

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

CAO Andrew Goreham	Michelle Williams Val Kean	Erin Hartley Ryan Jamieson	Adam Dedrick Darrell Locke	
Date	Direction from Council	Responsibility	Action Taken	Status
▶ June 11, 2018	Rural Internet	CAO	Roll out updates, timeframe, maps and Press Release Bell released an updated list with civic numbers for access to internet Posted on Municipal website Bell submitted new proposal on June 5, 2020 to Develop NS to serve the remaining 5% Send updates to Council	On-Going
▶ September 24, 2018	Building	CAO	Motion: work with Federal Government Negotiate with the Province to stay in current building	On-Going
▶ January 28, 2019	New Municipal Building	CAO	Implement motion In light of COVID -19 the CAO had discussion with the consultant on April 1, 2020 regarding new timeline - Obtain a signed lease from Federal tenants bring back to Council	On-Going
▶ April 23, 2019	HST	CAO	Clarification letter sent to CRA on November 18, 2019 by Grant Thornton Erin is working with Region of Queens to bill out separately to avoid HST beginning April 1, 2021. Still waiting on CRA ruling.	On-Going
▶ May 27, 2019	Fire Services	CAO/Erin Hartley	Inventory Review going to next Fire Advisory Committee Meeting for discussion/analysis	On-Going
▶ September 23, 2019	Policing Review	CAO	Waiting to hear back from RCMP on the survey results	On-Going
▶ September 23, 2019	Dog Bylaw Proposed Updates	Darrell Locke & Erin Hartley	Have passed By-law signed, and posted in local newspaper as having been passed at second and final reading. Discuss Summary Offence Ticket pricing and send to the Department of Justice	On-Going
▶ October 28, 2019	Health Care Housing Allowance	CAO	Review/research NSHA policy on Physician Recruitment regarding housing for possible grants or funding available. Implement housing allowance for Nurse Practitioner – six months @ \$1500.00 per month CAO to follow-up on financials New CAO to discuss with Jodi Ybarra	On-Going

▶ November 12, 2019	Municipal Climate Change Adaptation Plan	Erin Hartley	Review/ research available funding for possible projects & include in budget deliberations	On-Going
▶ November 12, 2019	Traffic Issues - Shelburne Industrial Park	CAO	Met with TIR traffic officer's conducting assessment in June 2020	On-Going
▶ November 12, 2019	Dangerous and Unightly Premises - 56 Craig Rd. Little Harbour	CAO	Proceed with demolition	Complete
▶ November 25, 2019	Shelburne Port Authority	CAO	Contributing requested \$143,000 to project - Working with the TOS to create a new governance model - 35% payment was issued - Remainder of the funding be carried over to the 2020/21 budget - Update Council on the meeting with TOS - Port Authority presenting on October 13, 2020	On-Going
▶ December 9, 2019	Western Regional Housing Authority Appointment	Erin Hartley	Requested suggestions for representative from Councillors	On-Going
▶ December 9, 2019	Accessibility Advisory Committee	CAO	Assign Adam Dedrick, Director of Recreation and Parks Work on Terms of Reference	Complete
▶ January 13, 2020	Shelburne Historical Society	CAO	Advertise for Committee Member	On-Going
▶ January 27, 2020	Western Crown Lands	CAO	Request presentation from John Porter In light of COVID - 19 - Rescheduled	On-Going
▶ January 27, 2020	Crown Land Harvest Plans	CAO	Request a meeting with Minister Rankin	On - Going
▶ February 10, 2020	Shelburne County Arena Compressor Replacement	CAO	Negotiate with Town regarding fundiug arrangement	On-Going
▶ February 10, 2020	Sandy Point Sewage Treatment Plant Annual Report 2019	CAO	Report to Council within 6 months with second option RFP issued. Awarded to CBCL Limited	On-Going
▶ February 10, 2020	Septic Lagoon Update recommendations	CAO	Advise appropriate staff Follow through with recommendation	On-Going
▶ February 24, 2020	Funding for Promoting Health Care Professionals	CAO	Follow up wth Queens CAO	On- Going
▶ March 9, 2020	Resolution Wind-Up Roseway Manor	CAO	Prepare Cheque requisition and update Council. Advise Board of Council decision	On-Going
▶ April 14, 2020	Cyber risk and current mitigation	Erin Hartley	Invite David Muise to present to Council	On-Going
▶ April 14, 2020	Region of Queens - Organic Agreement	Erin Hartley	Incorporate wording to enable individual HST billing and legal advice re: Towns continued responsibility	On-Going
▶ May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Concilliation	On-Going
▶ May 19, 2020	Town of Shelburne Fire Agreement	Erin Hartley	Working with Town to discuss amendments. Internal MOU prepared re capital/operating expenses.	Complete

▶ June 15, 2020	Sable River Volunteer Fire Department	CAO	Audit in Progress	On-Going
▶ June 15, 2020	Brush Pile Maintenance Request	Ryan Jamieson	Advise RMRF staff at Council discussion and direction Research alternative disposal methods Prepare RFP	Complete
▶ June 15, 2020	Brush Pile Maintenance Request	Erin Hartley	Initiate discussion with the Town of Shelburne and the Town of Lockeport to develop an agreement that will cover reimbursement cost for service over the next five years	Complete
▶ June 15, 2020	Municipal Election	Erin Hartley	Advertising and Implementation of electronic voting Oct 5-17	On-Going
▶ June 15, 2020	Request for Town of Shelburne - Development Officer	Erin Hartley	Notify the Town of Council's decision Notify involved staff Prepare Agreement with Town	Complete
▶ June 29, 2020	Dangerous and Unightly - 303 Sable River	Darrell Locke	Get in touch with owners about property	On-Going
▶ June 29, 2020	Dangerous and Unightly - 1464 Shore Road	Darrell Locke	Proceed with legal council, if need be	On-Going
▶ June 29, 2020	Dangerous and Unightly - 6584 Shore Road	Darrell Locke	Follow up with owners of property about foundation	On-Going
▶ June 29, 2020	Dangerous and Unightly	Darrell Locke	Continue working down the list of files that need to be opened	On-Going
▶ June 29, 2020	MPAL Program Transfer of Administration Request	Adam Dedrick	Have the Assignment Agreement signed and circulated	Complete
▶ June 29, 2020	Community Group Emergency Grant Fund Request	Val Kean	Inform organizations on Council's decision	Complete
▶ July 13, 2020	NS Public Health	CAO	Circulate meeting minutes to Council	Complete
▶ July 13, 2020	Welkum Park Accessibility Upgrades RFP	Adam Dedrick	Inform both contracting companies of Council's decision	Complete
▶ July 13, 2020	2019/2020 Financial Statements	Michelle Williams	Proceed with transfer of the surplus for the 2019/20 fiscal year to the Operating Reserve Fund Reallocate the general amount for broadband from the General Administrative and Financial Management line to the General Government Services Broadband Upgrade line.	Complete
▶ July 27, 2020	Fire and Emergency Service Registration Policy	Erin Hartley	Explore insurance coverage amounts to be included in budget discussions	On-Going
▶ July 27, 2020	Fees and Charges Policy	Erin Hartley	Have policy updated and circulated	Complete
▶ July 27, 2020	Brush Pile RFP	Ryan Jamieson	Inform Halifax C&D of Council's decision	Complete
▶ July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	On-Going

▶ July 27, 2020	Organic Collection	Ryan Jamieson	Look into cost for additional 4 weeks added to collection during the months of July/August 2021 to be included in budget discussions	On-Going
▶ July 27, 2020	Emergency Assistance Fund	Val Kean	Inform the 10 applicators of Council's decision	Complete
▶ July 27, 2020	Shelburne County Arena	Adam Dedrick	Councillor Taylor asked that there be more analysis moving forward regarding cost sharing before negotiations move forward	On-Going
▶ July 27, 2020	Clearwater	CAO	Send letter of thanks for sending employees to help with the Administration building and the West Green Harbour Ball Field	Complete
▶ September 14, 2020	Little Peoples Place	CAO	Advise of information required	Complete
▶ September 14, 2020	Municipal Affairs and Housing	CAO	Prepare report to bring to Council on September 28, 2020 pertaining to Solicitor's advice about PVSC - Write letter requesting residents of Shelburne be permitted to receive provincial government services in the area that is most convenient to them.	On-Going
▶ September 14, 2020	NS Department of Transportation & Infrastructure renewal - Cost Share Agreement	CAO	Inform DOT that there are no J class roads to be maintained in the 2020/2021 fiscal	Complete
▶ September 14, 2020	Sewage Treatment Plant RFP	CAO	Inform CBCL on Council's decision to award them with the Sewage Treatment Plant Contract	Complete
▶ September 14, 2020	Municipal Asset Management Program	CAO	Direct staff to apply	Complete
▶ September 14, 2020	Roseway Community Association	CAO	Inform on Council's decision to award tax exemption Advise Michelle to record tax exemption for 2020/21	Complete
▶ September 14, 2020	NSFM	CAO	Forward notes to Council from meeting on September 14, 2020	Complete
▶ September 14, 2020	Community Navigator	CAO	Speak to staff regarding interest in the Navigator Program	On-Going
▶ September 14, 2020	Regional Materials Recovery Facility	Erin Hartley	Prepare disposal policy Update Fees & Charges to include RMRF fees	On-Going
▶ September 14, 2020	Regional Materials Recovery Facility	Ryan Jamieson	Prepare ads for brush fee & size requirements	On-Going
▶ September 14, 2020	Labour Relations	CAO	Advise Union of Council's decision	Complete
▶ September 14, 2020	Shelburne Re-Enactment Group	Val Kean	Advise on Council's decision. Prepare cheque requisition	Complete
▶ September 28, 2020	Healthcare	CAO	Confirm presentations with Dr. Carr and Jodi Ybarra & Rob Zwicker - Postponed - Patti Smith to present to Council October 13, 2020. Will present on Physician Recruitment Strategy.	On-Going