage into the truck

ii. observe the unloading of septage at the Septage Receiving Station

iii. obtain representative samples of all materials being unloaded

iv. obtain information as to the location of generation or origin, and quantities

v. decline accepting any septage from any hauler

b) Private Haulers and commercial businesses within Shelburne County and outside Shelburne County will be permitted to use the Septage Receiving Station.

c) Any unauthorized dumping or dumping of any unacceptable waste or materials shall be cleaned at the cost of the Hauler.

d) Haulers will be required to keep records of the origin of all waste disposed of at the Septage Receiving Station for the purposes of tracking waste that causes operational problems at the Sewage Treatment Plant. Haulers are required to record the name of the driver, the source address, the date and time of pickup and the date and time of disposal at the Septage Receiving Station. This information must be produced upon the request of the Municipality. A template for recording this information will be provided to Haulers upon registration.

e) Haulers will be required to wash down the offloading area after using it with a washdown hose provided by the Municipality.

f) Haulers will be required to carry insurance and proof of a minimum of $2 million in commercial general liability insurance and $2 million vehicle insurance and must supply a copy of the above insurance certificates to ~~MDS~~ the Municipality with their registration form.

MONITORING AND CONDITIONS OF REGISTRATION

45.8 The Municipality shall charge a fee per litre for accepting and treating septage waste from registered Haulers located in Shelburne County who serve residents of the Municipality of the District of Shelburne. Haulers located outside of Shelburne County will be charged a higher fee. All fees, including the annual registration fee, are defined in the Municipality's Fees Policy.

PAYMENT

45.9 Haulers will be billed monthly by the Municipality's Finance Department. Payment terms will be as per Finance Department policy.

Clerk's Annotation For Official Policy

Date of Notice to Council members of Intent to Consider

(7 days minimum): January 14, 2013

Date of Passage of Policy: January 28, 2013

_____ February 7, 2013

Clerk Date

6.(c)

STAFF REPORT

TO: Members of Shelburne Municipal Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Ken Smith, Interim Chief Administrative Officer

DATE: November 12, 2019

SUBJECT: **Holiday Information**

Office Closure Dates:

The Municipal Offices will be closing on Monday, December 23, 2019 at 4:30 pm and reopening on Thursday, January 2, 2020 at 9:00 am.

The RMRF will be closing on Saturday, December 21, 2019 at 4:00 pm and reopening on Thursday, January 2, 2020 at 9:30 am.

Holiday Meet & Greet:

The annual Municipal Holiday Meet and Greet will be held on Monday, December 23, 2019 from 2:00 to 4:00 pm in the Administration Office. All Councillors are encouraged to attend.

Holiday Food Bank Collection:

Municipal staff will participate in a holiday food bank collection. Councillors are encouraged to participate as well. There will be a donation box in the administration office.

Holiday Parade:

The Shelburne Celebrates Christmas parade is being held on Saturday, November 23, 2019 at 6:30 pm. Those Councillors interested in walking in the parade can meet staff on Minto Street at 6:00 pm. The parade theme is "Vintage Christmas".

New Year's Levee:

The 2020 New Year's Levee will be held jointly with the Town of Shelburne on Wednesday, January 1st at Sandy Point Lighthouse Community Centre from 2:00 pm to 4:00 pm.

6.(d)

January 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
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February 2020

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 20	2	3	4
Christmas Break - Office Closed			New Year's Day (Canada)			
5	6	7	8	9	10	11
				Committee of the Whole Meeting Package -Ready for Pickup		
12	13	14	15	16	17	18
	5:00pm Committee of the Whole Meeting					
19	20	21	22	23	24	25
				Council Meeting Packages - Ready for Pickup		
26	27	28	29	30	31	Feb 1
	5:00pm Council Meeting					

February 2020

February 2020

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March 2020

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22	**23**	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6 Committee of the Whole Meeting Package -Ready for Pickup	7	8
9	10 5:00pm Committee of the Whole Meeting	11	12	13	14	15
16	17 Family Day (Canada)	18	19	20 Council Meeting Packages - Ready for Pickup	21	22
23	24 5:00pm Council Meeting	25	26	27	28	29

March 2020

March 2020

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April 2020

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26	**27**	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3	4	5 Committee of the Whole Meeting Package -Ready for Pickup	6	7
8	9 5:00pm Committee of the Whole Meeting	10	11	12	13	14
15	16	17	18	19 Council Meeting Packages - Ready for Pickup	20	21
22	23 5:00pm Council Meeting	24	25	26	27	28
29	30	31	Apr 1	2	3	4

April 2020

April 2020

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May 2020

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17	18	19	20	**21**	22	23
24	**25**	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
5	6	7	8	9 Committee of the Whole Meeting Package -Ready for pickup	10 Good Friday (Canada)	11
12 Easter Day (Canada)	13 Easter Monday (Canada)	14 5:00pm Committee of the Whole Meeting	15	16	17	18
19	20	21	22	23 Council Meeting Packages - Ready for Pickup	24	25
26	27 5:00pm Council Meeting	28	29	30	May 1	2

May 2020

May 2020

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June 2020

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21	**22**	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1	2
3	4	5	6	7 Committee of the Whole Meeting Package -Ready for Pickup	8	9
10	11 5:00pm Committee of the Whole Meeting	12	13	14	15	16
17	18 Victoria Day (Canada)	19	20	21 Council Meeting Packages - Ready for Pickup	22	23
24	25 5:00pm Council Meeting	26	27	28	29	30
31	Jun 1	2	3	4	5	6

June 2020

June 2020

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July 2020

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4 Committee of the Whole Meeting Package -Ready for Pickup	5	6
7	8 5:00pm Committee of the Whole Meeting	9	10	11	12	13
14	15	16	17	18 Council Meeting Packages - Ready for Pickup	19	20
21	22 5:00pm Council Meeting	23	24	25	26	27
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July 2020

July 2020

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August 2020

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30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 Canada Day (Canada)	2	3	4
5	6	7	8	9 Committee of the Whole Meeting Package -Ready for pickup	10	11
12	13 5:00pm Committee of the Whole Meeting	14	15	16	17	18
19	20	21	22	23 Council Meeting Packages - Ready for Pickup	24	25
26	27 5:00pm Council Meeting	28	29	30	31	Aug 1

August 2020

August 2020

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September 2020

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27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 Natal Day (Canada)	4	5	6	7	8
9	10	11	12	13	14	15
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September 2020

September 2020

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October 2020

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
6	7 Labour Day (Canada)	8	9	10 Committee of the Whole Meeting Package -Ready for Pickup	11	12
13	14 5:00pm Committee of the Whole Meeting	15	16	17	18	19
20	21	22	23	24 Council Meeting Packages - Ready for Pickup	25	26
27	28 5:00pm Council Meeting	29	30	Oct 1	2	3

October 2020

October 2020

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November 2020

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29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	6	7	8 Committee of the Whole Meeting Package -Ready for pickup	9	10
11	12 Thanksgiving Day (Canada)	13 5:00pm Committee of the Whole Meeting	14	15	16	17
18	19	20	21	22 Council Meeting Packages - Ready for Pickup	23	24
25	26 5:00pm Council Meeting	27	28	29	30	31

November 2020

November 2020

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December 2020

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2	3	4	5 Committee of the Whole Meeting Package -Ready for Pickup	6	7
8	9 5:00pm Committee of the Whole Meeting	10	11 Remembrance Day (Canada)	12	13	14
15	16	17	18	19 Council Meeting Packages - Ready for Pickup	20	21
22	23 5:00pm Council Meeting	24	25	26	27	28
29	30	Dec 1	2	3	4	5

December 2020

December 2020

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January 2021

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5
6	7	8	9	10 12:00pm Council Meeting Packages - Ready for Pickup	11	12
13	14 5:00pm Council Meeting	15	16	17	18	19
20	21	22	23	24	25 Christmas Day (Canada)	26 Boxing Day (Canada)
27	28 Boxing Day Bank Holiday (Canada)	29 9:00am OFFICE CLOSED	30	31 11:30pm	Jan 1, 21	2

7.(a)

Municipality of Shelburne | Naturally Yours

Inspection Department

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

MEMORANDUM

TO: Ken Smith, Interim CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: November 4, 2019

RE: October Monthly Building Report

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued in October	15	5
Number of Permits Issued to Date	81	69
Construction Values for October	$ 871,000.00	$ 531,000.00
Total Construction to Date	$ 5,029.500.00	$ 4,637,185.00

Highlights:

- 4 - New Residential - $703,000.00
- 3 - Accessory Buildings - $90,000.00

Yours very truly,

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

Chana Ross 7.(b)

From: Darrell Locke <Darrell.Locke@municipalityofshelburne.ca>
Sent: Monday, October 7, 2019 4:12 PM
To: Ken Smith <Ken.smith@municipalityofshelburne.ca>
Cc: sdharris@billharrisltd.com <sdharris@billharrisltd.com>
Subject: Traffic issues in the Shelburne Industrial Park

Good afternoon Ken,
I recently had a phone call from Sheri Harris regarding ongoing traffic issues in the Shelburne Industrial Park. Sheri and her husband Bill own and operate a very busy boat building/repair and fabrication business. The layout of their business complex is such that it requires their several employees to cross from one side of Adamant Drive to the other on a regular basis throughout their work day. Additionally they operate another site further to the south also on Adamant Drive and have slow moving vehicles driving back and forth as required for their business needs.
The Harris's have approached DOT & IR about some speed control signage and the possibility of a crosswalk where their buildings are directly opposite each other.
The response from the department was that the request for signage and a crosswalk would have to come from the Municipality in order to be considered. I told Sheri that I would present this request to you on their behalf.
For your consideration.
Thanks
Darrell