

**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
▶ Monday, June 11, 2018	Rural Internet	CAO	Roll out updates, timeframe, maps and Press Release Bell released an updated list with civic numbers for access to internet Sign Contract with Bell <b>OCTOBER 13, 2020</b> - Reach out to Develop NS regarding Municipal funding for the Fibre to the Home and see about whether the Municipality qualifies for a refund - Report being presented at the <b>December 14, 2020</b> Council meeting <b>JANUARY 11, 2021</b> - Contact Bell about possibility of getting WiFi connections for Community Halls throughout the Municipality <b>March 8, 2021</b> - Pay \$100,000 for the internet project from the operating reserves and the remaining balance from gas tax as previously approved by Council.	<b>On-Going</b>
▶ Monday, September 24, 2018	Building	CAO	Motion: work with Federal Government Negotiate with the Province to stay in current building Initial meeting held with Federal Tenants in January 2021	<b>On-Going</b>
▶ Monday, January 28, 2019	New Municipal Building	CAO	Obtain a signed lease from Federal tenants bring back to Council Sign lease agreements Terms of lease finalized	<b>Complete</b>
▶ Tuesday, April 23, 2019	HST	CAO	Clarification letter sent to CRA on <b>November 18, 2019</b> 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.	<b>On-Going</b>
▶ Monday, May 27, 2019	Fire Services	CAO/Erin Hartley	Inventory Review going to next Fire Advisory Committee Meeting for discussion/analysis	<b>On-Going</b>
▶ Monday, September 23, 2019	Policing Review	CAO	Waiting to hear back from RCMP on the survey results	<b>On-Going</b>
▶ Monday, September 23, 2019	Dog Bylaw Proposed Updates	Darrell Locke & Erin Hartley	Discuss Summary Offence Ticket pricing and send to the Department of Justice	<b>On-Going</b>



Monday, October 28, 2019	Health Care Housing Allowance	CAO	Review/research NSHA policy on Physician Recruitment regarding housing for possible grants or funding available. Implement housing allowance for Nurse Practitioner – six months @ \$1500.00 per month - <b>COMPLETE</b> CAO to follow-up on financials New CAO to discuss with Jodi Ybarra	<b>On-Going</b>
Tuesday, November 12, 2019	Municipal Climate Change Adaptation Plan	Erin Hartley	Review/ research available funding for possible projects & include in budget deliberations	<b>On-Going</b>
Tuesday, November 12, 2019	Traffic Issues - Shelburne Industrial Park	CAO	Get signs made from Shelburne Computer advising residents to slow down as per motion given on October 13, 2020 Having signs made to be erected	<b>On-Going</b>
Monday, 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 Project expected to be completed early 2021	<b>On-Going</b>
Monday, December 9, 2019	Western Regional Housing Authority Appointment	Erin Hartley	Requested suggestions for representative from Councillors	<b>On-Going</b>
Monday, January 13, 2020	Shelburne Historical Society	CAO	Advertise for Committee Member <b>February 8, 2021:</b> Follow through with staff regarding financials received from Shelburne Historical Society Include in budget discussions	<b>On-Going</b>
Monday, January 27, 2020	Western Crown Lands	CAO	Request presentation from John Porter In light of COVID - 19 - Rescheduled	<b>On-Going</b>
Monday, January 27, 2020	Crown Land Harvest Plans	CAO	Request a meeting with Minister Rankin	<b>On - Going</b>
Monday, February 10, 2020	Shelburne County Arena Compressor Replacement	CAO	Negotiate with Town regarding funding arrangement	<b>On-Going</b>
Monday, February 10, 2020	Sandy Point Sewage Treatment Plant Annual Report 2019	CAO	Report to Council within 6 months with second option RFP issued. Awarded to CBCL Limited Report due <b>December 9, 2020</b> CBCL to present to Audit & Internal Control Committee and Council	<b>Complete</b>
Monday, February 24, 2020	Funding for Promoting Health Care Professionals	CAO	Follow up with Queens CAO	<b>On- Going</b>
Monday, March 9, 2020	Resolution Wind-Up Roseway Manor	CAO	Prepare Cheque requisition and update Council. Advise Board of Council decision	<b>On-Going</b>
Tuesday, April 14, 2020	Cyber risk and current mitigation	Erin Hartley	Invite David Muisse to present to Council	<b>Complete</b>
Tuesday, April 14, 2020	Region of Queens - Organic Agreement	Erin Hartley	Incorporate wording to enable individual HST billing and legal advice re: Towns continued responsibility	<b>Complete</b>



▶ Tuesday, May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Conciliation	On-Going
▶ Monday, June 15, 2020	Sable River Volunteer Fire Department	CAO	Audit complete. Presentation to public on November 24, 2020 - <b>COMPLETE</b> Awaiting Action Plan from SRVFD <b>JANUARY 11, 2021</b> - Create an RFP and issue for facilitator services <b>March 8, 2021</b> - Pay audit from Contract Admin Services GL # 00-21210-300 - <b>COMPLETE</b>	On-Going
▶ Monday, June 29, 2020	Dangerous and Unightly - 303 Sable River	Darrell Locke	Get in touch with owners about property	Complete
▶ Monday, June 29, 2020	Dangerous and Unightly	Darrell Locke	Continue working down the list of files that need to be opened	On-Going
▶ Monday, July 27, 2020	Fire and Emergency Service Registration Policy	Erin Hartley	Explore insurance coverage amounts to be included in budget discussions <b>February 8, 2021:</b> Take to budget discussions	On-Going
▶ Monday, July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	On-Going
▶ Monday, September 14, 2020	Municipal Affairs and Housing	CAO	Prepare report to bring to Council on September 28, 2020 pertaining to Solicitor's advice about PVSC	Complete
▶ Monday, September 28, 2020	Healthcare	CAO	Confirm presentations with Dr. Carr and Jodi Ybarra & Rob Zwicker - Postponed <b>January 25, 2021</b> - Set up meeting with Minister Glavine - <b>COMPLETE</b>	On-Going
▶ Monday, November 23, 2020	Mental Health	CAO	Circulate minutes from Mental Health teleconference	On-Going
▶ Monday, December 14, 2020	Labour Relations	CAO	Implement direction from Council given In-Camera	Complete
▶ Monday, December 14, 2020	Collection Policy Review	Val Kean	Include new Collections Policy in Spring newsletter	Complete
▶ Monday, January 11, 2021	Shelburne County Arena Letter	Adam Dedrick	Continue compiling data for users of the Arena	On-Going
▶ Monday, January 25, 2021	Shelburne County Marine Innovation Centre	CAO	Circulate information from Mary Thompson once received	Complete
▶ Monday, January 25, 2021	Develop NS Presentation	CAO	Send testimonials from residents and businesses regarding Fibre to the Home Project to Develop NS	Complete
▶ Monday, January 25, 2021	Woodlot Survey	CAO	Review and distribute once received from Councillor Thorburn Irvine	Complete
▶ Monday, January 25, 2021	Library Board	CAO	Review and distribute once received from Councillor Thorburn Irvine	Complete
▶ Monday, January 25, 2021	Correspondence regarding "Coldest Night of The Year Sponsorship"	Val Kean	Prepare sponsorship of \$500.00 to SHYFT	Complete
▶ Monday, January 25, 2021	Region 6 Solid Waste	Erin Hartley	Send budget approval to Region 6	Complete
▶ Monday, January 25, 2021	Council Meeting Dates Policy	Erin Hartley	Prepare policy as amended and send to Alicia	Complete
▶ Monday, January 25, 2021	Appearing Before Council Policy	Erin Hartley	Prepare policy as amended and send to Alicia	Complete
▶ Monday, January 25, 2021	Waste Littering	Ryan Jamieson	Reach out to DOE <b>COMPLETE</b> Tim Hortons regarding waste littering	Complete



Monday, January 25, 2021	C&D Staffing	Ryan Jamieson	Prepare report to present to Council regarding C&D site staffing <b>February 8, 2021: Take to budget discussions</b>	<b>Complete</b>
Monday, February 8, 2021	Preliminary Assessment Role Update	CAO	Invite PVSC to Council Meeting	<b>Complete</b>
Monday, February 8, 2021	In Camera - Legal Advice	CAO	Follow through with direction given from Jon Cummings	<b>On-Going</b>
Monday, February 8, 2021	Emergency Assistance Fund Request	Val Kean	Inform SRVFD and BBMAS of Council's decision. Prepare cheque requisition	<b>Complete</b>
Monday, February 8, 2021	Dangerous and Unightly - 1824 West Sable River Road	Darrell Locke/Andrew Goreham	Arrange time to go with Andrew and registered owner to view property. Prepare report on property to take back to Council on February 22, 2021	<b>Complete</b>
Monday, February 8, 2021	Dangerous and Unightly - 533 West Sable River Road	Darrell Locke	Get clean-up order signed by Warden and delivered to registered owner	<b>Complete</b>
Monday, February 8, 2021	Trail Use Report	Adam Dedrick	Include Multiuse Trail Request in budget discussions	<b>Complete</b>
Monday, February 8, 2021	Community Litter Clean-Up Program Budget	Erin Hartley	Take to budget discussions	<b>Complete</b>
Monday, February 8, 2021	Fire Advisory Committee - Budget 2021-22	Erin Hartley	Take to budget discussions	<b>Complete</b>
Monday, February 22, 2021	Letter from Develop Nova Scotia	CAO	Contact Develop NS requesting a breakdown of financial contributions.	<b>Complete</b>
Monday, February 22, 2021	Letter requesting a Letter of Support for the opening of the former YMCA Pool and Community Centre	CAO	Compose letter directing resident to contact Town and Municipality of Yarmouth.	<b>Complete</b>
Monday, February 22, 2021	Holidays & Observances - Potential Council Engagement Opportunities	Val Kean	Compile feedback from Council.	<b>On-Going</b>
Monday, February 22, 2021	Provincial Volunteer Representative	Adam Dedrick	Let Vanessa Hartley know about Council's decision	<b>Complete</b>
Monday, February 22, 2021	In Camera - Acquisition, sale, lease, and security of municipal property	Michelle Williams	Follow through with direction given from Jon Cummings	<b>On-Going</b>
Monday, February 22, 2021	SCEEMO Reserve	Michelle Williams	Create a SCEEMO Reserve	<b>On-Going</b>
Monday, February 22, 2021	MPAL Reserve	Michelle Williams	Create a MPAL Reserve	<b>On-Going</b>
Monday, March 8, 2021	Bill MacLean - Community Wind - Potential Wind Farm	CAO	Touch base with Bill MacLean regarding existing wind turbine and send reports from Ms. Tipton	<b>On-Going</b>
Monday, March 8, 2021	Letter from Clean Ocean Action Committee	CAO	Compose letters to send to Minister of Nova Scotia Energy and Mines and Minister of the Department of Natural Resources as well as requesting a letter of support from Emily Lutz, President of NSFM also requesting that NSFM pass the resolution included in the letter from Minister Davis.	<b>On-Going</b>

▶ Monday, March 8, 2021	Organics and Recycling Contracts	Erin Hartley	Have warden and CAO sign the Organics and Recycling agreements between the Region of Queens and the Municipality of Shelburne. Advise waste contractor of new agreements Send signed agreements to Queens with letter.	<b>Complete</b>
▶ Monday, March 8, 2021	Dry Hydrants/Fire Access Road Installation and Maintenance Reserve	Michelle Williams	Create Dry Hydrant/Fire Access Road installation and Maintenance Reserve	<b>On-Going</b>
▶ Monday, March 8, 2021	Tax Sale by Tender Request 2021	Michelle Williams	Seek legal counsel regarding minimum bids on the 3 new properties only.	<b>Complete</b>
▶ Monday, March 8, 2021	Safe Restart Reserve	Michelle Williams	Create a Safe Restart Reserve	<b>On-Going</b>