



**AGENDA**  
**Town Council Meeting**  
**Tuesday, May 19<sup>th</sup>, 2020**  
**5:00 p.m.**  
**Virtual Via Zoom**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on May 4<sup>th</sup>, 2020.  
Approval of the Minutes from the Budget meeting held on May 14<sup>th</sup>, 2020.
- 4) Delegations: none
- 5) Correspondence:  
Action Required:
  - a) Arena – Letter – Deficit Request
  - b) Yarmouth Hospital Foundation – Letter – Funding Request
  - c) Email – SHYC – Port of Entry Designation
  - d) Email – Marilyn Hay – Dissolution Questions  
For Information:
  - e) Cannabis Prospect Magazine (available at the Clerk's Office)
  - f) Department of Municipal Affairs and Housing – Letter – COVID-19 Bulletin
  - g) Environmental & Science Engineering Magazine (available at Clerk's Office)
- 6) Council Items:
  - a) CAO transition
- 7) Staff Reports:
  - a) Monthly Report
  - b) Year To Date Financials
  - c) April Building Report
  - d) Fire Department Report
  - e) Staff Report – Public Art Policy Amendments
  - f) Staff Report – Low Income Tax Exemption Policy Amendments
- 8) New Business:
- 9) Adjournment



**AGENDA**  
**Town Council Meeting**  
**Monday, May 18<sup>th</sup>, 2020**  
**7:00 p.m.**

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- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on May 4<sup>th</sup>, 2020.  
Approval of the Minutes from the Budget meeting held on May 14<sup>th</sup>, 2020.
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- 9) Adjournment



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Monday, May 4<sup>th</sup>, 2020  
Via Zoom, 5pm  
Council Chambers, 168 Water Street, Shelburne, NS

**Council Members Present**

Mayor Karen Mattatall  
Deputy Mayor Nolan Young  
Councillor Rick Davis  
Councillor Harold Locke  
Councillor Sheldon Ringer

**Staff Present**

Darren Shupe, CAO  
Julie Ferguson, Clerk

**Call to Order**

Mayor Mattatall called the meeting to order at 5:00 p.m.

Mayor Mattatall sent her condolences to the family and friends of the Helicopter Crew who passed away during an accident over the weekend.

Mayor Mattatall explained that the flags would remain at half mast for 23 days. 22 days for the victims of the shooting in Portapique, NS and 1 additional day for the unborn child.

**Approval of the Agenda**

**Locke-Young**

THAT the Agenda for the Regular Town Council Meeting of Monday, May 4<sup>th</sup>, 2020 be approved with the addition of item 7(b) CAO Update.

**CARRIED**

**Approval of the Minutes**

**Davis - Locke**

THAT the Minutes of the Regular Town Council Meeting held on April 20<sup>th</sup>, 2020 be approved.

**CARRIED**

**Young – Davis**

THAT the Minutes of the Budget Meeting held on April 24<sup>th</sup>, 2020 be approved.

**CARRIED**

**Locke – Ringer**

THAT the Minutes of the Budget Meeting held on April 30<sup>th</sup>, 2020 be approved.

**CARRIED**

**Proclamations**

**Asian Heritage Month – Month of May**

**Lyme Disease Awareness Month – Month of May**

**Gaelic Nova Scotia Month – Month of May**

**International Museum Day – May 18<sup>th</sup>**

**National Fiddling Day – May 16<sup>th</sup>**

## Delegations

None

## Correspondence

### Action Required:

#### a) **Compass NS – Letter – 28 John Street**

The CAO reviewed the letter in regards to the request for property tax exemption and affordable rent.

#### **Locke – Young**

THAT the CAO contact Compass NS in regards to setting up a Zoom meeting in order to discuss the items mentioned in the letter.

**CARRIED**

## For Information:

none

## Council Items

### a) **Covid-19 Update**

The CAO gave an update in regards to Covid-19:

- Town Hall and facilities are closed until May 18<sup>th</sup> in line with the Province.
- Tax bills went out last week and there have been questions regarding payment. A post will be put up on the website and facebook as well as the information on the actual bills.
- Finance is in the office regularly between 10-2 most days.
- the Province has lifted bans on parks but playgrounds and beaches are still off limits.
- Interest payments and bill due dates are extended until the end of June.

### b) **CAO Update**

#### **Locke – Young**

THAT Council appoint Ken Smith as interim CAO beginning May 19<sup>th</sup>, 2020.

**CARRIED**

Ken Smith will be stepping into the position of Interim CAO at the end of May. He will be in this position until a permanent CAO is hired. Mr. Smith brings years of experience to the position and is familiar with Shelburne County.

## Staff Reports

### a) **Waste Diversion Officer Update**

Council reviewed the Waste Diversion Officer Update.

## Committee Reports

Committees did not meet due to Covid-19.

## New Business

### a) **Mayor Mattatall – Statement from Town and SHYC**

Mayor Mattatall reviewed the statement that was put out by the Town and the Shelburne Harbour Yacht Club in regards to boats docking in the harbour and CBSA regulations regarding Covid-19. All travellers are self-isolated for 14 days and supplies are being brought to the boats by the Yacht Club.

**b) Mayor Mattatall – Stop Sign at SHYC / Osprey**

Mayor Mattatall mentioned that she was told the STOP sign at the exit of the SHYC / Osprey parking lot had gone missing. This will be investigated by public works.

**Upcoming Meetings**

<b>Thursday May 7<sup>th</sup>, 2020</b>	<b>Budget Meeting</b>	<b>Zoom</b>	<b>5pm</b>
<b>Monday May 18<sup>th</sup>, 2020</b>	<b>Town Council</b>	<b>Zoom</b>	<b>5pm</b>

**Adjournment**

**Locke**

THAT the Regular Town Council Meeting of Monday May 4<sup>th</sup>, 202 be adjourned at 5:27 p.m.

**CARRIED**

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**Mayor**

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**Clerk**

Darren Shupe, CAO  
Town of Shelburne  
168 Water Street  
Shelburne, NS B0T 1W0

May 10, 2020

Dear Mr. Shupe:

**Re: Shelburne County Arena Operating Deficit**

On behalf of the Board of Directors for the Shelburne County Arena Association I would like to thank the Town of Shelburne for their ongoing support for the operation and capital improvements at the Shelburne County Arena, and particularly for your further commitment this year to support our Phase 4 Capital Upgrade project to replace the compressors. I am pleased to report that the project is proceeding and will be completed this summer.

The Shelburne County Arena Association has finalized our financial statements for the 2019-20 fiscal year and unfortunately we have suffered a significant deficit this year. This deficit is a result of several factors, most notably we suffered multiple power outages (and therefore lost ice time), one of which resulted in a serious compressor malfunction that required over \$10,000 in repairs. The age and poor condition of the compressors means they are very difficult to successfully restart after a power outage and in addition to costly repairs we also lost several days of prime weekend ice time.

We hope that the reliability of the arena will improve significantly with the replacement of the compressors and our board continues to work towards eliminating our operating deficit through increased use of the facility and responsible spending and hope to see further progress in this coming year.

The operating deficit this past year was \$24,031.41, and as in previous years we request that the Town of Shelburne provide 50% of the funds to cover this deficit, that is \$12,015.71.

If you have any questions or require further information please don't hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emily Tipton', with a stylized flourish at the end.

Emily Tipton, President  
Shelburne County Arena Board



YARMOUTH HOSPITAL FOUNDATION

PO Box 7

Yarmouth, NS B5A 4B1

Tel: (902) 749-1669 Fax: (902) 749-0748

Email: [info@yarmouthhospitalfoundation.ca](mailto:info@yarmouthhospitalfoundation.ca)

Website: [www.yarmouthhospitalfoundation.ca](http://www.yarmouthhospitalfoundation.ca)

Facebook.com/yarmouthhospitalfoundation

May 2020

Mayor Karen Mattatall  
Town of Shelburne  
168 Water St, PO Box 670  
Shelburne, NS B0T 1W0

Dear Mayor Mattatall:

During these difficult weeks of dealing with the COVID-19 pandemic crisis, we all face some level of challenge, whether concerns about our health or finances, having to be separated from each other, or the uncertainty about what lies ahead.

Through it all, however, you can be sure that your Yarmouth Hospital Foundation (YHF) is doing its part, not only reassuring hospital leaders of our firm commitment to already budgeted new equipment but also our intent to raise money to meet COVID-19-related needs.

As most of our community is now aware, two annual YHF fundraising events for 2020 - the Spring Gala and the Jody Shelley Golf Fore Health tournament – had to be cancelled, resulting in a loss of donations directed to hospital equipment purchases in excess of \$100,000. That means the YHF Executive and Board must find other ways to meet commitments made already that will, or might, be essential to treat COVID-19 patients. Included are a portable digital X-ray machine, a portable ultrasound used to monitor lung capacity, two types of ventilators, stretchers, and simulators for health care worker training and practice.

Also, the hospital has recently requested additional support for COVID-19 related items totalling approximately \$50,000. This includes vitally important extra stethoscopes to avoid room-to-room contamination, more electronic blood pressure and vitals monitors, and iPads for more efficient communication among healthcare workers.

We fully understand that dramatic economic changes may affect your normal generous commitments and donations. However, if your circumstances allow, please consider sending a contribution now to help us meet these important hospital needs.

If you, or your company, has sponsored or participated in the spring gala or summer golf events, could you continue fulfilling your planned contributions towards these two annual YHF events? It is encouraging that some regular primary sponsors of these events have agreed to, or are considering, maintaining their initial commitment. Others have said they will donate the equivalent of their ticket price for the gala or golf tournament fee. Can you also consider doing the same?

Despite the effects on our individual finances, most of us can at least stay home to protect our health. Our hospital workers can't. Please join us in saying thank you by giving them what they need to keep us and themselves safe.

Sincere good wishes to you and your families as we face this challenge together.

Dr. Harold Cook  
Chair, Yarmouth Hospital Foundation

**Bulletin to Municipalities**  
**Department of Municipal Affairs and Housing**  
**May 8, 2020**

***For the most up-to-date information about COVID-19, please visit:***

***<https://novascotia.ca/coronavirus/>***

**PROVINCIAL STATE OF EMERGENCY**

On March 22, the Province of Nova Scotia [declared a state of emergency](#) to help contain the spread of COVID-19. The state of emergency was renewed on May 3 and extended to noon Sunday, May 17, unless government terminates or extends it. For more information about the state of emergency, visit <https://novascotia.ca/coronavirus/alerts-notice/>.

**UPDATE ON PROVINCIAL AND MUNICIPAL CLOSURES**

On May 1, Premier Stephen McNeil and Dr. Robert Strang, chief medical officer of health, announced the easing of some public health restrictions around COVID-19. Existing public health directives around social distancing and social gatherings remain in place. People must keep two metres apart and not gather in groups of more than five.

For an up-to-date list of the restrictions that were lifted, visit

<https://novascotia.ca/news/release/?id=20200501006>.

**PROVINCIAL SUPPORTS**

- **Municipal Operating Loan Program** – On April 28, government announced a new operating loan program to help municipalities with financial losses due to COVID-19. The \$380 million loan program, which was developed in collaboration with the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators, will be available through the Municipal Finance Corporation. For more information, see the [news release](#).
- **Loan Payments** – On March 20, the Premier announced the government will defer payments until June 30, 2020 for all government loans, including those under the Farm Loan Board, Fisheries and Aquaculture Loan Board, Jobs Fund, Nova Scotia Business Fund, Municipal Finance Corp. and Housing Nova Scotia. Visit <https://novascotia.ca/coronavirus/fees/> for more information.
- **Community Support** – Nova Scotia Power, EfficiencyOne and the Government of Nova Scotia are giving \$3 million to community organizations that deliver prepared meals, operate soup kitchens, help those experiencing homelessness and provide other services to help vulnerable families seniors and youth. The funding is being redirected from the HomeWarming program. See [funding details](#).

## DMAH OPERATIONAL UPDATES

- **Draft Municipal Reports** – On April 30, draft “2018-19 Municipal Profile and Financial Condition Indicators” reports were emailed to municipalities for your feedback and comments.
  - **PCAP and FRIIP** – The Provincial Capital Assistance Program (PCAP) and the Flood Risk Infrastructure Investment Program (FRIIP) are accepting applications until May 25, 2020. Information regarding the application process was sent to all CAOs/Clerk Treasurers. You can find the information regarding the programs and the access to the on-line system at:
    - PCAP – <https://novascotia.ca/dma/funding/infrastructure/provincial-capital-assistance-program.asp>
    - FRIIP – <https://novascotia.ca/dma/funding/infrastructure/flood-risk-infrastructure-investment-program.asp>
- For any questions regarding the programs please contact Aileen Waller-Hebb at 902-424-7414 or [Aileen.Waller-Hebb@novascotia.ca](mailto:Aileen.Waller-Hebb@novascotia.ca)
- **Grant Payments** – On May 1, the Department released the following municipal grant payments:
    - \$15.7 million for NSPI Grant-in-Lieu to compensate municipalities fully for property taxes for NSPI-owned properties within their borders.
    - \$1.9 million for Farm Land Grants to compensate municipalities for lost income from active farms in recognition of the need to support preservation of agriculture activities.
  - **Village HST Offset Grant** – On May 1, the Village HST Offset Grant program began accepting applications through the Grant Management System (GMS). Information regarding the application requirements, a guide to access the GMS, as well as other tips on how to use the system were sent to Villages on April 28, 2020.
  - **Beautification and Streetscaping Program** -- Deadline for applications has been extended to June 1, 2020. Questions can be directed to [bspinfo@novascotia.ca](mailto:bspinfo@novascotia.ca).
  - **Community Works Program** -- Deadline for applications has been extended to June 1, 2020. Questions can be directed to [communityworks@novascotia.ca](mailto:communityworks@novascotia.ca).

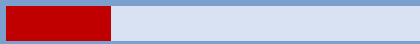


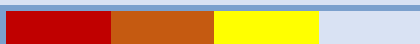




## Regional Enterprise Networks (RENs)

- **CBREN and CBRM REN** are hosting *Helping Businesses Respond During COVID-19*, a webinar series on a variety of topics identified by the Cape Breton – Unama’ki business community such as accounting, innovative business practices, legal issues, social media marketing, e-commerce, business planning continuity and Nova Scotia Works resources. Visit <https://capebretonpartnership.com/covid-19-resources/#WEBINARS> for more information.

## USEFUL RESOURCES

- Provincial website: <https://novascotia.ca/coronavirus/>
- Follow the Department of Municipal Affairs and Housing on Twitter - @DMA\_NS
- Follow Nova Scotia government on Twitter and Instagram – @nsgov
- Follow Nova Scotia Emergency Management Office on Twitter - @NSEMO
- Office of the Fire Marshal: <https://beta.novascotia.ca/government/office-fire-marshal>
- To watch today's (and previous) live webcasts visit:  
<https://www.youtube.com/user/nsgov>
- Government of Canada: <https://canada.ca/coronavirus>
- Government of Canada toll-free information line 1-833-784-4397


Goal	Objective	Assigned	Target	% Completion
<b>Council Assignments to Staff</b>				
1	Write letter to Government of Canada, CC MP Bernadette Jordan, requesting reimbursement of legal and unpaid berthage fees for the MV Farley Mowatt	Mar. 7, 2018	2019	75%
		Notes: CAO - First draft completed, awaiting sign off. Reference - Council Assignment Item 9.		
2	Create signage for 'US Naval Presence' and 'Baker Lake Sailors' as part of the Interpretative Signage Project. Write to Mr. Jackson in this regard.	June 4 2018	2019	50%
		Notes: CAO - Initial discussion held with Lewis Jackson with regards of doing initial concepts. Mr. Jackson will be supplying us with concept and we will create a design.		
3	Staff to develop a draft policy for future cruise visits specifying how passenger charges will be applied	July 3 2018	2019	25%
		Notes: CAO - Will review at upcoming port meeting with review of fee schedule.		
4	CAO staff report re: Hammond Street edges improvements	Oct 1 2018	2020	50%
		Operations reviewed area to be improved, estimated \$8,000 to widen shoulder. Work completed, east side shoulder contemplated for Spring 2020. OPS - Material has been acquired for east side of Hammond.		
5	Staff develop a feasibility study within the asset management program to prioritize water line extensions for at risk wells	Oct 15 2018	2019	25%
		CAO: Item discussed at Asset Management Committee meeting. Staff is in the process of obtaining data to support decision-making.		
6	Staff Report review of local improvement by-law	Mar 18 2019		Not Yet Begun
7	Staff Report re: Sewer Charges By-law to list the effects of adjusting commercial sewer rates and about how the number of sewer charges as calculated for commercial properties	June 17 2019		50%
		FINANCE - Discussion with Management and Clerk regarding Staff Report. Some research completed. Report is being worked on by Finance when time allows.		

8 Find suitable location and install Andrew Newstead Community Art Mural	Oct 7 2019			25%
CAO: Operations briefed, will schedule installation with Andrew.				
9 Staff to write to Federal Government re: recovery of financial losses resulting from MV Farley Mowatt court case	Nov 18 2019	2019		75%
Reference - Council Assignment 1 FINANCE / CAO: Costs being compiled to include in letter. First draft completed, awaiting sign off.				
10 Staff to negotiate listings with realtors for sale of surplus properties	Dec 2 2019	2019		50%
CLERK - Realtors contacted. 1/2 of contracts received.				
11 Letter to CWWF re: funding for project overruns	Dec 2 2019	2019		75%
CLERK - drafted and emailed to CAO for completion CAO - First draft completed, awaiting sign off.				
12 Collect 3 sculptures from Melissa Strachan-Boutin by Dec. 31st or proceed to collection of \$1,085 deposit	Dec 2 2019	2019		50%
CLERK / FINANCE: Melissa has been informed of her options for delivery of sculptures or payment of deposit returned. Staff have not heard from Melissa and assume that she will be repaying the deposit. A letter was sent eith the March 31st payment due date.				
13 Letter to Fed. Gov't re: recovery of funds from Farley Mowatt, cc Bernadett Jordan	Dec 16 2019	2020		75%
FINANCE: Information forwarded for letter. CAO - First draft completed, awaiting sign off.				
14 TBR approved and ready to sign off on	Jan 20 2020			75%
TBR sent to DMA for approval.				
15 Amend Tree Policy and place ad for memorial trees	Jan 20 2020			50%
CLERK - have spoken to Grant to get locations of lost trees and Andrew is creating locations map				
	Jan 20 2020		Remove	

<p>16 Staff to develop cost estimate and timeline for Hammond Street public water access station</p>	<p>New proposal received regarding well donation. Hammond Street location not being considered at this time.</p>		
<p>17 Schedule a meeting with Dept. of Mun. affairs and housing to discuss water security</p>	<p>Jan 20 2020</p>		<p><b>Not Yet Completed</b></p>
<p>18 CAO meet with Mr. Hartigan to discuss bait shed project and options for moving it forward</p>	<p>Feb 3 2020</p>	<p>2019</p>	<p><b>Not Yet Completed</b></p>
<p>19 CAO prepare staff report re: current waste management contract and if we should look at other options</p>	<p>Feb 3 2020</p>	<p>2019</p>	<p><b>Not Yet Completed</b></p>
<p>20 Approval of Encroachment 89 King Street</p>	<p>March 2 2020</p>	<p>2020</p>	 <p><b>75%</b></p>
<p>21 Staff Report - PACE program for residents to buy surplus property</p>	<p>4-Mar</p>		<p><b>Not Yet Completed</b></p>
<p>22 Staff Report - PPSA contract</p>	<p>4-Mar</p>		 <p><b>25%</b></p>
<p>23 Staff to investigate how additional cuts up to \$100,000 in staffing would effect Town services for 2 years</p>	<p>4-Mar</p>		 <p><b>25%</b></p>
<p>24 Letter to Canadian Border Services requesting a border office located in Shelburne</p>	<p>16-Mar</p>		<p><b>Not Yet Begun</b></p>
<p>25 Letter for Nicole Bishop re: resignation</p>	<p>6-Apr</p>		 <p><b>100%</b></p>
	<p>Clerk</p>		

<b>26</b>	Respond to letter from Ulrich Peter Huhmer re: taxes	6-Apr		<b>Not Yet Begun</b>
		Finance		
<b>27</b>	Extend tax bills until June 30th and waive monthly interest charges	6-Apr		<b>Not Yet Begun</b>
		Finance		
<b>28</b>	Write to province re: wastewater plant funding similar to CBRM	6-Apr		<b>Not Yet Begun</b>
		Clerk		
<b>29</b>	CAO to contact Compass NS re: 28 John Street Meeting	4-May		<b>Not Yet Begun</b>
		CAO		
<b>30</b>	Appoint Ken Smith as Interim CAO	4-May		<b>Not Yet Begun</b>
		CAO / HR		

Goal	Objective	Budget	YTD Actual	% Completion	
<b>2019-20 Capital Budget</b>					
<b>Public Works - Equipment</b>					
1	Purchase 1/2 Ton Truck (replace 2002 truck)	\$22,000	\$15,502.38		★
	Notes:				
<b>Public Works - Roads</b>					
1	Road Rehabilitation (annual)	\$60,000	\$2,820.73		★
	Notes: Amount of work was not what originally proposed.				
2	Sidewalk Improvement (annual)	\$10,000	\$11,703.49		★
	Notes: Sidewalk replacement in progress.				
3	Street Extension - New Development (annual)	\$60,000	\$23,985.79		★
	Notes: Hammond St extension				
4	Culvert Rehabilitation (annual)	\$10,000	\$1,500.00		50%
	Culvert work to commence end November. Two culverts completed to date.				
<b>Facilities</b>					
1	Community Centre/Fire Hall Facilities Upgrade	\$188,972	\$163,823.52		75%
	Notes: Roofing work has been completed, interior painting is finished, furnishing purchases complete, planning for the electronic sign installation has commenced.				
2	Muir Cox Facility Improvement - Sailing School	\$100,000	\$40,141.45		★
	Notes: Work complete.				
<b>Other</b>					
1	Reinforced Cribbing - Dock Street	\$15,000		<b>Not Yet Begun</b>	
	Notes: Awaiting scheduling information from contractor.				
2	Storm Surge Protection Study	\$28,000		<b>Project Cancelled</b>	
	Notes: FRIIP application withdrawl.				
3	Cemetery Improvements-Landscaping Phase 1	\$15,000			50%
	Notes: Initial quotes for road extension and drainage obtained, likely spring construction.				
<b>Water Utility</b>					
1	1/2 Ton Truck/SUV Replacment (4WD)	\$22,000	\$20,185.27		★
	Notes: Completed				
2	Water Plant Office Improvements	\$25,000	\$2,242.15		25%
	Notes: Obtained quotes for plant lighting, waiting for work to begin.				
3	Security Cameras	\$6,000			25%
	Quotes have been obtained. OPS				
		\$15,000	\$13,804.54		100%

4	Purchase Replacement Pumps (annual)	Notes: Purchased replacement pumps and motors. 5-6 week for delivery, will be allocated to inventory.		
5	Laterals	\$25,000		Not Yet Begun
		Notes:		
6	Meters	\$10,000	\$2,917.21	To date
		Notes:		
<b>Wastewater Utility</b>				
1	Security Cameras	\$6,000		25%
		Quotes have been obtained. OPS		
2	Lift Station Upgrades - Electrical and SCADA	\$50,000	\$12,000.00	25%
		RFP was sent out than canceled after new information was received. Engineering for installation has been purcured, waiting for deliverable.- OPS		
3	Pump/Line Replacement (annual)	\$30,000	\$13,974.32	Not Yet Begun
		Notes:		
4	Sewer Extension New Development (annual)	\$20,000	\$7,300.01	
		Notes: Hammond St Extension		
<b>Port</b>				
1	Terminal Rehabilitation	\$859,742	\$322,688.75	25%
		Notes: Project has started, section 10 has been removed and inspection will occur after section 13 is opened. OPS		

Goal	Measure	Date	Period	YTD
<b>Progress Measures</b>				
<b>Development</b>				
1	Deed Transfer Tax	January	\$21,443.25	\$78,963.13
		Notes: Budget \$59,000. (\$5,264,208. in sales up to January, 2020.)		
2	2019 Assessment Appeals	November	16	16
		Notes: Total losses to date in assessment \$255,600.(\$194,900 Residential/Resource, \$60,700 Commercial)		
<b>Public Safety</b>				
1	By-law Enforcement Orders	16-Mar	2	
		Notes: 1 new dangerous and unsightly complaint, 2 outstanding bylaw tickets		
2	SOT Tickets	Jan		-
		Need to schedule meeting with Council to go over level of enforcement prior to getting SOTs on the books		
<b>Resident Engagement</b>				
1	Town Website Traffic	past 30 days	1,500 Users	2,000 sessions
		Notes: Top pages: News / Payments / Staff Directory		
2	Vimeo Council Meetings Channel	past 30 days		250 plays
		Notes: Monthly time watched = 4days 0hr 34mins 08sec Most watched: Council Meeting April 20th, 2020		
3	Town Shelburne Facebook Account	past 30 days	496 interactions	105 Shares
		Notes: 27 total posts; 10 messages.		
<b>Other</b>				
1	Low Income Property Tax Exemptions	October	\$4,740.93	\$20,351.55
		Notes: Budget \$20,000. Fifty Three (53) applications received to date. Fifty One (51) approved, two (2) declined due to income higher than threshold. Program now closed due to budget reached. Staff and Council to review at budget.		
2	Community Centre Bookings	July-August	40	0
		Bookings: July = 19 and August = 21		



Municipality of  
**Shelburne**

Naturally Yours

**Inspection Department**

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

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May 6, 2020

Town of Shelburne  
ATTN: Darren Shupe  
PO Box 670  
Shelburne, NS  
BOT 1W0

Dear Mr. Shupe:

**Re: Monthly Building Report**

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

Fiscal Year	2020/2021	2019/2020
Number of Permits Issued this Month	1	4
Number of Permits Issued to Date	1	4
Construction Value	\$ 0.00	\$ 52,000.00
Total Construction to Date	\$ 0.00	\$ 52,000.00

Yours very truly,

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

/aad

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**Andrew Goreham, Manager of Inspection Services**

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)

Town of Shelburne

20200025	Borden	Rhyno	200 Clements St	Demolish house	\$0	4-8-2020
	204 Rodney St, Shelburne, B0T 1W0		Shelburne			
			Town of Shelburne			



**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 April 2020.

Total number of calls for service: 6

Calls for service within the Town: 3

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:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	
MEDICAL		
MOTOR VEHICLE ACCIDENT	2	1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		2
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

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**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**

**Bulletin to Municipalities**  
**Department of Municipal Affairs and Housing**  
**May 8, 2020**

***For the most up-to-date information about COVID-19, please visit:***

***<https://novascotia.ca/coronavirus/>***

**PROVINCIAL STATE OF EMERGENCY**

On March 22, the Province of Nova Scotia [declared a state of emergency](#) to help contain the spread of COVID-19. The state of emergency was renewed on May 3 and extended to noon Sunday, May 17, unless government terminates or extends it. For more information about the state of emergency, visit <https://novascotia.ca/coronavirus/alerts-notice/>.

**UPDATE ON PROVINCIAL AND MUNICIPAL CLOSURES**

On May 1, Premier Stephen McNeil and Dr. Robert Strang, chief medical officer of health, announced the easing of some public health restrictions around COVID-19. Existing public health directives around social distancing and social gatherings remain in place. People must keep two metres apart and not gather in groups of more than five.

For an up-to-date list of the restrictions that were lifted, visit

<https://novascotia.ca/news/release/?id=20200501006>.

**PROVINCIAL SUPPORTS**

- **Municipal Operating Loan Program** – On April 28, government announced a new operating loan program to help municipalities with financial losses due to COVID-19. The \$380 million loan program, which was developed in collaboration with the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators, will be available through the Municipal Finance Corporation. For more information, see the [news release](#).
- **Loan Payments** – On March 20, the Premier announced the government will defer payments until June 30, 2020 for all government loans, including those under the Farm Loan Board, Fisheries and Aquaculture Loan Board, Jobs Fund, Nova Scotia Business Fund, Municipal Finance Corp. and Housing Nova Scotia. Visit <https://novascotia.ca/coronavirus/fees/> for more information.
- **Community Support** – Nova Scotia Power, EfficiencyOne and the Government of Nova Scotia are giving \$3 million to community organizations that deliver prepared meals, operate soup kitchens, help those experiencing homelessness and provide other services to help vulnerable families seniors and youth. The funding is being redirected from the HomeWarming program. See [funding details](#).

## DMAH OPERATIONAL UPDATES

- **Draft Municipal Reports** – On April 30, draft “2018-19 Municipal Profile and Financial Condition Indicators” reports were emailed to municipalities for your feedback and comments.
  - **PCAP and FRIIP** – The Provincial Capital Assistance Program (PCAP) and the Flood Risk Infrastructure Investment Program (FRIIP) are accepting applications until May 25, 2020. Information regarding the application process was sent to all CAOs/Clerk Treasurers. You can find the information regarding the programs and the access to the on-line system at:
    - PCAP – <https://novascotia.ca/dma/funding/infrastructure/provincial-capital-assistance-program.asp>
    - FRIIP – <https://novascotia.ca/dma/funding/infrastructure/flood-risk-infrastructure-investment-program.asp>
- For any questions regarding the programs please contact Aileen Waller-Hebb at 902-424-7414 or [Aileen.Waller-Hebb@novascotia.ca](mailto:Aileen.Waller-Hebb@novascotia.ca)
- **Grant Payments** – On May 1, the Department released the following municipal grant payments:
    - \$15.7 million for NSPI Grant-in-Lieu to compensate municipalities fully for property taxes for NSPI-owned properties within their borders.
    - \$1.9 million for Farm Land Grants to compensate municipalities for lost income from active farms in recognition of the need to support preservation of agriculture activities.
  - **Village HST Offset Grant** – On May 1, the Village HST Offset Grant program began accepting applications through the Grant Management System (GMS). Information regarding the application requirements, a guide to access the GMS, as well as other tips on how to use the system were sent to Villages on April 28, 2020.
  - **Beautification and Streetscaping Program** -- Deadline for applications has been extended to June 1, 2020. Questions can be directed to [bspinfo@novascotia.ca](mailto:bspinfo@novascotia.ca).
  - **Community Works Program** -- Deadline for applications has been extended to June 1, 2020. Questions can be directed to [communityworks@novascotia.ca](mailto:communityworks@novascotia.ca).

## Regional Enterprise Networks (RENs)

- **CBREN and CBRM REN** are hosting *Helping Businesses Respond During COVID-19*, a webinar series on a variety of topics identified by the Cape Breton – Unama’ki business community such as accounting, innovative business practices, legal issues, social media marketing, e-commerce, business planning continuity and Nova Scotia Works resources. Visit <https://capebretonpartnership.com/covid-19-resources/#WEBINARS> for more information.

## USEFUL RESOURCES

- Provincial website: <https://novascotia.ca/coronavirus/>
- Follow the Department of Municipal Affairs and Housing on Twitter - @DMA\_NS
- Follow Nova Scotia government on Twitter and Instagram – @nsgov
- Follow Nova Scotia Emergency Management Office on Twitter - @NSEMO
- Office of the Fire Marshal: <https://beta.novascotia.ca/government/office-fire-marshal>
- To watch today's (and previous) live webcasts visit:  
<https://www.youtube.com/user/nsgov>
- Government of Canada: <https://canada.ca/coronavirus>
- Government of Canada toll-free information line 1-833-784-4397

To: Mayor Karen Mattattall and Town of Shelburne Council  
Fr: Rob Stork, Commodore, Shelburne Harbour Yacht Club

Re: CBSA de-listing of Shelburne as Port of Entry

Dear Mayor and Council Members:

On Tuesday, May 12, we received notice from Canada Border Services Agency (CBSA) that Shelburne Harbour would no longer be a designated port of entry due to the Covid-19 situation. The order was made effective at midnight.

We write to you today to express our great concern over this development for the following reasons:

- There is no way to know how long the Covid-19 situation will last.
- There is no way to know when it does pass, that CBSA will reinstate Shelburne.
- The Town of Shelburne, as well as the municipality and county, derive significant tourist-related revenue from the official Port of Entry designation.
- This development, if allowed to stand, will be yet one more serious blow to the local, municipal and county economy.

In follow up inquiries to our contacts at Yarmouth's CBSA office, we are informed that this decision comes from well up the chain of command, perhaps with Transport Canada, and is part of a nationwide restructuring. That said, it is up to those effected to let our representatives and all other stakeholders know of the economic threat and pain this portends.

We are communicating our concerns to the Municipality as well, and urge all locally effected units to join together in protesting this development.

SHYC and the Shelburne Harbour Marina Association stand ready to assist in any way that we can, including providing data regarding visitor traffic and other economic data that supports the argument to reverse this decision.

That, and other information will be forwarded under separate cover prior to tomorrow's council meeting.

Thank you in advance for taking up this important matter.

--

Rob Stork  
Commodore  
SHYC, Marina & Sailing Academy

Thank you for your email on April 30, 2020, regarding the continuation of discussions on dissolution process.

We very much appreciate the offer to continue the dialogue, but we believe that it would be more productive to have these conversations following a decision by Council to file an application for dissolution with the Utility and Review Board (the "Board" or "UARB"). However, with municipal elections just five short months away, it would seem more appropriate to leave this particular decision to the new council.

With respect to dissolution, once an application has been made to the Nova Scotia Utility and Review Board, it is up to the Board to determine whether the new municipal structure would be in the best interests of the residents of the region. Should the Board decide to dissolve the Town, the decision will likely include direction with respect to issues such as the Town's debt. As previously noted by Minister Porter on February 27, 2020, there will be no consideration of provincial funding until an application has been made to the UARB. The determination of whether to provide funding, and how much, is made on a case by case basis and these discussions occur once the matter is before the Board.

In terms of the UARB process, we would recommend that you review sections 395-402 of the *Municipal Government Act* (MGA) as these provisions lay out the basic process for dissolution. The MGA is available on-line at:

<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf> . We would further recommend that you discuss the dissolution process with your solicitor. They are in the best position to provide you with advice in terms of how to proceed and the various steps along the way.

I would encourage you to continue your conversations at the Council table and, where appropriate, engage with the Municipality of the District of Shelburne and the Town of Lockeport. At the end of the day, the future of the Town of Shelburne and Shelburne County rests with the elected officials in the region.

Should you have any additional questions, please feel free to contact me.  
Talk soon,

Marilynn Hay  
Municipal Advisor | Department of Municipal Affairs and Housing  
Cell: 902-223-5390  
Email: [Marilynn.Hay@novascotia.ca](mailto:Marilynn.Hay@novascotia.ca)



## **Town of Shelburne**

Staff Report to Council

### **Public Art Policy Updates**

#### **General Overview:**

This staff report is intended to inform Council of the review, deletion, modification or creation of Town Policies by staff; the ultimate goal being a standard set of current uniform and relevant policies for the Town of Shelburne.

#### **Background:**

At the Budget Meeting held on May 14<sup>th</sup>, 2020, Council discussed cuts to the operating budget including public art which would affect the Public Art Policy.

#### **Analysis:**

The need for relevant and community-based policies in the day to day running of the Town is important to staff and members of the public as a point of reference for procedures. The objective of this policy update is to establish a working policy that is relevant to all parties.

#### **Rationale:**

Due to the financial state of the Town at this time, the public art reserve of \$7,500 annually until 2021 has been reduced. The Town still has some funds for public art from the NS Arts and Culture Award as well as a refund into the Heart & Stroke Walkability Art Fund. These funds can be used for maintenance and installation of projects that have already been commissioned and received by the Town. These projects include the Lift Station Murals (2 in the bay), the mermaid carving and repairs to existing works such as the damaged whale carving near the Guild Hall.

By amending the wording of the policy to allow council to budget an amount yearly, rather than a specific amount of \$7,500, it can be adjusted based on the Town's financial situation in future years and calls for proposals will reflect those decisions.

#### **Financial Analysis:**

The change in policy would generate a savings of \$7,500 in the budget.

**Strategic Plan Links:**

Objective 4.2

Enhancing Organizational Effectiveness

- Internal process improvement (development and implementation of procedures/protocols/policies/standards)

**Recommendation:**

- 1) **THAT Council approve the amendments to the Public Art Policy.**

**Policy Attached for Council Review:**

Public Art Policy (with highlighted amendments)

**Respectfully Submitted,**

Julie Ferguson  
Town Clerk



# TOWN OF SHELBURNE

## Public Art Policy

### 1. Introduction

Visually beautiful towns stimulate a sense of pride and commitment. Through its Public Art Policy, the Town of Shelburne strives to create vibrant public spaces that reflect the diversity of our community, and engage its residents and visitors with quality works of public art. The intent of the Public Art Policy is to guide the development of a public art program in the Town of Shelburne, to make public art a priority in the Town's continued growth and development, and to maintain public art as a valuable asset to the community.

The Public Art Policy encourages the Town to increase public awareness of Public Art and provide opportunities for the public to engage in the public art process. Public Art is associated with place-making, community building and economic development. Public Art adds to the identity and quality of the civic landscape; enriches our experience of public spaces; pays tribute to particular sites, individuals and events; builds civic pride; fosters community and enhances the Town's cultural heritage.

### 2. Purpose

This policy articulates the planning, funding, selection, care and maintenance of Public Art.

The intent of this policy is to:

- Create vibrant public spaces for residents and visitors
- Enhance the Town's appeal and attractiveness
- Reflect the diversity of our community
- Celebrate our shared cultural heritage
- Strengthen neighbourhood and community ties
- Provide opportunities for local artists

### 3. Definitions

**Artist:** refers to the designer/creator of a piece of artwork and can include, but is not limited to, professional artists, graphic designers, collaborative teams, community groups, architects, landscape designers, or individuals.

**De-accessioning:** refers to the process of permanently removing a piece of Public Art from a site or from the Town's permanent art collection

**Professional Artist:** an artist defined as "any person, who by virtue of professional training, exhibition history and/or critical review is recognized as skilled in making works of art." (UNESCO)

**Public Art:** works that are created by artists and acquired by/donated to the Town with the specific intention of being situated in a public space. Works of public art may be permanent acquisitions and may be characterized as aesthetic, functional, interactive, or any combination thereof, and created using any material or any combination of media, including but not limited to sculptures, water features, paintings, drawings, textiles, furnishings, installations, and kinetic works.

**Public Space:** refers to the space that is available and frequently used by the public within the public domain and can include, but is not limited to Community-Use Facilities, Memorials and Cemeteries, Parks & Recreational Properties, Tenant-Occupied Properties, Streets and street right-of-ways, Town Facilities, and Undeveloped Lots.

## 4. Roles

**Town Staff** will assist in policy development, research, community development, tourism, fundraising, work planning, circulating information, and overall guidance. Staff will work to liaise with various community organizations and artists, investigate sources of funding, maintain Public Art, and provide the public with notification of installations or de-accessioning of Art.

**Town Council** will promote public art throughout the community, approve policy related to Public Art and make any warranted changes. Council will consider recommendations for proposed Public Art projects from the Community Participation & Volunteerism Committee and budget funds in support of Public Art in accordance with this policy.

**Community Participation & Volunteerism Committee (CP & V)** will assist in the jurying process for Public Art proposals, discuss ideas for Public Art and Community involvement in the Public Art process, and make recommendations to Council.

## 5. Funding Strategy

Funding to support the Public Art Policy will be provided through the establishment of a Public Art Reserve Fund. Town Council will commit \$7,500 annually to the Public Art Reserve Fund from operations and this funding model will be re-evaluated at the end of the initial four year period (2017-2021).

Funds allocated to the Public Art Reserve Fund will be used for the design, fabrication, installation, maintenance, and de-accessioning of public artworks. These artworks will be chosen through an objective jurying process by the CP & V Committee and can incorporate public input. The Public Art Reserve Fund will also be used to leverage funding from other governmental and private sources.

## 6. Submission and Selection Process

The Town of Shelburne has the options of publishing a Call for Proposals or contracting known artists for Public Art projects. Proposals may be accepted through Open Competition, Limited Competition, or Invitation. When a call for proposals is issued, or in consideration of unsolicited proposals from artists, artists will be selected based on their qualifications as demonstrated by past work, appropriateness of their proposal to the particular project, maintenance plans, and probability of successful completion. Proposals will be brought to the CP & V Committee for consideration. The CP & V Committee may choose to seek public opinion on proposed Public Art projects prior to forwarding their

recommendations to Council. Exclusions to the above may include: Student Artwork, group art projects, community art projects, or beautification.

Selection Criteria may include, but is not limited to, the following:

- Relevance
- Harmony with the Town's natural and/or built environment, and/or heritage
- Craftsmanship
- Appropriate Materials
- Artistic Merit
- Sustainability and Maintenance for display in a public place
- Use of land/location

Upon Council's approval of a Public Art proposal, the successful artist will enter into a written agreement that will address the artist's obligations including, but not limited to:

- The scope of the work
- Materials
- Timeline
- Installation
- Maintenance or Conservation Plans
- Warranty
- Copyright
- Payments to sub-contractors (if applicable)
- Ethical and legal consideration regarding ownership

This written agreement will also provide the Town's obligations such as:

- Payment
- Community Notification
- Artist Recognition

The Town of Shelburne reserves the right to decline any gift, bequest or donation of Art at its sole discretion.

## **7. Site Selection Considerations**

The Town of Shelburne will coordinate the site selection of appropriate locations for the installation of public art on municipally owned public space. Site selection will consider relevance to the Town of Shelburne's natural and built environment, cultural Heritage, and/or history. The Town of Shelburne will take into consideration heritage and historic issues when reviewing proposed artworks. The purpose of public art installations would to better the enjoyment of the Town by residents and visitors while moving forward in development.

## 8. Ongoing Care and Responsibilities

### Maintenance

All acquisitions will be accompanied by a maintenance plan that is supplied by the Artist/Donor. The management of the collection will be the responsibility of the Town of Shelburne with the professional practice of Public Works and/or specialists as required. An inventory of art will be created and maintained by the Town Clerk which states materials, construction, location, site conditions, and other information about the artwork and artist.

### Insurance

Insurance of Public Art pieces will be at the discretion of the Town of Shelburne.

### De-Accessioning

An assessment will be made and reviewed by the CP & V Committee which will in turn justify a recommendation to Council regarding the de-accessioning of a piece of art.

Public Art can be de-accessioned under any of the following conditions:

- The work of art is deteriorating and restoration is not feasible
- Town property is undergoing a change in use or construction/renovation
- The work of art is discovered to be stolen, or was offered to the Town for acquisition using fraudulent means

**September 6<sup>th</sup>, 2017**

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**Approved By Council**

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**Julie Ferguson, Town Clerk**



## Town of Shelburne

Staff Report to Council

### Low Income Tax Exemption Policy Updates

#### General Overview:

This staff report is intended to inform Council of the review, deletion, modification or creation of Town Policies by staff; the ultimate goal being a standard set of current uniform and relevant policies for the Town of Shelburne.

#### Background:

At the Budget Meeting held on April 30<sup>th</sup>, 2020, Council made the following motion:

##### Locke – Ringer

Due to the current financial constraints facing the Town, Council accepts the following changes to the Low Income Property Exemption Policy in order to meet the needs of more taxpayers while still offering assistance during a reduced budget:

Budget cap from 20,000 to 15,000

- Deadline for applications as of November 30<sup>th</sup> of each to be adhered to, in the past any late submissions were accepted if the budget had not been met
- Graduated rebates to be reduced as follows-
  - Total household income of \$22,976 or less will qualify for a rebate of \$400.
  - Total household income of \$22,977 to \$28,720 will qualify for a rebate of \$200.
  - Total household income of \$28,721 to \$34,464 will qualify for a rebate of \$100.

**CARRIED**

#### Analysis:

The need for relevant and community-based policies in the day to day running of the Town is important to staff and members of the public as a point of reference for procedures. The objective of this policy update is to establish a working policy that is relevant to all parties.

#### Rationale:

Due to budget constraints, cuts were made to the overall line item for the Low Income Tax Exemption and the rebates were also reduced. The policy is to be reviewed on a yearly basis during the budget deliberations.

**Financial Analysis:**

The change in policy would generate a savings of \$5,000 in the budget.

**Strategic Plan Links:**

Objective 4.2

Enhancing Organizational Effectiveness

- Internal process improvement (development and implementation of procedures/protocols/policies/standards)

**Recommendation:**

- 1) **THAT Council approve the amendments to the Low Income Tax Exemption Policy.**

**Policy Attached for Council Review:**

Low Income Tax Exemption Policy (with highlighted amendments)

**Respectfully Submitted,**

Julie Ferguson  
Town Clerk



# Town of Shelburne

## Low Income Property Tax Exemption Policy

May 2020

### 1. General Description:

The Council of the Town is authorized to adopt a policy providing tax exemption to residents of the Town of Shelburne in accordance with Section 69 of the Municipal Government Act. This policy is designed to document the processes followed by the Town residents to make application to receive the low-income property tax exemption if they meet the required qualifications.

### 2. Purpose:

This policy is designed to clearly outline the process and requirements to be followed to ensure provision of the low-income tax exemption to qualified residents of the Town of Shelburne.

### 3. Definitions:

- a) Applicant Ratepayer means the person(s) to whom the property taxes are assessed.
- b) Income means the net income as indicated on the previous year's Income Tax Notice of Assessment.
- c) Low-Income means an individual with an assessment on the previous year's Income Tax Notice of Assessment – Line 150 – below the level established in the policy from year to year by Council.
- d) Low-Income Property Tax Exemption means the reduction of the property taxes up to an amount that is the lesser of the current year's taxes or the qualifying exemption.
- e) Qualified Property Owner means:
  - owner of property in their name located within the Town boundaries; and
  - The property is occupied by the ratepayer as their principal residence; and
  - whose total household income (including the income of all other members of the same family residing in the same household) is at or below the level established in this policy
- f) Resident means a person residing at an address with the boundaries of the Town of Shelburne.
- g) Town Council means the Council of the Town of Shelburne.
- h) Town of Shelburne means the Municipality of the Town of Shelburne.

### **3. Low-Income Property Tax Exemption:**

The Town of Shelburne determines its tax rates each year following confirmation of the budget for the period. These tax rates are used in conjunction with the property assessment values provided by Property Valuation Services Corporation (PVSC) to determine the property taxes that are applicable to each property within the boundaries of the Town of Shelburne.

In an effort to offer some relief to residents of the Town that may be experiencing difficulty paying their property taxes, the low-income property tax exemption is being implemented.

The program will be advertised annually providing details of qualifications and the policy and application will be available on the website.

The low-income property tax exemption will provide qualified applicants with a reduction in the total property tax amount of up to the lesser of total property taxes or the qualifying property tax exemption.

#### **I. Qualifications:**

- a. In order to qualify for this year's graduated tax exemption, the total income (as confirmed by the previous year's Income Tax Notice of Assessment) of all persons residing in the household of the applicant ratepayer, must be Thirty-Four Thousand Four Hundred Sixty-Four Dollars (\$34,464.00) or less;
- b. The applicant ratepayer must occupy the residential property as his or her principal residence (nine months or more per year);
- c. The applicant ratepayer completes the application attached as Appendix "A" to this policy completely and provides the required previous year's Income Tax Notice of Assessment;
- d. Only one tax exemption will be applicable per property regardless of ownership.

#### **II. Process:**

- a. When the ratepayer receives their final tax billing (2<sup>nd</sup> one in the year), they should complete the application, sign the application, attach the required previous year's Income Tax Notice(s) of Assessment, and deliver it to the Town office prior to November 30th.

- b. The Finance Department will review the application for completeness, accuracy and eligibility and advise the applicant ratepayer of the decision;
- c. The Finance Department will apply this year's Low Income Tax Exemption as follows:
  - Total household income of \$22,976 or less will qualify for a rebate of \$400.
  - Total household income of \$22,977 to \$28,720 will qualify for a rebate of \$200.
  - Total household income of \$28,721 to \$34,464 will qualify for a rebate of \$100.
- d. The Finance Department will allocate the total amount of the annual budget for Low-Income Tax Assessments on a first come first serve basis to all qualified applicants;
- e. If the property tax account is then in a credit position, the applicant ratepayer can request a refund or allow the credit remain and be applied to the subsequent year to further reduce property tax accounts.

#### **4. Review and Update**

This policy will be reviewed yearly during budget deliberations to determine if we were able to meet the need of the qualified applicants, and if in the future the Town will be able to offer subsequent exemptions or needs to modify the policy.

Appendix "A"  
**2020/21 Low-Income Property Tax Exemption  
 Application Form**

Name of Applicant Ratepayer:	
Civic Address (Street # & Name):	
Complete Mailing Address:	
Telephone Number: (902)	Number of Residents living on the property:
Assessment Account Number: (from your tax billing)	
Property Owner(s) Income: (from 2019 Notice of Tax Assessment – Line 150)	\$
Spouse's Income: (from 2019 Notice of Tax Assessment – Line 150)	\$
Other Residents' Income: (from 2019 Notice of Tax Assessment – Line 150)	\$
Total Household Income: (Total three lines above)	\$

I hereby certify that I am the owner and permanent resident of the property for which I am requesting an exemption for the 2020/21 tax year; that the property identified above is my primary residence; that all members residing at the residence have been included in the information provided above and all information provided is true, accurate and complete.

\_\_\_\_\_  
 Applicant Ratepayer Signature

\_\_\_\_\_  
 (Please Print Name)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Date

Copies of all Revenue Canada Notices of Assessment must be attached to the application to verify the income reported above.