



ANNUAL REPORT

April 1, 2019 – March 31, 2020

Regional Highlights

Western Counties Regional Library celebrated its 50th anniversary in 2019, marked by cake and refreshments on the actual anniversary date, Oct. 29, 2019, and year-long events such as library trivia, programs, and displays highlighting the past 50 years of service to Digby, Shelburne and Yarmouth counties.

Prior to COVID-19, library users who were unable to visit a library could receive materials in the mail. In addition, those who had difficulty reading regular print were connected to the CELA and NNELS digital services. Seniors living in residences, received regular deliveries of library materials. Several branches offered intergenerational story times where all ages could sing, read, play and socialize together.

Through a Seniors Digital Literacy Training grant, one-on-one training for basic computer skills were provided to older adults throughout the Tri-Counties. This improved participant's abilities to keep in touch with family and friends, use government websites and pursue their own interests using tablets, laptops and smart phones, as well as desktop computers.

Seniors and low-income earners were able to find assistance in filing their income taxes through a partnership with Canada Revenue Agency's Community Volunteer Income Tax Program.

The library celebrated National Canadian Film Day by screening several noteworthy films. Local artists and artisans continue to exhibit their work at the library and share their expertise in creating both functional and art pieces.

Teens met at the library to play board games and participate in after-school chess clubs in some branches.

Children participated in the annual TD Summer Reading Club to maintain their reading skills while out of the classroom. The 2019 theme featured STEAM (science, technology, engineering, art and math) programs. This theme carried over into after-school science clubs, coding, and makerspace programs throughout the year.

As part of the Summer Reading Club, Mi'kmaw dancer and drummer Trevor Gould performed in Barrington, Shelburne and Digby and members of the Maritime Centre for African Dance performed in Digby and Weymouth.

2019-20 REGIONAL LIBRARY NUMBERS

Activity

Registered Members	12,382
New Registered Members	1,387
Library In-Person Visits	128,859
Library Virtual Visits	58,359
Information Questions	14,533
Summer Reading Club Participants	751
Digital Loans (Overdrive and RBdigital)	19,211

Regional Stats

Population Served	56,677 *
Public Access Computers	81
Library Branches	10
Number of Staff	49**

* The population statistic is from the annual July census adjustments.

** Includes full-time, part-time and casual staff.

Branches at a Glance

Barrington

Seniors and preschoolers shared a multi-generational story time experience, monthly, at Bay Side Home.

A book club, crafts, DIY and adult colouring programs and LEGO club are a strong part of the library's regular programming.

Children and teens learned cursive writing.

Solar Nova Scotia staff conducted a presentation on alternative energy sources.

SuperNOVA day camp, a partnership with Dalhousie University initiative, introduced fun science, technology, engineering and math activities and concepts to children.



A participant in the library's LEGO Club works on his tower on Feb. 8, 2020 at Barrington library.

Outreach & Book Deposits:

Bay Side Home
Evelyn Richardson Memorial Elementary
Forest Ridge Academy



1,149 Members



305 Program Attendance



9,773 Visits



15,659 Items Borrowed



89 Summer Reading Club Participants



1,483 Computer Bookings



12,923 Wireless Connections



248 Community Room Bookings

Clare

The library is an important venue for exhibitions of local artists' work.

The library introduced a seed exchange, supported by Meteghan Home Hardware.

In partnership with the Caisse populaire de Clare, the library held a series of 'Debt Smart' programs.

The library partnered with the Réseau Santé to offer health related programming on such topics as nutrition, canning and food security.

SuperNOVA program, a partnership with Dalhousie University initiative, introduced fun science, technology, engineering and math activities and concepts to children.



Staff turned the Clare library into a mini-putt golf course on June 15, 2019.

Outreach & Book Deposits:

Au Logis de Meteghan
École Stella Maris
Foyer Celeste
Su Martha au Bord d'la Mer
Notre Jardin d'Enfance



884 Members



2,060 Program Attendance



10,182 Visits



11,739 Items Borrowed



98 Summer Reading Club Participants



1,600 Computer Bookings



1,706 Wireless Connections



273 Community Room Bookings

Clark's Harbour

Hand Crafters and Adult Colouring clubs met regularly to share their creations and artistic expertise. A play group met regularly, offering stories, games and crafts.

In partnership with the King Street Family Resource Centre, a series of preschool programs enabled caregivers and children to mingle and learn.

Seasonal crafts and activities had little ones searching for Santa, painting with pudding, carving pumpkins, playing I Spy, and discovering and identifying objects in sensory bins.



Teens participate in a night of pumpkin carving at Clark's Harbour library.

	320 Members
	779 Program Attendance
	4,384 Visits
	3,140 Items Borrowed
	24 Summer Reading Club Participants
	423 Computer Bookings
	6,479 Wireless Connection
	N/A Community Room Bookings

Digby

The branch was re-located to the information centre while it received a refresh. Fresh paint, new furnishings and a redesigned floor plan made the library more inviting and made practical use of library space when it re-opened in February.

The Maritime Centre for African Dance taught participants about African culture.

Seniors and low-income earners benefited from the Community Volunteer Income Tax Program.

Drop-in makerspace activities provided STEAM (Science, Technology, Engineering, Arts and Math) learning opportunities.

Little ones and caregivers bonded through story times offering a reading, learning, and playing experience, including a monthly intergenerational event at Tideview Terrace.



Paint Nights such as this one on June 5, 2019 proved popular among adults at the Digby library.

	1,987 Members
	1,568 Program Attendance
	14,167 Visits
	23,543 Items Borrowed
	79 Summer Reading Club Participants
	1,586 Computer Bookings
	4,179 Wireless Connections
	63 Community Room Bookings

Outreach & Book Deposits:

Digby Neck Consolidated School
Digby Preschool Co-Op
Tideview Terrace

Lockeport

A chair yoga program, funded by a Wellness Grant from Nova Scotia Health Authority, kept older adults active.

Local photographer Gina Bond-Goyetche exhibited her work.

Authors Marsha Curry and Laurent d'Entremont did readings at the branch.

A library program introduced teens to the art of Mehndi (henna tattooing).

The library hosted music programs in partnership with Harmony Bazaar, a women's music festival.

The Lobster Loop Walk, part of the local lobster festival, finished at the library.

The library hosted the Town of Lockeport Easter egg hunt.

The library offered seasonal crafts, science experiments, Survivor and DIY programs.

The Alzheimer Society informed and engaged people in a discussion about this disease.



A wide range of ages found refuge at Lockeport library during Hurricane Dorian on Sept. 7, 2019.

Outreach & Book Deposits:

MacLeod Surf Lodge Nursing Home
Atlantic Heights Rest Home Ltd.
The Fox and Hare Daycare
Lockeport Area Preschool



402 Members

1,388 Program Attendance

6,026 Visits

8,500 Items Borrowed

53 Summer Reading Club Participants

938 Computer Bookings

2,749 Wireless Connections

Pubnico

A Valentine's Day Tea for seniors provided older adults with an introduction to library services.

A book swap offered an opportunity to engage people in conversations about what they were reading.

The library revived a traditional holiday cookie decorating program, adding a delicious, festive air to the branch.

Library staff began book deposits at École Pubnico Ouest.



Pubnico's book swap created conversations around books.

Outreach & Book Deposits:

École Pubnico Ouest
Nakile Home for Special Care
Pont du Marais



387 Members

34 Program Attendance*

792 Visits

3,492 Items Borrowed

13 Summer Reading Club Participants

98 Computer Bookings

2,258 Wireless Connections

67 Community Room Bookings

*Four (4) months of programs.

Shelburne

The library coordinated a Volunteer Income Tax Assistance Program providing free income tax return assistance to seniors and low-income earners.

A SuperNOVA day camp, through a partnership with Dalhousie University, brought science-based activities to youth.

The library offered science, technology, engineering, arts and math learning through coding programs, science clubs, LEGO club and game days.

Residents at Roseway Manor enjoyed a monthly intergenerational story time.

Crafting clubs made good use of the program and community rooms and makerspace equipment.

Author Susan Cameron gave a reading at the library. A program on Gaelic songs introduced the music and culture to a wide range of ages.

The library held presentations on radon detection and Alzheimer's awareness.



Cape Breton singer, songwriter Robyn Carrigan, left, leads a Gaelic song program in celebration of Gaelic Nova Scotia Month in September 2019.

Outreach &

Book Deposits:

King Street Family Resource Centre
Mary's Abide Awhile Home Limited
Roseway Manor Inc.



1,429 Members

2,038 Program Attendance

12,856 Visits

17,864 Items Borrowed

119 Summer Reading Club Participants

1,995 Computer Bookings

6,063 Wireless Connections

842 Community Room Bookings

Westport

People learned bridge and helped each other enjoy the game through a newly formed club.

A fibre arts group and book club met regularly at the branch and continued to be popular.

Family enjoyed seasonal programming resulting from the library's partnership with The Family Centre, Digby Site.



The Fibre Group has been a mainstay program at Westport library.



171 Members*

91 Program Attendance*

175 Visits*

1,128 Items Borrowed*

0 Summer Reading Club Participants*

51 Computer Bookings*

2,557 Wireless Connections

*Branch closed May to July 2019.

Outreach &

Book Deposits:

Individual seniors

Weymouth

Several artists displayed their work. The installation of slat display walls enhanced the branch's ability to host exhibits.

Laughter and tears were shared as author Lesley Crewe read from her book *Are You Kidding Me?!*

The library hosted an evening of card games to celebrate Senior's Week.

Programming included learning about bees, a nature scavenger hunt, Pokemon card trading and flower arranging

The Maritime Centre for African Dance enthralled participants with a "moving" experience about African culture and dance.



There were plenty of smiles at Weymouth library's Christmas tea.

Outreach &

Book Deposits:

La Petite Academie

Weymouth Consolidated School Pre-Primary

Weymouth Consolidated School

Maison Jerome



990 Members



953 Program Attendance



11,708 Visits



13,265 Items Borrowed



87 Summer Reading Club Participants



1,707 Computer Bookings



7,698 Wireless Connections



324 Community Room Bookings

Yarmouth

The library coordinated a Volunteer Income Tax Assistance Program offering free income tax return assistance to seniors and low-income earners.

Mid-Week Break program hosted speakers on topics such as travel; African heritage; Alzheimer's awareness; birding; and lichen.

ParticipAction chair yoga had seniors moving and keeping fit.

The branch continued to partner with Toastmasters, developing public speaking, communication and leadership skills.

Time for Tots had little ones and their caregivers enjoying stories, crafts and games while learning new things and sharing new experiences.

A special program with Ron Surette of Kespu'kwitk Métis Council was part of a National Indigenous Peoples Day celebration on June 21, 2019.

The library offered a wide range of programs for children, including LEGO creations, Connect games, Bloxels, Ollies and Makey-Makey in addition to seasonal crafts.



Things were interactive as library clerk Yvette Frost reads a story during Time for Tots at Yarmouth library.



4,529 Members



2,231 Program Attendance



58,796 Visits



55,041 Items Borrowed



189 Summer Reading Club Participants



9,275 Computer Bookings



12,541 Wireless Connections



274 Community Room Bookings

Outreach &

Book Deposits:

12 local seniors residences

Seniors Expo

LIBRARY SUPPORT

Western Counties Regional Library continued to receive strong support and generous sponsorships and donations from many individuals, organizations and businesses. The library is grateful to all those helping to make the library and community a better place. Regional media outlets continue to provide invaluable airtime and newspaper space, promoting library programs, events and news.

The library's third Dining Among the Stacks in support of the Literacy Legacy Fund was held on Nov. 2. The dinner raised over \$11,000 and pushed the fund over the \$100,000 mark. Public awareness of the fund continues to grow with more donations being directed to the fund.

Management prepared for the launch of the 2020 Adopt-A-Book campaign, the library's largest fundraiser, in late 2019 and early 2020. The COVID-19 pandemic forced the postponement of the campaign.

REGIONAL LIBRARY FINANCES

Expenditures			Revenues		
	2019-2020	2018-2019		2019-2020	2018-2019
Salaries and Benefits	\$1,100,245	\$1,185,637	Province of Nova Scotia	\$1,172,967	\$1,120,300
Library Materials	\$ 182,045	\$ 193,977	Municipalities	\$ 373,500	\$ 373,500
<u>Other Expenses</u>	<u>\$ 352,672</u>	<u>\$ 289,479</u>	<u>Other Revenues</u>	<u>\$ 88,495</u>	<u>\$ 175,293</u>
Total Expenditures	\$1,634,962	\$1,669,093	Total Revenues	\$1,634,962	\$1,669,093



Participants conduct a pressure test as part of Dalhousie University's SuperNOVA Camp at McKay Memorial Library in Shelburne June 4 and 5, 2019.



Mufaro Chakabuda of Maritime Centre for African Dance leads participants in a dance at Weymouth library in July 2019.



There is nothing like being able to eat your paint during Pudding Painting at Clark's Harbour Library on Aug. 16, 2019.



Staff toured library branches along the south shore during the September 2019 in-service, including a stop at Lockeport library.

SHELBURNE PORT AUTHORITY

BUDGET 2019/20		UNAUDITED 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23
	PORT AUTHORITY FEES/SALES				
	<u>Federal Government</u>				
22,000.00	Berthage	13,229	15,000	15,150	15,302
250.00	Top Wharfage	1,000	-	-	-
200.00	Electrical	140	200	202	204
-	Other	-	-	-	-
500.00	Water	122	200	202	204
<u>22,950.00</u>		<u>14,491</u>	<u>15,400</u>	<u>15,554</u>	<u>15,710</u>
	<u>Provincial Government</u>				
	Other				
	<u>Container Traffic</u>				
300.00	Berthage	-	300	303	306
250.00	Top Wharfage	-	250	253	255
400.00	Water	-	400	404	408
<u>950.00</u>		<u>-</u>	<u>950</u>	<u>960</u>	<u>969</u>
	<u>Cruise/Recreational</u>				
6,000.00	Berthage/Passenger Fee	2,723	-	3,000	3,030
	Electricity	150	-	150	152
<u>6,000.00</u>		<u>2,873</u>	<u>-</u>	<u>3,150</u>	<u>3,182</u>
	<u>Commercial Fishing</u>				
50,000.00	Berthage	53,194	28,775	29,063	29,353
5,100.00	Top Wharfage	7,848	1,973	1,993	2,013
60,000.00	Electricity	67,739	67,000	67,670	68,347
3,100.00	Water	4,042	4,000	4,040	4,080
<u>118,200.00</u>		<u>132,823</u>	<u>101,748</u>	<u>102,765</u>	<u>103,793</u>

	<u>Other</u>				
-	Berthage	805	500	505	510
	Electricity			-	-
1,000.00	Call Outs-Water/Power	225	250	253	255
21,000.00	Security Fees	19,792	20,000	20,200	20,402
<u>22,000.00</u>		<u>20,822</u>	<u>20,750</u>	<u>20,958</u>	<u>21,167</u>
<u>170,100.00</u>	TOTAL FEES/SALES	<u>171,009</u>	<u>138,848</u>	<u>143,386</u>	<u>144,820</u>
	<u>Revenue from Other Sources</u>				
7,000.00	Wharf Usage	4,800	4,800	4,800	4,800
52,000.00	Wharf Lease	52,000	174,000	174,000	174,000
2,900.00	Land Lease	-	-	-	-
<u>61,900.00</u>		<u>56,800</u>	<u>178,800</u>	<u>178,800</u>	<u>178,800</u>
	<u>Return on Investment</u>				
-	Interest on Investment		-	-	-
900.00	Bank Interest on C/A	2,821	2,500	2,525	2,550
<u>900.00</u>		<u>2,821</u>	<u>2,500</u>	<u>2,525</u>	<u>2,550</u>
	<u>Penalties & Interest</u>				
5,000.00	Interest	5,908	5,000	5,000	5,000
<u>5,000.00</u>		<u>5,908</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	<u>Misc Revenue</u>				
-	Other Revenue	3	-		
4,500.00	Dumpsters-Garbage Removal	2,712	3,000	3,000	3,000
<u>4,500.00</u>		<u>2,715</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	<u>Other Transfers</u>				
16,166.00	Surplus - Prior Years	-	-	-	-
<u>16,166.00</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>258,566.00</u>	TOTAL PORT AUTHORITY REVENUE	<u>239,253</u>	<u>328,148</u>	<u>332,711</u>	<u>334,171</u>

SHELBURNE PORT AUTHORITY

BUDGET 2019/20		UNAUDITED 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23
 <u>PORT AUTHORITY EXPENSES</u>					
<u>General Administrative</u>					
42,000.00	Port Manager Wages	42,882	45,000	45,900	46,818
500.00	Port Manager Expenses	107	500	510	520
1,000.00	Office Bldg/Shed-Mtc & Repair	28	750	765	780
1,290.00	Office Bldg/Shed-Light & Fuel	1,207	1,250	1,275	1,301
550.00	Office Bldg-Water	431	450	459	468
700.00	Office Bldg-Janitor & Supplies	-	400	408	416
18,000.00	Security Wages & Expenses	10,899	11,000	11,220	11,444
<u>64,040.00</u>		<u>55,554</u>	<u>59,350</u>	<u>60,537</u>	<u>61,748</u>
 <u>Common Services</u>					
1,500.00	Stationary & Postage	865	1,000	1,020	1,040
2,000.00	Telephone/Internet	1,973	2,000	2,040	2,081
2,000.00	Printing & Advertising	1,296	1,700	1,734	1,769
41.00	Equipment & Insurance	41	42	43	44
1,500.00	Membership Dues	-	1,530	1,561	1,592
500.00	Travel	106	400	408	416
5,000.00	Engineering Services	-	10,000	10,200	10,404
200.00	Other	39	200	204	208
<u>12,741.00</u>		<u>4,320</u>	<u>16,872</u>	<u>17,209</u>	<u>17,553</u>
 <u>Shelburne Wharf</u>					
10,000.00	Mtc & Repairs-Wharf	367	25,000	25,500	26,010
1,000.00	Mtc & Repairs-Equipment -Wharf	500	1,000	1,020	1,040
1,000.00	Snow Removal	375	750	765	780
5,975.00	Wharf Insurance	5,640	6,095	6,216	6,341

4,050.00	Water Supply	2,626	3,000	3,060	3,121
5,000.00	Demolition Boats	-	-	-	-
500.00	Wharf-Other	-	500	510	520
7,500.00	Wharf-Garbage	3,589	4,000	4,080	4,162
49,000.00	Wharf-Power	49,727	49,980	50,980	51,999
1,000.00	Dock St - Wharf	1,019	1,020	1,040	1,061
<u>85,025.00</u>		<u>63,843</u>	<u>91,345</u>	<u>93,171</u>	<u>95,035</u>
	<u>Professional Fees</u>				
10,000.00	Legal Fees	315	10,200	10,404	10,612
265.00	Collection Fees	1,150	1,173	1,196	1,220
31,618.00	Administration Expense	31,618	31,240	31,865	32,502
5,875.00	Auditors	6,495	5,993	6,112	6,235
<u>47,758.00</u>		<u>39,578</u>	<u>48,606</u>	<u>49,578</u>	<u>50,569</u>
	<u>Depreciation</u>				
	Depreciation		-	-	-
<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>Other Charges</u>				
29,675.00	Debenture Principal	29,675	29,675	29,675	29,675
14,227.00	Debenture Interest	14,227	13,683	13,077	12,411
100.00	Bank Service Charges	5	50	60	61
	Capital Expense from Revenue		-	-	-
	Transfer to Operating Reserve	-	60,811	58,345	55,872
5,000.00	Uncollectible Accounts	10,276	7,500	7,650	7,803
<u>49,002.00</u>		<u>54,183</u>	<u>111,719</u>	<u>108,807</u>	<u>105,822</u>
<u>258,566.00</u>	TOTAL PORT AUTHORITY EXPENSE	<u>217,478</u>	<u>327,891</u>	<u>329,302</u>	<u>330,727</u>
<u>-</u>	SURPLUS/(DEFICIT)	<u>21,775</u>	<u>257</u>	<u>\$ 3,410</u>	<u>3,444</u>

2020/21 WATER UTILITY BUDGET ITEMS

- **UNAUDITED 2019/20 FISCAL YEAR BUDGETED WITH A 57,501 DEFICIT FOR YEAR END DUE TO SLUDGE CONTROL EXPENSE OF \$50,000, REQUIRED STANDARD OPERATING PROCEDURES COMPLETED FOR \$15,000 AND OPERATOR IN TRAINING OF \$25,000(PREVIOUS OPERATOR LEFT POSITION). UNAUDITED 2019/20 FISCAL YEAR END IS SHOWING A SURPLUS OF \$17,422 DO TO THE FACT THAT SLUDGE CONTROL WAS NOT COMPLETED.**
- **METERED SALES AND FLAT RATE SALES REVENUE REMAINS THE SAME DUE TO NO RATE INCREASES SCHEDULED. IF OVER THE NEXT SEVERAL YEARS WE FIND THE UTILITY IN A YEARLY DEFICIT POSITION, THEN THE WATER UTILITY WOULD REQUEST A RATE STUDY TO BE COMPLETED IN ORDER TO APPLY TO THE UARB FOR A RATE INCREASE TO MITIGATE LOSSES.**
- **WITH THE BUDGET FIGURES I HAVE INPUT WE ARE PROJECTING A SURPLUS OF \$21,656 FOR 20/21**
- **BUDGETED AMOUNT INPUT FOR 20/21 IN THE AMOUNT 50,000 AGAIN FOR SLUDGE CONTROL. THE WATER PLANT OPERATOR IS INVESTIGATING THE OPTIONS FOR SLUDGE REMOVAL IN ORDER TO HAVE THE PROJECT COMPLETED IN 2020/21**
- **IN CONSULTATION WITH WATER PLANT OPERATOR THERE IS A BUDGET DECREASE IN CHEMICALS AND PUMPING POWER DUE TO THE FACT THE WATER PLANT IS NO LONGER RUNNING DAILY IN ORDER TO OPERATE EFFICIENTLY, THEREFORE LESS CHEMICALS AND POWER IS BEING CONSUMED. REDUCED EXPENSES FROM 5 TO 10% AND WILL KNOW TRUE SAVING AT THE END OF THE 20/21 FISCAL YEAR.**
- **REDUCED LABOUR COSTS DUE TO THE FACT THAT LAST YEAR THE UTILITY WAS PAYING FOR A WATER PLANT OPERATOR AND AN OPERATOR IN TRAINING. IN 20/21 UTILITY ONLY PAYING FOR WATER PLANT OPERATOR.**
- **STANDARD OPERATING PROCEDURES WERE COMPLETED AND THEREFORE NO NEED FOR ADDITIONAL BUDGETED EXPENSE**

SUMMARY OF REVENUE AND EXPENDITURE

	2018/19	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23
Operating Revenue	Budget	Actual	Budget	Actual	Projection	Projection	Projection
11000 Metered Sales	430,022	464,462	444,558	452,541	444,896	444,896	444,896
12000 Flat rate sales	48,018	48,590	48,590	48,590	48,590	48,590	48,590
13000 Public fire protection	133,483	133,483	133,483	133,483	133,483	133,483	133,483
14000 Sprinkler service	2,150	2,150	2,150	2,150	2,150	2,150	2,150
15000 Sales to other utilities	0	0	0	0	0	0	0
16000 Forfeited discounts	1,800	1,560	1,560	2,737	1,600	2,250	2,250
17000 Other operating revenue	0	0	0	0	0	0	0
	<u>615,473</u>	<u>650,245</u>	<u>630,341</u>	<u>639,501</u>	<u>630,719</u>	<u>631,369</u>	<u>631,369</u>
Operating Expenditures							
21000 Source of supply	603	603	603	603	603	603	603
22000 Pumping	43,025	41,268	45,256	45,959	33,050	34,042	35,085
23000 Water treatment	218,453	175,345	253,092	204,154	222,810	177,619	181,762
24000 Transmission and distribution	27,249	37,331	58,004	59,658	49,118	50,510	51,885
25000 Administration and general	84,224	80,323	84,828	73,811	68,147	69,535	71,494
26000 Depreciation	166,570	118,765	128,000	128,000	127,242	133,000	134,035
27000 Taxes	813	813	813	813	815	815	815
28000 Other operating expenditures							
	<u>540,937</u>	<u>454,448</u>	<u>570,596</u>	<u>512,998</u>	<u>501,785</u>	<u>466,124</u>	<u>475,679</u>
Operating profit	<u>74,536</u>	<u>195,797</u>	<u>59,745</u>	<u>126,503</u>	<u>128,934</u>	<u>165,245</u>	<u>155,690</u>
18000 Non-operating revenue	58,000	62,761	5,500	7,645	6,000	6,000	6,000
29000 Non-operating expenditures	120,050	120,538	122,746	116,726	113,278	109,675	105,966
Excess of revenue over expenditure	12,486	138,020	-57,501	17,422	21,656	61,570	55,724
Surplus (deficit), beginning of year	0	136,632	274,652	274,652	292,074	313,730	375,300
Surplus (deficit), end of year	12,486	274,652	217,151	292,074	313,730	375,300	431,024

10000 - 17999 OPERATING REVENUE

	2018/19 Budget	2018/19 Actual	2019/20 Budget	2019/20 Actual	2020/21 Projection	2021/22 Projection	2022/23 Projection
11000 METERED SALES							
11100 Residential	172,993	185,606	180,606	180,542	180,606	180,606	180,606
11200 Commercial	200,940	201,789	201,790	204,674	201,790	201,790	201,790
11300 Industrial	53,589	73,642	60,000	64,657	60,000	60,000	60,000
11400 Vessels and/or Bulk Water	2,500	3,425	2,162	2,668	2,500	2,500	2,500
	<u>430,022</u>	<u>464,462</u>	<u>444,558</u>	<u>452,541</u>	<u>444,896</u>	<u>444,896</u>	<u>444,896</u>
12000 FLAT RATE SALES							
12100 Residential	48,018	48,590	48,590	48,590	48,590	48,590	48,590
12200 Commercial/ Institutional							
12300 Industrial	0	-	0	-	0	0	0
	<u>48,018</u>	<u>48,590</u>	<u>48,590</u>	<u>48,590</u>	<u>48,590</u>	<u>48,590</u>	<u>48,590</u>
13000 FIRE PROTECTION							
13100 Public fire protection	84,724	84,724	84,724	84,623	83,565	83,565	83,565
13200 Private fire protection (other municipalities)	46,359	46,359	46,359	46,460	47,518	47,518	47,518
13300 Private fire protection (other)	2,400	2,400	2,400	2,400	2,400	2,400	2,400
	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>
14000 SPRINKLER SERVICE	2,150	2,150	2,150	2,150	2,150	2,150	2,150
15000 SALES TO OTHER UTILITIES							
16000 FORFEITED DISCOUNTS	1,800	1,560	1,560	2,737	1,600	2,250	2,250
17000 OTHER OPERATING REVENUE							
17100 Special services							
17200 Rent							
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
TOTAL	<u>615,473</u>	<u>650,245</u>	<u>630,341</u>	<u>639,501</u>	<u>630,719</u>	<u>631,369</u>	<u>631,369</u>

18000 NON-OPERATING REVENUE							
	<u>2018/19</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
18000 NON-OPERATING REVENUE							
18100 Jobbing and contract	<u>2,000</u>	<u>3,927</u>	<u>2,000</u>	<u>877</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
18200 Interest	<u>2,000</u>	<u>4,623</u>	<u>3,500</u>	<u>6,125</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
18300 Grants							
18400 Appropriatic from other funds		<u>-</u>		<u>-</u>			
18600 Transfer from depreciation fund	<u>54,000</u>	<u>54,000</u>	<u>0</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>0</u>
18900 Other	<u>0</u>	<u>211</u>	<u>0</u>	<u>643</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>58,000</u>	<u>62,761</u>	<u>5,500</u>	<u>7,645</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>

22000 PUMPING		2018/19	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
22100	SUPERVISION AND ENGINEERING							
22200	OPERATION LABOUR							
22300	FUEL	980	-	1,000	1,751	1,000	1,030	1,060
22400	POWER PURCHASED	39,995	41,268	42,506	40,342	30,000	30,900	31,850
22500	MAINTENANCE OF PLANT							
22510	Structures and Improvements	550	-	250	-	500	515	530
22520	Pumping Equipment	1,500	-	1,500	3,866	1,550	1,597	1,645
		2,050	0	1,750	3,866	2,050	2,112	2,175
22600	RENT							
22900	OTHER							
	TOTAL	43,025	41,268	45,256	45,959	33,050	34,042	35,085

23000 WATER TREATMENT

	2018/19 Budget	2018/19 Actual	2019/20 Budget	2019/20 Actual	2020/21 Projection	2021/22 Projection	2022/23 Projection
23100 SUPERVISION AND ENGINEERING							
23200 OPERATION LABOUR	67,765	72,333	90,630	87,592	72,391	74,159	75,257
23300 OPERATION SUPPLIES AND EXPENSES							
23310 Chemicals and Additives	136,313	91,645	98,087	99,534	82,850	85,335	87,895
23390 Other	1,000	717	1,000	1,052	1,500	1,545	1,590
	137,313	92,362	99,087	100,586	84,350	86,880	89,485
23400 MAINTENENCE OF PLANT	12,325	9,925	12,325	14,846	15,019	15,500	15,900
23500 RENT							
23900 OTHER	1,050	725	51,050	1,130	51,050	1,080	1,120
TOTAL	218,453	175,345	253,092	204,154	222,810	177,619	181,762

24000 TRANSMISSION AND DISTRIBUTION

	2018/19 <u>Budget</u>	2018/19 <u>Actual</u>	2019/20 <u>Budget</u>	2019/20 <u>Actual</u>	2020/21 <u>Projection</u>	2021/22 <u>Projection</u>	2022/23 <u>Projection</u>
24100 SUPERVISION AND ENGINEERING							
24200 MAPS AND RECORDS							
24300 OPERATION LABOUR							
24310 Mains	13,107	11,736	13,107	13,746	11,768	12,015	12,255
24320 Meters							
	<u>13,107</u>	<u>11,736</u>	<u>13,107</u>	<u>13,746</u>	<u>11,768</u>	<u>12,015</u>	<u>12,255</u>
24400 MAINTENANCE OF PLANT							
24410 Reservoirs	3,787	2,204	6,087	3,777	4,100	4,250	4,350
24420 Structures and Improvements							
24430 Mains	1,545	13,753	30,000	35,022	25,000	25,750	26,525
24440 Other	3,810	5,294	3,810	3,257	3,750	3,860	3,980
	<u>9,142</u>	<u>21,251</u>	<u>39,897</u>	<u>42,056</u>	<u>32,850</u>	<u>33,860</u>	<u>34,855</u>
24500 RENT							
24600 STORE EXPENSES							
24700 TRANSPORTATION	5,000	4,344	5,000	3,856	4,500	4,635	4,775
24800 SHOP EXPENSES							
24900 OTHER							
TOTAL	<u>27,249</u>	<u>37,331</u>	<u>58,004</u>	<u>59,658</u>	<u>49,118</u>	<u>50,510</u>	<u>51,885</u>

25000 ADMINISTRATION AND GENERAL

	2018/19 Budget	2018/19 Actual	2019/20 Budget	2019/20 Actual	2019/20 Projection	2021/22 Projection	2022/23 Projection
25100 CONSUMER ACCOUNTING AND COLLECTING							
25110 Supervision							
25120 Meter reading		2,425	2,498	-	0	0	0
25130 Billing and accounting	34,105	34,105	34,105	34,105	35,120	35,822	36,539
25140 Collection							
25150 Uncollectable accounts	1,560	13,751	2,000	(3,054)	2,000	2,000	2,000
25190 Other							
	<u>35,665</u>	<u>50,281</u>	<u>38,603</u>	<u>31,051</u>	<u>37,120</u>	<u>37,822</u>	<u>38,539</u>
25200 SALARIES							
25210 Officers and executives							
25220 Allocated							
25290 Others							
25300 GENERAL OFFICE EXPENSES							
25310 General Officers							
25320 General Office Employees							
25330 General Office	4,075	4,234	4,075	4,391	3,955	4,075	4,200
25340 Allocated							
	<u>4,075</u>	<u>4,234</u>	<u>4,075</u>	<u>4,391</u>	<u>3,955</u>	<u>4,075</u>	<u>4,200</u>
25400 PROFESSIONAL FEES							
25410 Auditors	7,519	7,284	7,745	5,650	7,000	7,210	7,450
25420 Legal							
25430 Special services	18,500		15,000	13,603	0		
	<u>26,019</u>	<u>7,284</u>	<u>22,745</u>	<u>19,253</u>	<u>7,000</u>	<u>7,210</u>	<u>7,450</u>
25500 REGULATORY EXPENSES	1,590	1,590	1,590	1,590	1,590	1,590	1,590
25600 INSURANCE	2,490	2,377	2,450	2,627	2,705	2,780	2,870
25700 RENTS OF GENERAL PROPERTY							
25800 MAINTENANCE OF GENERAL PROPERTY							
25900 OTHER	14,385	14,557	15,365	14,899	15,777	16,058	16,845
TOTAL	<u>84,224</u>	<u>80,323</u>	<u>84,828</u>	<u>73,811</u>	<u>68,147</u>	<u>69,535</u>	<u>71,494</u>
26000 DEPRECIATION	166,570	118,765	128,000	128,000	127,242	133,000	134,035

27000 TAXES	<u>813</u>	<u>813</u>	<u>813</u>	<u>813</u>	<u>815</u>	<u>815</u>	<u>815</u>
29000 NON-OPERATING EXPENDITURES							
	<u>2018/19 Budget</u>	<u>2018/19 Actual</u>	<u>2019/20 Budget</u>	<u>2019/20 Actual</u>	<u>2019/20 Projection</u>	<u>2021/22 Projection</u>	<u>2022/23 Projection</u>
29100 REDEMPTION OF LONG TERM DEBT							
29110 Principal	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>
29120 Sinking fund Operating Loan	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>	<u>80,019</u>
29200 INTEREST ON LONG TERM DEBT	<u>40,011</u>	<u>40,011</u>	<u>36,707</u>	<u>36,707</u>	<u>33,239</u>	<u>29,636</u>	<u>25,927</u>
29300 OTHER INTEREST							
29310 Bank charges	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>20</u>	<u>20</u>
29320 Short term borrowings	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
29330 Interfund	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
	<u>20</u>	<u>0</u>	<u>20 0</u>	<u>0 0</u>	<u>20 0</u>	<u>20 0</u>	<u>20</u>
29400 CAPITAL EXPENDITURES OUT OF OPERATIONS	<u>0</u>	<u>508</u>	<u>6,000</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>0</u>
29900 OTHER	<u></u>	<u>-</u>	<u>0</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>120,050</u>	<u>120,538</u>	<u>122,746 0</u>	<u>116,726 0</u>	<u>113,278 0</u>	<u>109,675 0</u>	<u>105,966</u>

Town of Shelburne

Fiscal Year Period April 01,2020 To August 31,2020

FUND02 - WATER UTILITY

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE						
I299	WATER UTILITY REVENUES						
I300	METERED SALES						
I 02-1-11-1000	RESIDENTIAL	\$ 40,116.72	\$ 84.29	\$40,201.01	\$ 0.00	\$ (40,201.01)	0.00
I 02-1-11-2000	COMMERCIAL/INSTITUTIONAL	39,173.83	0.00	\$39,173.83	0.00	(39,173.83)	0.00
I 02-1-11-3000	INDUSTRIAL	11,934.18	1,045.97	\$12,980.15	0.00	(12,980.15)	0.00
Totals For: I300		91,224.73	1,130.26	92,354.99	0.00	(92,354.99)	0.00
I305	FLAT RATE SALES						
I 02-1-12-1000	RESIDENTIAL	12,147.52	0.00	\$12,147.52	0.00	(12,147.52)	0.00
Totals For: I305		12,147.52	0.00	12,147.52	0.00	(12,147.52)	0.00
I310	FIRE PROTECTION						
I 02-1-13-3000	PRIVATE FIRE PROTECTION-OTHER	2,400.00	0.00	\$2,400.00	0.00	(2,400.00)	0.00
I 02-1-14-1000	SPRINKLER SERVICE	1,950.00	0.00	\$1,950.00	0.00	(1,950.00)	0.00
Totals For: I310		4,350.00	0.00	4,350.00	0.00	(4,350.00)	0.00
I313	FORFEITED DISCOUNTS						
I 02-1-16-2000	INTEREST	161.16	356.91	\$518.07	0.00	(518.07)	0.00
Totals For: I313		161.16	356.91	518.07	0.00	(518.07)	0.00
I320	NON-OPERATING REVENUE						
I 02-1-18-1000	JOBGING AND CONTRACT WORK	50.00	262.91	\$312.91	0.00	(312.91)	0.00
I 02-1-18-9001	ROUNDING ACCT-CSH TRNS	0.14	0.01	\$0.15	0.00	(0.15)	0.00
Totals For: I320		50.14	262.92	313.06	0.00	(313.06)	0.00
Totals For: I299		107,933.55	1,750.09	109,683.64	0.00	(109,683.64)	0.00
Totals For: INCM		107,933.55	1,750.09	109,683.64	0.00	(109,683.64)	0.00

Town of Shelburne

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FUND02 - WATER UTILITY

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES						
E399	WATER OPERATING EXPENSES						
E405	PUMPING						
E 02-2-22-4000	POWER PURCHASED	\$6,010.12	\$0.00	\$6,010.12	\$0.00	\$(6,010.12)	0.00
Totals For:	E405	\$6,010.12	0.00	6,010.12	0.00	(6,010.12)	0.00
E410	MAINTENANCE OF PUMPING PLANT						
E 02-2-22-5100	MTC OF STRUCTURES & IMPROVMNTS	222.61	0.00	\$222.61	0.00	(222.61)	0.00
E 02-2-22-5200	MTC PUMPING EQUIP(INC GENERATOR)	833.74	0.00	\$833.74	0.00	(833.74)	0.00
Totals For:	E410	1,056.35	0.00	1,056.35	0.00	(1,056.35)	0.00
E415	WATER TREATMENT						
E 02-2-23-2000	OPERATION LABOUR	(1,178.87)	0.00	\$-1,178.87	0.00	1,178.87	0.00
E 02-2-23-2100	PLANT OPERATOR-EXPENSES	456.71	0.00	\$456.71	0.00	(456.71)	0.00
E 02-2-23-2200	OPERATIONAL SUPPORT(DRC ETC)	1,600.00	600.00	\$2,200.00	0.00	(2,200.00)	0.00
Totals For:	E415	877.84	600.00	1,477.84	0.00	(1,477.84)	0.00
E420	OPERATION SUPPLIES & EXPENSE						
E 02-2-23-3100	CHEMICALS & ADDITIVES	12,649.25	9,806.63	\$22,455.88	0.00	(22,455.88)	0.00
E 02-2-23-3600	CHEMICAL & WATER TESTING	7,132.46	1,628.55	\$8,761.01	0.00	(8,761.01)	0.00
E 02-2-23-3900	OTHER SUPPLIES & EXPENSES	77.12	20.85	\$97.97	0.00	(97.97)	0.00
E 02-2-23-3910	SMALL EQUIP/TOOLS(INC MTC)	359.51	0.00	\$359.51	0.00	(359.51)	0.00
Totals For:	E420	20,218.34	11,456.03	31,674.37	0.00	(31,674.37)	0.00
E425	MAINTENANCE OF TREATMENT PLAN						
E 02-2-23-4100	MTCE OF STRUCTURES & IMPROVMENT	414.41	32.90	\$447.31	0.00	(447.31)	0.00
E 02-2-23-4112	MTC OF CL2 BLDGS	710.10	120.45	\$830.55	0.00	(830.55)	0.00
E 02-2-23-4200	MAINTENANCE OF TREATMENT EQUIP	7,296.06	4,482.81	\$11,778.87	0.00	(11,778.87)	0.00
Totals For:	E425	8,420.57	4,636.16	13,056.73	0.00	(13,056.73)	0.00
E440	MTCE OF TRANSMISSION & DISTRIB						
E 02-2-24-4100	MTCE OF RESERVOIRS & STANDPIPE	0.00	86.04	\$86.04	0.00	(86.04)	0.00
E 02-2-24-4200	MTC OF RESRVRS & STNDPIP-PWR	496.30	0.00	\$496.30	0.00	(496.30)	0.00
Totals For:	E440	496.30	86.04	582.34	0.00	(582.34)	0.00
E445	MTCE OF OTHER DISTRIBUTION PLT						
E 02-2-24-4920	MAINTENANCE OF METERS	36.35	0.00	\$36.35	0.00	(36.35)	0.00
E 02-2-24-4930	MAINTENANCE OF HYDRANTS	51.84	0.00	\$51.84	0.00	(51.84)	0.00
Totals For:	E445	88.19	0.00	88.19	0.00	(88.19)	0.00
E470	GENERAL OFFICE EXPENSES						
E 02-2-25-3100	TELEPHONE & INTERNET	842.88	211.14	\$1,054.02	0.00	(1,054.02)	0.00
E 02-2-25-3300	OFFICE EXPENSES & SUPPLIES	961.57	0.00	\$961.57	0.00	(961.57)	0.00
Totals For:	E470	1,804.45	211.14	2,015.59	0.00	(2,015.59)	0.00

Town of Shelburne

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FUND02 - WATER UTILITY

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E 02-2-25-8000	E475 PROFESSIONAL FEES MTCE OF GEN PROPERTY TAXES	814.73	0.00	\$814.73	0.00	(814.73)	0.00
Totals For:	E475	814.73	0.00	814.73	0.00	(814.73)	0.00
E 02-2-29-1100	E495 REDEMPTION OF LONG TERM DEBT PRINCIPAL INSTALMENTS OF LTD	80,019.00	0.00	\$80,019.00	0.00	(80,019.00)	0.00
E 02-2-29-2000	INTEREST ON LONG TERM DEBT	17,504.25	0.00	\$17,504.25	0.00	(17,504.25)	0.00
Totals For:	E495	97,523.25	0.00	97,523.25	0.00	(97,523.25)	0.00
E 02-2-29-4000	E500 OTHER INTEREST CAPITAL EXPENDITURES FR REV	10,655.08	0.00	\$10,655.08	0.00	(10,655.08)	0.00
Totals For:	E500	10,655.08	0.00	10,655.08	0.00	(10,655.08)	0.00
Totals For:	E399	147,965.22	16,989.37	164,954.59	0.00	(164,954.59)	0.00
Totals For:	EXPN	147,965.22	16,989.37	164,954.59	0.00	(164,954.59)	0.00

Town of Shelburne

Fiscal Year Period April 01,2020 To August 31,2020

FUND02 - WATER UTILITY

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
		\$ 107,933.55	\$ 1,750.09	\$ 109,683.64	\$ 0.00	\$(109,683.64)	0.00
		147,965.22	16,989.37	164,954.59	\$ 0.00	(164,954.59)	0.00
		<u>\$(40,031.67)</u>	<u>\$(15,239.28)</u>	<u>\$(55,270.95)</u>	<u>\$ 0.00</u>	<u>\$(55,270.95)</u>	<u>0.00</u>

Note: The items marked with ** are over budget

SHELBURNE MARINE TERMINAL 20/21 THREE YEAR BUDGET

SHELBURNE MARINE TERMINAL –

The operating budget was reviewed and completed by Jane Crowell, Finance Manager and Wayne Langthorne, Port Manager.

OPERATING REVENUE –

- Federal Government Berthage and Fees – Budget for 2019/20 was \$22,950.00 with year end unaudited revenue of \$14,491 due to COVID as vessels anchored in harbour as opposed to docking at wharf. Revenue as been adjusted down from 2019/20 to reflect expected revenue going forward.
- Container Traffic Berthage and Fees – Budget for 2019/20 was \$950.00 with year end unaudited revenue of \$0.00 as there was no salt boat in 2019/20. Revenue is expected going forward.
- Cruise/Recreational Berthage and Fees – Budget for 2019/20 was \$6,000.00 with year end unaudited revenue of \$2,723.00 as Cruise revenue didn't meet the revenue expectation. 2020/21 Budget is \$0.00 as Cruise visits in September and October cancelled due to COVID. Revenue expected in 21/22 and 22/23.
- Commercial Fishing Berthage and Fees – Budget for 2019/20 was \$118,200 with year end unaudited revenue of \$132,813. Revenue has been reduced for 2020/21 due to lease renewals and new leases being put into place for Comeau's, Clearwater and Kelly Cove.
- Other Berthage and Fees – Budget for 2019/20 was \$22,000.00 with year end unaudited revenue of \$20,822.00. Revenue has been budgeted as expected going forward.
- Revenue from Other Sources – Budget for 2019/20 was \$61,900 with year end unaudited revenue of \$56,800. Wharf Usage budget of \$7,000 only realized actual revenue of \$4,800.00 and Land Lease budget of \$2,900.00 for Taylor's Haul Out was nil as agreement was not renewed. Budget for 2020/21 and forward is \$174,000. This is due to new leases being entered into with Comeau's Seafoods and Kelly's Cove. Existing lease with CS Manpar has also increased. (Clearwater from 52,000 to 75,000, Comeau's Seafoods new for \$24,000, Kelly Cove new for \$45,000 and Kelly Cove-Long Island new for \$30,000)
- Return on Investment – Budgeted for 2019/20 was \$900.00 with year end unaudited revenue of \$2,821 due to SMT operating account no longer is constant overdraft. Revenue as been adjusted up from 2019/20 to reflect expected revenue going forward.
- Penalties and Interest- Budget for 2019/20 was \$5,000 with year end unaudited revenue of \$5,908. Budget for 2020/21 and forward to remain at \$5,000.
- Misc Revenue – Budgeted for 2019/20 was \$4,500 with year end unaudited revenue of \$2,715. Revenue from Dumpsters-Garbage Removal not realized. Budget for 2020/21 and forward adjusted to reflect expected revenue going forward.
- Other Transfers- Budgeted for 2019/20 was 16,166 from Surplus-Prior Years to balance budget. No transfer needed going forward to balance budget.

OPERATING EXPENSE

- General Administrative – Budget for 2019/20 was \$64,040 with year end unaudited expense of \$55,554. Majority of savings is due to Security Wages and Expenses budgeted at \$18,000 with actual of \$10,899 (Security revenue of \$19,792). Port Manager Wages is

SHELBURNE MARINE TERMINAL 20/21 THREE YEAR BUDGET

budgeted with a 2% increase for 2021/22 and again in 2022/23. Budget for expense going forward as been adjusted to reflect expected expenses going forward.

- Common Services – Budget for 2019/20 was \$12,741 with year end unaudited expense of \$4,320. Majority of savings is due to no expense for Engineering services or membership dues. Budget for 2020/21 and forward adjusted to reflect expected expenses going forward.
- Shelburne Wharf – Budget for 2019/20 was \$85,025 with year end unaudited expense of \$63,843. Savings were realized across the board. Wharf Power expense of \$49,727 realized revenue of \$68,029. Going forward Mtc & Repairs to Wharf has increased from \$10,000 to 25,000 in 2020/21 with 2% increase going forward in 21/22 and 22/23. Budget for Demolition of Boats for \$5,000 has been eliminated due to greater diligence.
- Professional Fees – Budget for 2019/20 was \$47,758 with year end unaudited expense of \$39,578. Savings were realized in Legal Fees which were budgeted as \$10,000 and year end expense of only \$315. Budget for 2020/21 and forward adjusted to reflect expected expenses going forward.
- Other Charges – Budget for 2019/20 was \$49,002 with year end unaudited expense of \$54,183. Increase largely due to Uncollectible Accounts budgeted as \$5,000 and actual at year end of \$10,276.
 - In 2020/21 Transfer to Operating Reserve of \$60,811, in 2021/22 Transfer to Operating Reserve of \$58,345 and in 2022/23 a transfer of \$55,872.
- Surplus/(Deficit) – The year end unaudited surplus for 2019/20 is \$21,775. The budgeted surpluses going forward are 2020/21 \$257, 2021/22 \$3,410 and 2022/23 \$3,444.

OPERATING FUND BALANCE SHEET-

As of March 31, 2020, the total available cash on hand was \$130,674.08 which is comprised of Cash on Hand of \$4,570.59. in Bank of \$63,491.02 and \$62,612.47 in Operating reserve.

There is \$232,522.89 in accounts receivables which is not readily available cash and we have accounts payables of \$46,968.16.

Be aware that the \$57,000 that the Town of Shelburne's Marine Terminal is contributing for the project will be coming out of Operating Reserve.

If we look at the year ending March 31, 2020 there is an Accumulated Surplus of \$272,282.

Council Meeting Dates

Origin:

Confirmation of meeting dates until the end of December, 2020 to allow for the transition of the current Council to the new Council.

Analysis:

The last Council Meeting is scheduled for Tuesday, October 6, 2020 as the election begins on October 8, 2020. The Election Day is October 17th with a grace period of 10 days to allow for any applications for a recount.

Recommendation:

That Council confirms the following dates for Council Meetings after the election until the 1st Council Meeting in 2020 as outlined;

- a) Monday, November 2, 2020 (Swearing in of New Council)
- b) Monday, November 16, 2020
- c) Monday, December 7, 2020



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of August 2020.

Total number of calls for service: 14 **(6 smoke investigation calls handled by Chief)**

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 4

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne: 1

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		1
MEDICAL	1	
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST	1	1
POWER LINES	1	
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Naturally Yours

Inspection Department

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

September 3, 2020

Town of Shelburne
ATTN: Ken Smith
PO Box 670
Shelburne, NS
BOT 1W0

Dear Mr. Smith:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of August 2020.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	0	2
Number of Permits Issued to Date	10	14
Construction Value	\$ 0.00	\$ 415,000.00
Total Construction to Date	\$ 56,450.000	\$ 588,245.00

Yours very truly,

**Andrew Goreham, CRBO, CFI
Director of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



AOUT 07 2020
AUG 07 2020

Kim Masland, M.L.A.
Queens-Shelburne
271 Main Street
Liverpool, Nova Scotia B0T 1K0

Dear Kim Masland:

Thank you for your correspondence of June 8, 2020, concerning the temporary suspension of the Shelburne Harbour Yacht Club (SHYC) port of entry (POE) operations.

At this unprecedented time, the Canada Border Services Agency (CBSA) is working around the clock to support the Government of Canada's efforts to reduce the spread of the coronavirus (COVID-19). The CBSA provides service at over 400 small-vessel reporting locations that primarily serve tourists and other recreational travellers.

After a careful analysis and in support of the Government of Canada's efforts to reduce the spread of COVID-19, the Agency decided to suspend temporarily service at most small-vessel reporting sites where on-site service is not available or in-person clearance by a border services officer (BSO) could not be conducted within a reasonable time frame or without negatively affecting CBSA operations. The changes in service are expected to be in place until the restrictions on travel for non-essential purposes have been lifted.

These reductions in service will help discourage individuals from participating in non-essential recreational boating activities and allow the CBSA to conduct enhanced screening in support of COVID-19 directives at POEs where the CBSA maintains an officer presence/service. However, the Agency remains committed to facilitating essential travel and trade while maintaining the security of the Canadian border. The CBSA constantly manages its resources so that it can provide the right services at the right time.

The CBSA took a proactive communications approach by issuing a national media release along with individual regional communications via email, regular mail, and/or phone conversations with all affected reporting sites. In addition, the Agency worked with Transport Canada and the Canadian Coast Guard to issue a notice to mariners simultaneously.

The CBSA advised the SHYC of the temporary suspension of CBSA services by email on May 12, 2020, and an Agency superintendent spoke with the SHYC operations manager on May 14, 2020. I note that the next day a further discussion took place with the SHYC's Rear Commodore, who had contacted the CBSA to express concerns about the temporary suspension.

The CBSA offices in Yarmouth and Halifax provide clearance for essential travellers arriving in Canada by small vessels. The Yarmouth office has worked with community stakeholders to ensure the availability of fuel and provisions. Upon arrival in Yarmouth, vessel operators requiring such emergency provisions can speak to a BSO, who will provide information on how to access these services.

I would like to assure you that this measure is temporary and that services will be reinstated once the COVID-19 travel restrictions are lifted.

Thank you again for writing.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "W. Blair".

The Honourable Bill Blair, P.C., C.O.M., M.P.

THE DORY SHOP MUSEUM

SHELBURNE, NOVA SCOTIA

40th ANNIVERSARY 1983 - 2023

The Dory Shop Museum is housed in a building dating from 1865, two years before the Confederation of Canada. It is located on Dock Street, bordering the eastern edge of Shelburne Harbour. It is a long, wooden, two-and-one half storey industrial edifice featuring wooden “ship lap” cladding, wood shingle roof, six-over-six wooden windows, wooden barn-style doors and wooden shutters, all characteristics common to structures of this type and age. It was not originally a dory shop – until 1887, it was used as a warehouse for Muir, Harlow & Company, a local fish-outfitting firm.



At the time of Confederation, near the height of Nova Scotia’s “Golden Age of Sail”, Shelburne boasted 11 separate shipyards along a one-mile stretch of the town’s waterfront. With easy access to an abundant supply of ship’s timber, good launch sites and a highly-skilled workforce, Shelburne became an important source of schooners, brigs and brigantines and also produced several large barques and full-rigged ships. Then, as the demand for smaller craft increased, Shelburne responded by adding the production of dories. By the start of the 20th century, the town had seven shops in operation and for many years was reputed to be the world’s largest producer of dories.

The dory is a shallow-draft boat with a flat bottom, high sides and a sharp bow on a frame of red or white oak. The bottom and sides were made of pine. They were simple to build and although relatively light, were rugged enough to withstand the stress of operation in open waters. Locally known as the “Banks Dory”, they were ideally suited for use on fishing schooners, and became the workhorse of the inshore and offshore fisheries not just in Nova Scotia, but around the world.



Being both light and strongly built, they could be easily launched and recovered from the schooner, even with the equipment and the day’s catch still aboard. A typical 15-foot dory would carry two crewmen, 1,000 pounds of fishing gear (trawl tubs, bait and tools) and up to 1,000 pounds of fish.





The continuing demand for dories was sustained because it was considered a disposable boat. Schooner captains were happy if a boat lasted for one or two years. As the cramped schooners had no extra space to store tools and materials required for repairs, damaged dories were commonly cut adrift and replaced by newly-purchased dories on return to port.

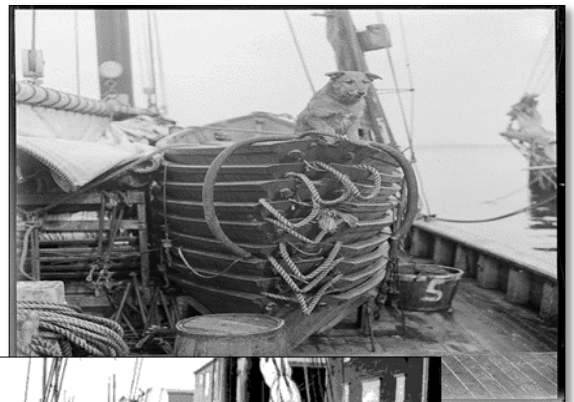
Until the 1880s, dories were built using the naturally-curved wood or “grown knees” as frames, which were sawn from crooked wood such as tree roots. They were difficult to find and very labour-intensive to shape. In 1887, Isaac Crowell, one of Shelburne’s first dory builders, started using something he called the “dory clip” which allowed builders to make dory knees by joining two straight pieces of wood with a metal clip. The result was tough, durable dories that were cheaper and quicker to build, allowing production to double the number of dories that could be made in a normal ten-hour day from one to two. Crowell’s ingenuity created a thriving industry and Shelburne’s dory shops churned out thousands of dories each year. In the spring, it was a common sight to see hundreds of dories floating on the harbour at one time, waiting to be taken on board the Shelburne and Lockeport fishing vessels.



In 1883, the Canadian fishing industry was worth more than \$34M and employed about 50,000 men. The wooden dory played an important part in this success story. Many of the dories were built in shops run by men who had acquired their skills from either Isaac Crowell or one of the many who had learned the trade from him during the seven years required to fulfill their apprenticeship. During this time, young men received room, board and trivial wages, and upon completion of the seven-year period, they received a full set of clothing and were free to pursue any employment opportunity they wished. Many opened their own shop while others chose to move on to a different career.

Among those who learned the art of dory building in Isaac Crowell’s shop was George W. Brown, who went on to run a boatbuilding shop in Newfoundland for several years before taking up the study of medicine. He eventually returned to Nova Scotia and practiced medicine at Clark’s Harbour on Cape Sable Island for 45 years. Another pupil of Crowell was Henry Squarebriggs Mackay who became a noted architect designing churches throughout New England as well as sumptuous residences in the Back Bay neighbourhood of Boston. By 1903, he was Vice-President of the United Mining and Exploration Company in California.

Henry’s brother, Gurdon R. Mackay, also learned the dory trade at a Shelburne dory shop before training as a dentist and moving to Florida.



Robert Currie Grovenstine apprenticed with Crowell before moving to the US where he was elected President of the Reliance Co-operative Bank of Massachusetts and Treasurer of the Boston Globe newspaper. Two other Crowell apprentices, Walter G. Etherington and Warren W. Atwood, formed a partnership and established their own very successful dory shop, becoming Master Dory Builders. One of their apprentices was John C. Williams who acquired the current Dory Shop Museum building in 1880 and began producing wooden dories. The building was not originally designed as a dory shop. In its warehouse days, the second floor had been used as a sail loft with an open floor space. It was supported by a row of posts located along the centre of the first floor, making it impossible to swing the long planks required in building dories on the first floor. However, Williams adapted his technique to suit the structure and began building dories on the second floor. He continued working until his death in 1939 at the age of 81. The Dory Shop was left to Charles Wyman who had been orphaned at an early age and taken in and raised by Williams.



During the 1950s, steel-hulled and fiberglass fishing vessels began to replace the once-famous schooners. The demand for the “Banks Dory” declined but was replaced by the demand for a larger dory capable of carrying an engine. This became Wyman’s focus. In the mid-1950s, many of Wyman’s dories were produced for the *Colombo Plan*. This was a multi-national initiative intended to stop the spread of communism throughout South and Southeast Asia by aiding in the economic development of countries there. Ceylon was one of the countries supplied with boats built in Wyman’s dory shop.

In 1958, poor health caused Wyman to hand over production to brothers William and George Cox. They renamed the shop The Charles Wyman Limited Dory Shop and continued to build dories primarily for use as inshore fishing craft and lifeboats on large passenger ships. But in 1971, the Canadian government passed a law requiring all marine vessels over a certain size to be outfitted with self-inflating lifeboats. This eliminated most of the market for wooden dories and the Charles Wyman Shop closed its doors.



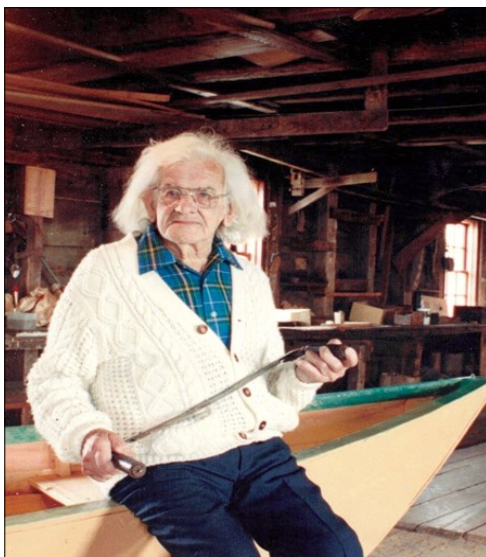
After sitting dormant for eight years, the building was purchased by the Nova Scotia government which decided to preserve the last remaining shop of its kind in Canada and convert it to a museum.

The Dory Shop Museum was officially opened by Their Royal Highnesses, Prince Charles and Princess Diana in 1983 during the Shelburne Bicentennial Celebration.

Today, the Dory Shop Museum is a Nova Scotia Museum site operated by the Shelburne Historical Society. It welcomes tourists and wooden boat enthusiasts from around the world and takes pride in educating the public as well as preserving its century-old history. The traditional skills and knowledge of those craftsmen from a bygone era still flourish as the Dory Shop's second floor continues to produce the versatile wooden dory that first hit the waters of Shelburne Harbour over 170 years ago.



The story of the Dory Shop Museum is not complete without Master Dory Builder Sidney Mervin Mahaney. He was born and raised in Churchover, Shelburne County, and lived there all his life. Sidney began working in the dory shop of George W. Bachman, earning a wage of 45 cents a day. In 1914, at the age of 17, he took a job at the shop owned by John C. Williams. He rowed to work across the harbour every day in a dory or skated across during the winter.



Sidney worked at the shop for 79 years, becoming a Master Dory Builder in his own right. As it was never a high-paying job, he continued to operate his own workshop in Churchover. It has been estimated that over his long career, Mahaney had a hand in building over 10,000 dories.



After the Dory Shop opened as a museum, Sidney came back to work at the age of 87. He continued to build dories by hand and interact with museum patrons with demonstrations and tales of days long past until his death in 1993 at the age of 97. The story of his long career is an important part of the Dory Shop Museum's daily presentations.

Our current Master Dory Builder is Milford Buchanan. He began working at the Dory Shop Museum in 1999 after volunteering for five years and learning the dory trade from past Master Dory Builders Curtis Mahaney (son of Sidney) and William Cox, the last private owner of the shop. Unfortunately, there is as yet no next-generation builder for Milford to pass on the historic knowledge and skills of dory building. With retirement on the horizon, there is every likelihood that Milford may be the last Master Dory Builder at the Dory Shop Museum in Shelburne.



Stop Signs

Origin:

Mayor Mattatall passed on input from residents living near the intersection of Clements / George and also Clements / Transvaal, regarding the placement of stop signs due to speeding taking place likely due to the stretch of a sign without a sign.

Analysis:

Subsequent to the input, I contacted our Traffic Authority, Staff Sgt. Mike O'Callaghan. Outlined below is his response after he reviewed the situations:

"The idea of putting up a stop sign at George where it intersects with Clements is something that I support. Due to the amount of traffic coming up through there and the span between signs George this could lead to speeding. There are a number of children in this area and there seems to be a significant amount of foot traffic where people are out having walks.

The other location on Clements where it crosses through Transvaal isn't as necessary. Vehicle traffic on Clements in the area is low. The main thoroughfare at this intersection is Transvaal and it already has stop signs. I did notice that visibility is reduced by shrubs approaching the stop sign, from the East on Transvaal and crossing through the intersection travelling south on Clements"

Recommendation:

I am looking for the support of Council to add stop signs at the intersection of George and Clements prior to taking this action.

SUGGESTED LETTER – TOWN OF SHELBURNE

Chairperson of the Stamp Advisory Committee
Canada Post Corporation
2701 Riverside Drive, Suite N1070
Ottawa, ON
K1A 0B1

To Whom it May Concern:

On behalf of the Town of Shelburne, I am delighted to provide this letter of support for the issuance of a commemorative stamp in 2023 to celebrate the Dory Shop Museum's 40th anniversary.

The Dory Shop Museum and the Shelburne dory have played a substantial role in the history of Shelburne and Shelburne County. We welcome the opportunity to honour them.

Yours truly,