



AGENDA
Town Council Meeting
Monday, March 16th, 2020
7:00 p.m.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on March 2nd, 2020.
Approval of Minutes from the Special Town Council Meeting held on March 4th, 2020.
- 4) Delegations: none
- 5) Correspondence:
Action Required:
 - a) Minister Chuck Porter – Letter – Consolidation Funding
 - b) Barrington – Letter – Support Request for 2021 World Championship Axe Throwing
 - c) Josh Brown – Letter – Questions for Council
For Information:
 - d) Commissionaires – Letter – Annual Magazine
 - e) Jay Pilzer – Letter – Consolidation
 - f) Joint Municipal Fire Services Committee Bulletin
 - g) George Harding – Letter – Roseway Manor Letter to Minister Porter
- 6) Council Items:
 - a) Councillor Locke – Customs Agent
- 7) Staff Reports:
 - a) Monthly Report
 - b) Year To Date Financials
 - c) Monthly Building Report
 - d) Monthly Fire Department Report
 - e) Dangerous and Unsightly Report
 - f) Monthly Tickets Report
 - g) Waste Diversion Officer Update
 - h) Staff Report – Mayor and Council Wages Comparison
- 8) New Business:

9) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, March 2nd, 2020
Council Chambers, 168 Water Street, Shelburne, NS

Council Members Present

Mayor Karen Mattatall
Deputy Mayor Nolan Young
Councillor Harold Locke

Staff Present

Darren Shupe, CAO
Julie Ferguson, Clerk

Regrets

Councillor Rick Davis
Councillor Sheldon Ringer

Call to Order

Mayor Mattatall called the meeting to order at 7:00 p.m.

Approval of the Agenda

Locke - Young

THAT the Agenda for the Regular Town Council Meeting of March 2nd, 2020 be approved with the addition of item 8(a) Staff Report – Encroachment – 89 King Street.

CARRIED

Approval of the Minutes

Young - Locke

THAT the Minutes of the Regular Town Council Meeting held on February 18th, 2020 be approved.

CARRIED

Locke – Young

THAT the Minutes of the Special Town Council Meeting held on February 19th, 2020 be approved.

CARRIED

Proclamations

a) Epilepsy Awareness Month – March “Purple Day”

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I do hereby proclaim March 26th, 2020 “Purple Day” in an effort to raise awareness of epilepsy in Canada.

- b) International Women’s Day – March 8th**
- c) World Plumbing Day – March 11th**
- d) International Day for Elimination of Racial Discrimination – March 21st**

Delegations

None

Correspondence

Action Required:

- a) Joshua Brown – Letter – Request for Information**

Council asked the CAO to reply to Mr. Brown stating that he would get back to him with answers to his questions once the budget process is finished due to time constraints.

- b) George Harding – Letter – Roseway Manor
Young – Locke**

IT IS MOVED by the Municipal Council of the Town of Shelburne that:

It approves the transfer by Roseway Manor Incorporated (the “Corporation”) of all of the Corporation’s assets to an independent and newly incorporated not-for-profit organization, not to be owned or controlled by the Town or the Corporation, at such date and time as to be determined (the “Transfer”);

Upon completion of the Transfer, it approves the wind-up of Roseway Manor Incorporated;

The Chief Administrative Officer of the Town, or such other person as may be designed by the Town, is hereby authorized and directed to do, execute, and deliver such things or documents as may be necessary in order to carry out such Transfer and subsequent wind up of Roseway Manor Incorporated.

CARRIED

For Information:

- c) Minister Mombourquette – Letter – Hydraulic Fracking**

Council Items

None

Staff Reports

- a) Staff Report – Encroachment – 89 King Street**

Discussion was held regarding a request submitted by John Dexter regarding an expansion into an unopened portion of Rodney Street.

Locke – Young

THAT Council approve the encroachment request for Dexter’s Service Centre at 89 King Street.

CARRIED

Committee Reports

a) CP & V

The CP & V Committee did not meet in February.

b) Shelburne Port Authority

The CAO gave an update on the status of the current project at the Marine Terminal. He projected another month or two until the project is completed. The Port committee discussed new ways to promote and market the Marine Terminal. So far, the project uncovered 2 deficiencies costing \$36,000.

c) Asset Management Committee

The Shelburne Volunteer Fire Department came to the Asset Management Meeting as a delegation to discuss a 20 year plan for fire assets.

New Business

a) Councillor Locke – Notice of Motion – Local Customs Agent Request

b) Councillor Young – PACE Program

Councillor Young would like to discuss the PACE Program during budget deliberations.

c) Mayor Mattatall – Announcement

Mayor Mattatall shared that Shelburne Ship Repair will be receiving \$12.1 Million as announced by Bernadette Jordan this afternoon.

d) Mayor Mattatall – Osprey Re-Opening

Mayor Mattatall attended the Osprey Arts Centre Re-Opening and was happy to see that it was well-attended. She also noted that they have a new schedule of events with a variety of offerings.

Upcoming Meetings

Wednesday March 4th	Budget Meeting	5pm	Community Centre Rm. A
Thursday March 12th	CP & V	5pm	Council Chambers
Monday March 16th	Town Council	7pm	Council Chambers
Thursday March 19th	Port	7pm	Council Chambers

Adjournment.

Locke

THAT the Regular Town Council Meeting of Monday March 2nd, 2020 be adjourned at 7:20 p.m.

CARRIED

Mayor

Clerk



Town of Shelburne
Minutes of the Special Town Council Meeting
Wednesday, March 4th, 2020
Community Centre, Meeting Room A, Shelburne, NS
5:00 pm

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
Jane Crowell, Manager of Finance
Jennifer Perry, Finance Officer
Sarah Mattatall, Manager of HR
Grant Balsdon, Operations Manager

Call to Order

Mayor Mattatall called the meeting to order at 5:01 p.m.

Approval of the Agenda

Ringer - Young

THAT the Agenda for the Special Town Council Meeting of March 4th, 2020 be approved with the addition of item 3(a) Minister Chuck Porter – Letter – Consolidation Funding.

CARRIED

Council Items

a) Minister Chuck Porter – Letter – Consolidation Funding

Mayor Mattatall read aloud a letter received from Minister Chuck Porter regarding funding for consolidation.

Young – Locke

THAT staff send an invitation to the Municipality of the District of Shelburne and the Town of Lockeport in regards to having a meeting to discuss their consolidation concerns, noting the letter from Minister Porter, and mentioning that there is no cost in having a meeting.

CARRIED

Role – Call Vote:

Councillor Davis voted No
Councillor Locke voted Yes
Councillor Ringer voted Yes
Councillor Young voted Yes
Mayor Mattatall voted Yes

b) CAO Introduction

The CAO Introduced the Budget Discussions as follows:

The last budget meeting was centered on our capital budget, today's focus is on our general operating budget. The Town's general operating budget is used to fund the year to year costs that provide the majority of services for town residents as well as annual maintenance costs for equipment and facilities.

We are in a similar position as last year in the sense that we need to make significant cuts to the overall operating costs to present a balanced budget. Last year's budget featured approximately 400k in cuts, this year's budget will require an additional 200k.

The operating budget can be described as containing both mandatory and discretionary service sectors. Mandatory services are those which the town is required to provide by the Province, and include such areas as protective services, wastewater treatment, and roads. We also have discretionary services, which include such sectors as parks, recreation, events, economic and community development.

With our current challenged financial position, in order to continue to be able to provide the mandatory core services, the discretionary services are often the first areas to be scaled back. This was true last year as economic development, tourism, and special projects were all reduced. The assumptions being presented in this year's operating budget continue this trend.

The primary goal of this budget has been to focus on the retention of mandatory operational services. The reduction of discretionary services, which will shortly include a review of town-owned facilities and properties as well as shared services efficiencies, will be noticeable, but short of an Eastern Shelburne County unification, it is the sole means in which an independent town can remain by any measure viable.

Next, I wanted to present an overview of some of the assumptions that went into balancing this draft budget. For the benefit of the public, these are primarily staff assumptions at this point, Council has the ability to modify any or all of the points presented tonight. Any such amendments will be captured in a revised budget to be presented at a future meeting.

c) Finance Manager Review of Draft Operating Budget

Finance Manager, Jane Crowell, introduced the budget and went over the overall proposed operating budget. She presented a staff report regarding changes to the Low Income Tax Exemption Policy and budget proposed. Council also reviewed the proposed cuts to the Grants to Organizations Line item.

Young – Locke

That Council be provided with information regarding what a 5-year wage freeze on Town Staff and Town Council would look like, including Travel and Expenses.

CARRIED

Ringer – Davis

THAT staff create a report regarding Council stipends and expenses as compared to other units of similar size.

CARRIED

The Finance Manager requested direction from Council in order to make adjustments to the proposed budget to move the process forward.

Young – Locke

THAT staff create a report to investigate the PACE program in order to look at options for residents to purchase unopened streets / surplus Town properties.

CARRIED

Young – Davis

THAT staff create a report to investigate the PPSA (Provincial Policing Service Agreement) regarding the differences between an MPSA (Municipal Policing Service Agreement) and the recently re-negotiated contract.

CARRIED

d) In-Camera Session:

a. MGA Section 22:

- i. Acquisition, sale, lease and security of municipal property**
- ii. Personnel matters**

Davis – Ringer

THAT Council go in-camera at 6:41 p.m.

CARRIED

Council came out of in-camera at 7:17 p.m.

Business Arising from In-Camera Session

Davis – Locke

THAT staff investigate how an additional reduction in staffing, facilitating up to \$100,000 in savings in the Operating Budget, would affect Town services over a period of 2 years.

CARRIED

Role-Call Vote:

Mayor Mattatall voted No

Councillor Ringer voted Yes

Councillor Locke voted Yes

Councillor Davis voted Yes

Councillor Young voted Yes

e) Council Budget Discussion

Councillor Young stated that he was not happy with the presented operating budget and that he will not be supporting the cuts.

Mayor Mattatall agreed with Councillor Young's statement regarding cutting services.

Next Meeting

The next Special Meeting of Council to discuss the budget is scheduled for Monday, March 23rd, 2020.

Adjournment

Locke

THAT the Regular Town Council Meeting of Monday be adjourned at 7:22 p.m.

CARRIED

Mayor

Clerk



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

FEB 27 2020

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

Dear Mayor Mattatall:

Thank you for your letter dated February 4, 2020, regarding potential consolidation and the Town's current financial position.

Similar to the message from Department staff at previous meetings with the Town of Shelburne and other municipal units, there will be no commitment of funding until a decision is made by the respective Councils. The determination of whether to provide funding and how much is made on a case-by-case basis and considers the priorities of the councils involved. These discussions occur once interested parties have met and agreed upon a process.

I would encourage you to continue conversation with the Municipality of the District of Shelburne and the Town of Lockeport and advise the Department once a decision has been made by Council about how the Town will proceed.

Should you have any additional questions pertaining to the dissolution or consolidation process, please feel free to contact your Municipal Advisor, Marilyn Hay, at 902-223-5390.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chuck Porter'.

Chuck Porter
Minister

FACT SHEET - EVENT

This event is known as the World Championships of Double-bitted Axe Throwing, but also referred to as the World Cup of Axe Throwing & World Axe Throwing Championships. Official name is also subject to change slightly depending on the primary language of the hosting country. For current intents and purposes of this document this event shall be referred to as the World Championships of Double-bitted Axe Throwing.

This event occurs every two years.

The next World Championship is set to occur in Canada in the summer of 2021 and will be a three (3) day tournament.

The hosting City or Town is to be determined.

The GLOBAL AXE-THROWING COMMISSION (GAC), an international non-profit organization responsible for providing rules and sanctioning of national and world championship level double-bit axe throwing tournaments, is concurrently in the process of officially registering the rights to the event name.

In total, the 2021 World Championships are projected to gather 150-200 competitors representing 5-10 countries, in addition to 7-10 provinces across Canada, and 30+ Axe throwing clubs.

The 2021 World Championships will use existing registered websites for the Nova Lumberjacks Society, Global Axe-throwing Commission, host community and sponsors to promote the event.

Web streaming, TV and Press coverage (local and national) of the 2021 World Championships is expected to be extensive. Coverage data from previous similar NLS events suggest overall global viewership traffic/exposure will be in the hundreds of thousands.

The event is expected to draw a high amount of media attention. Representatives from provincial and national media are expected to cover the 2021 World Championships.

This event will include public access to axe throwing as part of the event.

Spectator traffic for the event is projected to draw 2000-3000 out of town visitors.

Hosting will require an organizing committee, the participation of 20 volunteers (minimum) and, due to magnitude of the event, will require some part-time staff members as well as ceremonial partners for a total of around 30 people.

FACT SHEET – HOSTING RIGHTS (detailed background)

On August 11, 2019, a meeting was held in Hallefors, Sweden at the 2019 World Championships of Double-bitted Axe Throwing which included representatives of the 14 nations present. It was decided based on unanimous vote that Canada would host the next World Championships in 2021 through organization of the Nova Lumberjacks Society (NLS). To formalize the process for future double-bitted axe throwing championships, it was also decided that an official organization be registered to administer such future appointments. As such, the Global Axe-throwing Commission (GAC) was formed, unofficially, and is currently being registered as a non-profit under the Societies Act in the Province of Nova Scotia (to be completed by Dec 31, 2019).

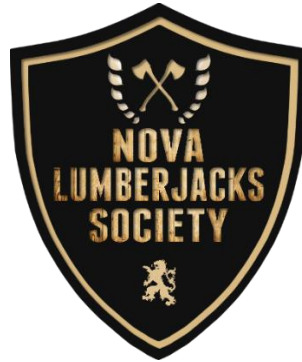
The GAC is a collection of appointed representatives from the international axe throwing community whose board of directors represent 5 nations (Germany, Canada, Sweden, Ireland and Switzerland). Their mandate is to grow and promote the sport of axe throwing. Their main responsibility is development and delivery of standardized rules & format for, and sanctioning of, national and world championship level tournaments in double-bitted axe throwing. Concurrent to this bid process, upon completion of formal registration of the GAC, the official rights for the 2021 WORLD CHAMPIONSHIPS OF DOUBLE-BITTED AXE THROWING will be registered for all future use.

The Nova Lumberjacks Society is a Nova Scotia based, registered non-profit organization who were awarded the right to host the 2021 World championships, based on their experience and success in hosting previous events including:

- Canadian Axe Throwing Championships (2018 & 2019)
- Nova Scotia Lumberjack Championships (2016 to 2019)

It is important to note that this event can only be made possible with the strategic partnership with Wild Axe Productions. Wild Axe is uniquely equipped with the specialized, competition grade equipment & 20 years of hosting professionalism and will play a key role in the overall experience of the competition including delivery and setup of competition grade targets and other core infrastructure.

FACT SHEET – NOVA LUMBERJACKS SOCIETY



What is Nova Lumberjacks Society (NLS)?

Founded in 2016, the NLS is a volunteer based, Nova Scotia registered non-profit organization (Reg. # 3295101) whose mandate is to:

“Grow and promote lumberjack sports and its athletes.”

How does NLS achieve its mandate?

We do this through a number of key initiatives including:

- Organizing and hosting high level competitions annually
 - Nova Scotia Lumberjack Championships
 - Canadian Axe Throwing Championships
- Coaching and mentoring youth in the sport
- Supporting fundraising efforts of the Canadian Axe Throwing Team
- Providing lumberjack sports demonstrations for the public
- Media promotion
 - Hosting and maintaining the NLS Website
 - Writing articles in each edition of Atlantic Forestry Review magazine
 - Hosting active Facebook pages for our events and organization
 - Responding to media interviews (TV, radio, online and newspaper)

What has NLS contributed to the sport?

Since formation in 2016, NLS has paid out over \$70,000 in prize money to athletes, provided content for over 4.5 hours of nationally televised lumberjack sports entertainment, and has had an economic impact of over \$750,000 to the Nova Scotia economy.

2018 Canadian Axe Throwing Championships -

<https://www.bing.com/videos/search?q=canadian+axe+throwing+championships&view=detail&mid=900466CBA9C039957890900466CBA9C039957890&FORM=VIRE>

2018 Nova Scotia Lumberjack Championships- <https://www.youtube.com/watch?v=2Cb7FG4I7PA>

FACT SHEET – WILD AXE PRODUCTIONS



What is Wild Axe Productions?

Founded in 2012, Wild Axe Productions delivers lumberjack experiences and develops infrastructure that provides the testing grounds for the athletes to compete.

What services does Wild Axe provide?

Wild Axe is responsible for the quality equipment that allows for a world class axe throwing event:

- Providing the competition grade targets
- International scoring equipment
- Construction and repair equipment
- Sound system and Master of Ceremony (MC) services
- Throwing range quality control and safety inspection
- Liability insurance

Why is Wild Axe the right service provider for this event?

Wild Axe has over 20 years of experience with hosting and competing in professional lumberjack sports competitions. They have provided the infrastructure for the Nova Scotia, Atlantic and Canadian Axe Throwing Championships.

Wild Axe is the lumberjack backbone that has facilitated the development of the “Wild Axe Lumberjack AXExperience” and Timber Lounge Inc.

March 4, 2020

Warden Eddie Nickerson
Warden, Municipality of Barrington
P.O. Box 100
Barrington, NS
B0W 1E0

Warden Nickerson,

On behalf of [Your Organization], we would like to add our support to your bid to host the 2021 World Championships of Double-bitted Axe and would be glad for you to submit this letter to the evaluation committee in support of the bid.

Hosting the world championships will provide our region with a great opportunity to showcase internationally our excellent landscape and hospitality as well as our expertise in hosting high quality sports events. I am confident that you will be a great host for the championships and provide the backdrop for a memorable and successful event.

This event, in particular, also complements Nova Scotia's Event Strategy which has the goal of attracting and developing authentic Nova Scotian events, harnessing our natural assets and unique culture to create social and economic benefits for all Nova Scotians, while leaving a legacy of growth for culture and sport.

We wish you every success in your bid and look forward to welcoming visitors from all over the world.

Sincerely,

[Contact Person]

[Title]

March 11th, 2020

Town Council,

ACTION: Please fix the flags that are featured in your town council videos. It is super common knowledge how these flags are to be presented, and it is a direct reflection on your overall competence that you can't even get that right. I expect them to be changed when the camera comes on.

Please provide details on the sale of the former Loyalist Inn through a tax sale, including the price paid and the amount lost that is unrecoverable.

Please explain why the mayor is allowed to vote on personnel issues when there is a clear conflict of interest? In addition, I would like to make an appointment to see the log book that is used to note when conflicts come up and why? (This is mentioned in your governing policies, through the province.)

Please provide updates on the questions I have previously asked, two weeks ago. Many of them are top of mind and require little effort to answer, for those who have the information, such as you do.

Please provide the recent Asset Management Committee minutes: CAO said they would do a better job advertising changes to times and dates, however, meetings are being held with no way of knowing when. In addition, I was told meetings would be going back to a 7pm start time, precluding me from being on the committee, however, the meetings have stayed at 5pm. As someone who showed interest and attended a meeting, why was I not invited to join? I would like a meeting with the CAO and/or town council members to discuss at their earliest convenience. I also put forth that I am willing to be on this committee and expect the invitation to be forthcoming having completed the necessary requirements. Stepping out to take a 10 minute phone call doesn't mean I have lost interest: I look forward to discussing this soon.

Lastly, I have emailed each of you several times about whether or not you favour dissolution or an election. As I have not received straight answers from all of you, please provide a date and time following the next budget meeting for me to meet one on one with each of you to discuss this topic.

Thanks,

Josh



COMMISSIONAIRES

GEOFFREY HAMILTON
Chief Executive Officer
ghamilton@commissionaires.ns.ca

COMMISSIONAIRES NOVA SCOTIA
229 Damascus Rd
Bedford, NS B4A 0C2

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ISO 14001:2015 Certified

From the desk of the CEO

February 14, 2020

Karen Harris-Mattatall
Mayor
TOWN OF SHELBURNE
P. O. Box 670
Shelburne NS B0T 1W0

Dear Karen Harris-Mattatall:

Please accept the enclosed issue of our annual magazine, *Corps Rapport*. This year-in-review puts a spotlight on the often invisible work accomplished in 2019 by the many proud men and women who serve their province through Commissionaires Nova Scotia.

As members of a 100% Nova Scotian not-for-profit organization, we take immense pride in celebrating over 80 years of helping keep Nova Scotia's communities safe and its critical infrastructure running seamlessly. Without your support, we would not be able to do this important work while fulfilling our mandate to provide meaningful livelihoods to Nova Scotia's population of former service persons.

Please accept my thanks, on behalf of Commissionaires Nova Scotia, for your continued support. Do not hesitate to reach out to me at any time.

Sincerely,

Geoffrey Hamilton
Chief Executive Officer

Karen Mattatall, Mayor

Town of Shelburne, Nova Scotia

3 March 2020

If appropriate, I would like to make a few comments about the budget crisis facing the town of Shelburne. My wife and I moved here several years ago after we became enthralled with this wonderful town. This is our home. Both of us have become involved in a variety of town issues including the arts and the asset management committee.

I recognize that the town is in dire financial straits. In many ways, given changes in population, thus the tax base, and the aging infrastructure of the town, this may have been an unavoidable situation. However, we are here, and decisions must be made that will determine the future of Shelburne. This is a difficult position and I do not envy the decisions the Council must make.

The fact of the matter is that the town has had some growth over the past several years and has attracted younger residents. That is in stark contrast to Lockport's 11% decline in population and a 2.7% decline in the municipality. Looking at the situation regionally, the town of Shelburne appears to me to be central to the long-term health of the region.

The proposals that we make deep cuts to the town budget would only be a temporary solution to a long-term problem. Next year will require even more cuts. This will start a downward spiral making the town of Shelburne ever less desirable for visitors and potential residents. It is a death knell for the town and the region.

I believe that our area is already one unit economically, psychologically, and socially. It is not politically. If the three constituencies are not able to meet with the province and decide a future course in the best interests of all, dissolution is very likely our best option. Doing so will force the issue. I must admit that I am befuddled about why the issue must be forced. However, if that is the case then we must deal with it.

Shelburne is a wonderful place to live. It is essential that it remain so. The alternative, slashing the budget, is a short-term solution to a long-term problem. Its benefits are far outweighed by its costs.

Thank you for your consideration,

Jay Pilzer

16 John St.

JOINT MUNICIPAL FIRE SERVICES COMMITTEE BULLETIN

LIABILITY INSURANCE

Liability insurance provides protection against third-party legal liability resulting from claims due to the actions of your organization. If a claim is made, your liability insurance policy will provide the cost of legal defense and pay any resulting award up to the limit of the policy.

Under Nova Scotia law, liability insurance does not cover losses resulting from intentional criminal acts committed by the insured (or with the insured's consent) with the intent to bring about the loss or damage.

It is imperative that your fire department also carry General Liability Insurance for claims brought against the department for negligence; an All Risk Property insurance policy covering the full replacement value for physical damage to vehicles and equipment it owns or operates; and an Automobile Third Party liability insurance policy for bodily injury (including death) and property damage.

The Fire Services Stakeholder Committee is comprised of representatives from the following organizations:

- Association of Municipal Administrators, NS;
- Department of Municipal Affairs and Housing;
- Fire Services Association of Nova Scotia;
- Nova Scotia Federation of Municipalities; and
- Office of the Fire Marshal.

For more information regarding liability insurance or the work of the Fire Services Stakeholder Committee please contact: fireservices@amans.ca.

More information can be found in the *Municipal Government Act - Guide Respecting Fire and Emergency Services*

Why is liability insurance so important?

Liability insurance may provide:

- Protection against claims resulting from injuries and damage to people and / or property.
- Coverage for legal costs and awards for which the insured party would be found liable.

Liability insurance will not:

- Provide coverage for intentional damage, contractual liabilities, criminal prosecution or employee injuries.

Liability insurance helps to manage risk by:

- May provide liability coverage for all Directors, Officers and volunteers (whether or not they are members of your organization) and employees while acting on behalf of your organization.
- Providing Good Samaritan liability for your volunteers and employees, should they act on their own to assist someone who needs immediate help.
- Providing medical malpractice liability coverage for the acts of employees or volunteers, regardless of their level of medical training or certification.
- Providing operational pollution liability for incidents arising from training activities, oil tanks failures, equipment wash-downs or off-premises emergency calls.

As a representative of your municipality or village, do you know?

- If you have registered departments, do they have appropriate liability insurance as required by the MGA and do you review this coverage on an annual basis?
- If your fire departments have the types of insurances listed in this bulletin? Is that an ask on your registration form?
- What you are liable for in terms of gross negligence? Does your policy or the department's policy provide coverage for activities such as: training, fundraising, etc.?

As a representative of a fire department, do you know?

- That a department must hold valid liability insurance, as required by municipal policy, in order to register?
- When is the last time you have reviewed your liability and property insurance coverage, do you have enough coverage?
- What the amount of liability insurance coverage required by your municipality is?

ROSEWAY MANOR INCORPORATED



George R. Harding, Board Chair

Box 189
Lockeport, NS
BOT 1L0
Phone: (902) 656-2209
Cell: (902) 319-0073
mayoroflockeport@gmail.com

February 27, 2020

Minister Chuck Porter
Municipal Affairs and Housing
Maritime Centre, 14 North
1505 Barrington Street
PO Box 216
Halifax, NS B3J 2M4

Dear Minister Porter:

The Board of Directors of the Roseway Manor Incorporated are in the process of legally removing the three Municipal Units (Town of Shelburne, Municipality of the District of Shelburne and the Town of Lockeport) from the Corporation and creating a new organization. This process and application must be approved by your office. We have not submitted this documentation to you at this time as the process is not complete. Nick Barr, Municipal Affairs, Governance & Advisory Services would be able to provide you with further basic details as he was initially involved in 2018.

However, I would like to bring to your attention that this is an opportune time to explore options. The Roseway Manor Board has been approached by GEM Health Care Group, a private company in the Nursing Home industry, stating their interest in having a discussion with the intention of purchasing the Roseway Manor facility.

Also, it is my understanding that the Nova Scotia Health Authority will have a meeting on April 1st to explore, in a very preliminary way, the merits of the possibility of including the Roseway Manor under the administration of the Roseway Hospital.

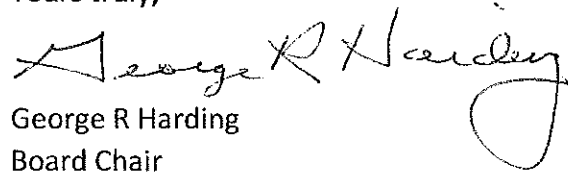
These options are very tentative; however, they could have potential which would serve the residents of Roseway Manor well into the future.

The Board of Directors have instructed me to bring this to your attention and to communicate this message to others in government and the Nova Scotia Health Authority so that this window

of opportunity could result in discussions in a timely manner if the Provincial Government is interested in discussing options.

Thank you for your time and consideration. Please feel free to have your Department reach out to me for clarification and discussion.









Yours truly,



A handwritten signature in black ink that reads "George R. Harding". The signature is written in a cursive style with a large, looped "G" at the end.


George R Harding
Board Chair

Cc: Ms. Susan Stevens, Senior Director of Continuing Care, NSHA
Ms. Paula Langille, Department of Health and Wellness
Mr. Bob Jenkins, Director, Continuing Care, Western Zone, NSHA
Paul T. LaFleche, Deputy Minister, Transportation and Infrastructure Renewal
Nick Barr, Municipal Affairs, Governance & Advisory Services
Mayor and Council, Town of Shelburne
Warden and Council, Municipality of the District of Shelburne
Mayor and Council, Town of Lockeport
Mr. Donald Harding, Solicitor, Roseway Manor Incorporated


Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
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	50%
Notes: CAO - Reference - Council Assignment Item 18.				
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.				

<p>8 Put up the 5 properties listed from Asset Management for sale with the real estate companies who offered opinions on pricing.</p>	<p>Sept 3 2019</p>		<p>100%</p>	
<p>CAO: Clerk has contacted the realtors to allocate the 5 properties between them.</p>				
<p>9 Find suitable location and install Andrew Newstead Community Art Mural</p>	<p>Oct 7 2019</p>		<p>25%</p>	
<p>CAO: Operations briefed, will schedule installation with Andrew.</p>				
<p>10 Staff to write to Federal Government re: recovery of financial losses resulting from MV Farley Mowatt court case</p>	<p>Nov 18 2019</p>	<p>2019</p>		<p>50%</p>
<p>Reference - Council Assignment 1 FINANCE / CAO: Costs being compiled to include in letter.</p>				
<p>11 Staff to negotiate listings with realtors for sale of surplus properties</p>	<p>Dec 2 2019</p>	<p>2019</p>		<p>50%</p>
<p>CLERK - Realtors contacted. 1/2 of contracts received.</p>				
<p>12 Letter to CWWF re: funding for project overruns</p>	<p>Dec 2 2019</p>	<p>2019</p>		<p>75%</p>
<p>CLERK - drafted and emailed to CAO for completion CAO - information on the project history being compiled to confirm figures</p>				
<p>13 Collect 3 sculptures from Melissa Strachan-Boutin by Dec. 31st or proceed to collection of \$1,085 deposit</p>	<p>Dec 2 2019</p>	<p>2019</p>		<p>50%</p>
<p>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 with the March 31st payment due date.</p>				
<p>14 Letter to Fed. Gov't re: recovery of funds from Farley Mowatt, cc Bernadett Jordan</p>	<p>Dec 16 2019</p>	<p>2020</p>	<p>Not Yet Completed</p>	
<p>FINANCE: Information forwarded for letter.</p>				
<p>15 Staff Report re: Engineering Study</p>	<p>Jan 6 2020</p>		<p>100%</p>	
<p>CAO: Staff report submitted at February 18th Council.</p>				
<p>Jan 20 2020  75%</p>				

<p>16 TBR approved and ready to sign off on</p>	<p>TBR sent to DMA for approval.</p>		
<p>17 Amend Tree Policy and place ad for memorial trees</p>	<p>Jan 20 2020</p>		<p>50%</p>
<p>18 Staff to develop cost estimate and timeline for Hammond Street public water access station</p>	<p>Jan 20 2020</p>	<p>Remove</p>	<p>New proposal received regarding well donation. Hammond Street location not being considered at this time.</p>
<p>19 Schedule a meeting with Dept. of Mun. affairs and housing to discuss water security</p>	<p>Jan 20 2020</p>	<p>Not Yet Completed</p>	
<p>20 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>Not Yet Completed</p> <p>CAO</p>
<p>21 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>Not Yet Completed</p> <p>CAO</p>
<p>22 CAO reply to Mr. Brown re: request for information</p>	<p>March 2 2020</p>		<p>Not Yet Completed</p> <p>CAO</p>
<p>23 Send certified motion to lawyers re: Roseway Manor</p>	<p>March 2 2020</p>		<p>100%</p> <p>CLERK - copies of certified motion given to CAO, Minutes printed.</p>

24	Approval of Encroachment 89 King Street	March 2 2020	2020	Not Yet Completed		
		CAO to notify applicant of approval and mention possibility of land sale.				
25	Send an invitation to MDS and Lockeport to meet to talk about consolidation concerns	4-Mar			100%	
		CAO - Invitations sent.				
26	Staff report - 5 year wage freeze on staff and council (+travel / expenses)	4-Mar		Not Yet Completed		
27	Staff Report - Council stipends (+travel / expense) comparative to similar sized units	4-Mar			100%	
		Clerk - Staff report complete, to be reviewed at March 16 Council Meeting.				
28	Staff Report - PACE program for residents to buy surplus property	4-Mar		Not Yet Completed		
29	Staff Report - PPSA contract	4-Mar		Not Yet Completed		
30	Staff to investigate how additional cuts up to \$100,000 in staffing would effect Town services for 2 years	4-Mar		Not Yet Begun		

Goal	Objective	Budget	YTD Actual	% Completion	
2019-20 Capital Budget					
Public Works - Equipment					
1	Purchase 1/2 Ton Truck (replace 2002 truck)	\$22,000	\$15,502.38		★
	Notes:				
Public Works - Roads					
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.				
Facilities					
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.				
Other					
1	Reinforced Cribbing - Dock Street	\$15,000		Not Yet Begun	
	Notes: Awaiting scheduling information from contractor.				
2	Storm Surge Protection Study	\$28,000		Project Cancelled	
	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.				
Water Utility					
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:		
Wastewater Utility				
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		
Port				
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
Progress Measures				
Development				
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)				
Public Safety				
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				
Resident Engagement				
1	Town Website Traffic	past 30 days	1,900 Users	2,700 sessions
Notes: Top pages: News - Budgeting, News, Tax Sale				
2	Vimeo Council Meetings Channel	past 30 days		678 plays
Notes: Monthly time watched = 12 days 8hr 15mins 47sec Most watched: Budget Meeting Feb 19th, Budget Meeting March 4th				
3	Town Shelburne Facebook Account	past 30 days	332 interactions	158 Shares
Notes: 22 total posts; 12 messages.				
Other				
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				

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE						
1099	GENERAL OPERATING REVENUES						
1100	TAXES						
I 01-1-11-1000	I105 ASSESSABLE PROPERTY RESIDENTIAL	\$ 1,514,697.34	\$ 0.00	\$1,514,697.34	\$ 1,518,490.00	\$ 3,792.66	99.75
I 01-1-11-2000	COMMERCIAL	727,697.88	0.00	\$727,697.88	727,143.00	(554.88)	100.08 **
I 01-1-11-5000	RESOURCE	24,989.86	0.00	\$24,989.86	24,990.00	0.14	100.00
I 01-1-11-5300	FOREST PROP TAX(LESS 50,000AC)	23.75	0.00	\$23.75	24.00	0.25	98.96
	Totals For: I105	2,267,408.83	0.00	2,267,408.83	2,270,647.00	3,238.17	99.86
I 01-1-14-2000	I115 BUSINESS PROPERTY BELL ALIANT	12,400.97	0.00	\$12,400.97	12,500.00	99.03	99.21
	Totals For: I115	12,400.97	0.00	12,400.97	12,500.00	99.03	99.21
I 01-1-19-1000	I120 OTHER TAXES DEED TRANSFER TAX	58,484.38	20,478.75	\$78,963.13	59,000.00	(19,963.13)	133.84 **
	Totals For: I120	58,484.38	20,478.75	78,963.13	59,000.00	(19,963.13)	133.84
	Totals For: I100	2,338,294.18	20,478.75	2,358,772.93	2,342,147.00	(16,625.93)	100.71
I 01-1-21-1000	I125 GRANTS IN LIEU OF TAXES I130 FEDERAL GOVERNMENT GRANTS IN LIEU - FEDERAL	10,501.02	0.00	\$10,501.02	10,435.00	(66.02)	100.63 **
	Totals For: I130	10,501.02	0.00	10,501.02	10,435.00	(66.02)	100.63
I 01-1-23-1000	I135 PROVINCIAL GOVERNMENT GRANTS IN LIEU - PROVINCIAL	4,221.70	0.00	\$4,221.70	6,634.00	2,412.30	63.64
I 01-1-23-3000	FIRE PROTECTION	430.00	0.00	\$430.00	424.00	(6.00)	101.42 **
	Totals For: I135	4,651.70	0.00	4,651.70	7,058.00	2,406.30	65.91
	Totals For: I125	15,152.72	0.00	15,152.72	17,493.00	2,340.28	86.62
I 01-1-33-4000	I142 SERVICES PROVIDED T'OTH GOVT'S I144 OTHER LOCAL GOVERNMENT GIS SERVICES - TOL & MDS	26,882.97	0.00	\$26,882.97	39,915.00	13,032.03	67.35
I 01-1-33-4100	FIRE PROTECTION - MDS	68,095.94	0.00	\$68,095.94	68,095.00	(0.94)	100.00 **
	Totals For: I144	94,978.91	0.00	94,978.91	108,010.00	13,031.09	87.94
	Totals For: I142	94,978.91	0.00	94,978.91	108,010.00	13,031.09	87.94
I 01-1-44-1100	I145 SALE OF SERVICES I160 WASTEWATER & SOLID WASTE SEWER CONNECTIONS	200.00	0.00	\$200.00	0.00	(200.00)	0.00
I 01-1-44-1200	SEWER CHARGE REVENUE	333,717.80	0.00	\$333,717.80	334,783.00	1,065.20	99.68
I 01-1-44-1400	SOLID WASTE CHARGE REVENUE	256,378.55	0.00	\$256,378.55	257,405.00	1,026.45	99.60
I 01-1-44-1401	STORMWATER CHARGES-NEW DEV	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00
	Totals For: I160	590,296.35	0.00	590,296.35	594,688.00	4,391.65	99.26

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
Totals For:	I145	590,296.35	0.00	590,296.35	594,688.00	4,391.65	99.26
I165	OTHER REVENUE FROM OWN SOURCES						
I170	LICENSES & PERMITS						
I 01-1-51-1000	VENDOR PERMITS	1,420.00	50.00	\$1,470.00	3,000.00	1,530.00	49.00
I 01-1-51-4000	DOG LICENSES	0.00	0.00	\$0.00	600.00	600.00	0.00
I 01-1-51-5000	DEVELOPMENT PERMITS	340.00	20.00	\$360.00	1,000.00	640.00	36.00
I 01-1-51-5100	ZONING/COMFORT LETTERS	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
Totals For:	I170	1,760.00	70.00	1,830.00	5,600.00	3,770.00	32.68
I175	FINES						
I 01-1-52-1000	TRAFFIC VIOLATIONS-COURT FINES	12,892.15	391.12	\$13,283.27	15,070.00	1,786.73	88.14
I 01-1-52-2000	TRAFFIC VIOLATIONS-PARKING	0.00	5.00	\$5.00	0.00	(5.00)	0.00
Totals For:	I175	12,892.15	396.12	13,288.27	15,070.00	1,781.73	88.18
I180	RENTALS						
I 01-1-53-2000	PROPERTIES	1,130.00	0.00	\$1,130.00	1,130.00	0.00	100.00
I 01-1-53-2100	KING STREET CENTRE	15,800.00	0.00	\$15,800.00	24,550.00	8,750.00	64.36
I 01-1-53-2200	GOC BUILDING	113,225.72	20,066.85	\$133,292.57	145,410.00	12,117.43	91.67
I 01-1-53-2300	GUILD HALL	1,850.00	0.00	\$1,850.00	4,000.00	2,150.00	46.25
I 01-1-53-2400	13 GEORGE ST	6,584.00	658.40	\$7,242.40	7,901.00	658.60	91.66
I 01-1-53-3100	COMM CTR-AUDITORIUM	900.00	700.00	\$1,600.00	1,000.00	(600.00)	160.00 **
I 01-1-53-3200	COMM CTR-FIREMEN'S ROOM	1,364.13	75.00	\$1,439.13	0.00	(1,439.13)	0.00
I 01-1-53-3300	COMM CTR-LADIES AUX. ROOM	400.00	0.00	\$400.00	0.00	(400.00)	0.00
Totals For:	I180	141,253.85	21,500.25	162,754.10	183,991.00	21,236.90	88.46
I195	RETURN ON INVESTMENT						
I 01-1-55-2000	BANK INTEREST ON CURRENT ACCT	10,960.51	0.00	\$10,960.51	3,500.00	(7,460.51)	313.16 **
Totals For:	I195	10,960.51	0.00	10,960.51	3,500.00	(7,460.51)	313.16
I200	PENALTIES & INTEREST ON TAXES						
I 01-1-56-2000	INTEREST	48,883.55	4,081.86	\$52,965.41	55,000.00	2,034.59	96.30
Totals For:	I200	48,883.55	4,081.86	52,965.41	55,000.00	2,034.59	96.30
I205	MISCELLANEOUS						
I 01-1-59-1000	OTHER REVENUE	26,012.61	70,113.30	\$96,125.91	96,175.00	49.09	99.95
I 01-1-59-1001	ROUNDING ACCT-CSH TRNS	0.29	0.09	\$0.38	0.00	(0.38)	0.00
I 01-1-59-1005	REMEMBRANCE DAY WREATHS	3,230.00	0.00	\$3,230.00	0.00	(3,230.00)	0.00
I 01-1-59-1010	GARDEN BENCH PROJECT	1,172.30	0.00	\$1,172.30	0.00	(1,172.30)	0.00
I 01-1-59-1300	FOUNDERS DAYS	14,054.11	0.00	\$14,054.11	23,825.00	9,770.89	58.99
I 01-1-59-1350	SHELB CELEBRATES CHRISTMAS	2,108.94	0.00	\$2,108.94	0.00	(2,108.94)	0.00
Totals For:	I205	46,578.25	70,113.39	116,691.64	120,000.00	3,308.36	97.24

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
Totals For:	I165	262,328.31	96,161.62	358,489.93	383,161.00	24,671.07	93.56
I210	UNCONDITIONAL TRANS FR GOVTS						
I215	PROVINCIAL GOVERNMENT						
I 01-1-62-8300	CAPACITY GRANT(FRMLY EQUQLZATION)	269,733.00	0.00	\$269,733.00	359,645.00	89,912.00	75.00
I 01-1-62-8600	PROV FUEL TAX REFUND	1,537.75	0.00	\$1,537.75	2,000.00	462.25	76.89
I 01-1-62-8800	HST OFFSET	11,850.00	0.00	\$11,850.00	18,000.00	6,150.00	65.83
Totals For:	I215	283,120.75	0.00	283,120.75	379,645.00	96,524.25	74.58
Totals For:	I210	283,120.75	0.00	283,120.75	379,645.00	96,524.25	74.58
I225	COND. TRANS. FR. FED & PROV GT						
I230	FEDERAL GOVERNMENT						
I 01-1-71-1120	SOPF-SHIP SOURCE OIL POLLUTION FUND	1,927.43	0.00	\$1,927.43	0.00	(1,927.43)	0.00
I 01-1-71-3450	MUN ASSET MNGMNT PROG(MAMP)	50,000.00	0.00	\$50,000.00	32,010.00	(17,990.00)	156.20 **
Totals For:	I230	51,927.43	0.00	51,927.43	32,010.00	(19,917.43)	162.22
I235	PROVINCIAL GOVERNMENT						
I 01-1-71-3503	SEWER SYSTEM CONDITION ASSMENT	1,565.60	0.00	\$1,565.60	0.00	(1,565.60)	0.00
I 01-1-71-3700	MPAL (SCHOOL CO-ORD)	35,000.00	0.00	\$35,000.00	35,000.00	0.00	100.00
I 01-1-71-3900	FRIIP (STORM SURGE STUDY)	0.00	0.00	\$0.00	14,000.00	14,000.00	0.00
Totals For:	I235	36,565.60	0.00	36,565.60	49,000.00	12,434.40	74.62
I245	PROTECTIVE SERVICES						
I 01-1-75-2300	EMO-CIVIC NUMBERING	0.00	1,000.00	\$1,000.00	1,000.00	0.00	100.00
Totals For:	I245	0.00	1,000.00	1,000.00	1,000.00	0.00	100.00
I270	COMMUNITY & ECONOMIC DEV						
I271	COMMUNITY USE OF SCHOOLS						
I 01-1-75-7400	COMMUNITY DEV GRNT-SCHL CO-ORD	0.00	0.00	\$0.00	3,553.00	3,553.00	0.00
I 01-1-75-7410	PROGRAM REV-FEES.RENTALS	5,838.79	458.00	\$6,296.79	10,200.00	3,903.21	61.73
Totals For:	I271	5,838.79	458.00	6,296.79	13,753.00	7,456.21	45.78
Totals For:	I270	5,838.79	458.00	6,296.79	13,753.00	7,456.21	45.78
I276	COND. TRNSFRS-OTH LOCAL GOVTS						
I 01-1-89-9100	MDS -FUNDING(VIC & MPAL)	14,000.00	0.00	\$14,000.00	21,500.00	7,500.00	65.12
I 01-1-89-9200	TOL-FUNDING(MPAL & T & M)	1,657.55	0.00	\$1,657.55	1,000.00	(657.55)	165.76 **
Totals For:	I276	15,657.55	0.00	15,657.55	22,500.00	6,842.45	69.59
Totals For:	I225	109,989.37	1,458.00	111,447.37	118,263.00	6,815.63	94.24
I280	OTHER TRANSFERS-COLL FOR GOVT						
I 01-1-92-1000	TRANS FROM OTHER FUNDS(OWN RES	25,000.00	0.00	\$25,000.00	105,234.00	80,234.00	23.76
I 01-1-92-2100	TRNS FRM OTH FNDS-SEWER CAP	908.05	0.00	\$908.05	0.00	(908.05)	0.00
Totals For:	I280	25,908.05	0.00	25,908.05	105,234.00	79,325.95	24.62
Totals For:	I099	3,720,068.64	118,098.37	3,838,167.01	4,048,641.00	210,473.99	94.80

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

Printed: 12:50:01PM

03/11/2020

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
Totals For:	INCM	3,720,068.64	118,098.37	3,838,167.01	4,048,641.00	210,473.99	94.80

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES						
E099	GENERAL OPERATING EXPENSES						
E100	GENERAL GOVERNMENT SERVICES						
E105	LEGISLATIVE						
E110	MAYOR						
E 01-2-21-1110	STIPEND	\$19,567.21	(\$969.61)	\$18,597.60	\$22,511.00	\$ 3,913.40	82.62
E 01-2-21-1120	TRAVEL & EXPENSES	3,453.96	0.00	\$3,453.96	4,000.00	546.04	86.35
E 01-2-21-1130	HEALTH PLAN/PPP	1,931.73	1,154.41	\$3,086.14	3,573.00	486.86	86.37
	Totals For: E110	24,952.90	184.80	25,137.70	30,084.00	4,946.30	83.56
E115	COUNCIL						
E 01-2-21-1310	STIPEND	48,269.01	(1,645.80)	\$46,623.21	56,277.00	9,653.79	82.85
E 01-2-21-1320	TRAVEL & EXPENSES	161.32	0.00	\$161.32	2,000.00	1,838.68	8.07
E 01-2-21-1330	HEALTH PLAN/PPP	3,727.30	1,999.63	\$5,726.93	6,750.00	1,023.07	84.84
	Totals For: E115	52,157.63	353.83	52,511.46	65,027.00	12,515.54	80.75
E116	COMMITTEE EXPENSE						
E 01-2-21-1410	COUNCIL COMMITTEE	576.05	17.66	\$593.71	1,350.00	756.29	43.98
E 01-2-21-2127	OTHER COMMITTEE EXPENSE	950.20	294.20	\$1,244.40	5,000.00	3,755.60	24.89
	Totals For: E116	1,526.25	311.86	1,838.11	6,350.00	4,511.89	28.95
E118	OTHER LEGISLATIVE						
E 01-2-21-9400	UNSM DUES	2,117.72	0.00	\$2,117.72	2,118.00	0.28	99.99
	Totals For: E118	2,117.72	0.00	2,117.72	2,118.00	0.28	99.99
	Totals For: E105	80,754.50	850.49	81,604.99	103,579.00	21,974.01	78.79
E119	ADMINISTRATION & FINANCE						
E120	CAO						
E 01-2-21-2110	CAO	66,132.55	0.00	\$66,132.55	80,024.00	13,891.45	82.64
E 01-2-21-2125	TOWN CLERK/SPECIAL PROJ MNGR	35,878.69	0.00	\$35,878.69	43,065.00	7,186.31	83.31
E 01-2-21-2170	CAO EXPENSES	5,288.76	0.00	\$5,288.76	4,000.00	(1,288.76)	132.22 **
	Totals For: E120	107,300.00	0.00	107,300.00	127,089.00	19,789.00	84.43
E121	ADMINISTRATION						
E 01-2-21-2111	HR MNGR/ADMIN	44,272.94	0.00	\$44,272.94	53,651.00	9,378.06	82.52
E 01-2-21-2112	OFFICE STAFF - CASUAL	128.56	0.00	\$128.56	2,570.00	2,441.44	5.00
E 01-2-21-2124	CSR/ADMIN	27,498.17	0.00	\$27,498.17	33,297.00	5,798.83	82.58
E 01-2-21-2128	RECORDS MANAGEMENT	27,357.53	0.00	\$27,357.53	29,845.00	2,487.47	91.67
	Totals For: E121	99,257.20	0.00	99,257.20	119,363.00	20,105.80	83.16
E122	FINANCE						
E 01-2-21-2113	FINANCE MANAGER	48,044.13	0.00	\$48,044.13	58,100.00	10,055.87	82.69
E 01-2-21-2126	FINANCE OFFICER	31,951.15	0.00	\$31,951.15	38,637.00	6,685.85	82.70

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	Totals For: E122	79,995.28	0.00	79,995.28	96,737.00	16,741.72	82.69
	E123 BENEFITS						
E 01-2-21-2123	EMPLOYER EI, CPP	18,021.90	0.00	\$18,021.90	21,683.00	3,661.10	83.12
E 01-2-21-2130	EMPLOYER PENSION	14,498.33	1,659.56	\$16,157.89	15,873.00	(284.89)	101.79 **
E 01-2-21-2150	HEALTH PLAN	11,832.05	1,106.17	\$12,938.22	15,447.00	2,508.78	83.76
E 01-2-21-2152	WORKERS COMPENSATION	4,577.03	0.00	\$4,577.03	5,798.00	1,220.97	78.94
E 01-2-21-2155	SICK LEAVE EXPENSE	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2-21-2156	VACATION PAY EXPENSE	0.00	0.00	\$0.00	4,000.00	4,000.00	0.00
	Totals For: E123	48,929.31	2,765.73	51,695.04	64,801.00	13,105.96	79.78
	E124 TRAINING						
E 01-2-21-2171	STAFF EXPENSES	518.05	0.00	\$518.05	1,350.00	831.95	38.37
E 01-2-21-2172	STAFF TRAINING	1,421.18	0.00	\$1,421.18	4,000.00	2,578.82	35.53
	Totals For: E124	1,939.23	0.00	1,939.23	5,350.00	3,410.77	36.25
	E125 TOWN HALL EXPENSE						
E 01-2-21-2114	MAINTENANCE & REPAIRS	1,451.09	0.00	\$1,451.09	2,700.00	1,248.91	53.74
E 01-2-21-2115	LIGHT & FUEL	11,894.68	1,472.97	\$13,367.65	14,400.00	1,032.35	92.83
E 01-2-21-2116	WATER & INS	2,490.67	0.00	\$2,490.67	2,425.00	(65.67)	102.71 **
E 01-2-21-2117	JANITORIAL WAGES	5,330.36	564.16	\$5,894.52	6,400.00	505.48	92.10
E 01-2-21-2118	JANITORIAL SUPPLIES	91.76	0.00	\$91.76	250.00	158.24	36.70
E 01-2-21-2119	OFFICE BUILDINGS - INSURANCE	57.00	0.00	\$57.00	0.00	(57.00)	0.00
	Totals For: E125	21,315.56	2,037.13	23,352.69	26,175.00	2,822.31	89.22
	E131 GENERAL GOV'T SERVICES						
E 01-2-21-2495	ASSESSMENT CST RECOVERY	27,123.64	0.00	\$27,123.64	27,124.00	0.36	100.00
E 01-2-21-9500	GRANTS TO ORGANIZATIONS	10,594.00	0.00	\$10,594.00	15,000.00	4,406.00	70.63
	Totals For: E131	37,717.64	0.00	37,717.64	42,124.00	4,406.36	89.54
	E135 ADMINISTRATION EXPENSE						
E 01-2-21-2120	LEGAL SERVICES	26,440.62	1,682.26	\$28,122.88	18,000.00	(10,122.88)	156.24 **
E 01-2-21-2122	AUDIT SERVICES	(4,196.54)	22,682.21	\$18,485.67	25,000.00	6,514.33	73.94
E 01-2-21-2210	OFFICE SOFTWARE LICENSES	10,693.02	235.15	\$10,928.17	11,492.00	563.83	95.09
E 01-2-21-2510	OFFICE SUPPLIES	5,470.97	14.91	\$5,485.88	8,100.00	2,614.12	67.73
E 01-2-21-2511	TELEPHONE/INTERNET	4,952.28	389.44	\$5,341.72	7,500.00	2,158.28	71.22
E 01-2-21-2512	ADVERTISING	6,462.92	607.67	\$7,070.59	13,500.00	6,429.41	52.37
E 01-2-21-2513	OFFICE EQUIPMENT	6,120.34	432.10	\$6,552.44	9,450.00	2,897.56	69.34
	Totals For: E135	55,943.61	26,043.74	81,987.35	93,042.00	11,054.65	88.12
	E140 OTHER ADMINISTRATION EXPENSE						
E 01-2-21-2514	WATER WAGES & BNFTS	96,070.01	65.10	\$96,135.11	0.00	(96,135.11)	0.00

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E 01-2-21-2515	CEMETERY WAGES & BNFTS	7,576.18	0.00	\$7,576.18	0.00	(7,576.18)	0.00
E 01-2-21-9112	ASSET MANAGEMENT INITIATIVES	44,355.56	0.00	\$44,355.56	46,460.00	2,104.44	95.47
E 01-2-21-9300	PUBLIC LIABILITY INSURANCE	65,982.50	464.00	\$66,446.50	69,755.00	3,308.50	95.26
E 01-2-21-9302	UNSM ADMIN-INS PROG.	3,796.55	0.00	\$3,796.55	3,350.00	(446.55)	113.33 **
E 01-2-21-9303	BELL & GRNT PLCMNT FEE/INS	3,301.35	0.00	\$3,301.35	0.00	(3,301.35)	0.00
E 01-2-21-9900	OTHER GENERAL ADMIN SERVICES	11,061.62	50.38	\$11,112.00	12,500.00	1,388.00	88.90
Totals For: E140		232,143.77	579.48	232,723.25	132,065.00	(100,658.25)	176.22
Totals For: E119		684,541.60	31,426.08	715,967.68	706,746.00	(9,221.68)	101.30
E130	TAXATION						
E 01-2-21-2430	LOW INCOME TAX EXEMPTION	20,351.55	0.00	\$20,351.55	20,000.00	(351.55)	101.76 **
E 01-2-21-2435	TAX EXEMPTIONS	44,251.30	0.00	\$44,251.30	44,053.00	(198.30)	100.45 **
E 01-2-21-2436	CDDIP-COMM DEV DIST IMP PRGRM	831.00	0.00	\$831.00	827.00	(4.00)	100.48 **
Totals For: E130		65,433.85	0.00	65,433.85	64,880.00	(553.85)	100.85
E142	DEBT CHARGES						
E144	INTEREST ON LTD						
E 01-2-21-9976	DEBENTURE INTEREST	3,881.36	0.00	\$3,881.36	3,924.00	42.64	98.91
E 01-2-21-9977	TERM LOAN INTEREST	2,979.00	0.00	\$2,979.00	5,000.00	2,021.00	59.58
E 01-2-21-9978	OTH DEBT CHRGS-BNK S/C,ETC	17,646.43	0.00	\$17,646.43	19,000.00	1,353.57	92.88
Totals For: E144		24,506.79	0.00	24,506.79	27,924.00	3,417.21	87.76
Totals For: E142		24,506.79	0.00	24,506.79	27,924.00	3,417.21	87.76
E145	PROTECTIVE SERVICES						
E150	POLICE PROTECTION						
E 01-2-22-1300	CRIME INV,PREV & PROT SVS RCMP	397,167.33	0.00	\$397,167.33	556,733.00	159,565.67	71.34
E 01-2-22-1305	DEPT. OF JUSTICE (RCMP SERV.)	115,712.00	0.00	\$115,712.00	115,711.00	(1.00)	100.00 **
E 01-2-22-1310	RCMP SECRETARY	29,805.51	0.00	\$29,805.51	36,083.00	6,277.49	82.60
E 01-2-22-1311	EMPLOYER EI,CPP	2,094.85	0.00	\$2,094.85	2,480.00	385.15	84.47
E 01-2-22-1313	HEALTH PLAN	237.44	28.79	\$266.23	2,469.00	2,202.77	10.78
E 01-2-22-1700	WORKERS COMPENSATION	521.03	0.00	\$521.03	617.00	95.97	84.45
Totals For: E150		545,538.16	28.79	545,566.95	714,093.00	168,526.05	76.40
E170	OTHER PROTECTIVE SERVICES						
E 01-2-22-9100	EMERGENCY MEASURES	4,777.50	1,477.75	\$6,255.25	7,240.00	984.75	86.40
E 01-2-22-9300	ANIMAL & PEST CONTROL	0.00	0.00	\$0.00	81.00	81.00	0.00
E 01-2-22-9400	PET PROJECTS	2,500.00	0.00	\$2,500.00	2,500.00	0.00	100.00
E 01-2-22-9500	GROUND SEARCH & RESCUE	1,788.00	0.00	\$1,788.00	1,788.00	0.00	100.00
Totals For: E170		9,065.50	1,477.75	10,543.25	11,609.00	1,065.75	90.82
E172	DEBT CHARGES						

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E 01-2-22-9976	E173 INTEREST ON LTD DEBENTURE INTEREST	2,976.02	0.00	\$2,976.02	2,934.00	(42.02)	101.43 **
	Totals For: E173	2,976.02	0.00	2,976.02	2,934.00	(42.02)	101.43
	Totals For: E172	2,976.02	0.00	2,976.02	2,934.00	(42.02)	101.43
	Totals For: E145	557,579.68	1,506.54	559,086.22	728,636.00	169,549.78	76.73
	Totals For: E100	1,412,816.42	33,783.11	1,446,599.53	1,631,765.00	185,165.47	88.65
E145	PROTECTIVE SERVICES						
E 01-2-22-2900	E155 BY-LAW ENFORCEMENT BY-LAW ENFORCEMENT OFFICER	1,419.62	0.00	\$1,419.62	4,836.00	3,416.38	29.36
E 01-2-22-2910	EMPLR EI, CPP	95.48	0.00	\$95.48	338.00	242.52	28.25
E 01-2-22-2920	EMPRL PENSION	286.19	26.04	\$312.23	339.00	26.77	92.10
E 01-2-22-2930	HEALTH PLAN	221.75	21.13	\$242.88	300.00	57.12	80.96
E 01-2-22-2931	WORKERS COMP	0.00	0.00	\$0.00	83.00	83.00	0.00
E 01-2-22-2940	BY LAW OFFICER EXP	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2-22-2950	OTHER BYLAW EXPENSE	95.40	0.00	\$95.40	0.00	(95.40)	0.00
	Totals For: E155	2,118.44	47.17	2,165.61	6,396.00	4,230.39	33.86
E165	FIRE PROTECTION						
E 01-2-22-4100	ADM - WORKER'S COMPENSATION	3,024.00	0.00	\$3,024.00	5,000.00	1,976.00	60.48
E 01-2-22-4200	FIRE (VOL FORCE ALLOWANCE)	5,157.62	0.00	\$5,157.62	5,500.00	342.38	93.77
E 01-2-22-4210	SVFD-BUNKER GEAR, SCBA, PPE	1,334.19	0.00	\$1,334.19	20,000.00	18,665.81	6.67
E 01-2-22-4220	SUPLIES - OTHER	291.81	0.00	\$291.81	500.00	208.19	58.36
E 01-2-22-4300	FIRE ALARM SYSTEMS-DISPATCH	2,085.70	208.57	\$2,294.27	2,503.00	208.73	91.66
E 01-2-22-4500	WATER SUPPLY AND HYDRANTS	84,623.20	0.00	\$84,623.20	84,725.00	101.80	99.88
E 01-2-22-4510	WATER SUPP & HYDTS-FIRE WELLS	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2-22-4600	TRAINING	1,300.00	0.00	\$1,300.00	2,000.00	700.00	65.00
E 01-2-22-4700	FIRE STATION AND BUILDINGS	21,875.59	2,515.67	\$24,391.26	25,000.00	608.74	97.57
E 01-2-22-4710	FIRE STN-JANITOR, WATER, INS	6,069.86	0.00	\$6,069.86	9,395.00	3,325.14	64.61
E 01-2-22-4800	MAINTENANCE OF EQUIPMENT	4,712.71	(56.00)	\$4,656.71	10,000.00	5,343.29	46.57
E 01-2-22-4810	MAINTENANCE OF TRUCKS	26,632.91	0.00	\$26,632.91	20,000.00	(6,632.91)	133.16 **
E 01-2-22-4811	MTC. OF BOAT	64.12	0.00	\$64.12	2,000.00	1,935.88	3.21
E 01-2-22-4812	MTC. OF ATV	686.99	0.00	\$686.99	0.00	(686.99)	0.00
E 01-2-22-4813	MTC. OF LAFRANCE	138.00	0.00	\$138.00	0.00	(138.00)	0.00
E 01-2-22-4820	COMMUNICATION EQUIP-TRK RADIO	3,473.48	178.90	\$3,652.38	6,000.00	2,347.62	60.87
E 01-2-22-4910	TRUCK & EQUIPMENT INSURANCE	11,786.00	0.00	\$11,786.00	10,400.00	(1,386.00)	113.33 **
	Totals For: E165	173,256.18	2,847.14	176,103.32	203,523.00	27,419.68	86.53

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E 01-2-22-9200	E168 SHARED SERVICES FIRE INSPECTION	8,995.21	899.52	\$9,894.73	10,795.00	900.27	91.66
E 01-2-22-9201	BUILDING INSPECTIONS-SHARED SERV	8,576.50	857.65	\$9,434.15	10,292.00	857.85	91.66
Totals For: E168		17,571.71	1,757.17	19,328.88	21,087.00	1,758.12	91.66
Totals For: E145		192,946.33	4,651.48	197,597.81	231,006.00	33,408.19	85.54
E 01-2-23-1100	E175 PUBLIC WORKS E180 ADMINISTRATION E181 WAGES & BENEFITS WORKER'S COMPENSATION	3,500.28	0.00	\$3,500.28	4,951.00	1,450.72	70.70
E 01-2-23-1110	EMPLOYER(UIC/PPP)	13,486.97	0.00	\$13,486.97	19,545.00	6,058.03	69.00
E 01-2-23-1120	EMPLOYER(PENSION)	6,394.24	556.30	\$6,950.54	8,762.00	1,811.46	79.33
E 01-2-23-1130	HEALTH PLAN	9,669.57	773.72	\$10,443.29	13,802.00	3,358.71	75.67
E 01-2-23-2105	OPERATIONS MNGR-WAGES	49,097.91	0.00	\$49,097.91	59,456.00	10,358.09	82.58
E 01-2-23-2106	OPERATIONS MNGR-EXPENSES	359.79	0.00	\$359.79	1,000.00	640.21	35.98
E 01-2-23-2120	P/W - WAGES	153,123.55	0.00	\$153,123.55	219,050.00	65,926.45	69.90
E 01-2-23-2125	TRAINING	2,733.66	0.00	\$2,733.66	6,000.00	3,266.34	45.56
Totals For: E181		238,365.97	1,330.02	239,695.99	332,566.00	92,870.01	72.07
Totals For: E180		238,365.97	1,330.02	239,695.99	332,566.00	92,870.01	72.07
E 01-2-23-1205	E182 OTHER SPECIAL PROJECTS	1,067.96	(1,067.96)	\$0.00	29,250.00	29,250.00	0.00
E 01-2-23-1210	SURVEYING	8,352.26	0.00	\$8,352.26	6,750.00	(1,602.26)	123.74 **
E 01-2-23-1220	CELL PHONES - PUBLIC WORKS	1,412.10	0.00	\$1,412.10	2,400.00	987.90	58.84
E 01-2-23-1900	OTHER-OFF.SUPP,PSTG,ADS.ETC	795.83	0.00	\$795.83	1,000.00	204.17	79.58
Totals For: E182		11,628.15	(1,067.96)	10,560.19	39,400.00	28,839.81	26.80
E 01-2-23-1380	E185 GENERAL EQUIPMENT FUELS	19,837.31	1,533.83	\$21,371.14	15,000.00	(6,371.14)	142.47 **
E 01-2-23-1385	INSURANCE-TRUCKS,LDR,BCKHOE,ETC	9,853.00	0.00	\$9,853.00	10,500.00	647.00	93.84
E 01-2-23-1391	COMMERCIAL CARRIER FEE	66.00	0.00	\$66.00	66.00	0.00	100.00
E 01-2-23-1400	SUPPLIES, SMALL TOOLS & EQUIP	3,837.86	376.89	\$4,214.75	6,000.00	1,785.25	70.25
E 01-2-23-1310	E186 EQUIPMENT MTC MAINTENANCE OF LOADER	585.76	209.96	\$795.72	3,000.00	2,204.28	26.52
E 01-2-23-1330	MAINTENANCE OF BACKHOE	2,206.21	178.10	\$2,384.31	2,500.00	115.69	95.37
E 01-2-23-1335	MTC- '15 KIOTI TRACTOR	562.35	43.88	\$606.23	1,000.00	393.77	60.62
E 01-2-23-1345	MTC 3 TON-2011	4,656.21	0.00	\$4,656.21	5,000.00	343.79	93.12
E 01-2-23-1346	'99 5 TON WHITE TRUCK	2,529.68	236.51	\$2,766.19	7,000.00	4,233.81	39.52
E 01-2-23-1347	2011 1/2 TN FORD-BLUE	338.89	0.00	\$338.89	500.00	161.11	67.78

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E 01-2-23-1350	1/2 TN "02 CHEV(WHITE)	56.25	0.00	\$56.25	500.00	443.75	11.25
E 01-2-23-1351	MTC-1 TN TRK-DODGE'09	6,843.38	0.00	\$6,843.38	2,500.00	(4,343.38)	273.74 **
E 01-2-23-1352	MTC 1/2 TN'09 FORD SILVER	539.78	0.00	\$539.78	1,000.00	460.22	53.98
E 01-2-23-1360	MTC 1/2 TN'03 CHV/BRGNDY	396.39	0.00	\$396.39	1,500.00	1,103.61	26.43
E 01-2-23-1370	MTC OF SKIDSTEER	1,469.23	43.87	\$1,513.10	3,000.00	1,486.90	50.44
E 01-2-23-1375	MTC OF SMALL EQUIP	1,553.39	0.00	\$1,553.39	2,000.00	446.61	77.67
E 01-2-23-2365	MTC SNOW REMVL EQUIP	1,357.93	0.00	\$1,357.93	4,000.00	2,642.07	33.95
Totals For: E186		23,095.45	712.32	23,807.77	33,500.00	9,692.23	71.07
Totals For: E185		56,689.62	2,623.04	59,312.66	65,066.00	5,753.34	91.16
E190 BUILDINGS							
E 01-2-23-1510	PW BLDNG(OPERATIONS)	5,407.54	1,313.63	\$6,721.17	7,000.00	278.83	96.02
E 01-2-23-1511	PW BLDG - WATER/INSURANCE	4,208.67	0.00	\$4,208.67	4,020.00	(188.67)	104.69 **
E 01-2-23-1530	SALT & SAND STORAGE BUILDING	2,214.70	7.50	\$2,222.20	4,500.00	2,277.80	49.38
Totals For: E190		11,830.91	1,321.13	13,152.04	15,520.00	2,367.96	84.74
E200 ROADS AND STREETS							
E 01-2-23-2322	TREE MTC & PLANTING	10,108.71	0.00	\$10,108.71	8,000.00	(2,108.71)	126.36 **
E 01-2-23-2330	DRAINAGE DITCHES	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00
E 01-2-23-2340	STORM SEWERS	3,241.65	0.00	\$3,241.65	6,500.00	3,258.35	49.87
E 01-2-23-2341	STORM WTR MNGMNT(CULVERTS)	1,497.06	0.00	\$1,497.06	2,500.00	1,002.94	59.88
E 01-2-23-2360	SNOW & ICE REMOVAL-inc O/T	12,928.44	0.00	\$12,928.44	25,000.00	12,071.56	51.71
E 01-2-23-2370	COLD PATCH	5,929.45	0.00	\$5,929.45	6,000.00	70.55	98.82
E 01-2-23-2372	SALT/SAND	36.50	1,868.22	\$1,904.72	26,000.00	24,095.28	7.33
E 01-2-23-2376	GRAVEL	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2-23-2500	STREET LIGHTING	12,587.53	1,127.56	\$13,715.09	20,000.00	6,284.91	68.58
Totals For: E200		46,329.34	2,995.78	49,325.12	97,500.00	48,174.88	50.59
E205 OTHER ROADS & STREETS							
E 01-2-23-2310	ROAD ALLOWANCES-INTERS & APPRO	11,513.17	0.00	\$11,513.17	11,050.00	(463.17)	104.19 **
E 01-2-23-2315	GRADING STREETS & RDS	438.00	0.00	\$438.00	2,000.00	1,562.00	21.90
E 01-2-23-2390	DOCK STREET FLOWERS	4,000.16	0.00	\$4,000.16	4,500.00	499.84	88.89
E 01-2-23-2610	STREET SIGNS	470.88	0.00	\$470.88	4,000.00	3,529.12	11.77
E 01-2-23-2620	TRAFFIC LANE MARKING	8,733.95	0.00	\$8,733.95	8,000.00	(733.95)	109.17 **
E 01-2-23-2640	OTHER ROADS & STREETS	2,490.71	0.00	\$2,490.71	4,000.00	1,509.29	62.27
E 01-2-23-3490	OTH-DOCK ST. WHARF	14.87	0.00	\$14.87	0.00	(14.87)	0.00
Totals For: E205		27,661.74	0.00	27,661.74	33,550.00	5,888.26	82.45
E210 PARKS & FACILITIES							

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E 01-2-25-1100	CEMETERIES & CREMATORIUMS	3,000.00	0.00	\$3,000.00	3,000.00	0.00	100.00
E 01-2-27-1010	RECREATION COMPLEX	806.95	0.00	\$806.95	5,000.00	4,193.05	16.14
E 01-2-27-1011	COMPLEX LIGHTS	6,238.26	0.00	\$6,238.26	8,000.00	1,761.74	77.98
E 01-2-27-1020	GEORGE/PARR ST PLAYGROUND	85.43	0.00	\$85.43	1,500.00	1,414.57	5.70
E 01-2-27-1100	SHELB CO ARENA	22,288.68	0.00	\$22,288.68	22,000.00	(288.68)	101.31 **
E 01-2-27-1240	SHELBURNE ARENA(OIL,PSTG,ETC)	767.80	(411.10)	\$356.70	0.00	(356.70)	0.00
E 01-2-27-1510	WATERFRONT PARKS	137.22	0.00	\$137.22	3,000.00	2,862.78	4.57
E 01-2-27-1520	CENOTAPH	300.00	0.00	\$300.00	0.00	(300.00)	0.00
E 01-2-27-1550	GENERAL PARK EXPENSE	5,018.71	42.75	\$5,061.46	6,000.00	938.54	84.36
E 01-2-27-1555	GRAHAMS PARK	16,643.46	338.48	\$16,981.94	19,100.00	2,118.06	88.91
E 01-2-27-1568	BIKE RACKS/BENCHES	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2-27-1585	TRAILS	9.37	0.00	\$9.37	2,500.00	2,490.63	0.37
Totals For:	E210	55,295.88	(29.87)	55,266.01	70,600.00	15,333.99	78.28
E 01-2-23-9950	E211 AMORTIZATION TANG CAP ASSTS	1,042.86	4,797.16	\$5,840.02	0.00	(5,840.02)	0.00
Totals For:	E211	1,042.86	4,797.16	5,840.02	0.00	(5,840.02)	0.00
E 01-2-23-9976	E212 DEBT CHARGES E213 INTEREST ON LTD DEBENTURE INTEREST	9,094.15	0.00	\$9,094.15	6,610.00	(2,484.15)	137.58 **
Totals For:	E213	9,094.15	0.00	9,094.15	6,610.00	(2,484.15)	137.58
Totals For:	E212	9,094.15	0.00	9,094.15	6,610.00	(2,484.15)	137.58
Totals For:	E175	457,938.62	11,969.30	469,907.92	660,812.00	190,904.08	71.11
E 01-2-24-2100	E215 ENVIRONMENTAL HEALTH SERVICES E216 WASTEWATER E217 WAGES & BENEFITS	594.89	0.00	\$594.89	626.00	31.11	95.03
E 01-2-24-2110	ADMINISTRATION (W/C)	38,250.20	0.00	\$38,250.20	36,634.00	(1,616.20)	104.41 **
E 01-2-24-2112	SEWER PLANT OPERATOR	2,191.53	0.00	\$2,191.53	2,583.00	391.47	84.84
E 01-2-24-2113	EMPLOYER EI/CPP	1,860.22	169.26	\$2,029.48	2,565.00	535.52	79.12
E 01-2-24-2114	EMPLOYER PENSION	1,441.18	137.32	\$1,578.50	1,951.00	372.50	80.91
E 01-2-24-2115	HEALTH PLAN	534.31	0.00	\$534.31	900.00	365.69	59.37
Totals For:	E217	44,872.33	306.58	45,178.91	45,259.00	80.09	99.82
E 01-2-24-2111	E218 OTHER WASTEWATER SEWER PLNT OPER-EXPENSES	403.86	15.61	\$419.47	500.00	80.53	83.89
E 01-2-24-2118	OFF SUPP, PSTG, ETC	286.51	0.00	\$286.51	450.00	163.49	63.67
Totals For:	E218	690.37	15.61	705.98	950.00	244.02	74.31

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E 01-2-24-2120	E219 VEHICLE EXPENSE TRUCK & TRLR EXPENSE	1,457.29	0.00	\$1,457.29	1,500.00	42.71	97.15
E 01-2-24-2130	TRUCK & TRLR INS	1,103.00	0.00	\$1,103.00	1,100.00	(3.00)	100.27 **
	Totals For: E219	2,560.29	0.00	2,560.29	2,600.00	39.71	98.47
E 01-2-24-2300	E220 LIFT STATIONS SEWAGE LIFT STNS- POWER	23,131.41	0.00	\$23,131.41	30,000.00	6,868.59	77.10
E 01-2-24-2310	SEWAGE LIFT STNS(MTCE & REPRS)	9,170.41	513.09	\$9,683.50	20,000.00	10,316.50	48.42
	Totals For: E220	32,301.82	513.09	32,814.91	50,000.00	17,185.09	65.63
E 01-2-24-2400	E221 TREATMENT PLANT SEWAGE TREATMENT & PLANT-MTCE	20,298.74	258.68	\$20,557.42	11,000.00	(9,557.42)	186.89 **
E 01-2-24-2410	SEWAGE TREATMENT PLANT-POWER	38,611.72	3,804.70	\$42,416.42	36,000.00	(6,416.42)	117.82 **
E 01-2-24-2411	SEWAGE TRTMNT PLNT-WTR/INS	17,941.72	0.00	\$17,941.72	9,500.00	(8,441.72)	188.86 **
E 01-2-24-2412	WATER TESTING	9,384.80	385.86	\$9,770.66	10,500.00	729.34	93.05
E 01-2-24-2500	CHEMICALS & ADDITIVES	4,878.29	0.00	\$4,878.29	1,500.00	(3,378.29)	325.22 **
E 01-2-24-2600	STORAGE BUILDING-POWER	440.01	0.00	\$440.01	400.00	(40.01)	110.00 **
	Totals For: E221	91,555.28	4,449.24	96,004.52	68,900.00	(27,104.52)	139.34
E 01-2-24-2900	E222 MTC OF LINES MTCE OF LINES - PARTS	1,765.51	0.00	\$1,765.51	3,600.00	1,834.49	49.04
E 01-2-24-2910	MTCE OF LINES - LABOUR	8,669.24	0.00	\$8,669.24	7,500.00	(1,169.24)	115.59 **
E 01-2-24-2920	WSTWR SYSTEM COND ASSMENT	3,131.20	0.00	\$3,131.20	0.00	(3,131.20)	0.00
	Totals For: E222	13,565.95	0.00	13,565.95	11,100.00	(2,465.95)	122.22
	Totals For: E216	185,546.04	5,284.52	190,830.56	178,809.00	(12,021.56)	106.72
E 01-2-24-3900	E223 WASTE COLLECTION E224 SOLID WASTE OTHER-BUILDINGS,SUPPLIES	1,709.40	0.00	\$1,709.40	450.00	(1,259.40)	379.87 **
	Totals For: E224	1,709.40	0.00	1,709.40	450.00	(1,259.40)	379.87
	Totals For: E223	1,709.40	0.00	1,709.40	450.00	(1,259.40)	379.87
E 01-2-24-3315	E225 COMPOST COMPOST BINS-GREEN CARTS	0.00	0.00	\$0.00	1,250.00	1,250.00	0.00
E 01-2-24-3316	COMM GARDEN/COMPOST	0.00	0.00	\$0.00	500.00	500.00	0.00
	Totals For: E225	0.00	0.00	0.00	1,750.00	1,750.00	0.00
E 01-2-24-6000	E226 SHARED SERVICES SHARED SERVICES-WASTE COLLECTION	200,957.19	20,095.72	\$221,052.91	243,453.00	22,400.09	90.80
	Totals For: E226	200,957.19	20,095.72	221,052.91	243,453.00	22,400.09	90.80
E 01-2-24-9950	E227 AMORTIZATION TANG CAP ASSTS	0.00	6,257.16	\$6,257.16	0.00	(6,257.16)	0.00

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	Totals For: E227	0.00	6,257.16	6,257.16	0.00	(6,257.16)	0.00
	E228 DEBT CHARGES						
	E229 INTEREST ON LTD						
E 01-2-24-9976	DEBENTURE INTEREST	14,551.64	0.00	\$14,551.64	14,552.00	0.36	100.00
	Totals For: E229	14,551.64	0.00	14,551.64	14,552.00	0.36	100.00
	Totals For: E228	14,551.64	0.00	14,551.64	14,552.00	0.36	100.00
	Totals For: E215	402,764.27	31,637.40	434,401.67	439,014.00	4,612.33	98.95
	E250 COMMUNITY/ECONOMIC DEVELOPMENT						
	E251 PUBLIC HEALTH/WELFARE SERVICES						
E 01-2-25-7910	SHELBOURNE SENIOR SAFETY	3,984.00	0.00	\$3,984.00	3,984.00	0.00	100.00
E 01-2-25-7911	SOU WEST NOVA TRANSIT	3,300.00	0.00	\$3,300.00	3,300.00	0.00	100.00
E 01-2-25-7912	VON	2,000.00	0.00	\$2,000.00	2,000.00	0.00	100.00
E 01-2-25-7913	MEDICAL CENTRE	25,000.00	0.00	\$25,000.00	0.00	(25,000.00)	0.00
	Totals For: E251	34,284.00	0.00	34,284.00	9,284.00	(25,000.00)	369.28
	E255 PLANNING & INSPECTION						
E 01-2-26-1400	LUB/SEP-REWRITE	4,534.18	0.00	\$4,534.18	4,600.00	65.82	98.57
E 01-2-26-1410	GIS SERVICES-WGS & BENEFITS	48,228.54	0.00	\$48,228.54	61,528.00	13,299.46	78.38
E 01-2-26-1415	GIS SERVICES-SOFTWARE,LICENSES,ETC	2,822.69	0.00	\$2,822.69	5,000.00	2,177.31	56.45
	Totals For: E255	55,585.41	0.00	55,585.41	71,128.00	15,542.59	78.15
	E261 ADMINISTRATION						
E 01-2-26-2325	ADVERTISING/PROMOTION	0.00	0.00	\$0.00	450.00	450.00	0.00
E 01-2-26-2326	TELEPHONE/INTERNET	1,998.17	187.47	\$2,185.64	2,500.00	314.36	87.43
	Totals For: E261	1,998.17	187.47	2,185.64	2,950.00	764.36	74.09
	E262 TOURISM & MARKETING						
E 01-2-26-2810	ECONOMIC DEV OFFICER-WGS/BENEFITS	1,670.03	0.00	\$1,670.03	0.00	(1,670.03)	0.00
E 01-2-26-2811	ECONOMIC DEV OFF-EXPENSES	93.45	0.00	\$93.45	0.00	(93.45)	0.00
E 01-2-26-2930	TOUR & MARKETING CO-ORD-WGS & BENEF	1,785.52	191.78	\$1,977.30	0.00	(1,977.30)	0.00
E 01-2-26-2933	TOUR & MARKETING-EVNTS - MARKETNG & F	14,535.69	488.84	\$15,024.53	17,500.00	2,475.47	85.85
E 01-2-26-2934	TOUR & MARKETING- WEB TOOLS	4,217.32	83.38	\$4,300.70	5,550.00	1,249.30	77.49
E 01-2-26-2935	PROMO AUDIO/VIDEO DEVELOPMENT	5,214.30	0.00	\$5,214.30	5,000.00	(214.30)	104.29 **
E 01-2-26-2961	SHELBOURNE CELEBRATES CHRISTMAS	933.51	0.00	\$933.51	1,565.00	631.49	59.65
E 01-2-26-2962	XMAS ST DECORATIONS	465.39	0.00	\$465.39	3,000.00	2,534.61	15.51
E 01-2-26-2963	EVENTS- OTHER(PUMPKIN FEST, ETC)	2,327.74	453.42	\$2,781.16	5,500.00	2,718.84	50.57
E 01-2-26-2964	EVENTS CO-ORDINATOR	19,817.32	0.00	\$19,817.32	26,883.00	7,065.68	73.72
E 01-2-26-2966	FOUNDERS DAYS	20,770.63	0.00	\$20,770.63	35,825.00	15,054.37	57.98
E 01-2-26-9120	VIC - MAINTENANCE	911.04	0.00	\$911.04	4,500.00	3,588.96	20.25

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E 01-2-26-9125	VIC - INSURANCE	644.00	0.00	\$644.00	600.00	(44.00)	107.33 **
E 01-2-26-9126	VIC- OPERATIONS	16,118.32	30.50	\$16,148.82	22,800.00	6,651.18	70.83
E 01-2-26-9128	SOUTH SHORE TOURISM TEAM	350.00	0.00	\$350.00	350.00	0.00	100.00
E 01-2-26-9132	GUILD HALL-PROGRAMMING	4,800.00	0.00	\$4,800.00	5,000.00	200.00	96.00
E 01-2-26-9133	PUBLIC ART	5,882.74	0.00	\$5,882.74	9,000.00	3,117.26	65.36
Totals For:	E262	100,537.00	1,247.92	101,784.92	143,073.00	41,288.08	71.14
E275	OTHER ENVIRON. DEVEL. SERVICES						
E 01-2-26-9170	OTHER CED(DOG FRIENDLY)	767.21	0.00	\$767.21	500.00	(267.21)	153.44 **
Totals For:	E275	767.21	0.00	767.21	500.00	(267.21)	153.44
E276	AMORTIZATION						
E 01-2-26-9950	TANG CAP ASSTS	2,171.06	1,067.96	\$3,239.02	23,754.00	20,514.98	13.64
Totals For:	E276	2,171.06	1,067.96	3,239.02	23,754.00	20,514.98	13.64
E277	DEBT CHARGES						
E278	INTEREST ON LTD						
E 01-2-26-9976	DEBENTURE INT	785.36	0.00	\$785.36	282.00	(503.36)	278.50 **
Totals For:	E278	785.36	0.00	785.36	282.00	(503.36)	278.50
Totals For:	E277	785.36	0.00	785.36	282.00	(503.36)	278.50
E307	COMMUNITY USE OF SCHOOLS						
E 01-2-27-1710	SCHOOL CO-ORDINATOR WAGES	30,629.80	0.00	\$30,629.80	38,250.00	7,620.20	80.08
E 01-2-27-1711	SCHOOL CO-ORD/EXPENSES	2,854.50	0.00	\$2,854.50	3,000.00	145.50	95.15
E 01-2-27-1712	SCHOOL CO-ORD-W/C	553.55	0.00	\$553.55	654.00	100.45	84.64
E 01-2-27-1713	SCHOOL CO-ORD-EI/PPP	2,241.64	0.00	\$2,241.64	2,640.00	398.36	84.91
E 01-2-27-1714	SCHOOL CO-ORD-MEDICAL	1,094.82	103.92	\$1,198.74	1,459.00	260.26	82.16
E 01-2-27-1715	SCHOOL CO-ORD(PENSION)	1,750.66	51.49	\$1,802.15	2,250.00	447.85	80.10
E 01-2-27-1716	SCHOOL CO-ORD(PROV DEV)	588.47	0.00	\$588.47	1,000.00	411.53	58.85
E 01-2-27-1720	TELEPHONE	761.48	48.30	\$809.78	1,000.00	190.22	80.98
E 01-2-27-1721	OFFICE SUPPLIES	935.88	0.00	\$935.88	1,000.00	64.12	93.59
E 01-2-27-1722	ADVERTISING/PROMOTION	690.30	0.00	\$690.30	800.00	109.70	86.29
E 01-2-27-1730	PROJECTS	4,785.69	0.00	\$4,785.69	5,000.00	214.31	95.71
E 01-2-27-1732	COMM LEADERSHIP DEV	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2-27-1736	ACCOUNTING/ADMIN FEE	0.00	1,500.00	\$1,500.00	1,500.00	0.00	100.00
E308	COMMUNITY USE SCHOOLS-PROGRAMS						
E 01-2-27-1740	PROGRAM EXPENSES	0.00	0.00	\$0.00	200.00	200.00	0.00
E 01-2-27-1752	FACILITY SUPERVISOR	7,032.09	0.00	\$7,032.09	10,000.00	2,967.91	70.32
Totals For:	E308	7,032.09	0.00	7,032.09	10,200.00	3,167.91	68.94
Totals For:	E307	53,918.88	1,703.71	55,622.59	69,753.00	14,130.41	79.74

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Totals For:	E250	250,047.09	4,207.06	254,254.15	320,724.00	66,469.85	79.28
E280	FACILITIES MANAGEMENT						
E310	BUILDINGS & FACILITIES						
E 01-2-26-9900	COX SHIPYARD COMPLEX	42,999.13	67,580.56	\$110,579.69	11,800.00	(98,779.69)	937.12 **
E 01-2-26-9901	OLD BIDC OFF(13 GEORGE)	4,602.88	273.04	\$4,875.92	6,680.00	1,804.08	72.99
E 01-2-27-1215	GOC BUILDING	66,687.88	7,854.96	\$74,542.84	86,000.00	11,457.16	86.68
E 01-2-27-1220	FIRE STN/COMM CTR-MTC & REPAIR	32,488.62	2,882.26	\$35,370.88	31,500.00	(3,870.88)	112.29 **
E 01-2-27-1221	FIR STN/COMM CTR-JAN,WTR,INS	17,190.27	1,123.62	\$18,313.89	22,620.00	4,306.11	80.96
E 01-2-27-1230	KING ST CTR.(OPER,MTC,REPRS)	29,867.77	11,940.49	\$41,808.26	21,650.00	(20,158.26)	193.11 **
E 01-2-27-1231	KING ST CTR.(JAN,WTR & INS)	2,557.67	0.00	\$2,557.67	2,900.00	342.33	88.20
E 01-2-27-2500	HERITAGE HALL WORKSHOP	1,215.85	5.65	\$1,221.50	5,450.00	4,228.50	22.41
E 01-2-27-2505	HERITAGE HALL-INSURANCE	2,158.00	0.00	\$2,158.00	1,925.00	(233.00)	112.10 **
E 01-2-27-2510	MACKAY MEM LIBRARY-OPER EXP	6,036.68	775.65	\$6,812.33	8,400.00	1,587.67	81.10
E 01-2-27-2515	TRNSFR REG LIBRARY	11,652.00	0.00	\$11,652.00	11,652.00	0.00	100.00
E 01-2-27-2520	LIBRARY JANITORS WAGES	6,511.24	667.84	\$7,179.08	7,995.00	815.92	89.79
E 01-2-27-2920	GUILD HALL-MTC & OPER	2,088.82	0.00	\$2,088.82	2,350.00	261.18	88.89
E 01-2-27-2925	DOCK ST- PUBLIC WASHROOMS	4,039.70	338.46	\$4,378.16	5,850.00	1,471.84	74.84
Totals For:	E310	230,096.51	93,442.53	323,539.04	226,772.00	(96,767.04)	142.67
E311	AMORTIZATION						
E 01-2-27-9950	TANG CAP ASSTS	57,676.64	(20,332.45)	\$37,344.19	9,187.00	(28,157.19)	406.49 **
Totals For:	E311	57,676.64	(20,332.45)	37,344.19	9,187.00	(28,157.19)	406.49
E312	DEBT CHARGES						
E313	INTEREST ON LTD						
E 01-2-27-9976	DEBENTURE INTEREST	12,036.62	0.00	\$12,036.62	15,775.00	3,738.38	76.30
Totals For:	E313	12,036.62	0.00	12,036.62	15,775.00	3,738.38	76.30
Totals For:	E312	12,036.62	0.00	12,036.62	15,775.00	3,738.38	76.30
Totals For:	E280	299,809.77	73,110.08	372,919.85	251,734.00	(121,185.85)	148.14
E315	FISCAL SERVICES						
E320	FINANCING/DEBT CHARGES						
E 01-2-28-1310	DEBENTURE PRINICIPAL	121,972.00	0.00	\$121,972.00	121,972.00	0.00	100.00
Totals For:	E320	121,972.00	0.00	121,972.00	121,972.00	0.00	100.00
E325	UNCOLLECTIBLES						
E 01-2-28-2110	UNCOLLECTABLE ACCOUNTS(INC TAXES)	30,090.95	0.00	\$30,090.95	10,000.00	(20,090.95)	300.91 **
Totals For:	E325	30,090.95	0.00	30,090.95	10,000.00	(20,090.95)	300.91
E330	RESERVE TRANSFERS						
E 01-2-28-2210	CAPITAL RESERVE	11,847.00	0.00	\$11,847.00	11,847.00	0.00	100.00
Totals For:	E330	11,847.00	0.00	11,847.00	11,847.00	0.00	100.00

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E 01-2-22-2600	E340 APPROPRIATIONS-RED TX REV DEPT. OF JUSTICE (PROS. FEES)	3,616.62	0.00	\$3,616.62	8,850.00	5,233.38	40.87
E 01-2-22-2610	PROT SERV-CORRECTIONS	16,029.00	0.00	\$16,029.00	21,372.00	5,343.00	75.00
E 01-2-25-1200	DEF. REG HOUSNG AUTH	0.00	0.00	\$0.00	60,000.00	60,000.00	0.00
E 01-2-28-4100	REGIONAL SCHOOL BOARD	232,953.92	23,295.38	\$256,249.30	279,545.00	23,295.70	91.67
Totals For: E340		252,599.54	23,295.38	275,894.92	369,767.00	93,872.08	74.61
Totals For: E315		416,509.49	23,295.38	439,804.87	513,586.00	73,781.13	85.63
Totals For: E099		3,432,831.99	182,653.81	3,615,485.80	4,048,641.00	433,155.20	89.30
Totals For: EXPN		3,432,831.99	182,653.81	3,615,485.80	4,048,641.00	433,155.20	89.30

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
		\$ 3,720,068.64	\$ 118,098.37	\$ 3,838,167.01	\$ 4,048,641.00	\$ 210,473.99	94.80
		3,432,831.99	182,653.81	3,615,485.80	\$ 4,048,641.00	433,155.20	89.30
		<u>\$ 287,236.65</u>	<u>\$(64,555.44)</u>	<u>\$ 222,681.21</u>	<u>\$ 0.00</u>	<u>\$(222,681.21)</u>	<u>5.50</u>

Note: The items marked with ** are over budget

Town of Shelburne
 Fiscal Year Period April 01,2019 To February 29,2020
 FUND01 - TOWN GENERAL

Balance Sheet

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Accttype

ASSETS

GENERAL OPERATING ASSETS

CASH ON HAND & ON DEPOSIT

A	01-3-31-1000	CASH ON HAND	-1,012.64
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CASH ON HAND

A	01-3-31-1001	CASH IN SAFE	421,743.59
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A	01-3-31-1100	PETTY CASH	100.00
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A	01-3-31-2000	CASH IN CHART. BANK - REC ACCT	-458,305.31
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	Total CASH ON HAND	-36,461.72
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RECEIVABLES

A	01-3-32-0000	INVENTORY	49,709.95
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A	01-3-32-1120	TAXES RECEIVABLE	189,051.83
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A	01-3-32-1130	SOLID WASTE RECEIVABLES	45,633.65
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A	01-3-32-1140	RECEIVABLES-SEWER ENT FEES	800.00
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A	01-3-32-1150	SEWER RECEIVABLE	79,981.47
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A	01-3-32-1160	INTEREST RECEIVABLE	31,002.59
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A	01-3-32-2100	DUE FRM FED GOV'T & AG(COND)	1,445.88
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A	01-3-32-5000	DUE FROM OTHER LOCAL GOV'TS	31,935.15
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A	01-3-32-6100	DUE FR OWN FUNDS-WATER UTILITY	64,137.40
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A	01-3-32-6110	DUE FR OWN FUNDS-CEMETERY	28,580.68
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A	01-3-32-6330	DUE FR OWN FND - CAPITAL	55,016.67
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A	01-3-32-6331	DUE FR OWN FNDS-SPEC CAP RESRV	28,635.34
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A	01-3-32-6332	DUE FRM GAS TAX RESERVE	8,835.63
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A	01-3-32-6350	DUE FRM OWN FNDS-PORT AUTHORIT	272,095.24
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	Total RECEIVABLES	886,861.48
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ACCOUNTS RECEIVABLE - OTHER

A	01-3-32-7000	ACCOUNTS RECEIVABLE - OTHER	4.02
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A	01-3-32-7100	MISC ACCOUNTS RECEIVABLE	65,529.27
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A	01-3-32-7110	MISC AREC-YR END	0.01
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A	01-3-32-7200	HST REBATE RECOVERABLE	35,270.74
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A	01-3-32-7210	ITC-RECOVERABLE	1,399.12
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A	01-3-32-7300	PREPAID EXPENSES	5,751.57
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	Total ACCOUNTS RECEIVABLE - OTHER	107,954.73
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	Total CASH ON HAND & ON DEPOSIT	957,341.85
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	Total GENERAL OPERATING ASSETS	957,341.85
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	Total ASSETS	\$ 957,341.85
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LIABILITIES

GENERAL OPERATING LIABILITIES

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE - GENERAL

L	01-4-42-1200	PREPAID TAXES & SEWER	32,450.75
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L	01-4-42-1300	PREPAID SOLID WASTE CHRG	1.70
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Town of Shelburne
Fiscal Year Period April 01,2019 To February 29,2020
FUND01 - TOWN GENERAL

Balance Sheet

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Acctype			
L	01-4-42-2100	PROVINCE OF NOVA SCOTIA	6,494.26
L	01-4-42-2300	DEFERRED REVENUE - PROV. OF NS	7,377.00
L	01-4-42-2451	DEF REV-SCHOOL CO-ORD	13,762.20
L	01-4-42-2452	DEFERRED REV-FOUNDERS DAYS	1,575.00
L	01-4-42-2500	DUE TO OTH. LOCAL GOVT'S	2,024.28
L	01-4-42-4100	DUE TO OWN FNDS-GAS TAX	64,670.00
L	01-4-42-4110	DUE OTHER FUNDS - TX SALE SUR	16,267.90
L	01-4-42-4151	DUE TO SPEC CAPITAL RESERVE	77,103.98
L	01-4-42-4160	DUE TO RESERVES EQUIPMENT	350.00
L	01-4-42-4190	DUE TO WATER UTILITY REVENUE	86,060.18
L	01-4-42-4197	DUE TO CEMETERY	2,047.00
L	01-4-42-4198	DUE TO PORT AUTHORITY	66,140.54
L	01-4-42-5000	ACCOUNTS PAYABLE - TRADE-RV AT	155,541.15
L	01-4-42-5100	HST COLLECTIONS ACCOUNT	14,164.38
L	01-4-42-5210	EMPLOYEES DED PAY-SUNLIFE	-2,166.66
L	01-4-42-5220	EMPLOYEES DED PAY - MEDICAL	-3,175.91
L	01-4-42-5221	EMPLOYEE-OPTIONAL LIFE	-65.80
L	01-4-42-5236	DUE TO MEPS(Payments Rec'd in Error)	2,301.58
Total ACCOUNTS PAYABLE - GENERAL			542,923.53
ACCURED PAYABLES			
L	01-4-42-7000	ACCRUED PAYABLES	30,012.50
L	01-4-42-7030	ACCURED SICK LEAVE	30,114.68
L	01-4-42-7035	ACCRUED VACATION PAY	15,615.79
Total ACCURED PAYABLES			75,742.97
Total ACCOUNTS PAYABLE			618,666.50
OTHER LIABILITIES			
L	01-4-44-5000	DEFERRED REVENUE-OTHER	30.01
Total OTHER LIABILITIES			30.01
ASSET VALUATION ALLOWANCES			
L	01-4-45-1000	FOR UNCOLLECTABLE TAXES	96,531.65
L	01-4-45-1100	FOR UNC SEWER CONNECTIONS	800.00
L	01-4-45-2000	RESERVE-OTH DOUBTFUL RECV	18,632.48
Total ASSET VALUATION ALLOWANCES			115,964.13
SURPLUS & OTHER EQUITY			
S	01-4-49-1100	ACCUM SURPLUS	222,681.21
Total SURPLUS & OTHER EQUITY			222,681.21
Total GENERAL OPERATING LIABILITIES			957,341.85
Total LIABILITIES			\$ 957,341.85

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND02 - WATER UTILITY

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE						
I299	WATER UTILITY REVENUES						
I300	METERED SALES						
I 02-1-11-1000	RESIDENTIAL	\$ 135,739.55	\$ 0.00	\$135,739.55	\$ 180,606.00	\$ 44,866.45	75.16
I 02-1-11-2000	COMMERCIAL/INSTITUTIONAL	158,193.74	0.00	\$158,193.74	201,790.00	43,596.26	78.40
I 02-1-11-3000	INDUSTRIAL	50,482.54	1,368.47	\$51,851.01	60,000.00	8,148.99	86.42
I 02-1-11-4000	BULK WATER	50.00	0.00	\$50.00	2,162.00	2,112.00	2.31
Totals For: I300		344,465.83	1,368.47	345,834.30	444,558.00	98,723.70	77.79
I305	FLAT RATE SALES						
I 02-1-12-1000	RESIDENTIAL	36,442.56	0.00	\$36,442.56	48,590.00	12,147.44	75.00
Totals For: I305		36,442.56	0.00	36,442.56	48,590.00	12,147.44	75.00
I310	FIRE PROTECTION						
I 02-1-13-1000	PUBLIC FIRE PROTECTION-TOWN	84,623.20	0.00	\$84,623.20	84,724.00	100.80	99.88
I 02-1-13-2000	PUBLIC FIRE PROTECTION-MDS	46,459.80	0.00	\$46,459.80	46,359.00	(100.80)	100.22 **
I 02-1-13-3000	PRIVATE FIRE PROTECTION-OTHER	2,400.00	0.00	\$2,400.00	2,400.00	0.00	100.00
I 02-1-14-1000	SPRINKLER SERVICE	2,150.00	0.00	\$2,150.00	2,150.00	0.00	100.00
Totals For: I310		135,633.00	0.00	135,633.00	135,633.00	0.00	100.00
I313	FORFEITED DISCOUNTS						
I 02-1-16-2000	INTEREST	2,340.42	199.48	\$2,539.90	1,560.00	(979.90)	162.81 **
Totals For: I313		2,340.42	199.48	2,539.90	1,560.00	(979.90)	162.81
I320	NON-OPERATING REVENUE						
I 02-1-18-1000	JOBGING AND CONTRACT WORK	877.40	0.00	\$877.40	2,000.00	1,122.60	43.87
I 02-1-18-2000	INTEREST ON INVESTMNTS	0.00	0.00	\$0.00	3,500.00	3,500.00	0.00
I 02-1-18-9000	OTHER NON-OPERATING REVENUE	642.19	0.00	\$642.19	0.00	(642.19)	0.00
I 02-1-18-9001	ROUNDING ACCT-CSH TRNS	0.47	0.07	\$0.54	0.00	(0.54)	0.00
Totals For: I320		1,520.06	0.07	1,520.13	5,500.00	3,979.87	27.64
Totals For: I299		520,401.87	1,568.02	521,969.89	635,841.00	113,871.11	82.09
Totals For: INCM		520,401.87	1,568.02	521,969.89	635,841.00	113,871.11	82.09

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND02 - WATER UTILITY

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES						
E399	WATER OPERATING EXPENSES						
E400	SOURCE OF SUPPLY						
E 02-2-21-6000	RENTS	\$0.00	\$0.00	\$0.00	\$603.00	\$ 603.00	0.00
Totals For:	E400	\$0.00	0.00	0.00	603.00	603.00	0.00
E405	PUMPING						
E 02-2-22-4000	POWER PURCHASED	33,007.80	0.00	\$33,007.80	42,506.00	9,498.20	77.65
E 02-2-22-4100	FUEL	1,750.79	0.00	\$1,750.79	1,000.00	(750.79)	175.08 **
Totals For:	E405	34,758.59	0.00	34,758.59	43,506.00	8,747.41	79.89
E410	MAINTENANCE OF PUMPING PLANT						
E 02-2-22-5100	MTC OF STRUCTURES & IMPROVMNTS	47.16	0.00	\$47.16	250.00	202.84	18.86
E 02-2-22-5200	MTC PUMPING EQUIP(INC GENERATOR)	3,866.52	0.00	\$3,866.52	1,500.00	(2,366.52)	257.77 **
Totals For:	E410	3,913.68	0.00	3,913.68	1,750.00	(2,163.68)	223.64
E415	WATER TREATMENT						
E 02-2-23-2000	OPERATION LABOUR	(4,609.78)	0.00	\$-4,609.78	83,930.00	88,539.78	(5.49)
E 02-2-23-2100	PLANT OPERATOR-EXPENSES	641.77	0.00	\$641.77	1,500.00	858.23	42.78
E 02-2-23-2110	PROV DEF(COURSES)EXCL FOREMAN	24.71	0.00	\$24.71	0.00	(24.71)	0.00
E 02-2-23-2200	OPERATIONAL SUPPORT(DRC ETC)	4,402.46	600.00	\$5,002.46	5,200.00	197.54	96.20
Totals For:	E415	459.16	600.00	1,059.16	90,630.00	89,570.84	1.17
E420	OPERATION SUPPLIES & EXPENSE						
E 02-2-23-3100	CHEMICALS & ADDITIVES	61,509.62	3,146.14	\$64,655.76	66,187.00	1,531.24	97.69
E 02-2-23-3600	CHEMICAL & WATER TESTING	27,036.91	1,909.48	\$28,946.39	31,900.00	2,953.61	90.74
E 02-2-23-3900	OTHER SUPPLIES & EXPENSES	891.00	0.00	\$891.00	500.00	(391.00)	178.20 **
E 02-2-23-3910	SMALL EQUIP/TOOLS(INC MTC)	403.40	0.00	\$403.40	500.00	96.60	80.68
Totals For:	E420	89,840.93	5,055.62	94,896.55	99,087.00	4,190.45	95.77
E425	MAINTENANCE OF TREATMENT PLAN						
E 02-2-23-4100	MTCE OF STRUCTURES & IMPROVMENT	1,124.06	28.34	\$1,152.40	5,000.00	3,847.60	23.05
E 02-2-23-4112	MTC OF CL2 BLDGS	2,784.68	120.45	\$2,905.13	2,000.00	(905.13)	145.26 **
E 02-2-23-4200	MAINTENANCE OF TREATMENT EQUIP	18,325.90	173.66	\$18,499.56	5,325.00	(13,174.56)	347.41 **
E 02-2-23-4300	LAGOONS(SLUDGE CONTROL)	684.72	0.00	\$684.72	51,050.00	50,365.28	1.34
E 02-2-23-9000	OTHER WATER PLANT EXPENSES	416.10	29.72	\$445.82	0.00	(445.82)	0.00
Totals For:	E425	23,335.46	352.17	23,687.63	63,375.00	39,687.37	37.38
E435	OPERATION LABOUR						
E 02-2-24-3100	OPERATION LABOUR-MAINS	0.00	0.00	\$0.00	13,107.00	13,107.00	0.00
Totals For:	E435	0.00	0.00	0.00	13,107.00	13,107.00	0.00
E440	MTCE OF TRANSMISSION & DISTRIB						
E 02-2-24-4100	MTCE OF RESERVOIRS & STANDPIPE	1,668.58	20.81	\$1,689.39	3,787.00	2,097.61	44.61

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND02 - WATER UTILITY

Income & Expense Statement

account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E 02-2-24-4200	MTC OF RESRVRS & STNDPIP-PWR	1,459.10	0.00	\$1,459.10	2,300.00	840.90	63.44
E 02-2-24-4300	MAINTENANCE OF MAINS	37,516.22	0.00	\$37,516.22	30,000.00	(7,516.22)	125.05 **
Totals For:	E440	40,643.90	20.81	40,664.71	36,087.00	(4,577.71)	112.69
E445	MTCE OF OTHER DISTRIBUTION PLT						
E 02-2-24-4910	MAINTENANCE OF WATER LINES	2,417.90	0.00	\$2,417.90	2,060.00	(357.90)	117.37 **
E 02-2-24-4920	MAINTENANCE OF METERS	31.28	0.00	\$31.28	1,000.00	968.72	3.13
E 02-2-24-4930	MAINTENANCE OF HYDRANTS	808.22	0.00	\$808.22	750.00	(58.22)	107.76 **
Totals For:	E445	3,257.40	0.00	3,257.40	3,810.00	552.60	85.50
E450	TRANSPORTATION EXPENSE						
E 02-2-24-7100	MTC-TRUCK & TLR	69.91	53.96	\$123.87	4,000.00	3,876.13	3.10
E 02-2-24-7200	TRUCK INSURANCE	996.00	0.00	\$996.00	1,000.00	4.00	99.60
Totals For:	E450	1,065.91	53.96	1,119.87	5,000.00	3,880.13	22.40
E460	CONSUMER ACCOUNTING & COLLECT						
E 02-2-25-1200	METER READING	0.00	0.00	\$0.00	2,498.00	2,498.00	0.00
E 02-2-25-1300	BILLING & ACCOUNTING	0.00	34,105.00	\$34,105.00	34,105.00	0.00	100.00
E 02-2-25-1500	UNCOLLECTIBLE ACCOUNTS	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
Totals For:	E460	0.00	34,105.00	34,105.00	38,603.00	4,498.00	88.35
E470	GENERAL OFFICE EXPENSES						
E 02-2-25-3100	TELEPHONE & INTERNET	2,127.14	136.81	\$2,263.95	2,575.00	311.05	87.92
E 02-2-25-3300	OFFICE EXPENSES & SUPPLIES	1,768.57	0.00	\$1,768.57	1,500.00	(268.57)	117.90 **
Totals For:	E470	3,895.71	136.81	4,032.52	4,075.00	42.48	98.96
E475	PROFESSIONAL FEES						
E 02-2-25-4100	AUDITORS	(1,233.26)	6,882.88	\$5,649.62	7,745.00	2,095.38	72.95
E 02-2-25-5000	REGULATORY EXPENSES	0.00	0.00	\$0.00	1,590.00	1,590.00	0.00
E 02-2-25-6000	INSURANCE	2,627.00	0.00	\$2,627.00	2,450.00	(177.00)	107.22 **
E 02-2-25-7000	POLICIES AND PROCEDURES	13,602.54	0.00	\$13,602.54	15,000.00	1,397.46	90.68
E 02-2-25-8000	MTCE OF GEN PROPERTY TAXES	812.70	0.00	\$812.70	813.00	0.30	99.96
Totals For:	E475	15,808.98	6,882.88	22,691.86	27,598.00	4,906.14	82.22
E480	OTHER ADMIN & GEN EXPENSES						
E 02-2-25-9200	ADVERTISING	0.00	0.00	\$0.00	250.00	250.00	0.00
E 02-2-25-9400	EMPLOYERS DEDUCTIONS PAYABLE	1,590.43	0.00	\$1,590.43	13,115.00	11,524.57	12.13
E 02-2-25-9500	PROFESSIONAL DEVELOP.	584.66	0.00	\$584.66	2,000.00	1,415.34	29.23
Totals For:	E480	2,175.09	0.00	2,175.09	15,365.00	13,189.91	14.16
E485	DEPRECIATION						
E 02-2-26-1200	DEPRECIATION	0.00	0.00	\$0.00	128,000.00	128,000.00	0.00
Totals For:	E485	0.00	0.00	0.00	128,000.00	128,000.00	0.00

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND02 - WATER UTILITY

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E 02-2-29-1100	E495 REDEMPTION OF LONG TERM DEBT PRINCIPAL INSTALMENTS OF LTD	80,019.00	0.00	\$80,019.00	80,019.00	0.00	100.00
E 02-2-29-2000	INTEREST ON LONG TERM DEBT	36,707.00	0.00	\$36,707.00	36,707.00	0.00	100.00
Totals For:	E495	116,726.00	0.00	116,726.00	116,726.00	0.00	100.00
E 02-2-29-3100	E500 OTHER INTEREST DEBT CHRGS-BNK S/C, INT ETC.	0.03	0.00	\$0.03	20.00	19.97	0.15
E 02-2-29-4000	CAPITAL EXPENDITURES FR REV	6,067.33	0.00	\$6,067.33	6,000.00	(67.33)	101.12 **
Totals For:	E500	6,067.36	0.00	6,067.36	6,020.00	(47.36)	100.79
Totals For:	E399	341,948.17	47,207.25	389,155.42	693,342.00	304,186.58	56.13
Totals For:	EXPN	341,948.17	47,207.25	389,155.42	693,342.00	304,186.58	56.13

Town of Shelburne

Fiscal Year Period April 01,2019 To February 29,2020

FUND02 - WATER UTILITY

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
Total Income:		\$ 520,401.87	\$ 1,568.02	\$ 521,969.89	\$ 635,841.00	\$ 113,871.11	82.09
Total Expenses:		341,948.17	47,207.25	389,155.42	\$ 693,342.00	304,186.58	56.13
Totals:		<u>\$ 178,453.70</u>	<u>\$(45,639.23)</u>	<u>\$ 132,814.47</u>	<u>\$(57,501.00)</u>	<u>\$(190,315.47)</u>	<u>25.96</u>

Note: The items marked with ** are over budget

Town of Shelburne
Fiscal Year Period April 01,2019 To February 29,2020
FUND02 - WATER UTILITY

Balance Sheet

Printed: 12:56:31PM 03/11/2020

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ASSETS

WATER UTILITY ASSETS

CASH ON HAND & ON DEPOSIT

A	02-3-31-1000	CASH ON HAND	92,870.60
A	02-3-31-2000	CASH IN BANK- RESERVED ACCOUNT	240,956.35
Total CASH ON HAND & ON DEPOSIT			333,826.95

ACCOUNTS RECEIVABLES

A	02-3-32-1000	CONSUMER ACCT RECEIVABLE	34,846.14
A	02-3-32-1160	INTEREST RECEIVABLE-WTR	898.12
A	02-3-32-2100	DUE FRM DEPRECIATION	23,102.48
A	02-3-32-9200	DUE FROM TOWN GENERAL	86,060.18
A	02-3-32-9210	MISCELLANEOUS ACCOUNT REC.	885.56
Total ACCOUNTS RECEIVABLES			145,792.48

TANGIBLE ASSETS

A	02-3-34-1000	INVENTORY-MATERIAL/SUPPLIES	18,295.68
Total TANGIBLE ASSETS			18,295.68

OTHER ASSETS

A	02-3-32-9220	HST REBATE RECOVERABLE	3,454.37
A	02-3-39-1000	PREPAID EXPENSES	62.08
Total OTHER ASSETS			3,516.45

Total WATER UTILITY ASSETS 501,431.56

Total ASSETS \$ 501,431.56

LIABILITIES

WATER UTILITY LIABILITIES

ACCOUNTS PAYABLES

L	02-4-42-1000	TRADE ACCOUNTS PAYABLE RV ACCT	4,787.26
L	02-4-42-1200	PREPAID WATER	4,194.49
L	02-4-42-2000	ACCRUED PAYABLES	7,590.00
Total ACCOUNTS PAYABLES			16,571.75

DUE TO OTHER FUNDS

L	02-4-42-4100	TOWN GENERAL	63,029.74
Total DUE TO OTHER FUNDS			63,029.74

OTHER LIABILITIES

L	02-4-43-1000	DEFERRED REVENUE	300.00
Total OTHER LIABILITIES			300.00

ASSET VALUATION ALLOWANCES

L	02-4-44-4100	ALLOWANCE FOR UNCOLLECTABLES	14,064.12
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Town of Shelburne
Fiscal Year Period April 01,2019 To February 29,2020
FUND02 - WATER UTILITY

Balance Sheet

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Acctype

Total ASSET VALUATION ALLOWANCES 14,064.12

SURPLUS AND OTHER EQUITY

S 02-4-49-1100 SURPLUS/DEFICIT 407,465.95

Total SURPLUS AND OTHER EQUITY 407,465.95

Total WATER UTILITY LIABILITIES 501,431.56

Total LIABILITIES \$ 501,431.56



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

March 3, 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 February 2020.

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued this Month	1	2
Number of Permits Issued to Date	17	18
Construction Value	\$ 24,000.00	\$ 100,000.00
Total Construction to Date	\$ 717,245.00	\$ 666,278.00

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

20200010	Robin & Craig	Smith	47 John Street	Addition	\$24,000	2-28-2020
	PO Box 423 Shelburne, NS B0T 1W0		Town of 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 February 2020.

Total number of calls for service: 8

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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	2	
MEDICAL	1	1
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		1
POWER LINES		1
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Margaret Ruiz
Special Constable
Town of Shelburne

Phone (902) 875 2991
P.O Box 670
Shelburne, Nova Scotia
B0T 1W0

Dangerous and Unsightly Premises
By-Law Enforcement Report
Month February Year 2020

This month I have responded to (1) complaints pertaining to dangerous and unsightly premises

27 Feb 2020

Shelburne Area Lion's Club

108 Elliott Street

Dangerous and Unsightly infraction package #19 has been sent to the property owners with regards to the accumulation of garbage scattered throughout the neighbour and in front of their garbage bins. The garbage has been completely cleaned up.

There are (2) outstanding bylaw infractions in which the property owners have not complied with the bylaw. This is

14 Jan 2020

Chris Hagel

88 George Street

Dangerous and Unsightly infraction package #18 has been sent to the property owners with regards to the tree stumps, derelict camper trailer, exterior paint needing to be redone and accumulation of metals and other debris piled on the property. Letters have been sent to have it cleaned up before we enforce the order and go in and execute the order. Tree stumps have been removed.

16 Dec 2019

Darcy Stewart

41 George Street

Dangerous and Unsightly infraction package #17 has been sent to the property owners with regards to the accumulation of metals and other debris piled on the property. The property owner has done a considerable amount of improvements to the property. Still more needs to be done. Letters have been sent to have it cleaned up before we enforce the order and go in and execute the order

Yours in Service,

Margaret Cox
By-Law Enforcement
Officer

cc **Darren Shupe C.A.O**



Margaret Ruiz
Special Constable
Town of Shelburne

Phone (902) 875 2991
P.O Box 670
Shelburne, Nova Scotia
B0T 1W0

TOWN OF SHELBURNE
SPECIAL CONSTABLE

END OF MONTH REPORT

Month February Year 2020

Total number of citations processed #6213 - #6214	<u>01</u>
Citations issued as warnings/spoiled	<u>00</u>
Citations issued for no parking zones/parallel	<u>01</u>
Citations issued for exceeding parking time limit	<u>00</u>
Citations issued for fire lanes and fire hydrants	<u>00</u>
Citations issued for handicapped parking spaces	<u>00</u>
Citations issued for parking facing traffic/Winter Ban	<u>00</u>
Citations issued for Parking on Wharf without a permit	<u>00</u>
Number of citations paid for the month	<u>01</u>
Number of outstanding citations for the month	<u>00</u>
Number of outstanding citations since <u>October 2012</u>	<u>00</u>

Have gone around and had vehicle removed during the snow removal.

Margaret Cox
Margaret Cox
Special Constable

Waste Diversion Officer Report:

October 2019 – December 31, 2019



Waste Diversion Officer Update

October-December 2019

HHW

Over the last 3 months I have really focused on organizing the HHW site in Sandy Point. Upon taking the position there was a stockpile of chemicals that needed itemization followed by lab-packing. It was a slow start as there is a big learning curve as per what chemicals are lab-packed together, as well as the process for dealing with unidentifiable substances safely. I have worked with Terrapure, Divert NS, and the Care program to assure accuracy in the shipments I am sending out to be processed to assure that we are following best practices.

One of the challenges that we face at that site is when chemicals are being dropped off at the gate when no-one is at the site as there is no one to verify that it is an acceptable product. The process for identifying unknown chemicals requires a litmus style PH acidity test to try and determine which classification of chemical it is most compatible with. Depending on the acidity of the test, further lab testing must be done to assure it is dealt with safely. Depending on the material and the severity of its reactive potential, other Municipalities in the past have had to arrange for a company specializing in shipping dangerous goods above and beyond the capacity of what Terrapure can provide.

The other challenge we have had at this site is local businesses trying to utilize the Household Hazardous Waste site to drop off their business waste. I have explained on arrival to the site, and when doing education with businesses that the site is permitted to accept only household, or residential waste and that they must make their own arrangements for disposal of their chemicals.

On Saturday October 19, 2019 we hosted a remote Household Hazardous Waste/Electronic Depot in the town of Lockeport to assist in making the program more accessible to residents in the area and it was a huge success. We filled the trailer and had to come back and retrieve items in the days following.

After retrieving the items from Lockeport, along with the stockpiled chemicals from when I started the position and through the busy summer months, I have spent 13 days there in this reporting period and have facilitated 2 Terrapure shipments (October 15/December 19) totaling 26 itemized lab packed barrels, as well as 72, 5 gallon buckets of chemical palletized for shipment. I have also filled 13 container boxes with paint cans (partials and empties) for shipment to Product Care Recycling as soon as weather and schedules permit.

On November 21st, we had a Mercury audit/inspection, we passed the audit with no recommendations as we are currently operating under best practices.

RMRF

Every Tuesday has still been my frequency for attending the Regional Materials Recovery Facility site, I have filled in for 3 days over this reporting period to provide coverage. We have continued our partnership with Efficiency Nova Scotia for picking up and providing rebates to those who have brought Fridges or Freezers to the RMRF for disposal. One of the challenges for residents is accessibility for such an item as it cannot be collected curbside unless it has had the Freon removed by a certified technician. We also run into this concern at the RMRF site as we now are sitting at approximately 70 units that do not fit Efficiency NS guidelines (***still working, over 5 cubic feet in size***).

In late July/early August I completed a cost analysis on contracting the freon removal service out by receiving quotes from 2 separate companies and it was determined that if I were to receive this certification and purchase the equipment for removal it would be more cost-effective moving forward.

On November 29th, I attended Akerley Campus and successfully completed the Ozone Layer Protection Awareness Training Program, this provides me the ability to remove the freon from these units to assure they are safe for transport. In the New Year I will be contacting Queens Landfill Manager to touch base and see what units for extraction they have had the best experience with, as well as attend their site to gain hands on experience for when we purchase the tools for use at our own site.

From November 11-14th I attended a Transfer Station Management Course. It was a 4-day course, with an exam that follows. This course is internationally recognized and is required in 2 provinces and most of the United States for those who work in a supervisory capacity within a Transfer station (such as our RMRF). It was a great opportunity to network with others in the field and broaden my scope of available resources that can be utilized to properly maintain and manage our C&D site. In the new year I will be researching options for the brush pile and reaching out to our partners in other Municipalities to find cost-effective methods for addressing this concern and be strategic in our plans moving forward.

Education, Solid Waste Removal & Enforcement

I have been using bin deliveries and monitoring the rejection sheets provided by the Waste Haulers to assure I am targeting those who are not following the sorting rules in relation to curbside pickup, more specifically "black bags". One of the trends I have been educating about is grocery bags being filled with waste, then put in the regular garbage bag for pickup. If it is an item such as kitty litter and it is labelled for the workers to see upon inspection, then it is being picked up. However, we have been encountering clear bags, full of tied off grocery bags and those are being rejected as it has just been a creative way to try to work around our solid waste bylaws.

Darrell Locke and I completed our enforcement report for Divert Nova Scotia and submitted it to Region 6 before the deadline. In this report, it was noted that from the months of April 2019-September 2019 we had 58 curbside rejections. In half of that reporting time we are now up to 42 and on pace for 84 rejections in the same time frame. The drivers have been focusing on the black bags to assure that they are not being used as a “catch all”. I will be driving along on pickup routes in the new year to do inspections on black bags to assure quality control.

Illegal dumping is still a concern within the Municipality, we have attended 17 sites between the months of April 2019 to September 31, 2019. There has been follow up with those who have been kind enough to leave identifying information and there has been informal resolution provided through education and the promise of compliance in the future. All of which is documented in the event there is a repeat occurrence from those identified. These statistics will be provided in summary through the Waste Diversion Officer report semi-annually consistent with the Enforcement report.

On October 11, I attended a workshop in East Hants through the Atlantic Bylaw Officer Association, in relation to the Special Constable status. It was a great opportunity to see the challenges faced from those carrying out solid waste bylaw enforcement throughout the province and a great opportunity from a legal standpoint to see what precautions to take when investigating bylaw infractions.

In this reporting period I have fielded 147 calls and responded to 31 Facebook queries varying from “where does an item go” to “why was my garbage rejected”. I have stopped into 43 homes to inform residents in person that what they have placed curbside would not be picked up as it did not fit the criteria for curbside pickup. Of this 43, only 17 residences had a point of contact when approached, the other 26 were left education material pertaining to the reason for the visit. We will be developing a template for door hangers that will have a summary of the solid waste bylaw as well as contact information for the Waste Diversion Officer and it will provide a more official document for residents to respond to when they are not home at the time of the visit. This has been a very cost-effective method of contact in the Lunenburg shared services region and I am hopeful it will be just as effective for us moving forward.

I have delivered 27 organics bins within the reporting period and 2 backyard composters. Approximately half of those were not just replacement bins, but to new residents in our area. This has been a great opportunity to welcome them to our community, as well as provide them ample education on the black bags/clear bags/blue bags. I have been providing them brochures on the other services such as HHW and RMRF. With many folks inheriting properties and purchasing through tax sale I have done education visits to assist them with sorting as it can be overwhelming for some.

Kirk Symonds with Region 6 and I attended all the schools throughout the shared services area. We conducted audits within the staff lunch areas and throughout the schools meeting with faculty and looking to see that there are 3 stream options for students and teachers alike. We

plan to attend the schools again in the new year and will be setting up presentations for the students and staff. We attended NSCC and did a presentation for the Continuing Care class, we fielded a lot of questions regarding needles and the importance of dealing with bio-waste appropriately.

We also attended some businesses in the Shelburne area to inspect their garbage as well as answer any questions they may have; it was identified that some businesses have been targeted for illegal dumping. They have been provided my contact information in case there are future incidents so we can look at the garbage for identifiers.

Changes in Services

Atlantic Used Oil Management Association (UOMA NS) will now be responsible for the recycling of the following products as they will no longer be accepted curbside or at our transfer station.

As of March 1, 2020, the following products will no longer be received at Landfill:



- **Oils:** Means petroleum or synthetic derived crankcase oil, engine oil and gear oil, hydraulic fluid, transmission fluid and heat transfer fluid, and fluid used for lubricating



purposes in machinery or equipment.

- **Filters:** Means a spin-on style or element style fluid filter that is used in hydraulic, transmission or internal combustion engine applications and an oil filter, a diesel fuel filter, a storage tank fuel filter and any household furnace oil filter other than a gasoline filter.



- **Oil, glycol and DEF containers:** Means a container with a capacity of up to 50 liters manufactured for the purpose of holding an oil, glycol or DEF product.



- **Aerosol containers:** Means aerosol containers manufactured for the purpose of holding an oil product as well as aerosol containers used to contain products used to clean automotive parts.



- **Glycol (antifreeze): Means ethylene or propylene glycol used or intended for use as a vehicle or commercial engine coolant, but does not include the following: plumbing antifreeze, windshield washer antifreeze, lock de-icer and gasoline and diesel fuel antifreeze.**

I attended the educational promotional tour with Sonia Smith and the Port Authority on October 30th, where presentations were conducted about the changes at individual wharfs in the region. Users were provided with education on the changes and contact information in relation to the above products. UOMA processes the product received, however Terrapure and RPM are the companies that will be picking up and dropping off materials to manage the waste. Being a fairly new initiative there has not been any ad material provided for education, we have added the changes to our 2020 collection guide and I have been attending businesses that are impacted by the change, such as gas stations and garages that are transitioning through the process. On the UOMA Atlantic website there is a quick reference map to let residents know where they can drop off their empty oil/glycol containers/filters, and once ads become available; I will be posting on Social Media. Our Household Hazardous Waste site is registered with UOMA and RPM, I have received the bins for the empty containers and there are currently 3 garages in the area that can receive as well.

Paint cans were to be banned from Landfill at the beginning of 2019, although like UOMA there was a grace period for landfills to accept. As of January 1, 2020, we will not pick up paint cans (empty, partial or full) at curbside any longer to assure we are following the Province's initiative and will be accepting them as usual at our HHW site. The Enviro-Depot is registered in the Care Paint program as well and are a receiving facility for this product.

On January 1st, 2020 there were also additions made to the Electronic Recycling Program. The addition of microwaves, game systems & components, e-readers, modems and hard drives can all be accepted for recycling. These items will no longer be accepted for curbside pickup. They can be dropped off at the Enviro Depot at the Harlow's Construction location.

With all the changes brought forward with Extended Producer Responsibility (EPR) it will result in an increase of items that now must be brought to HHW. More products will be added to the list above as time goes on. I am tracking volume through lab packing manifests on the volume we receive moving forward to see how much of an increase, and as residents get more familiar with these products and their respective streams, we must assure accessibility for our HHW site. Currently we operate on 2 days per month, during business hours and I have had complaints from residents regarding the accessibility. Hopefully in the future we can look to provide a day on the weekend in addition to the current structure so those who work regular business hours can have increased accessibility like our partnering regions.

UPCOMING:

1. Budget review with the Director of Corporate Services.
2. Black bag education and enforcement for all 3 units. Unfortunately, we find that black bags continue to be used to “hide” unsorted waste. We will make a concerted effort to target black bag inspections this fall.
3. Equipment training for freon removal for the RMRF site.
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Researching options for our brush pile at the RMRF for Spring.
6. Start preparing and generating interest with groups for the Spring cleanup.



Town of Shelburne

Staff Report

Mayor and Council Wages Comparison

General Overview:

This staff report is to inform Council about Council and Mayor Stipends and Expenses in order to facilitate budget deliberations.

Background:

Motion from the Special Town Council Meeting held on March 4th, 2020:

Ringer – Davis

THAT staff create a report regarding Council stipends and expenses as compared to other units of similar size.

CARRIED

Analysis:

The following chart contains wages from Towns in Nova Scotia with the closest population counts. Numbers were taken from published budgets that were the most recent at the time of this report as some units are currently in the budget process. The average was also calculated.

Town & Population	Mayor	Council
Mahone Bay (1,036)	Salary: \$13,000 Expenses: \$8,000	Salary: \$7,000 Expenses: \$900
Oxford (1,190)	Salary: \$9,011 Expenses: \$2,500	Salary: \$4,205 Expenses: \$2,000
Stewiacke (1,373)	Salary: \$11,769 Expenses: \$2,500	Salary: \$8,111 Expenses: \$2,083
Shelburne (1,753)	Salary: \$22, 231 Expenses: \$3,500	Salary: \$14,450 Expenses: \$500
Middleton (1,832)	Salary: \$9,654 Expenses: \$1,796	Salary: \$5,682 Expenses: \$519
Digby (2,060)	Salary: \$23,688 Expenses: \$3,900	Salary: \$16,877 Expenses: \$2,000
Lunenburg (2,263)	Salary: \$8,800 Expenses: \$1,000	Salary: \$5,000 Expenses: \$800

Averages: Mayor	Salary: \$14,021 (Expenses \$3,313)	Difference: +\$8,210 / +\$187
Council	Salary: \$8,760 (Expenses \$1,257)	Difference: +\$5,690 / -\$757

Financial Analysis:

Compared to units of similar size, the Town of Shelburne pays the Mayor \$8,210 above average in salary and \$187 above average in expenses.

Compared to units of similar size, the Town of Shelburne pays Councillors \$5,690 above average in salary and pays \$757 less than average in expenses.

Recommendation:

THAT Council accept this report for information.

Respectfully Submitted,

Julie Ferguson
Town Clerk / Special Projects Coordinator