



AGENDA
Town Council Meeting
Shelburne Community Centre
Monday, November 16th, 2020
7:00 p.m.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on November 2nd, 2020
- 4) Delegations: none
- 5) Proclamations:
 - a) Municipal Awareness Week
- 6) Correspondence:

Action Required:

 - a) SVFD-Letter to Council-Re: Funds

For Information:

 - a) SSFRA Letter
- 7) Council Items:
 - a) Councillor Davis-Deer
- 8) Staff Reports:
 - a) Staff Report-RFP- Lift Station Upgrades
 - b) Staff Report-2020 Election Report
 - c) Staff Report-Software and IT Upgrades
 - d) Staff Report- Power Requirements-Marine Terminal
 - e) SVFD Report
 - f) Building Inspector-Andrew Goreham
- 9) New Business:
 - a) Mayor Locke-Thank You letters
- 10) In Camera: MGA Section 22 (c) Personnel
MGA Section 22 (f) Litigation or Potential Litigation
- 11) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, November 2nd, 2020
Shelburne Community Centre, 63 King St., Shelburne, NS

DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Elizabeth Acker
Councillor Rick Davis
Councillor Benjamin Nickerson
Councillor Sheldon Ringer

Staff Present

Ken Smith, Interim CAO
Robin Smith, Executive Coordinator

Call to Order

Interim CAO Ken Smith called the meeting to order at 5pm

Swearing In

The Oath of Allegiance and Office was administered to all Members of Council (Mayor Harold Locke, Councillors Elizabeth Acker, Rick Davis, Benjamin Nickerson and Sheldon Ringer) in accordance with MGA S.147. Judge James H Burrill of The Provincial Court of Nova Scotia witnessed the affirmations

Approval of the Agenda

THAT the Agenda for the Regular Town Council Meeting be approved with the addition of a letter from African Descent Coalition (ANSDPAD) under Correspondence.

Davis-Ringer

CARRIED

Approval of the Minutes

THAT the Minutes of the Regular Town Council Meeting held on Monday October 5th with the correction of Brian Nickerson as Interim Town Clerk be approved.

Ringer-Davis

CARRIED

Proclamations

None

Delegations

a) Val Kean- Municipality of the District of Shelburne, Community Development Coordinator.
Val spoke about the many Christmas events that have been cancelled or changed due to Covid-19. With the relaxation of the public health directive surrounding public gathering limits and event organization, it is now possible for some events to take place. Val mentioned she has been in communication with the Shelburne Chamber of Commerce and local community organizations to determine the presence of Christmas activities happening in Shelburne. It was identified as a priority to have a campaign promoting shop local and she is working with local industry to organize this. Some of the events that are planned are Christmas Craft Shows, Breakfast with Santa, Christmas Stroll along Dock St, Virtual Paint Night, Kids Craft Activity along with other events TBD. The Christmas Parade, Santa at the Guild Hall and New Years Levee are currently not planned however are open for discussion to determine based on budget,

staff/volunteers, public health measures. Val mentioned how the community has stepped up and thanked everyone, noting how successful the Trunk or Treat was this past weekend. Mayor Locke offered our support and also thanked Val for all her work organizing events.

Appointment of Deputy Mayor

THAT the position of Deputy Mayor will rotate yearly between councillors in alphabetical order beginning with Elizabeth Acker, year one, Rick Davis, year two, Benjamin Nickerson, year three, and Sheldon Ringer, year four.

Davis-Nickerson

CARRIED

Proclamations

None

Correspondence

Action Required:

a) Letter to Province on Arena

The Municipality of Pictou County, The Municipality of the District of Shelburne, along with other units have recently approved a resolution and sent correspondence to Premier Stephen McNeil requesting the Provincial Government consider providing financial assistance to community rinks due to the negative financial impacts of Covid-19. Our local rink, Shelburne County Arena is in the same position as other small town arenas in the province.

THAT the Town of Shelburne follow suit and send a resolution letter to Premier Stephen McNeil outlining the request for the Province to consider providing financial assistance.

Davis-Acker

CARRIED

b) Letter from ANSDPAD (African Nova Scotian Decade for People of African Descent Coalition)

The letter stated the African Nova Scotia community in Shelburne expresses grave concern in the relationships between the community and municipal council and the ANSDPAD would like to meet to explore solutions. Council was unsure if this was a provincial group or local wanting to meet and would like more information. The Interim CAO will contact the sender, along with others listed on the letter.

THAT the Town staff follow-up for clarification and more details on the letter and report back to council.

Acker-Ringer

CARRIED

Council Items

a) Committee Appointments:

2-Community Participation & Volunteerism: Elizabeth Acker & Benjamin Nickerson

2-Marine Terminal-Port: Rick Davis & Harold Locke

2-Asset Management: Elizabeth Acker (Chair) & Rick Davis

1-Water Resource Protection Committee: Elizabeth Acker

2-Arena Commission: Harold Locke & Sheldon Ringer

1-Region 6 Waste Management: Rick Davis

1-Library Western Zone Committee: Benjamin Nickerson

2-Police Advisory Committee: Benjamin Nickerson & Sheldon Ringer

5- Audit Committee: All Council

2-Roseway Manor: Rick Davis & Harold Locke

1-Shelburne & Area Chamber of Commerce: Elizabeth Acker

1-Accessibility Committee: Benjamin Nickerson

It was noted that Elizabeth Acker would participate in the Kids Fair Play Fund Committee and Sheldon Ringer on the Roseway Hospital Charitable Foundation

Anti-Discrimination & Racism Committee- appointment will be later if and when a regional committee is formed

THAT Town Council make committee appointments as outlined above for 2020/21

Davis-Ringer

CARRIED

b) Council Orientation

Interim CAO Ken Smith reviewed a Council Orientation program with the new council including a Supporting Meetings Webinar, New Council Training through Dept of Municipal Affairs, Financial Management for Elected Officials through the AMA as well as In-House Council Training/Operations Tour. Council was encouraged to participate in these training sessions by the Interim CAO. It was also suggested that the Operations/Facility tour take place in conjunction with Municipal Awareness Week.

THAT Councillors Acker, Nickerson and Ringer be registered for the Financial Management Training for Elected Officials and Councillor Acker be registered for New Council Training through DMA.

Acker-Davis

CARRIED

- c) Role in Community Festivals & Events- Discussion after Val Kean's presentation. Council agreed to work with the Municipality of the District of Shelburne and the Shelburne Chamber of Commerce for upcoming festivals and events.

Staff Reports

- a) Water Break Adjustment- 1943662 Alberta Ltd.

THAT Town Council approve as recommended

Davis-Ringer

CARRIED

- b) Plebiscite Staff Report

THAT Town Council defer the topic of off-highway vehicles passing around or through the Town of Shelburne until Feb 15, 2021 in order to allow the new Council, particularly new Councillors to be oriented to the background information and reports on the topic.

Ringer-Davis

CARRIED

- c) Code of Conduct Staff Report

THAT Council approve the Code of Conduct for Elected Municipal Officials as a Policy of the Town of Shelburne

Davis-Acker

CARRIED

- d) End of Month Tickets/Dangerous & Unsightly

THAT Council accept the End of Month Tickets and Dangerous & Unsightly Report.

Davis-Nickerson

CARRIED

e) SVFD Monthly Report
THAT Council accept the SVFD Monthly Report.
Acker-Ringer
CARRIED

New Business

a) Councillor Davis-Remembrance Day

There was a discussion regarding any upcoming Remembrance Day services and Interim CAO Ken Smith informed Council that Town staff has been in touch with Shelley Nickerson. The cadets, as directed by the national body are not permitted to be in uniform for services this year but parents of cadets are organizing a time for people to lay wreaths and pay respect at the Cenotaph on November 11. It was noted that this is not a Town organized event but is on Town property. It was discussed and agreed that Executive Coordinator Robin Smith will communicate on the Town Facebook page regarding crowd control, social distancing and wearing of masks for anyone wishing to attend. We will also encourage people to spread out the times of day paying respect at the Cenotaph.

In Camera

MGA Section 22 (e) Contract Negotiations
THAT Council go in-camera at 6:18pm
Davis-Acker
CARRIED

Council came out of in-camera at 6:40pm

Business Arising from in-camera

a) **THAT the Town pay the outstanding invoice to ACAA (Atlantic Canada Cruise Association) and direct staff to request a year leave of absence from membership for 2020-2021.**
Nickerson-Davis
CARRIED

b) Direction from Council to respond to MDS that the Town's position has not changed regarding funding to the Shelburne County Arena. The rationale behind this is population basis and difficulty in gathering user information.

Upcoming Meetings

Town Council- Monday November 16th at 7pm at Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of Monday be adjourned at 6:42pm
Locke-Davis
CARRIED

Mayor

Executive Coordinator



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

November 9, 2020

Jane Crowell
Town of Shelburne

Re: Funds held in reserve for equipment purchase

Dear Council,

The Shelburne Volunteer Fire Department is requesting the \$18,665.81 that is being held in the Town's Special reserve fund for Bunker Gear, Breathing Apparatus and PPE from 2019/20 to be paid to us along with the \$20,400.00 in the 2020/21 budget. As you know we have been saving funds and planning for a Breathing Apparatus replacement program for next year so we need to consolidate our funds and get them all in one place.

Thank you for your continued support.

Yours truly,

Darrell Locke
Fire Chief



SOUTH SHORE FAMILY RESOURCE ASSOCIATION

821 King Street, Unit 11, Bridgewater, NS
B4V 1B7 (902)543-3119

Correspondence from:

- Better Together Family Resource, Lunenburg County Site
- Queens Family Resource Centre, Queens County Site
- King Street Family Resource Centre, Shelburne County Site
- The Family Centre, Digby County Site

October 28, 2020

Mayor Karen Mattatall
Town of Shelburne
168 Water Street
P.O. Box 670
Shelburne, NS
B0T 1W0

Dear Mayor Mattatall:

For over 20 years, the King Street Family Resource centre has been part of the King Street Centre in Shelburne. During that time, we have provided family resource programming to hundreds of families who reside in the town as well as the municipality of Shelburne.

It is with mixed emotions that we give you notice that the family resource centre will be leaving the King Street Centre effective December 31, 2020. We are looking forward to restructuring and rebranding our family resource centre to better suit the services required in your community.

Sincerely,

A handwritten signature in black ink that reads "Heather Fraser". The signature is written in a cursive, flowing style.

Heather L. Fraser
Executive Director

cc – SSFRA Board of Directors
Susan Elliott, Little People's Place



Town of Shelburne
Staff Report
RFP-Lift Station Upgrades
(Brewhouse Lane)

To: Town Council
From: Ken Smith, Interim CAO
Re: RFP-Lift Station Upgrades (Brewhouse Lane)
Date: November 9th, 2020

Origin:

Proposals from 3 bidders were opened on Thursday, November 5th 2020 at 10:30 am with Ken Smith, Interim CAO; Sarah Mattatall, Manager of Administration/HR; and Jane Crowell, Finance Manager in attendance.

Background:

The Town of Shelburne issued a Request for Proposals (RFP) from experienced vendors to provide Electrical panel upgrades to the 1st of 11 lift stations. It is planned to upgrade all of the lift stations over 10 years and add remote operation to all of the stations. The RFP was issued on April 20th, 2020 with a closing date of May 22, 2020.

Prior to the closing date an easement issue arose and the closing date was extended. The closing date was extended several times as a result of the following:

- (a) Changes in Staff
- (b) Requirement for a survey to create the easement
- (c) Modifications to the specifications of the project to accommodate the location
- (d) Discussion with the property owner; and
- (e) Preparation of the easement

Analysis:

A review committee consisting of Mr. Smith; Mrs. Crowell; Mr. Will Butler, Supervisor of Public Works; and Ms. Peggy Ruiz, Wastewater Treatment Plant Operator met on November 5th, 2020 and reviewed and scored the proposals rating the following factors-

- (a) Responsiveness-adherence to the RFP and clarity;
- (b) References
- (c) Work plan including a project schedule;
- (d) Capital cost, and
- (e) Ongoing maintenance fee schedule

Collectively, all 4 reviewers arrived at a mutually agreed upon score for each factor for each bidder. The budget for the project was \$62,000 (net HST) which included soft costs (i.e.: engineering, legal and survey work) for approximately \$12,000 and the estimated contracted cost from the bidder (i.e.: approximately \$50,000)

The lowest bid was from L&D Electrical Ltd. for \$57,525 (net HST) which was over budget by \$7525. L&D Electrical scored the highest score in comparing the proposal. The bids from the three submitted were \$57,525. (net HST), \$73,398 (net HST) and \$148,607 (net HST)

Recommendation:

Town Council approve awarding the contract for the lift station upgrade project to L&B Electrical for a price of \$57,525. (net HST)

Respectfully Submitted,

Ken Smith
Interim CAO



Town of Shelburne Staff Report Election 2020 Report

To: Town Council
From: Ken Smith, Interim CAO
Re: Election 2020 Report
Date: November 12th, 2020

Origin:

The 2020 Election Process has now been completed for the Town of Shelburne with the Returning Office and the Assistant Returning Officer participating in the Election Debriefing Session held by Zoom on Tuesday November 10th 2020 and facilitated by the Department of Municipal Affairs.

Background:

The 2020 Election 9-10 month process began in February and was completed in November.

The Town made 2 attempts in the 1st half of 2020 to obtain the services of a Returning Officer (RO) without any qualified candidates applying. The Municipality of Shelburne (MDS) had a similar experience but were successful in sourcing an individual with election experience, but not as a Returning Officer. The Interim CAO was appointed as the RO for the Town in June 2020 and with the assistance of 2 staff plus a member of the public was able to carry out the legislative requirements of the Municipal Elections Act for the Town.

The election for 2020 was challenging for all involved in the process for the following reasons:

- (a) The requirements for municipalities to carry out the election were left uncertain due to COVID until the summer of 2020.
- (b) The RO for the province resigned in the spring and it was several months before the province was able to find a replacement. The replacement didn't have experience with e-voting and municipal elections as her background was limited to federal and provincial elections.
- (c) Due to COVID, a majority of the municipal units switched from paper ballot to electronic voting with Intelivote. Although Intelivote has had a solid track record with municipalities in Nova Scotia who have used their system, it was difficult for them to provide the same level of service as in "the past" as more staff meant less experience compared to other elections.
- (d) The Town was short staff resources as a result of turnover in 2020;

- (e) The RO training conducted by the province was inadequate due to DMA trying to provide training with limited experience with municipal elections.
- (f) The RO training was conducted by Zoom which made it difficult to learn from the more experienced RO's ; and
- (g) The RO training manual and the Municipal Elections Act needed to be updated to address e-voting.

Analysis:

The Election Stats gathered by Intelivote provided information which isn't available from a paper based system. It was interesting to note the % of eligible voters who voted by age range as noted below:

20-29	28%
70-79	73%
80-89	68%

This points out older people will utilize electronic voting and that we have to find ways of engaging younger residents to become more engaged in municipal government.

With stats indicating the # of voters by hour throughout the voting period, we could focus our advertising efforts accordingly.

We were able to run a cost effective election due to the following:

- 1- Council elected to do e-voting only;
- 2- A bill for \$1765 was sent to CSAP to assign a calculated financial portion to our overall costs-both direct and indirect to CSAP;
- 3- Rather than having a Returning Officer, we were able to spread out various election process/functions to 3 staff and one former employee as noted below:
 - a) Robin Walker- revising functions from receipt of the Provincial list to early September and the audit function for MDS on our behalf;
 - b) Brian Nickerson-looking after all technical aspects of the process along with the social media and assistance in the preparation and placement of ads; Brian handled these tasks while carrying out core functions of the Clerk's position when the position was vacated; and
 - c) Robin Smith- took over the revision part of the election after Sept 8th, looked after the Help desk and the on-site polling station during the voting period; took on a number of functions of the Returning Officer as the Assistant Returning Officer; and
 - d) With the assistance noted above, I was able to carry out the core functions of the Returning Officer plus my duties as the Interim CAO.
- 4- We utilized social media, placed notices in a few high traffic locations around the community and only used the newspaper when required by legislation.

As a result, the net cost of the election was \$8952, compared to a budget of \$27,000 as outlined in Appendix B

Recommendations:

1. Council, in conjunction with the NSFM, lobby the province to update the Municipal Elections Act to align the Act with e-voting.
2. Council, in conjunction with the NSFM, lobby the province to implement the salient suggestions raised by Returning Officers and could also coordinate some of the advertising and promotion functions at a provincial level.
3. Council, in conjunction with the NSFM, communicate with DMA the necessity to recruit on a more timely basis the Returning Officer for the Province with an experienced municipal returning officer.
4. Set up an Elections 2024 sub-committee in the fall of 2023 to undertake the following:
 - (a) Under the guidance of the CAO, implement a cost effective strategy to carry out the election. If there is too much reliance on in-house staff, outside casual help be required to allow staff the time and focus required for the election.
 - (b) Do a comparative analysis of our stats compared to several other units in order to address the issue of younger residents not getting engaged into local politics (i.e.: running for Council)
5. **Pass a motion to conduct the 2024 Election by e-voting only**

Attachment:

Intelivote Systems Inc-2020 Shelburne Town Municipal and CSAP Elections-Elections Statistics
Appendix B-Election 2020 Expenditures/Revenue

Respectfully Submitted,

Ken Smith
Interim CAO

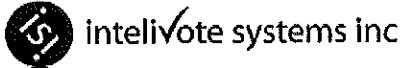
APPENDIX B

Election 2020 Expenditures/Revenue

Wages/Contract Service		
Audit (\$2607 in 2016)	\$262	
Revising Function	\$166	
Asst. RO Function	<u>\$3135</u>	
		\$3563
Intelivote		
Services/System Fee	\$2532	
Voter Letter Service	<u>\$1820</u>	
		\$4352
Advertising/Promotion		
Chronicle Herald		
Revision to: Preliminary lists	\$1250	
Revision to: Nominations	\$625	
Saltwire-Nominations	\$215	
Radio-notice of revision	\$145	
Saltwire-Notice of Polls	\$319	
Radio-Promotion Ads	<u>\$91</u>	
		\$2645
Supplies/Meals/Telus		<u>\$157</u>
		\$10,717
Less- Bill to CSAP for apportionment of expenses		\$1765
Net Cost		<u>\$8952</u>

Notes:

- 1- 2016 Election cost was \$17, 850 with the additional costs compared to 2020 due to the use of accounting firm for Audit function and additional expenses associated with paper voting including poll workers, additional supplies etc.
- 2- The 2020 budget was set at \$27,000 on the assumption that the election was going to be a mixture of paper/electronic voting and the hiring of a Returning Officer using 2016 expenditures as the base for estimation.
- 3- The Interim Clerk (Brian) and CAO spent time on the Election function but this wasn't treated as part of the Election expenses.
- 4- Robin Smith's salary from Sept 8/2020 to Election Day was fully charged to the Election even though she filled a CSR position for 3 hours per day.

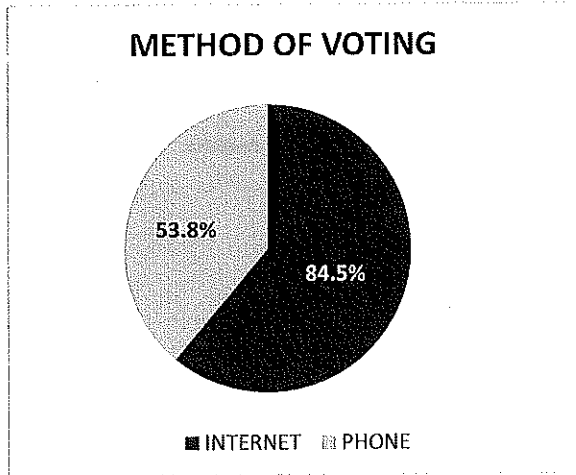


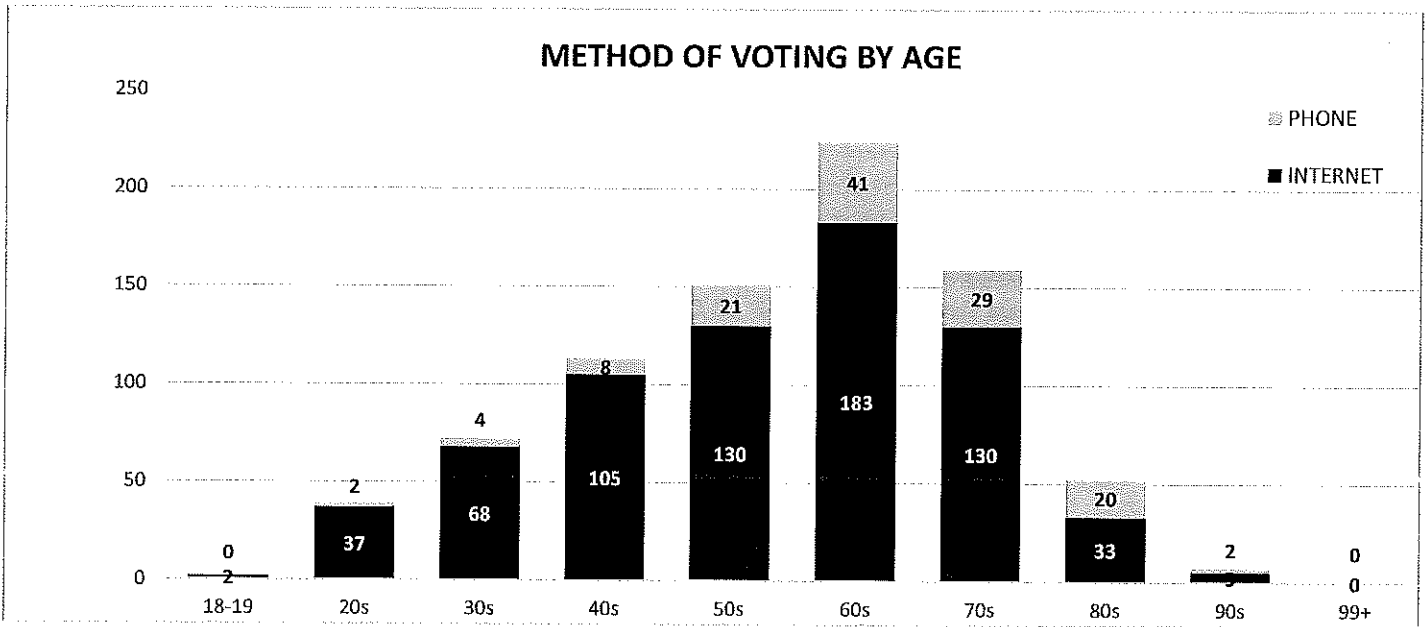
2020 Shelburne Town Municipal and CSAP Elections
Election Statistics

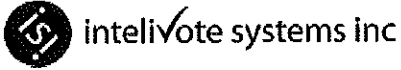
	Information Base	Number	%
1	Number of eligible electors in system.	1,334	
2	Number of electors who cast at least one ballot.	820	
3	Participation rate.	61.5%	
4	Voters who used the Internet to vote.	693	84.5%
5	Voters who used the phone to vote.	441	53.8%
6	Average amount of time a voter spent voting using the Internet.	2 min 10 sec	
7	Average amount of time a voter spent voting using the telephone.	3 min 45 sec	

	Location Stats	
8	Electors in other Canadian provinces that accessed the voting system, based on phone numbers and IP addresses, from outside of Atlantic Canada.	AB BC ON QC
9	Electors in the United States that accessed the voting system, based on phone numbers and IP addresses.	MA SC VA

Age Breakdown of Who Voted					
Age	ELIG.	VOTED	INTERNET	PHONE	% Part.
18-19	4	2	2	0	50%
20s	138	39	37	2	28%
30s	149	72	68	4	48%
40s	187	113	105	8	60%
50s	242	151	130	21	62%
60s	302	224	183	41	74%
70s	219	159	130	29	73%
80s	78	53	33	20	68%
90s	14	7	5	2	50%
99+	1	0	0	0	0%
Total	1,334	820	693	127	61.5%

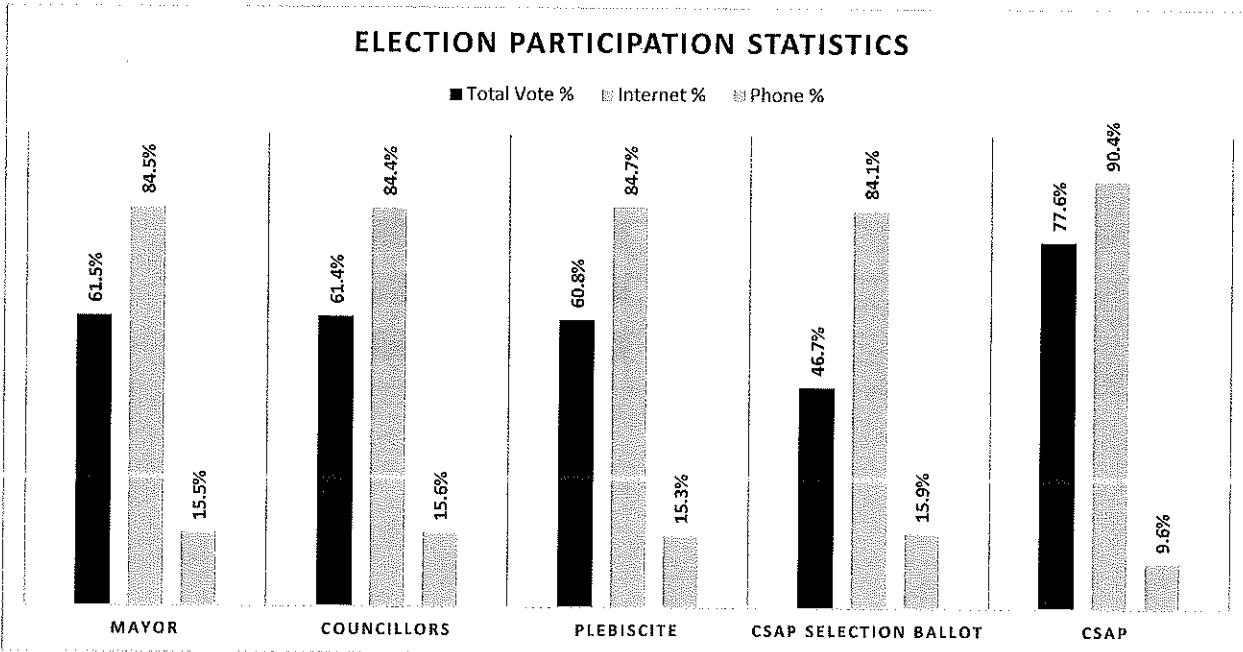






2020 Shelburne Town Municipal and CSAP Elections
Participation Statistics

		Information Base	Total Number	Participation				
				%	Internet	%	Phone	%
	1	Number of eligible electors in system.	1,334					
	2	Number of electors who cast at least one ballot.	820	61.5%	693	84.5%	127	15.5%
MUNICIPAL	3	Number of electors eligible to vote for Mayor ballot.	1,334	100.0%				
	4	Number of eligible electors who voted for Mayor ballot.	820	61.5%	693	84.5%	127	15.5%
	5	Number of electors eligible to vote for Councillors ballot.	1,334	100.0%				
	6	Number of eligible electors who voted for Councillors ballot.	819	61.4%	691	84.4%	128	15.6%
	7	Number of electors eligible to vote for Plebiscite ballot.	1,334	100.0%				
	8	Number of eligible electors who voted for Plebiscite ballot.	811	60.8%	687	84.7%	124	15.3%
CSAP	9	Number of electors eligible to vote for CSAP Selection Ballot	1,334	100.0%				
	10	Number of eligible electors who voted for CSAP Selection Ballot	623	46.7%	524	84.1%	99	15.9%
	11	Number of electors eligible to vote for CSAP	67	5.0%				
	12	Number of eligible electors who voted for CSAP	52	77.6%	47	90.4%	5	9.6%





inteliVote systems inc

2020 Shelburne Town Municipal and School Board Elections
Voting Time Breakdown

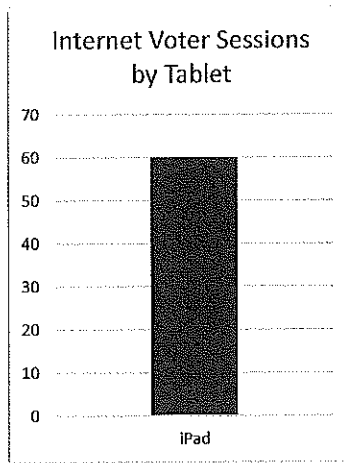
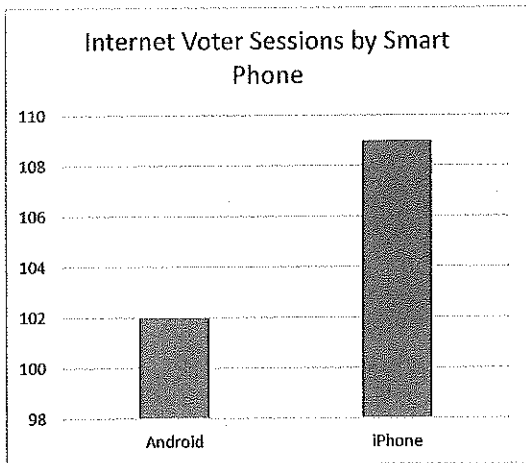
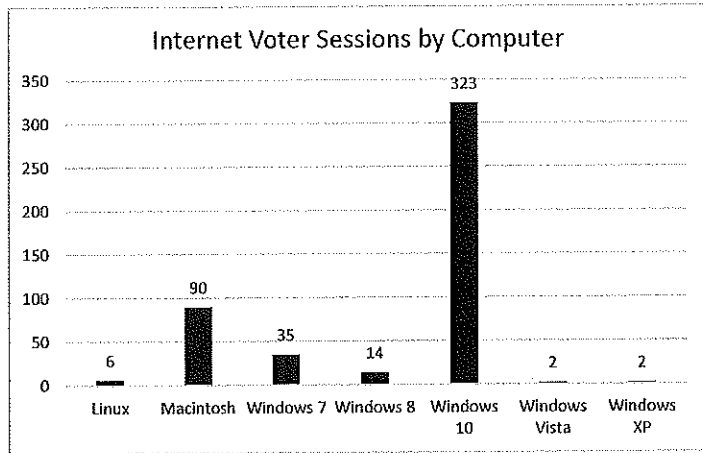
Date & Time	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	Grand Total	%/Hr.
12:00 AM		1							1		2	0.2%
1:00 AM											0	0.0%
2:00 AM											0	0.0%
3:00 AM											0	0.0%
4:00 AM											0	0.0%
5:00 AM										1	1	0.1%
6:00 AM							2		1	1	4	0.5%
7:00 AM		2	1				1	2	1	4	11	1.3%
8:00 AM		5	1	3		1	1	3	8	9	31	3.8%
9:00 AM		1	5	1	2	6	5	7	9	14	50	6.1%
10:00 AM		5	1	3	11	10	12	4	8	23	77	9.4%
11:00 AM		10	1	3	5	6	9	4	8	14	60	7.3%
12:00 PM	26	4	6	4	1	6	10	2	13	14	86	10.5%
1:00 PM	12	5	3	3	2	9	3	8	5	16	66	8.0%
2:00 PM	9	3	2		1	8	2	6	9	12	52	6.3%
3:00 PM	20	2		3	3	3	7	1	3	11	53	6.5%
4:00 PM	10	5	1	1	5	3	7	3	5	13	53	6.5%
5:00 PM	7	1	3	1	2	8	6	13	13	14	68	8.3%
6:00 PM	6	10	2	2	9	6	17	4	12	10	78	9.5%
7:00 PM	4	8	2		5	5	3	9	11		47	5.7%
8:00 PM	6	9	1	1	1	9	1	8	4		40	4.9%
9:00 PM	9				2	3	5	3	8		30	3.7%
10:00 PM	1					3	1	2	2		9	1.1%
11:00 PM						1			1		2	0.2%
Grand Total	110	71	29	25	49	87	92	79	122	156	820	100.0%
%/Day	13.4%	8.7%	3.5%	3.0%	6.0%	10.6%	11.2%	9.6%	14.9%	19.0%		

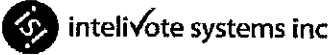


inteliVote systems inc

2020 Shelburne Town Municipal and School Board Elections
Internet Voter Sessions

Device	Operating System	Voter Sessions	%
Computer	Linux	6	63.5%
	Macintosh	90	
	Windows 7	35	
	Windows 8	14	
	Windows 10	323	
	Windows Vista	2	
	Windows XP	2	
Smart Phone	Android	102	36.5%
	iPhone	109	
Tablet	iPad	60	
Total		743	



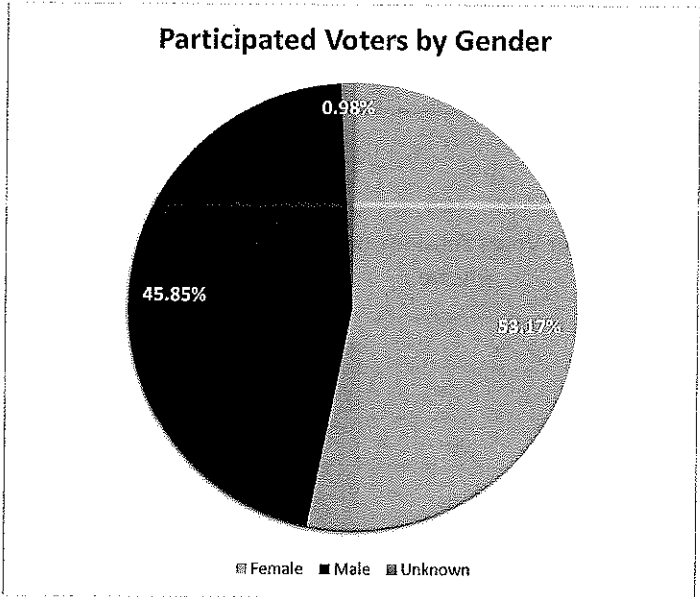


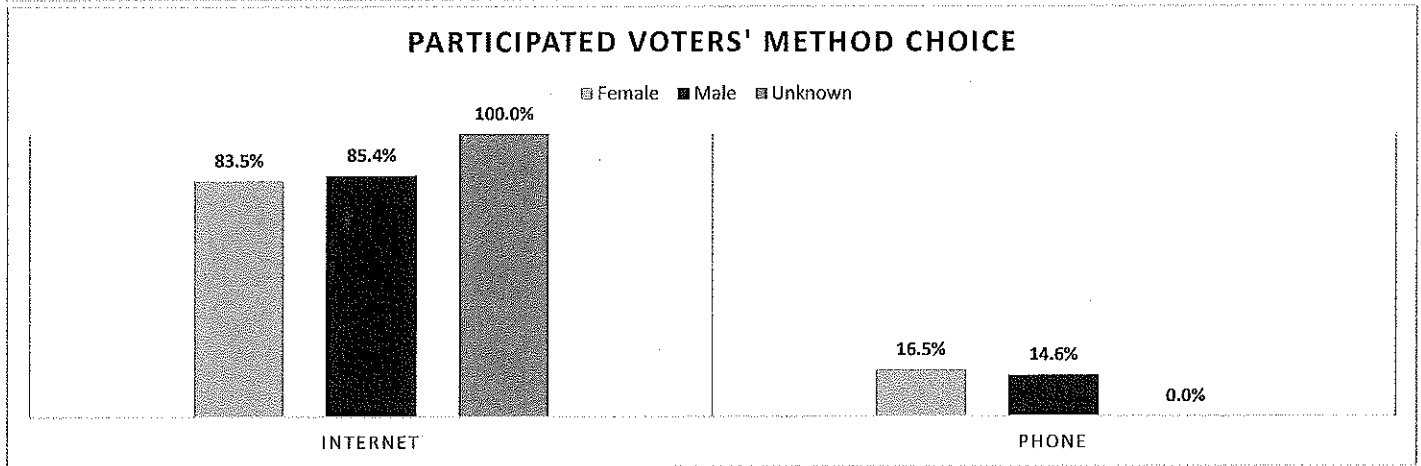
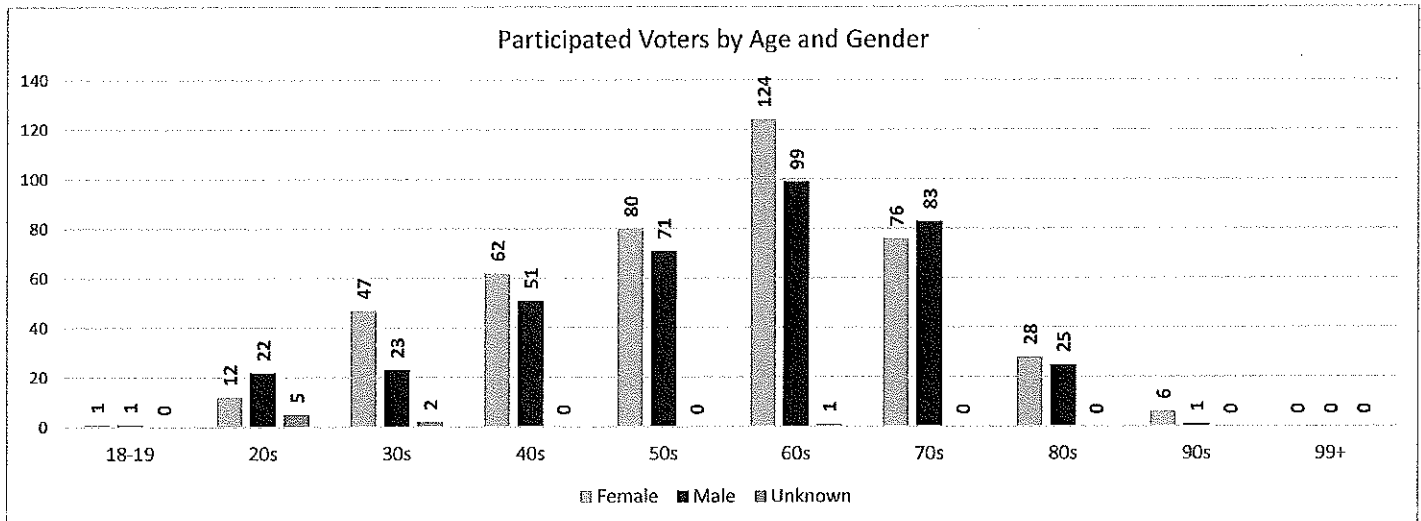
2020 Shelburne Town Municipal and School Board Elections
Age & Gender

		Age Breakdown of Who Voted					
Age		ELIG.	VOTED	INTERNET	PHONE	% Part.	Total Part.
18-19	F	1	1	1	0	100.0%	50%
	M	3	1	1	0	33.3%	
	UK	0	0	0	0	0.0%	
20s	F	54	12	12	0	22.2%	28%
	M	63	22	20	2	34.9%	
	UK	21	5	5	0	23.8%	
30s	F	82	47	44	3	57.3%	48%
	M	65	23	22	1	35.4%	
	UK	2	2	2	0	100.0%	
40s	F	105	62	58	4	59.0%	60%
	M	82	51	47	4	62.2%	
	UK	0	0	0	0	#DIV/0!	
50s	F	122	80	68	12	65.6%	62%
	M	119	71	62	9	59.7%	
	UK	1	0	0	0	0.0%	
60s	F	161	124	101	23	77.0%	74%
	M	140	99	81	18	70.7%	
	UK	1	1	1	0	100.0%	
70s	F	114	76	60	16	66.7%	73%
	M	104	83	70	13	79.8%	
	UK	1	0	0	0	0.0%	
80s	F	42	28	16	12	66.7%	68%
	M	36	25	17	8	69.4%	
	UK	0	0	0	0	0.0%	
90s	F	10	6	4	2	60.0%	50%
	M	4	1	1	0	25.0%	
	UK	0	0	0	0	0.0%	
99+	F	1	0	0	0	0.0%	0%
	M	0	0	0	0	0.0%	
	UK	0	0	0	0	0.0%	
Total		1,334	820	693	127	61.5%	

Gender	Total Eligible	Total Voted	Participation
Female	692	436	63.0%
Male	616	376	61.0%
Unknown	26	8	30.8%
Total	1,334	820	61.5%

Gender	INTERNET	PHONE
F	364	72
M	321	55
UK	8	0







Town of Shelburne
Staff Report to Council – Software and IT Upgrades
November 16, 2020

General Overview:

The purpose of this report is to inform Council on several Software and IT upgrades that should be considered in order for the administration of the Town to be more efficient.

Background:

Within the Town Office Administration Department there are seven main computer systems-

- Main Server which is necessary for the operating of TownSuite Municipal Software
- Front Cash which functions as the main receipt printer for incoming payments, work orders,

Community Centre Bookings, Burning Permits, etc.

- Manager of Administration/HR
- Manager of Finance
- Finance Officer
- CAO
- Executive Coordinator (formerly known as Clerk)

Most of the above systems need to be upgraded to Microsoft 365 in order to be more efficient.

Most of the above systems need more memory installed in order to run more efficiently.

Public Works, Wastewater and Waste Utility departments may also need to be looked at for upgrades to their computer systems as well.

There needs to be the capability of office staff to work from home which means having access to TownSuite Municipal Software remotely. During the recent pandemic shut down, the administrative department was unable to work from home when the office was closed, therefore scheduling of staggered staff with reduced hours was implemented but was soon done away with as staff had to return full time in order to complete necessary job duties. Outside departments are able to self-distance as they work but inside staff are not able to.

There needs to be the capability of shared drives in order to access information by all staff at all times (work orders, community centre calendars, agreements, leases, budget information, etc)

There needs to be more security in our Data as we are hearing of more and more hi jacking of information with ransom being asked in order to retrieve data.

Analysis:

To address the above, staff recommend the following-

- Upgrade six of the seven computers to Microsoft 365
- Increase the memory on possible six computers with 8GB RAM

- Implement TownSuite Cloud Service in order to access TownSuite remotely (See attached Proposal from TownSuite for Cloud Service only)
- Eliminate Laserfiche and implement a Shared Drive in its place

Financial Analysis:

- Upgrade to Microsoft 365 for an added annual cost of \$1,401.96
- Increase computer memory to 8 GB RAM for a one-time cost of \$450.00.
- Implement TownSuite Cloud Service for an added annual cost of \$1,350.00 (Cloud Annual cost \$4,171.44 less \$2,821.00 due to elimination of Laserfiche)
- Shared Drive for a one-time cost of approximately \$1,000.00 (with implementation of TownSuite Cloud the Server would no longer be necessary and would now be available for the implementation of a Shared Drive)
- Cancel Laserfiche service agreement for a monthly savings of \$235 per month (annual savings = \$2820.00)

In summary, if the above measures were implemented the following is the estimated additional costs for 2020/21 and 2021/22-

- No additional expense for 2020/21 due to the recently received COVID Safe Restart Municipal Funding received, otherwise the additional expense would be approximately \$3,166.04 for General and \$141.76 for Water Utility
- Additional Annual expense 2021/22 and ongoing \$2,426.98 for General and \$200.28 for Water Utility with yearly incremental increases.

Strategic Plan Links:

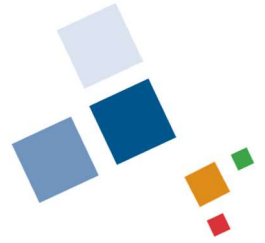
Shelburne Town Council Strategic Plan 2017/2021 – Objective 4.2 Achieving Organizational Effectiveness (Internal Process Improvements)

Recommendations:

THAT Council approve the proposed Software and IT upgrades.

Respectfully submitted,

Sarah Mattatall, Manager Administration/HR
Jane Crowell, Manager Finance



Proposal for TownSuite Municipal Software

**Prepared for:
Town of Shelburne**

**Date:
November 10, 2020**

TownSuite enhances the way you work.

Our products and services are designed to work together, and are the result of 30+ years of collaborative development and improvement with our municipal clients.

As a software developer focused solely on municipalities, we have a solution that can fit your needs, and be configured to how you want to do things. We don't dictate how you must configure your administrative and operations process with your staff – we can conform to you.

TownSuite Municipal Software provides you with the opportunity to connect your dots – your staff, your departments AND your stakeholders. Best of all you can connect all those dots and information from one source. This streamlines the quantity of systems that you utilize in your municipality and because it is all made to work together, all information is always up to date. TownSuite works in real time just like you. Updates to your data are automatic anywhere your staff or stakeholders may be in TownSuite.

We are excited that you have an interest in TownSuite Municipal Software. We believe that we can provide a positive experience with software migration that differs from your previous experiences. Our collaborative approach takes your time into consideration – your time is valuable and already fully allocated to your current municipal responsibilities.

I have prepared this proposal for your consideration, and is based on our previous discussions about your requirements and interests in our specific products.

If you have any questions please do not hesitate to contact me. I look forward to discussing our proposal as well as scheduling any followup demonstrations or meetings that will help to illustrate how we can respond to your specific needs. I can be reached at 1800-408-3313 Extension 5003 or by email at michael.ward@townsuite.com.

Sincerely,



Michael Ward, B.Comm., CPHR



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Pricing Summary

Software Implementation Costs	Project Mgmt/ Implementation		Migration		Training		Total	
	Days	Cost	Days	Cost	Days	Cost	Days	Cost
Customer Portal	4	\$4,800	0	0	1	\$1,200	5	\$6,000
Total	4	\$4,800	0	0	1	\$1,200	5	\$6,000

Annual Subscription Costs	Annual Cost	Support Users	General Users	\$ / User / Year
Customer Portal	\$3,000	1	200	\$15
TownSuite Cloud	\$5,000	1	5	\$1,000
Total	\$8,000			

Pricing Incentives

The above Software Implementation Costs for the Customer Portal will be discounted as per the Software Implementation Costs tables below and will be due and payable with the 2021-2022 TownSuite Annual Care Invoice, unless Procom is advised in writing by February 28, 2021 of a decision by the Licensee to discontinue the service.

Software Implementation Costs	Project Mgmt/ Implementation		Migration		Training		Total	
	Days	Cost	Days	Cost	Days	Cost	Days	Cost
Customer Portal	4	\$2,400	0	0	1	\$600	5	\$3,000
Total	4	\$2,400	0	0	1	\$600	5	\$3,000

For evaluation purposes, Procom will provide the Customer Portal free of charge for the remainder of the 2020-2021 fiscal year. To assist in the Town's meeting of prescribed Technical Requirements, TownSuite Cloud is required. However, this requirement will eliminate the need for the Town to maintain an onsite TownSuite server, as well as any specialized hardware or internet connections to connect the Portal to your TownSuite Data.

The Annual Subscription Costs for the Customer Portal for the 2021-2022 Fiscal Year will be determined based upon total number of active user accounts, in line with subscription bracket pricing schedules for each implemented eService application. The minimum (discounted) costs are below for 2020 and 2021 (estimated amounts).

Also included in this proposal, Procom is honouring an earlier promotion. If the Town of Shelburne purchases four concurrent user licenses for TownSuite Cloud, Procom will provide a free TownSuite Cloud concurrent user account, a discount equivalent to \$1,000 annually and will be invoiced as per the table below.

Annual Subscription Costs	Annual Cost (2020-2021)	Estimated* Annual Cost (2021 - 2022)	Support Users	General Users	\$ / User / Year (2021)
Customer Portal	0	\$3,000	1	200	\$15
TownSuite Cloud	\$4,000	\$4,080	1	5	\$816
Total	\$4,000	\$7,080			

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* 2021-2022 Annual Costs assumes a 2% increase in the Average Inflationary Rate, which is applied to all annual invoices in accordance with the average rate as reported by the Bank of Canada.

These discounts are not shown in the following Pricing Schedules, but will be reflected in any contract resulting from this proposal.

Payment Terms

Payment terms for any selected software are as follows:

- Prices above are estimated based on anticipated usage and current pricing.
- Prices are in effect for 60 days, unless otherwise stated.
- Applicable taxes are extra on all pricing.
- 100% of 2020-2021 Annual Costs, as noted in the table above, are due upon signing of contract, prorated on a monthly basis until March 31, 2021.
- 100% of the Software Implementation Costs and the 2021-2022 Estimated Annual Costs, as noted in the table above, are due April 1, 2021.
- After that period has expired the total annual amount will be invoiced plus applicable taxes with yearly increases applied in accordance with the average Canadian inflationary rate as reported by the Bank of Canada.

Travel Costs

All Training and Implementation tasks in this proposal will be completed remotely. If travel to the Municipality is determined to be required, between designated Municipal staff and the TownSuite Implementation representatives, travel costs will be charged as incurred and in accordance with estimates of applicable rates, expenses and per diems as provided in Schedule A: Estimated Travel Costs. Associated travel time will be deducted from the estimated effort for Implementation and/or Training.

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Pricing Schedule A – Estimated Travel Costs

All migration effort will be completed remotely. If any onsite effort will be provided over and above that which is considered in this proposal, the following standard service rates will apply.

Actual travel costs will depend on travel requirements that are determined between TownSuite and the municipal client in accordance with any and all onsite work that is scheduled, and will be invoices as such in conjunction with billing milestones for each software product selected for implementation.

Payments Terms: All travel expenses will be invoiced as incurred, in conjunction with payment terms of selected TownSuite Municipal Software and related services.

Applicable Taxes are extra on all pricing. All incurred travel costs will be invoiced in accordance with Rates and Allowances specified in this estimate of travel costs: Charges for overnight accommodations, vehicle rental, and economy airfare will be charged as incurred.

Prices in effect for 60 days unless otherwise stated. Applicable taxes extra on ALL pricing

Standard Service Rates*

Training (<i>Onsite available in full-day increments, Remote available in full or half-day increments</i>)	\$1,500 / day
Custom Report Development (<i>outside scope of continuous improvement</i>)	\$1,500 / day
Professional Development Day (<i>available in full-day increments</i>)	\$2,500 / day
Consultation Services – (<i>available in full-day increments</i>)	\$2,500 / day

Travel Expenses & Per Diems*

Meal Allowances	Breakfast	\$20.00
	Lunch	\$25.00
	Dinner	<u>\$35.00</u>
	Total – Daily Rate	\$80.00
Kilometric Reimbursement	Corporate Vehicle	\$0.55 / km
	Vehicle Rental	\$0.30 / km
Vehicle Rental Fees		As Incurred
Airfare (<i>economy airfare</i>)		As Incurred
Overnight Accommodations		As Incurred

** Rates, Expenses and Per Diems Subject to Change. Applicable taxes apply.*

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Pricing Schedule G - TownSuite Customer Portal

TownSuite Customer Portal is an online solution that is designed to connect municipal customers with their account information:

- eBilling – registered users can receive electronic notifications of property tax, utility and miscellaneous invoice delivery to their online TownSuite eServices account
- Customers can subscribe to eBilling and to eliminate the printing of their individual paper bills. Municipal staff can opt to still print bills if desired.
- View property tax transaction history, including receipts
- View utility billing transaction history, including receipts and consumption trends for a three year period
- View miscellaneous invoice transaction history including receipts

TownSuite Implementation Costs

Software Implementation Services	Days	Cost
Project Management & Implementation	4	\$4,800
Migration	0	0
Training	1	\$1,200
Total	5	\$6,000

* Please refer to Page 6 for a description of proposed software implementation services.

TownSuite defines one (1) day as five (5) hours of on task time.

Applicable taxes are extra on all pricing. Incurred travel costs are extra.

This is an estimate only of required implementation effort. Total effort will be invoiced on actual time incurred at the regular daily rate.

TownSuite Annual Subscription Costs

The following represents two different subscription options for the proposed application:

Annual Costs ~ Option 1

Support Users	1
Concurrent Users	200
Software Subscription	\$3,000

Monthly Cost	\$250
Monthly Cost / Concurrent User	\$1.25

Annual Costs ~ Option 2

Support Users	1
Concurrent Users	500
Software Subscription	\$6,000

Monthly Cost	\$500
Monthly Cost / Concurrent User	\$1

* Please refer to Page 8 for a description of Annual Subscription Services and User Licensing.

Applicable taxes are extra on all pricing.

Subscription Bracket Pricing

Subscriptions	200	500	1,000	2,000	5,000	10,000	20,000	30,000	40,000
User Cost/Month	\$1.25	\$1.00	\$0.83	\$0.63	\$0.33	\$0.21	\$0.15	\$0.11	\$0.10
Annual Cost	\$3,000	\$6,000	\$10,000	\$15,000	\$20,000	\$25,000	\$35,700	\$40,000	\$50,000

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Pricing Schedule M - TownSuite Cloud Hosting

TownSuite Cloud Hosting provides clients with a secure hosted environment which can be utilized to house all TownSuite Municipal Software applications. These are managed services that our team maintains in partnership with Bell Canada.

- Hosting of TownSuite Municipal Software database(s) in a secure, Uptime Institute Tier III Certified Facility with nation-wide Canada-based data centres for coast-to-coast-to-coast, and redundant coverage (a detailed facility overview is available on request)
- Facility amenities include state of the art fire detection and suppression systems, heating ventilation and cooling systems, power backup systems (battery and generator with fuel delivery contracts), security (interior/exterior video surveillance, controlled access (biometric scanning, man trap, access cards and codes, photo ID, individually locked customer cabinets), onsite personnel 24x7x365 providing 24/7 Proactive Monitoring, and more.
- Redundant Internet to avoid downtime due to internet service disruptions
- Regularly scheduled maintenance to ensure optimal system performance
- Non-Bell Canada fibre circuits to maintain carrier diversity
- Provides for remote access to your implemented TownSuite Municipal Software from virtually anywhere with a suitable internet connection
- Provides the necessary hardware requirements to optimize TownSuite Municipal Software including RAM, Storage Space, Computing Power and required Windows and Microsoft SQL licenses, including hardware and software improvements and licensing renewals
- Reduces onsite IT hardware and consulting/personnel costs that would otherwise be required to maintain a secure and reliable environment for TownSuite Municipal Software
- Includes daily backup of TownSuite database(s)
- Meets CRA requirement for storage of personal customer records in a 100% Canada based data centre
- Meets jurisdictional requirements or preference of 100% Canadian ownership of any electronic storage facility utilized for personal records, as required by some jurisdictions.
- Shared hosted TownSuite environment is already linked to the web hosting environment for easy setup of eServices modules
- Regularly scheduled Maintenance Windows

TownSuite Annual Subscription Costs

The following represents the subscription option for the proposed managed hosting services:

Annual Costs ~ Option 1

Support Users	1
Concurrent Users	3
Software Subscription	\$3,000

Monthly Cost	\$250
Monthly Cost / Concurrent User	\$83.33

Annual Costs ~ Option 2

Support Users	1
Concurrent Users	5
Software Subscription	\$5,000

Monthly Cost	\$416.67
Monthly Cost / Concurrent User	\$83.33

* Please refer to Page 8 for a description of Annual Subscription Services and User Licensing.
Applicable taxes are extra on all pricing.

* This subscription is limited to 3/5 concurrent global users, depending upon option selected.
Each additional concurrent user license is \$1,000 + HST per year. Setup costs do not apply.

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Implementation Services

Project Management

For the purpose of efficient and smooth project management, a Service Level Agreement will be signed prior to project commencement to define implementation processes, and contacts on both the municipal (client) and vendor (TownSuite) teams.

Each individual product implementation will have a dedicated team, which may be comprised of different contacts from both sides. The Implementation contact for TownSuite will maintain regular contact and provide updates of project progress and will be the point of contact for any and all clarifications, requests and questions that are posed by the client. The implementation contact for the client will be the point of contact for TownSuite whereby they will direct all questions, clarifications, requests and project updates.

Each project will begin with a client assessment, which will include the following activities:

- Obtain a copy of municipal data to be migrated, in addition to period ending reports, asset inventories, permit history, GIS data – essentially any information that the client desires to be migrated to the new system.
- An in-depth interview with the municipality to discuss the project, important milestones, input required, output required and any other important factor that may be identified for the specific client to have a successful software implementation experience

Implementation

At the outset of the project, the selected TownSuite Municipal Software modules will be implemented and configured for municipal access with demonstration data. An orientation will be provided remotely to provide initial instruction to enable municipal staff to access and explore the software. Access will also be provided at that time to product documentation to provide how-to instructions on how to utilize TownSuite Municipal Software.

Implementation will include installation of the selected software along with setup, initial user account configuration and testing.

Conversion / Migration

Each project will vary with the availability and/or quality of data that may be migrated. In some cases, data to be migrated will be comprised of information that can be collected in a spreadsheet format by the client. In some cases, TownSuite will seek to migrate the data from its original database format in the system that will be replaced with a TownSuite product.

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Conversion:

This proposal considers a Balance Forward conversion with migration of “extended view history” from the Town’s current Financial System. The “extended view” format is a linked spreadsheet. This approach provides a means of viewing AR balance information – including Customers, Properties and Utilities from within TownSuite, but it is not actually migrated into the TownSuite database. Every conversion exercise will involve a test conversion of data in TownSuite’s conversion environment. This ensures that the data is tested, validated, and any issues identified and mitigated prior to any scheduling of a live date. We automate our conversion process as much as possible, essentially creating a conversion program for most data conversions that we undertake. This enables us to automate handling of exceptions identified in the test conversion, automate the mapping of data from one table location to a TownSuite table destination, and ultimately it leads to a more efficient process and minimized timeline. Typically, conversion will be attempted for TownSuite Financial, TCA and Planning. In some cases, while conversion has been attempted, issues in the data may be too great to safely and reliably convert the data and migrate into the TownSuite environment. In these cases, the data can be made available through a linked spreadsheet format (or extended view) so it is accessible from TownSuite Municipal Software, but not part of the TownSuite database. This essentially enables the client to retire the application that was to be replaced and discontinue its use.

Migration:

In some instances where the software will be implemented, only basic information such as usernames, account structures, account balances, and relatively static information will be ported into the selected TownSuite Municipal Software. It is essentially a starting point, or balance forward migration that does require some data to begin, but is not as comprehensive as a data “conversion.” Typically a standard migration will be undertaken for TownSuite Work Orders, Mapping, Customer Portal and Recreation. Migration may not be necessary for Complaints or Employee Portal, relying on implementation efforts only to get the application up and running.

Training

All TownSuite Municipal Software implementations will include training. The amount and delivery method of training will depend on a variety of factors including the newness of the client, the depth of training that is required, and the preference of the client. The timing of training for any specific module, is entirely dependant on the way in which implementation is scheduled. All modules benefit from some initial training that is basic in nature and facilitates the development of a comfort level that is supportive of exploration and experimentation in a sandbox environment. Regardless of the training schedule that is determined between Trainer and Trainee(s), the following expectations are in place:

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- Individual(s) to receive training are to be free of office duties during the schedule training period(s). This may require office closure(s).
- A “Training Day” is a normal working day, which will occur from Monday to Friday, and is equivalent to five (5) dedicated hours of on-task training.
- “Remote Training” consists of TOWNSUITE supplying training from TOWNSUITE’s office to the Municipal Client’s office via a telephone and secure online connection with a specific computer at the Municipal Client’s office. Remote training days can be split into smaller hourly increments if desired, and is to be determined between the Client and the assigned Trainer.
- “Onsite Training” consists of TOWNSUITE supplying training at the Municipal Client’s office. Existing computer equipment and workstations will be utilized to deliver training at the Client’s office. A schedule of topics to be delivered, and who will participate in each session will be pre-determined between the Client and the assigned Trainer.
- TOWNSUITE Municipal Software Inc. assumes:
 - ▶ That municipal staff is familiar with the general use of computer technology, including internet browsers and any existing TownSuite Municipal Software.
 - ▶ That municipal staff is familiar with regulations and legislation governing the confidentiality of, and protection of personal information that is maintained in the proposed and existing TownSuite Municipal Software.
 - ▶ No responsibility of liability for inadequate training and/or knowledge in areas that include internet browsers and existing TownSuite Municipal Software.
 - ▶ No responsibility of liability for inadequate training and/or knowledge in areas that include Accounting, Financial Management, Geographic Information systems, Planning and Development, Engineering, Public Works, Asset Management, Recreation and Customer Service, and other knowledge areas that would generally be expected in a municipal environment.

Annual Subscription

TownSuite’s Annual Subscription includes the following components:

- Licensing
- TownSuite Care
 - ▶ Technical Support
 - ▶ Continuous Updates – Software Maintenance & Assurance
- Hosting Policies

Licensing

TownSuite User Licensing is based on two types of licenses that are provided with any implementation. The way that these licenses are formalized ensures that we can streamline our ongoing technical support and software improvement activities, while maximizing the benefit to you and minimizing the turnaround time for your requests.

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The Proposed Software Fees consider a designated number of “Support Users,” or Support Licenses:

- Support Licensees are employees of the municipality that will be using the software and will be provided with all training to establish a local “subject matter expert” resource.
- Concurrent Users are defined as the maximum number of simultaneous users that can access the software at any one time.
- Named or General Users are any active account in any TownSuite Municipal Software.

The following assumptions apply to the proposed Support Users and Concurrent Users:

- All training will be provided to Support Users by TownSuite or by a verified partner of TownSuite.
- Introductory training pertaining to software functionality will be provided to selected number of concurrent users
- Advanced training regarding system administration and advanced features will be provided to Support Users
- Support Users will be the first point of contact for all other municipal staff using the proposed software
- Support Users will also be the champion of these products for local citizen / stakeholder support as needed. TownSuite provides online how-to-documentation and ticketed citizen support only for technical issues.
- Support Users will be the designated municipal employee(s) to initiate contact with TownSuite for Technical Support or Software Assurance purposes.
- System administration rights for the Support Users will be determined during implementation

TownSuite Care

TownSuite Care is our technical support and software maintenance services. This component is provided through our annual subscription and provides the following benefits:

Technical Support

- TownSuite Windows Application
- Hosted TownSuite Windows Application
- Hosted TownSuite Web Services Application
- TownSuite Care
 - ▶ Toll free Municipal support weekdays from 8:30 AM – 5:00 PM NST
 - ▶ Online Citizen Support weekdays from 8:30 AM – 8:00 PM NST (for eServices Application Support)
 - ▶ Annual User Group Meeting
 - ▶ TownSuite® Communications: Support Tips, Feature Tips, Newsletters

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Continuous Updates – Software Maintenance

- TownSuite Municipal Software clients will receive continuous, automated software updates with their annual subscription. This means that there are no fees or downtime associated with upgrades, implementation or training for any of your implemented TownSuite Municipal Software.
- TownSuite encourages clients to submit requests for changes – it is this feedback that that helps us to continuously evolve and adapt our software to the changing needs of municipalities
- 35% of our annual revenues are re-invested back into TownSuite Municipal Software in support of research and development to develop and improve TownSuite Municipal Software products and services.

Hosting

Maintenance Windows

Maintenance Windows will be scheduled on a regular basis to enable TOWNSUITE Municipal Software to conduct routine and scheduled maintenance and updates for any managed cloud services that are implemented as a result of acceptance of this proposal. This includes managed cloud services for hosting of TownSuite Municipal Software applications. During these regularly scheduled Maintenance Windows, accessibility and functionality of your implemented TownSuite Municipal Software may be temporarily affected. Schedules for Maintenance Windows will be communicated to TownSuite clients on a regular basis.

Fair Usage Policy

For any hosted applications that are implemented as a result of acceptance of this proposal, a Fair Usage Policy will apply. Hosting services are provided by TOWNSUITE to ensure that clients and stakeholders accessing TownSuite Municipal Software via a host get the best service and use from them.

- For eServices applications, stakeholder subscriptions are available through Municipal Clients at their discretion to permit access and use of TownSuite Web Applications for individual use, subject to quantity pricing for municipal subscribers. An individual subscription can have multiple permissions for citizen and/or employee or guest. Once total subscriptions have entered the next subscription bracket, a designated contact at the municipality will be notified and an invoice will be submitted for the incremental increase for the monthly prorated amount.
- For Windows applications, municipal access is maintained by TownSuite Municipal Software. Individual access by municipal employees is granted by the municipal system administrator – a designated individual that is identified as such to TownSuite. Access by TownSuite will be applied based on the Concurrent User

Proprietary Information: *The enclosed material is proprietary to TownSuite Municipal Software Inc. The information presented is provided for the sole purpose of evaluating the pricing proposals and related terms and conditions herein, and may not be: published to a website and / or file-sharing application to make available through general search via the internet, copied and / or disclosed in any manner to anyone other than authorized representatives or agents, without the express written permission of TownSuite Municipal Software Inc.*



Licenses that have been implemented by the Municipality. Additional licensing is available at a prescribed one-time fee and recurring annual subscription fee.

- Hosting services provide for a specific volume of data usage, based on the requirements of the Municipal Client, and this data usage is monitored on an ongoing basis. Unexpected high volumes of data usage can result in slow performance or response times of the TownSuite Web Applications. Frequent spikes in the rate of data usage or bandwidth will be investigated and cost overages may be charged back to the client if deemed necessary.

Computing Power

TownSuite Hosting will provide for a specific capacity of computer power to meet the needs of the municipal client, considering the number of active users, along with the number of products that are being hosted.

Hosted Storage Capacity

TownSuite Hosting will provide for a specific storage capacity, and will be dependant on the current size of TownSuite Database(s) across all implemented software and anticipated growth of these databases for a medium term period.

Minimum Internet Speed

Minimum Internet Speed for both upload and download will be required to ensure that there is no interruption in transaction processing and real time updates to the database(s). This mitigates potential problems that could arise in system performance and data integrity.





Town of Shelburne
Staff Report
Power Requirements-Marine Terminal

To: Town Council
From: Ken Smith, Interim CAO
Re: Power Requirements-Marine Terminal
Date: November 12th, 2020

Origin:

2 quotes were received by Mr. Wayne Langthorne, Port Authority Manager. As both quotes are greater than \$10,000, approval of the awarding of a contract must be obtained from Town Council.

Background:

A lease was arranged with Comeau which allows for a guaranteed course of revenue for the Port Authority. As part of the lease, shore power must be available for the Comeau boat.

Analysis:

It is planned to have the shore power available for Comeau's by approximately November 20, 2020. One quote is for \$13,167 from Graves Electrical Ltd and the other quote is for \$27,500 from BJ Electric. The primary reason for the range between the 2 proponents is due to the fact that Graves Electrical Ltd. has older parts in inventory that they are trying to phase out and the parts match the requirements at the marine terminal. It should be noted that there are small differences in some additional options in the quotes.

Recommendation:

That Town Council approves the quote from Graves Electrical Ltd. for a base cost of \$13,167 plus HST.

Attachment:

2 quotes received

Respectfully Submitted,

Ken Smith
Interim CAO

Graves Electrical Ltd.

Electrical & Mechanical
P.O. Box 306
273 Forest Street
Yarmouth, N.S. B5A 4B3
Ph : (902) 742 - 9372 Fax : (902) 742 - 9608

November 6/ 2020

TO Shelburne Stevedores
RE Comeau boat shore power
Attn Wayne Langthorne
Fr Peter Graves

The following is our quote to provide complete electrical requirements for the shore power requirements for the Comeau boat. I have based the quote on providing a 600 volt 3 phase 200 amp Pin and sleeve style connector on the wharf in close proximity to where the Comeau boat is berthed.

I include the following in my quote:

- We will reuse an existing Siemens 3 pole 200 amp breaker located in existing main switchboard in electrical bldg..
- We will provide a 200 amp 600 volt 3 phase owners meter inside the electrical bldg.. This will allow you to record energy usage of the Comeau Vessel
- An underwharf cable has been allowed for. It is based on an Aluminum armoured cable referred to as ACWU Cable. This cable will be strapped to underside of wharf and brought up through a core drilled hole alongside where the Comeau boat Shore power connection will be.
- An Aluminum protective shroud has been allowed for. This Shroud will contain a 200 amp disconnect switch that is 316 stainless construction and is 4X rated. This is also where the 200 amp Pin sleeve receptacle will be mounted .

- Quote Total 13167.50.00 Plus HST

If you want us supply the Male matching cord cap for our 200 amp receptacle please add 968.75 to the above quote.

NOTE : This quote does not include a shore power cord coming off of the Comeau boat

If any questions please do not hesitate to contact me.

Regards, Peter Graves

A handwritten signature in cursive script that reads "Peter Graves". The signature is written in dark ink and is positioned below the typed name.

(902) 639-2464 Off
(902) 639-2184 Fax
lee.bjelectric@gmail.com



225 George St., PO Box 56
Stewiacke, NS, B0N 2J0
www.bjelectricmotor.com

PRICE ESTIMATE

FILE # LL2177

DATE: SEPTEMBER 29TH, 2020 **PRICE EFFECTIVE FOR THIRTY DAYS**
COMPANY: SHELburne STEVEDORES **ATTENTION:** WAYNE LANGTHORNE
E-MAIL: shelburnestevedores@ns.aliantzinc.ca **TELEPHONE:**
OUR WO #: **PRICED BY:** LEE LYNDS
YOUR WO #: **YOUR PO #:**

<<APPROVALS MUST BE FAXED BACK TO (902) 639-2184>>
PRICES DO NOT INCLUDE ANY APPLICABLE TAXES OR ANY APPLICABLE FREIGHT CHARGES
PLEASE COMPLETE LOWER SECTION UPON APPROVAL

WE ARE PLEASED TO PROVIDE YOU WITH THE FOLLOWING QUOTATION

RE: SUPPLY AND INSTALL EQUIPMENT FOR SHORE POWER

LABOUR	\$ 12,000.00
MATERIALS	\$ 15,500.00
SUBTOTAL	\$ 27,500.00

- ▶ MEALS & ACCOMMODATIONS WILL BE EXTRA.
- ▶▶ QUOTE DOES NOT INCLUDE FRAMEWORK FOR MOUNTING SHORE POWER ENCLOSURE.

APPROVAL DATE:

APPROVED BY:

P.O. #:





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 October 2020.

Total number of calls for service: 12

Calls for service within the Town: 8

Calls for service in the Municipality of Shelburne protection area: 2

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

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		
MEDICAL		
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE	1	
VEHICLE FIRE		
GRASS, BRUSH, FOREST	5	1
POWER LINES	2	
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

November 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 October 2020.

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	3	0
Number of Permits Issued to Date	14	15
Construction Value	\$ 52,000.00	\$ 0.00
Total Construction to Date	\$ 148,450.000	\$ 688,245.00

Yours very truly,

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

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Town of Shelburne

20200126	Dexters Service Ce PO Box 430 Shelburne, NS B0T 1W0	89 King Street Town of Shelburne Town of Shelburne	Addition & Repair	\$15,000	10-2-2020
20200128	Edmund Zygowski PO Box 957 Liverpool, NS BOT 1K0	32 John Street Town of Shelburne Town of Shelburne	Repairs	\$25,000	10-7-2020
20200129	Edmund Zygowski PO Box 957 Liverpool, NS B0T 1K0	John Street Town of Shelburne Town of Shelburne	Erect Workshop	\$12,000	10-7-2020