



AGENDA
Town Council Meeting
Budget
Friday, April 24th, 2020
5:00 p.m.

Virtual Meeting Due to COVID -19 Regulations

- 1) Call to Order
- 2) Approval of Agenda
- 3) Council Items:
 - a) CAO Introduction
 - b) Capital Budget Review – Finance Manager
 - c) Update on Marine Terminal Investigations (Pending Engineer’s Report)
 - d) King Street Centre Staff Report
 - e) Other Assumptions to be examined for Operating Budget
 - f) \$100,000 Staff Reductions – Staff Report
 - g) Arena Funding Request
- 4) Next Budget Meeting Date
- 5) Adjournment

2020-21 Potential Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source	Comments
Public Works - Equipment	Purchase Backhoe(Secondhand)	\$80,000	\$70,000	\$10,000	General Cap-23K, Sewer 24K, Water		
	SUBTOTAL	\$80,000	\$70,000	\$10,000			
Public Works - Roads	Sidewalk Improvement (Annual)	\$10,000	\$10,000		Gas Tax		Safety/Liability
	Culvert Rehabilitation (Annual)	\$10,000	\$10,000		Gas Tax		
	SUBTOTAL	\$20,000	\$20,000	\$0			
Community & Economic Development							
SUBTOTAL	\$0	\$0	\$0				
Parks, Trails & Greenspaces							
SUBTOTAL	\$0	\$0	\$0				
Facilities	P/W Building- Mason Lane Replace Roof	\$20,000	\$20,000		General Capital		
	P/W - Replace Sand Shed Roof	\$10,000	\$10,000		General Capital		
	SUBTOTAL	\$30,000	\$30,000	\$0			
Other	Cemetery - Road Extension and Drainage	\$15,000	\$15,000		Cemetery Res		
	Reinforce Cribbing - Dock Street	\$15,000	\$15,000		Gas Tax		
	SUBTOTAL	\$30,000	\$30,000	\$0			
Water	Laterals (Annual)	\$5,000	\$5,000		Water Res		
	SUBTOTAL	\$5,000	\$5,000	\$0			
Waste Water	Upgrade Electrical/SCADA system (Brewhouse Lane)	\$62,000	\$62,000		Gas Tax		
	Pump / Line Replacement (Annual)	\$30,000	\$30,000		Sewer Res		
	Sewer Extension-New Development (Annual)	\$10,000	\$10,000		Gas Tax		
	SUBTOTAL	\$102,000	\$102,000	\$0			
Port							
SUBTOTAL	\$0	\$0	\$0				
TOTAL		\$267,000	\$257,000	\$10,000			

FUNDING:

EQUIPMENT

STREET	\$	-
SEWER	\$	54,000.00
GENERAL CAPITAL	\$	53,000.00
GAS TAX	\$	107,000.00
WATER RESERVE	\$	28,000.00
WATER OPERATING		
GENERAL BORROWING	\$	-
CEMETERY	\$	15,000.00
PORT BORROWING		
	\$	257,000.00

2021-22 Potential Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source
Public Works - Roads	Road Rehabilitation	\$100,000	\$100,000		Gas Tax	
	Sidewalk Improvement (Annual)	\$10,000	\$10,000		Gas Tax	
	Culvert Rehabilitation (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$120,000	\$120,000	\$0		
Parks, Trails & Greenspaces						
SUBTOTAL	\$0	\$0	\$0			
Other						
SUBTOTAL	\$0	\$0	\$0			
Facilities						
SUBTOTAL	\$0	\$0	\$0			
Water	Laterals (Annual)	\$5,000	\$5,000		<i>Water Res</i>	
	SUBTOTAL	\$5,000	\$5,000	\$0		
Wastewater	Upgrade Electrical/SCADA (1 LIFT STATIONS)	\$30,000	\$30,000		<i>Gas Tax</i>	
	Pump / Line Replacement (Annual)	\$30,000	\$30,000		<i>Sewer Res</i>	
	Sewer Extension-New Development (Annual)	\$10,000	\$10,000		<i>Gas Tax</i>	
SUBTOTAL	\$70,000	\$70,000	\$0			
Port						
SUBTOTAL	\$0	\$0	\$0			
TOTAL		\$195,000	\$195,000	\$0		

FUNDING:

EQUIPMENT

STREET

SEWER \$ 30,000.00

GAS TAX \$ 160,000.00

WATER RESERVE \$ 5,000.00

WATER OPERATING

GENERAL BORROWING

PORT BORROWING

\$ 195,000.00

2022-23 Potential Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source
Public Works - Roads	Sidewalk Improvement (Annual)	\$10,000	\$10,000		Gas Tax	
	Culvert Rehabilitation (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$20,000	\$20,000	\$0		
Water	Laterals (Annual)	\$5,000	\$5,000		Water Res	
	SUBTOTAL	\$5,000	\$5,000	\$0		
Wastewater	Upgrade Electrical/SCADA (1 LIFT STATIONS)	\$30,000	\$30,000		Gas Tax	
	Pump / Line Replacement (Annual)	\$30,000	\$30,000		Gas Tax	
	Sewer Extension-New Development (Annual)	\$10,000	\$10,000		Gas Tax	
SUBTOTAL	\$70,000	\$70,000	\$0			
Port		\$0	\$0	\$0		
SUBTOTAL		\$0	\$0	\$0		

TOTAL	\$95,000	\$95,000	\$0
--------------	-----------------	-----------------	------------

FUNDING:		
EQUIPMENT	\$	-
STREET		
SEWER		
GAS TAX	\$	90,000.00
WATER RESERVE	\$	5,000.00
WATER OPER		
GENERAL BORROWING		
WATER BORROWING		
PORT BORROWING	\$	95,000.00

2023-24 Potential Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source
Public Works - Road	Road Rehabilitation	\$120,000	\$120,000		Gas Tax	
	Sidewalk Improvement (Annual)	\$10,000	\$10,000		Gas Tax	
	Culvert Rehabilitation (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$140,000	\$140,000	\$0		
Water	Laterals (Annual)	\$5,000	\$5,000		Water Res	
	SUBTOTAL	\$5,000	\$5,000	\$0		
Wastewater	Install SCADA system (1 LIFT STATION)	\$30,000	\$30,000		Gas Tax	
	Pump / Line Replacement (Annual)	\$30,000	\$30,000		Sewer Res	
	Sewer Extension-New Development (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$70,000	\$70,000	\$0		
Port						
	SUBTOTAL	\$0	\$0	\$0		
FIRE	New SVFD Vehicle	\$400,000	\$175,000	\$225,000	Capital Charge	SVFD 50K/MDS 175K
	TOTAL	\$615,000	\$390,000	\$225,000		

FUNDING:

EQUIPMENT	\$	-				
STREET						
SEWER	\$	30,000.00				
GAS TAX	\$	180,000.00				
WATER RESERVE	\$	5,000.00				
WATER OPERATING						
PORT BORROWING						
GENERAL BORROWING						
ONE TIME CAPITAL CHARGE	\$	175,000.00				
	\$	390,000.00				

2024-25 Potential Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External	Town Source	External Funding Source
Public Works - Roads	Sidewalk Improvement (Annual)	\$10,000	\$10,000		Gas Tax	
	Culvert Rehabilitation (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$20,000	\$20,000	\$0		
Water	Laterals (Annual)	\$5,000	\$5,000		Water Res	
	Annapolis Road Water Tower Painting	\$600,000	\$600,000		Res 300K/Bor	
	SUBTOTAL	\$605,000	\$605,000	\$0		
Wastewater	Install SCADA system (1 LIFT STATION)	\$30,000	\$30,000		Gas Tax	
	Pump / Line Replacement (Annual)	\$30,000	\$30,000		Gas Tax	
	Sewer Extension-New Development (Annual)	\$10,000	\$10,000		Gas Tax	
	SUBTOTAL	\$70,000	\$70,000	\$0		
Port						
	SUBTOTAL	\$0	\$0	\$0		

TOTAL	\$695,000	\$695,000	\$0
--------------	------------------	------------------	------------

FUNDING:		
EQUIPMENT	\$	-
STREET		
SEWER	\$	-
GAS TAX	\$	90,000.00
WATER RESERVE	\$	305,000.00
WATER OPERATING		
PORT BORROWING		
GENERAL BORROWING		
WATER BORROWING	\$	300,000.00
	\$	695,000.00

April 23, 2020

Town of Shelburne

P.O. Box 670,
168 Water St.,
Shelburne N.S.,
B0T 1W0

ATT: Darren Shupe, Chief Administrative Officer

RE: Shelburne Marine Terminal – South Face Wall Failure

Dear Mr. Shupe,

During a recent storm, a section of wall on the south berthing face of the east ell reportedly failed. This section of wharf was originally constructed circa 1964 as a 30.5 metre (100 foot) long addition to the east ell. This new addition consisted of steel pipe piled bents spaced at 3.05 metre (10 feet), with a total of four 12 ¾" diameter steel pipe piles per bent. The pile cap on each bent consisted of a 3'-0" deep by 2'-6" wide reinforced concrete beam. An 8" reinforced concrete slab was placed on top of the concrete beams. At that time, steel sheet piling was added to the south face of the wall to provide a wave break for the inside berthing areas of the wharf facility.

Around 1976 there was a failure of the steel sheet piling at some areas on the south face of the wharf. A large section of the steel sheet piling was removed and replaced with a Berlin Wall system consisting of vertical 14" deep HP piles spaced at 10'-0" centers with creosoted 12" x 12" timbers placed between the flanges of the piles to form a wall.

The steel sheet piling at the east end of the east ell, with an approximate length of 29.23 metres, remained and a concrete copewall was added circa 1987. The section in Figure 1 below was taken from the 1987 drawings and shows the concrete copewall supported on the steel sheet piling and anchored back to the edge of the concrete wharf deck.

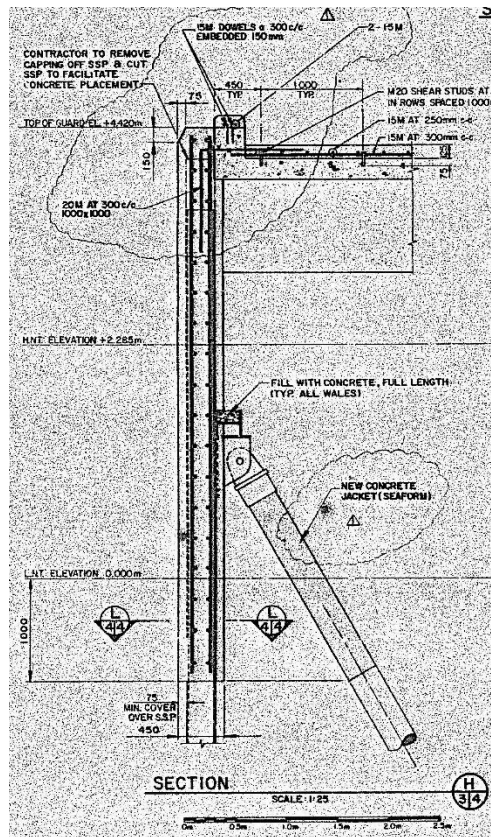
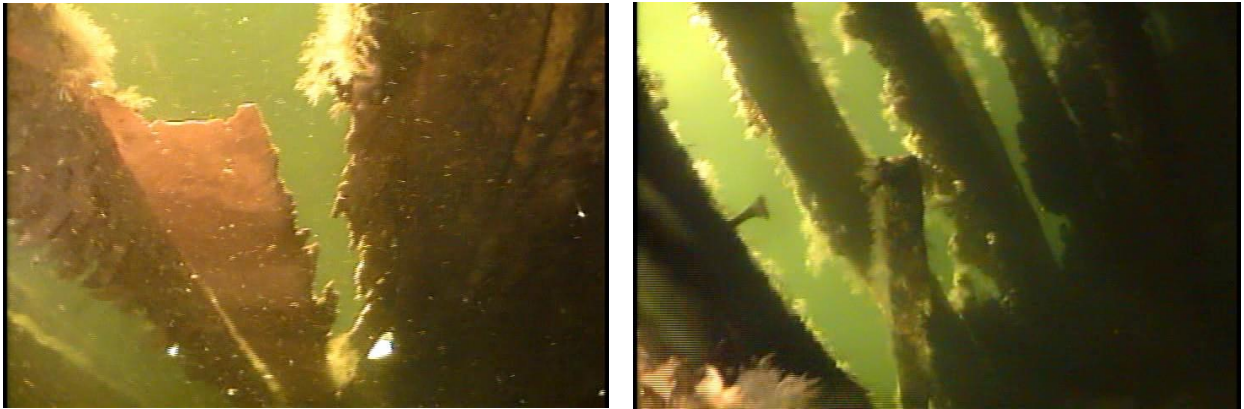


Figure 1 – Section Through Copewall Supported by SSP Wall

The condition of the steel sheet piling in this area was reviewed below water during the 2012 condition assessment and the below excerpt from the condition assessment report describes the condition of the steel piling at that time.

On the south face of the East Ell, the steel sheet piling is in extremely bad condition and is 50% or more completely corroded away in many areas, as shown in Photographs E9 and E10. Above water the concrete copewall appears to be in good condition. The concrete copewall, or concrete guard as it is referred to on the construction drawings, is supported by the steel sheet piling and is horizontally tied back to the concrete wharf deck with hooked reinforcing bars (20M at 300 mm centers). Based on the extremely deteriorated condition of the steel piling, the load carrying capacity of this wall is greatly reduced and is likely non-existent in some areas. This means that the weight of the concrete wall would be largely supported by the edge of the concrete deck slab through the hooked reinforcing bars. An engineering analysis should be carried out on this concrete support system to determine if additional support is required to carry the vertical load of the concrete copewall in the absence of the steel sheet piling. Load bearing piles may need to be added to support the wall before the existing deck slab is damaged and the wall fails.

Below are underwater photographs of the steel sheet piling taken during the 2012 condition assessment showing the severe deterioration.



The photograph below shows the face of the concrete copewall supported by the steel sheet piling, also taken in 2012.



Due to the severely deteriorated condition of the supporting steel sheet piling, the recent storm provided sufficient wave action to cause failure of the piling and collapse of the concrete copewall. The connection of the copewall to the edge of the concrete wharf deck failed, and as can be seen in the photograph below, there was some spalling damage to the edge of the concrete deck.



The tire fenders are now hanging from the concrete deck and have no lateral support, and therefore, vessels can not berth along this face due to lack of fendering. Also, it is not known if any debris from the wall collapse now restricts the available berthing depth or draft and a diver should be employed to survey the area. With the wall missing, wave action on the previously protected inside berthing face will increase and should be monitored.

With regards to repairs, it would be more economical to replace the sheet piling and concrete copewall system with a Berlin Wall wave break as was done on other areas of the south face following failure of the sheet piling. A very rough cost estimate to complete this work would be in the order of \$300,000, including removal of the existing debris from the seabed.

Sincerely,
Malcolm Pinto Engineering Limited, per

Howard Allen, M.Sc., P.Eng.



Town of Shelburne Staff Report

General Overview:

This report is to advise council of the cost of bringing the King Street Centre up to code, to address deficiencies discovered in connection to the Dec 7th 2019 sprinkler head malfunction. Our Insurance Company has expressed an interest in our progress with these items.

Background:

On Dec 7th 2019 the King Street Centre (located at 35 King St.) had one of its sprinkler heads malfunction causing significant water damage throughout the building. Before restoration an environmental assessment was done and asbestos was found in the drywall filler and also in the floor tiles in two of the storage rooms. Other deficiencies included, sprinkler heads that had not been changed since the 1960's and there was no fire panel (to alert us when the sprinkler head blow) or fire detection devices in the building.

Since then, we have changed out half of the 120 sprinkler heads and added another 4 to meet current fire code requirements; however the remaining heads are not in the attic where they're required to be. They are in a void between the ceiling and the old flat roof and we cannot remove them, as we would need to cut the holes bigger in the ceiling, which could lead to an asbestos mitigation issue.

Due to the buildings square footage we are required to have a sprinkler system, if we wish to continue to operate this building it needs to be brought back up to current provincial fire code requirements. To date some of this work has been done, however to complete the work we need to have an environmental assessment preformed on the ceiling tiles to identify if asbestos is present, extend the sprinkler system into the attic and install a fire panel with fire detection devices which is also connected to the sprinkler system. One of the issues that night was the sprinkler head discharged for hours before someone finally called in that the water gong was going off, if the building had been monitored the damage may not have been so extensive.

We did look at removing the sprinkler system, but doing this would require building a fire wall the middle of the building that extended through the roof, this solution would still require a fire monitoring system and in the end was not cost affective.

During the flood flooring tiles were lifted in the storage room, which were identified as asbestos. This also needs to be addressed and I provided quotes for your review.

Analysis:

The King Street Centre has been a great support to young families in the area for many years, by offering a building for local family help centers and daycares a place to operate out from. When these agreements and leases were put in to place these businesses paid the town enough to cover to the basic operation of the building, this was beneficial to both party's as the building was being used and not sitting empty. However, these agreements did not address repair and capital expenses that the town has had to cover over the years and over the years to come. To cover these costs and the expected future costs of an ageing building with asbestos. The King Street Centre needs to produce more revenue and be able to sustain itself. In other words there needs to be a strong **business case** for continuing to move forward with supporting this building.

Financial Analysis:

Costs paid to date:

- Terry Sprinkler – After hours / weekend call Dec 8 th	\$2,093.87
- Terry Sprinkler – Annual sprinkler test Nov 11 th	\$373.75
- Mould abatement post flooding Dec 30 th	\$18,786.40
- Sprinkler head replacement Mar 26 th	\$8,625.00 (to date)
- New flooring (\$10,513.30 - \$5,000 contribution)	\$5,513.30
- Extra tile work	\$81.94
- Insurance Adjuster	\$2,294.25
- Engineer Investigation (part Failed)	\$1,150.00
- Total	\$38,918.51

Costs to complete upgrade:

- Asbestos Identification (ceiling)	\$450 + (50 / sample)
- Fire Alarm Panel & Devices	\$3,042.60
- Asbestos mitigation for both storage rooms	\$5,469.70 (with flooring installed)
- Sprinkler system in the attic (\$35,000 plus HST)	\$40,250
- Total	\$49,256.30
- Grand Total	\$88,174.81

*Monthly monitoring costs_\$28.00 / Month plus dialer charges.

Strategic Plan Link(s):

Community Growth – Contributing to our neighborhoods

Business Case:

We currently subsidize the King Street Centre for residents to have affordable daycare in the hopes that it will attract more family's to live here, or at the least give them a reason to stay in Shelburne. However over 50% of the families that use the facilities are not part of our tax base and that causes issues with our own residents getting access to some of these programs. To help support the additional building upgrades by the tenants they have reached out to the Municipality of the District of Shelburne. As per MDS policy, the tenants would need to provide a ten-year lease agreement to indicate that any facility investment would serve a public use for an extended period.

Asset Management:

The building fire protection system need to be upgraded to comply with the Provincial Fire Code and the flooring tile from two remaining storage rooms identified with asbestos floor tile be properly mitigated and replaced due to insurance and liability issues. Additional work will be required to make the property compliant with the Provincial Accessibility legislation.

Recommendation:

Although the King Street Centre is a great community resource and fits into the town's strategic plan, there is little to no business case to support it. Due to the age, ongoing issues and lack of revenue I suggest, stopping work, closing and divesting of the King Street Centre building to militate against any further lose to the town.

THAT Council direct staff to schedule a meeting with King Street Centre clients to discuss divestment of the building.

Attached for Council Review:

Respectfully Submitted,
Grant Balsdon
Operations Manager

STAFF ASSIGNMENT SUBMITTED BY JANE CROWELL, FINANCE MANAGER

TO INVESTIGATE STAFF SAVINGS OF \$100,000. BY WAY OF ELIMINATING POSITIONS FOR THE TOWN OF SHELBURNE

The investigation was done by the CAO and Manager of Finance as the two positions alluded by Council to be eliminated was the Operations Manager and the Human Resources/Administration Manager and it would be unethical and disrespectful to the individuals in those positions to be involved in the investigation. In completing this investigation, I did not look at the individuals in these positions but looked at the responsibilities of these positions and what effect it would have on the ongoing efficiency and ability to effectively run the Town of Shelburne operations when the workload of these positions do not disappear when the job is eliminated. The workload of the two positions will have to be transferred to other employees.

FINDINGS-

MANAGER OF OPERATIONS (SALARY \$60,946) ADD BENEFITS TO THIS AND ALLOW FOR 3 MOS SEVERANCE

As per the attached sheet showing the responsibilities of this position, if this position is eliminated the responsibilities would be taken over by the CAO, Public Works Supervisor and the Manager of Human Resources/Administration with the majority being transferred to the CAO and Public Works Supervisor.

Ramifications-

-Asset Management responsibilities would no longer exist.

-Service delivery by Public Works will be reduced due to the increased workload on the Public Works Supervisor whose time would be taken up with administrative duties.

-CAO would absorb the majority of the administrative duties of the Operations Manager, which history has shown creates problems when the CAO is in charge of Public Works, Water, Sewer and Facilities management. Examples of this is the loss of Insurance for the Port due to CAO not having the time to deal with this in a timely manner and the Insurance Claim for the Community Centre due to storm damage almost lost due to CAO not dealing with the claim in a timely manner.

-Facilities Management will be diminished and in turn could lead to claims being filed against the Town due to slip and falls, building maintenance and inspections could lead to more events like the sprinkler leak at the King Street Ctr.

-Staff morale, stress and possible sick leave will increase with this position loss as added responsibilities added to already heavy workloads on existing staff will create this.

MANAGER OF HUMAN RESOURCES AND ADMINISTRATION (Salary \$55,264) ADD BENEFITS TO THIS AND ALLOW FOR 6 MONTHS SEVERANCE)

As per the attached sheet showing the responsibilities of this position, if this position is eliminated the Finance Department would absorb the majority of the administrative duties of the position and the remaining going to the CAO who with the responsibilities from the position of Operations Manager would also be unable to absorb these added responsibilities. With this being said, the Finance Department is not capable of taking on anymore responsibilities as this department is already at its capacity. If you need verification of this, please ask the Town Auditors what the consequences would be if this position is eliminated.

I feel the need to clarify the misconception that there are too many positions within the Administrative Department of the Town. I have worked for the Town for 28 years and I can assure you that I definitely know the Administration of the Town and how it has changed over the last 28 years. I do not mean to be disrespectful but I do not see where the public, previous employees, previous members of Council or the current Council can make such statements as none of you have any idea what each position entails nor the responsibilities that each position is responsible for.

When I started with the Town in November 1992, there were 3 ½ positions in the downstairs Town Office Administration department. There was the Clerk Treasurer, Deputy Clerk, Accounting Clerk and ½ time Accounts Payable Clerk. During the early years with the Town there were certain times of the year when there was a lull and staff were able to get caught up on all the items that were put aside for times when the office was not so busy. Over time those lulls disappeared and the decision was made to bring Accounts Payable from half time to fulltime in order to operate efficiently and to complete the work that was needed to be done. Then after awhile it was necessary to add another halftime position downstairs in order to accomplish all the work necessary, and so and so on until the staffing in the Town Office is where we are today. The Town office staffing is still not where it needs to be in order to fulfill all the requirements. The increase in regulations, reporting requirements, threat of Liability issues and labour/rights issues have all attributed to the increase workload of Administration. See some of those added responsibilities listed below-

-Reporting requirements are numerous in order to receive funding from Provincial and Federal governments or fines issued if strict timelines are not met. Some of those reports are –

Financial Information Return (FIR) Provincial

Statement of Estimates (SOE) Provincial

Capital Investment Plan (CAP) Provincial and Federal for Gas Tax Funding

Annual Expenditure Return (AER) Federal Gas Tax Audit

Pension Form 3 biannual provincial pension report

Annual Information Return (Provincial Pension report)

Quarterly GST Returns

Quarterly and Yearly Workers Compensation for Contractors Returns

Commercial Carrier Requirements

Quarterly Council Expense reports
Quarterly Hospitality Expense reports
Staff Reports
Performance Appraisals
Claims for funding received from Provincial and Federal governments
Asset Management (Provincial and Federal)
Occupational Health and Safety
Records Management

These are not all the requirements, just a few of the requirements and responsibilities of the Administration of the Town.

-Insurance Issues – years ago you paid your yearly insurance invoice and never thought twice about it. Now everybody is out to blame someone for everything if there is a chance of getting money for it. This has increased the amount of time spent going over Insurance documents to assure the Town has adequate coverage. The need for inspections and documentation for parks, playgrounds, sidewalks, buildings, roads, public art installations, etc. are needed to show due diligence in order for Insurance companies to fight claims.

-Human Resources – years ago you could reprimand, suspend or fire someone and nothing came of it. Years ago, you could tell your employees what to do, when to do it, how to do it and why. Now you have to make sure it is meeting all safety and labour regulations and not offending with your words, actions or demeanor. It is necessary to have employees' files documented proving no wrongdoing in order to not be liable for legal fees, damages and fines. There is so much information to keep track of and remit for pension, medical, sick time, vacation time, personal time and time in lieu.

-Social Media – Websites, Facebook, etc. must be updated constantly to give up to minute accurate information the public.

The above items are just a small portion of what has been added to the Administrative department over the years I have been with the Town. Council and Public also have to realize that the Administration is not only responsible for the administration of the Town but also for the Water Utility, Marine Terminal, Community and Guild Hall rentals, and the numerous building the Town is now landlords of.

I hope this has clarified the importance of the Administration of the Town and that Council can now stand up to the general public and defend the staffing issues within the Administration of the Town.

With all the above information regarding the staffing of the Town Office there are now other situations to consider when removing the position of Human Resources and Administration-

-With the Covid 19 pandemic we are now facing, there are programs coming into place from the Province that the Town Office would be responsible for administrating. These new programs will require staff time and resources which are already stretched.

-Julie Ferguson who now holds the position of Town Clerk has put her house up for sale and is looking to move back to Ontario in the near future. If we were to eliminate the Human Resources/Administration position and then the Town Clerk position becomes vacant, the administration of the Town would be severely compromised. If the Town Clerk position becomes vacant as per the attached sheet showing responsibilities of the position, the majority of the high-level duties would then be transferred to the Human Resources/Administration position.

-The Town Clerk and Human Resources/Administration positions are now held by individuals that have training in specific areas of their job that no other employee has. This fact alone will cause some effect if either position is no longer present.

After looking at the positions within the Administration of the Town and the responsibilities of each position and what position could be easily absorbed by the remaining staff with the least amount of consequence, the conclusion is the position of Customer Service Representative/Administrative Assistant would have the least effect on the Administration, although with any position loss there will be some consequences.

Customer Service Representative/Administration Assistant (SALARY \$34,107)

As per the attached sheet showing the responsibilities of this position, if this position is eliminated the responsibilities would be taken over by the Human Resources/Administration, Finance, and Clerk with the majority being transferred to the Human Resources/Administration position.

-The duties of CSR/Admin Asst are duties which all other staff are trained and able to do with little training. Any reporting requirements this position is responsible are checked and reviewed by the HR/Admin position, therefore no training is needed in order to carry on these duties.

-Processing of customer payments will be shared by HR/Admin, Clerk and Finance as all are cross trained and able to process payments.

-The majority of the position is assisting other departments as needed as the position has the most down time of any position in the office.

-The major service level ramification that may occur would be the office hours open to the public for payments would be reduced, but only time will tell if that is required.

In closing, Councils directive was to investigate staff savings of \$100,000. In order for the Administration of the Town to continue without major consequences to reporting, efficiency, undue stress levels of remaining staff and the continued viability of the administration of the Town as a whole the only position that could possibly be eliminated at this time is the position of CSR/Admin. This decision was not rendered easily or quickly but with the best interest of the Town. With the elimination of Manager of Operations and the Customer Service Representative/Administration positions, the \$100,000 would be achieved. I beg Council to do the job that they were elected for and make the best decision for the Town which is not necessarily the most popular.

Respectfully submitted,

Jane Crowell, Finance Manager

STAFF REPORT



To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Trudy Payne, Chief Administrative Officer
Date: December 9, 2019
Subject: Shelburne County Arena Compressors Funding

Origin

In 2018 the Municipality contributed \$45,000 to the Shelburne County Arena for capital upgrades that included a new Zamboni and two new compressors, known as Phase 4 Capital Upgrades. A new Zamboni was purchased in the fall of 2018 however, the purchase of the compressors has been put on hold due to a lack of federal funding available, specifically, the Investing in Canada infrastructure program.

Recommendation

This report is for information purposes only; to inform Council of the status of the Shelburne County Arena Phase 4 Capital Upgrades, specifically the new compressors.

Background

The Shelburne County Arena Association was able to secure funds from several sources including the Municipality, Town of Shelburne and Dept. of Communities, Culture & Heritage. They also contributed funds from their own fundraising efforts. This funding would cover about 80% of the total project costs. The Zamboni was purchased in the fall of 2018 and the plan was for the remaining funds, plus a federal grant would go towards purchasing the compressors for a fall 2019 installation. It was anticipated that the secured funds could be used to leverage funding from the Investing in Canada infrastructure program, as it was announced a few years ago that recreation infrastructure would be eligible. However, the program has not yet opened. An updated compressor quote was obtained this October, and it indicated an increase of \$12,500, which leaves about 25% of the project not funded.

Phase 4 Capital Upgrades Budget	Original Budget	Revised Budget	Zamboni (purchased)	Compressors revised budget
Zamboni	\$95,945	\$95,945	\$95,945	
Compressors	\$133,000	\$145,500		\$145,500
Electrical for compressors	\$8,200	\$8,200		\$8,200
Contingency	\$9,100	\$9,100		\$9,100
Total	\$246,245	\$258,745	\$95,945	\$162,800
Funding Sources/Contributions				
Municipality of Shelburne	\$45,000	\$45,000	\$19,950	\$25,050
Town of Shelburne	\$45,000	\$45,000	\$19,950	\$25,050
Community Fundraising	\$41,425	\$41,425	\$41,425	
Dept of CCH-RFD Grant	\$64,900	\$64,900	14,800	\$50,100
Federal Infrastructure Program*	\$50,100	\$62,600		\$62,600
Total	\$246,245	\$258,745	\$95,945	\$162,800

*Other funding source not secured

Discussion

When the project was first planned in 2018 there was hope that the Investing in Canada infrastructure program was soon going to open for applications. That has not happened and unfortunately it looks like it's not going to happen for another few years.

Shelburne County Arena Association President, Emily Tipton contacted the Canada-NS Infrastructure Secretariat in early November about the status of the program (and to share the Arena's situation) and was informed that funding for recreation infrastructure would not be available for another two years. This is concerning as the compressors have already required repairs this season which cost just under \$5,000 (before tax), not including the loss of revenue of being shutdown for several days (estimated at about \$1000). Of course, with the compressors in need of replacement, there is always a chance this could happen again.

Emily also inquired with several other sources including Bernadette Jordan's office, the Liberal Caucus office and ACOA. She was informed by each that there are currently no funds available for the project.

The Arena Association has discussed launching a fundraising campaign targeting larger donations (\$1,000 or more) with a goal to raise \$10,000 or more. However, that amount is still only a small portion of the funds needed. The community contributed heavily to the Zamboni fundraiser, however, the Association feels it would not be realistic to think that could happen again; nor would it be fair to ask for that type of contribution from the community once more.

As noted above and in the table, the Arena Phase 4 Capital Upgrades project now has a shortfall of \$62,000, the amount remaining to purchase and install two new compressors. Based on the Ageing Building Audit completed in 2006, the compressors were estimated to be replaced by 2011, which means they are operating far beyond their estimated life cycle and increases the frequency of repairs and maintenance costs.

Budget Implications

None at this time.

Attachments

- Invoice for compressor repairs Nov 2019
- 2019 compressors quote
- 2018 compressors quote