

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

CAO	Michelle Williams	Erin Hartley	Adam Dedrick	
Andrew Goreham	Val Kean	Ryan Jamieson	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>Complete</b>
Update - June 11, 2018			Phase I & II complete. Phase III anticipated to be completed by end of 2021	
▶ 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>Complete</b>
Update - September 24, 2018	Building	CAO	Federal Government agreement in place to lease space in new administration building. Negotiating with Province to remain in current building.	<b>On-Going</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 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, May 19, 2020	Code of Conduct for Municipal Officials	CAO	Bring back to Council after Regional Conciliation	<b>On-Going</b>

▶ 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>	<b>On-Going</b>
▶ Monday, June 29, 2020	Dangerous and Unsightly	Darrell Locke	Continue working down the list of files that need to be opened	<b>On-Going</b>
▶ 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	<b>Complete</b>
▶ Monday, July 27, 2020	Coalition of Inclusive Communities Membership	CAO	Find out more information about the coalition and report back to Council	<b>On-Going</b>
▶ 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>	<b>On-Going</b>
▶ Monday, November 23, 2020	Mental Health	CAO	Circulate minutes from Mental Health teleconference	<b>On-Going</b>
▶ Monday, January 11, 2021	Shelburne County Arena Letter	Adam Dedrick	Continue compiling data for users of the Arena	<b>On-Going</b>
▶ Monday, February 8, 2021	In Camera - Legal Advice	CAO	Follow through with direction given from Jon Cummings	<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	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>Complete</b>
▶ Monday, February 22, 2021	MPAL Reserve	Michelle Williams	Create a MPAL Reserve	<b>Complete</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>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>Complete</b>
▶ Monday, March 8, 2021	Safe Restart Reserve	Michelle Williams	Create a Safe Restart Reserve	<b>Complete</b>
▶ Monday, March 22, 2021	Contract Negotiations	CAO	Follow through with direction given from Council	<b>Complete</b>
▶ Monday, March 22, 2021	Contract Negotiations - New Building	CAO	Follow through with direction given from legal counsel	<b>Complete</b>
▶ Monday, March 22, 2021	Acquisition, Sale, Lease and Security of Municipal Property	CAO	Follow through with direction provided by Council	<b>On-Going</b>

▶ Monday, March 22, 2021	Contract Negotiations - RCMP	CAO	Follow through with direction provided by Council	<b>Complete</b>
▶ Monday, March 22, 2021	Shelburne County Arena	CAO	Set up meeting with the Town	<b>On-Going</b>
▶ Monday, March 22, 2021	Council Updates: Community Stakeholders Committee	CAO	Send minutes out to Council when available	<b>On-Going</b>
▶ Monday, March 22, 2021	Kids Fair Play Fund Application Review	Adam Dedrick	Proceed with the release of \$2,200 from KFPF	<b>Complete</b>
▶ Monday, March 22, 2021	Shelburne County Arena	Adam Dedrick	Inform author of letter of Council's Plan to discuss request with the Town	<b>Complete</b>
▶ Monday, March 22, 2021	Accessibility Advisory Committee Public Members Recommendations	Adam Dedrick	Inform committee members of Council's decision	<b>Complete</b>
▶ Monday, March 22, 2021	Inter-Municipal Service Agreement Renewal	Erin Hartley	Send draft to Town for Council approval. Have signed by CAO and Warden. Send signed agreement to Towns to have signed	<b>On-Going</b>
▶ Monday, March 22, 2021	Fire Truck Loan	Erin Hartley	Prepare staff report for March 29, 2021 Council Meeting	<b>Complete</b>
▶ Monday, March 22, 2021	RMRF (C&D Site) Break in - Write off	Erin Hartley	Prepare write off paperwork for the float amount of \$323.60	<b>Complete</b>
▶ Monday, March 22, 2021	Memorandum of Understanding - Brush Pile Remediation	Erin Hartley	Send draft to Towns for Council's approval. Have Trudy and Warden sign the Memorandum of Understanding on behalf of MDS. Send signed MOU to Towns for signature	<b>On-Going</b>
▶ Monday, March 22, 2021	Tax Sale by Tender Request 2021	Michelle Williams	Proceed with the Tax Sale by Tender with the two properties having a minimum bid	<b>Complete</b>
▶ Monday, March 22, 2021	Community Health Board - Affordable Housing	Val Kean	Attend Tri-County Housing Group meetings and seek information regarding affordable housing that can be brought back to Council	<b>On-Going</b>
▶ Monday, April 12, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Shelburne Industrial	CAO	Enter into the agreement of purchase of sale for vacant land and sign the agreement of purchase of sale as amended	<b>On-Going</b>
▶ Monday, April 12, 2021	Acquisition, Sale, Lease and Security of Municipal Property - Shelburne Industrial	CAO	Follow through with direction given from Council	<b>On-Going</b>
▶ Monday, April 12, 2021	Letter from Western Counties Regional Library - Municipal Contribution	CAO	Contact other Municipalities regarding the remaining funds asked by the Western County Regional Library. Release the funds that are deemed mandatory.	<b>On-Going</b>
▶ Monday, April 12, 2021	Correspondence from Cooke's Aquaculture Inc re: Letter of Support for aquaculture license #093 in Shelburne Harbour	CAO	Contact Cooke's to inform on Council's decision. Invite them to a future Council meeting to make a presentation.	<b>Complete</b>
▶ Monday, April 12, 2021	Letter from PC Critic, Municipal Affairs, Dave Ritcey regarding Bill 50 re: code of conduct for municipal elected officials.	CAO	Respond to Mr. Ritcey. Reach out to Marilyn Hay with any questions regarding Bill 50. Send letter to Minister Maguire re draft MGA changes sent to Municipalities for input before going through the passing of a Bill process	<b>On-Going</b>

▶ Monday, April 12, 2021	Letter regarding funeral service costs for volunteer fire departments and Ground search and rescue	CAO	Send a letter suggesting this request be sent to the NS Fire Association for their approval first.	<b>On-Going</b>
▶ Monday, April 12, 2021	Resolution to Wind-Up Roseway Manor Inc	CAO	Sign new resolution	<b>Complete</b>
▶ Monday, April 12, 2021	Letter from Roseway Hospital Charitable Foundation to Yarmouth Regional Hospital	CAO	Send letter of support as requested	<b>Complete</b>
▶ Monday, April 12, 2021	Correspondence from Shelly Hipson re: sending letter to Premier Rankin concerning the Lahey Report, an "Independent Review of Forest Practices in Nova Scotia"	CAO	Resend letter to the Minister of Forestry restating how important it is for the Government to implement the Lahey Report and ask for an update for where it stands today	<b>Complete</b>
▶ Monday, April 12, 2021	Fire and Emergency Service Registration Policy	Erin Hartley	Amend changes to the Policy	<b>Complete</b>
▶ Monday, April 12, 2021	COVID-19 Emergency Funding Guidelines - Recommended Changes	Val Kean	Amend the current guidelines and post to website. Prepare posters to have sent to Council for distribution. Print posters for self and Council.	<b>On-Going</b>
▶ Monday, April 12, 2021	Prom Funding Request	Val Kean	Contact high schools to discuss Council's decision and prepare for the supplies that will need to be bought.	<b>On-Going</b>