



Town of Shelburne
Minutes of the **Regular Council Meeting**
Monday, February 3rd, 2020
Council Chambers, 168 Water Street, Shelburne, NS

Council Members Present

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

Staff Present

Darren Shupe, CAO
Julie Ferguson, Clerk

Call to Order

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

Approval of the Agenda

Locke - Young

THAT the Agenda for the Regular Town Council Meeting of February 3rd, 2020 be approved.

CARRIED

Approval of the Minutes

Young-Davis

THAT the Minutes of the Regular Town Council Meeting held on January 20th, 2020 be approved.

CARRIED

Locke – Ringer

THAT the Minutes of the Special Town Council Meeting held on January 27th, 2020 be approved.

CARRIED

Proclamations

- a) **African Heritage Month – February**
 - a. **Proclamation – February 4th, @ 10 am Birchtown**
- b) **National Flag Day – February 15th**

Delegations

None

Correspondence

Action Required:

- a) **Curling Club Funding Request**

Davis – Young

THAT the funding request from the Curling Club for their ice plant be deferred to budget discussions.

CARRIED

For Information:

b) Minister Porter – Letter – Bill 58

Council Items

a) Councillor Locke – Bait Shed Scope of Project

Discussion was held regarding the previous motions made by Council on November 4th, 2019 in regards to Mr. Hartigan’s Bait Shed project and concept. Staff asked Council for more clarity regarding the motions in order to help Mr. Hartigan with moving his project forward in terms of asset management and Town ownership.

Young – Locke

THAT Council rescind the following motion from November 4th, 2019:

“Young – Locke

THAT Mr. Hartigan be given permission to complete the bait shed portion of the project.

CARRIED”

CARRIED

Locke – Young

THAT the CAO set up a meeting with Mr. Hartigan to discuss the bait shed project and options for moving forward with it.

CARRIED

b) Councillor Locke – Waste Collection Inquiry

Locke – Davis

THAT the CAO prepare a staff report on the present waste management agreement and whether he feels the Town should look at alternative service delivery options.

CARRIED

c) Councillor Young – Joint Council Meeting re: provincial funding

Young – Ringer

WHEREAS the Municipality of the District of Shelburne’s council will no longer take part in consolidation discussions without confirmation of provincial funds for Town assets;

AND WHEREAS the province stated that no funding would be received without the units coming together to meet and discuss specific assets;

BE IT RESOLVED THAT the Town invite the Municipality of the District of Shelburne and the Town of Lockeport to a joint council meeting with an invitation to a provincial representative to also attend.

CARRIED

d) Councillor Davis – Plebiscite re: Dissolution

Davis – Locke

Whereas, the Town of Shelburne has been unsuccessful in entering into an agreement on consolidation with the Municipality of The District of Shelburne,

And whereas, the town is now faced with two final options moving forward with respect to the town's future viability,

And whereas, those options are limited to Dissolution or, taking cost saving measures including reducing costs and trimming of some non vital services, and potential divestiture of any property currently owned by the town,

I move that the Town of Shelburne include on the ballot of the next election in October 2020, these questions in the form of a Plebiscite:

- (A)** That the Town reduce costs and services to maintain the financial viability of the Town,
Or (B), that the town notify the UARB of it's intention to dissolved.

And, that the Town in the meanwhile make a proactive effort towards informing the electorate of the Town of Shelburne what the ramifications and end result would be for both options, so that those voting will be able to make an informed decision before the time comes to cast their vote.

TABLED

Young – Ringer

THAT Councillor Davis' motion be deferred to a future date.

CARRIED

Staff Reports

a) Staff Report – Council Meetings Policy Updates (Council Packages)

Locke – Young

THAT Council approve the amendments to the Town Council Meetings Policy to include online access to Council Packages and Committees of Council Packages.

CARRIED

b) Staff Report – MPAL

Young – Ringer

THAT Council defer the decision on the continuation of participation in the MPAL program to budget deliberations.

CARRIED

c) Staff Report – Records Management

Davis – Young

THAT Council accept the Records Management report for information.

CARRIED

Davis – Locke

THAT Council send a letter of thanks to Robin Smith for the records management work that she undertook this year.

CARRIED

Committee Reports

a) CP & V

Locke – Young

THAT Council accept the Community Participation and Volunteerism for January 2020.

CARRIED

b) Port Authority

Locke – Davis

THAT Council accept the Shelburne Port Authority report for January 2020.

CARRIED

Council also noted that Councillor Norman Wallet will be replacing former Councillor David Levy on the committee.

c) Asset Management

Young – Ringer

THAT Council the Asset Management Committee for the January 2020.

CARRIED

New Business

a) Councillor Young – Thank You to Residents

Councillor Young thanked residents for reaching out and contacting council with questions regarding the discussion to be held on Thursday.

b) Mayor Mattatall – Public Meeting

Mayor Mattatall reminded residents of the Public Question and Answer Session that is planned for this Thursday, February 6th @ 7pm at the Community Centre Auditorium. Questions can be submitted in advance as well to the Town Clerk at clerk@town.shelburne.ns.ca or through Facebook Messenger.

c) CAO – Email from Susan Elliot of Little People’s Place

The CAO read an email from Susan Elliot of Little People’s Place in order to clarify some of the discussion that have been happening on social media regarding the day care services. Little People’s place leases the building from the Town but the programming is provided through grants from the province and user fees. For the building on the waterfront, they have a 35 year lease and have put over \$100,000 into renovations. In the King Street Centre, they are one of several tenants who pay rent.

d) Mayor Mattatall – Apology to the residents of the Municipality

Mayor Mattatall apologized for some of the comments that she has read over social media from members of the public who have called the residents of the municipality “parasites” on the Town. The Town appreciates the cooperation of the Municipality and hopes that this discussion can remain positive.

Upcoming Meetings

Thursday February 10th, 2020	Asset Management	5pm	Council Chambers
Thursday February 13th, 2020	CP & V	7pm	Council Chambers
Monday February 17th, 2020	Town Council	7pm	Council Chambers
Thursday February 20th, 2020	Port Authority	7pm	Council Chambers

Adjournment

THAT the Regular Town Council Meeting of Monday February 3rd, 2020 be adjourned at 7:52 p.m.

CARRIED

Mayor

Clerk



Special Town Council Meeting Minutes
Monday, February 10th, 2020
Council Chambers, 168 Water Street, Shelburne, NS

3:00 p.m.

Council Members Present

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

Staff Present

Darren Shupe, CAO

Call to Order

Mayor Mattatall called the meeting to order at 3:00 p.m.

Approval of the Agenda

Locke - Young

THAT the Agenda for the Special Town Council Meeting of February 10th, 2020 be approved with the addition of Council Item 3 (b) Salt Spreader Repairs.

CARRIED

Council Items

**a) Well Proposal – Ellen Page
Davis – Locke**

THAT Council accept the new offer from Ms. Page of up to \$25,000, with up to an annual \$5,000 for yearly maintenance, for construction of a drilled well in the area of Grovestine's Complex to help with water security issues for residents. This donation must cover the total cost of well construction and annual maintenance for the life of the well;

AND THAT this motion is dependent upon the CAO reaching an appropriate legal contract for the well with the aforementioned donor.

CARRIED

**b) Salt Spreader Repairs
Davis – Locke**

THAT Council approve the purchase of the new Salt Spreader for \$5,600, in advance of the scheduled allocation from the 2020-2021 Capital Budget, from the Capital Reserves.

CARRIED

Adjournment

Locke

THAT the Special Town Council Meeting of February 10th, 2020 be adjourned at 3: 07 p.m.

Karen Mattatall, Mayor

Julie Ferguson, Town Clerk

P.O. Box 34
Shelburne, NS
BOT 1W0
01 Feb 2020

Karen Mattatall
Mayor, Town of Shelburne

By Email: mayor@town.shelburne.ns.ca

Re: Shelburne Town Policy – Insurance Requirements for Professional Contracts

Dear Mayor Mattatall:

I am writing to bring a matter to your attention, which is a concern to me and which I believe harms the Town of Shelburne. The issue I am referring to, is Shelburne Town policy in regard to the insurance coverage the Town requires for professional services contracts.

Last year I corresponded with the Town CAO, Darren Shupe, in regard to the then-proposed “Shelburne Marine Terminal Project”. He asked for some assistance and during the course of our correspondence I reviewed some of the proposed project documentation and I suggested revisions that would help prevent the Town from encountering difficulty during the contract execution. In doing this voluntary service, it came to my attention that a professional services contract would be required, to provide Quality Control for the “wharf project”. As I have qualifications and experience in that area, I expressed interest in performing those services for a fee, and I was invited, along with other firms, to submit a professional services proposal.

My preparation for submitting a proposal included reviewing the project scope and specifications, obtaining letters of reference, obtaining quotations for concrete testing fees, obtaining quotes for supply of field concrete testing equipment, working out what my costs would be – and learning the details of the insurance coverage that the Town would require. In regard to this latter item, I met with Darren Shupe – who treated me very courteously and professionally, by the way – and I was informed that the Town would require \$2 million of professional liability insurance coverage.

Before learning of the insurance requirements, I had decided I would submit a proposal for Quality Control services and my price would be \$13,500. However, I was surprised to learn that there would be professional liability insurance requirements that far exceeded the value of my proposed cost. I expected (and I have insurance coverage) for automobile operation on Town or government property, but I was surprised that such a high professional insurance coverage was being asked for. As a matter of principle, I decided not to purchase such a high level of professional insurance coverage and I declined to submit a proposal.

It is my opinion that when anyone hires a professional engineer, they should understand that the engineer is committed to protecting the interests of the client. The Nova Scotia

professional Engineers Association, Code of Ethics requires that engineers hold the protection of the public interest paramount, and after the general public interest, engineers put the client's interest ahead of their own. After many decades of exceptional service to this province, Nova Scotians have learned that professional engineers can be relied upon to serve their clients diligently.

I am used to providing professional advice to many clients for a wide variety of projects, and the issue of professional liability insurance coverage rarely arises. Most clients know that if they ever experience a problem with the services provided by an engineer, that discussion will almost always lead to a satisfactory resolution of the problem. If an engineer makes a serious mistake, he or she will normally forgive all or part of their fees – according to mutual agreement when the facts in a situation are agreed between the two parties. If discussion and/or restitution fails to resolve a dispute between client and engineer, the client or engineer has recourse to the courts of law for legal resolution. This is the basis upon which I have worked for my entire career.

I believe that in the rare cases when a claim arises where professional liability insurance coverage is provided, the maximum amount paid to settle the claim is the amount of the professional services contract. I am not a lawyer and I cannot provide legal advice, but my opinion is that the only way a professional liability insurance claim could successfully exceed the professional services contract value, would be if a “consequential damages clause” was expressly stated and agreed to in the contract. I think most prudent contractors would refuse to agree to any contract with a consequential damages clause.

In summary, I believe that the Town policy of requiring \$2 million professional insurance coverage for minor professional services contracts is grossly excessive because:

1. The maximum amount of claim, in case of a dispute regarding a professional services contract, very likely will not exceed the amount of the contract. Therefore, if professional services insurance coverage is required at all, the limit should be capped at the amount of the contract.
2. In any situation where a general contractor provides materials and labor etc to construct or repair something, that general contractor is always responsible according to the original contract for the quality of the project he/she constructs. If a separate professional services contract is awarded to check the Quality Control of the general contractor's work, and if there is a problem with the professional services contract, the general contractor is still responsible for the finished product that he/she was contracted to build or perform. So, for example, if there is a \$500,000 wharf project, and if there is a separate professional services contract for Quality Control, the Town will still hold the wharf contractor responsible for any deficiencies in his work, regardless of the performance of the Quality Control services.

I also believe that requiring professional liability insurance for minor professional services contracts destroys the spirit of trust and cooperation that should exist between the

Town and engineer. Any engineer that is engaged by the Town, is professionally committed to protect the Town's interests. Requiring him or her to protect themselves from Town's claims (by purchasing insurance) means that although he/she is professionally trying to help the Town, he/she must protect himself/herself from the Town. To me that sounds unnecessarily and unwisely adversarial.

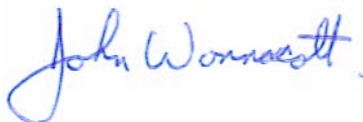
My conversation with Darren Shupe informed me, that the advice for the Town to require \$2 million professional liability insurance was provided by an insurance company. This can not be considered unbiased advice, because following that advice would lead to some company in the insurance business from profiting from the advice (by selling the professional liability insurance). I suggest that the Town should obtain their advice in matters like this, from the Town's legal counsel – who can advise on the probability of a claim arising in the first place, the probability of any claim remaining unsettled after discussion between the parties, and the maximum amount of claim that can be received by an injured party in a professional services contract.

In my case, the Town policy requiring \$2 million insurance coverage has resulted in me declining to bid on the Quality Control professional services contract for the wharf project. This has resulted in the Town paying quite a lot more money for the Quality Control contract. Also, since the other engineering companies that bid on the project are based in Halifax/Dartmouth, that means the contract fees will mostly be spent in Halifax/Dartmouth – whereas if I had been awarded the contract, I would have spent that money in Shelburne and the surrounding area.

I suggest that the requirement for \$2 million insurance coverage has led to a much higher Quality Control project cost for the Town, and has led to that contract money not being spent in our local area. If the Town does not support local businesses, that weakens our community.

In conclusion I request that the Town of Shelburne review its policy for requiring professional liability insurance in the case of professional services contracts. I recommend that a new policy be adopted, where the requirement for professional liability insurance coverage is routinely waived on a case by case basis; and where coverage is considered necessary, that the amount be capped at the amount of the professional services contract.

Sincerely,



John Wonnacott, P.Eng.
Roseway Engineering



**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

JAN 28 2020

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

Dear Mayor Mattatall:

I am pleased to inform you that a direct deposit in the amount of \$1,000.00 will be made to your municipal account from the 911 Cost Recovery Fund. As in past years, the purpose of this funding is to provide for the recovery of the incremental costs associated with the administration of civic addressing programs at the municipal level.

I want to take this opportunity to express my thanks to you and your staff for the excellent support provided to the Nova Scotia 911 system, without which we could not continue to deliver the very high caliber of service that Nova Scotians have come to expect.

Should you have any questions, please contact the Emergency Management Office toll free at 1(866) 424-5620.

Sincerely,

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

Chuck Porter
Minister

cc: Nova Scotia Federation of Municipalities



**Lands and Forestry
Office of the Minister**

PO Box 698, Halifax, Nova Scotia, Canada B3J 2T9 • Telephone 902-424-4037 Fax 902-424-0594 • novascotia.ca

JAN 28 2020

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

Dear Ms. Mattatall:

I am responding to your email and your letter requesting that Crown land harvesting be put on hold in Shelburne County until the Lahey report is fully implemented.

The Forestry Review, led by Professor Lahey, followed an extensive consultation with stakeholders from across Nova Scotia. The 45 recommendations in the report provide a major advancement towards ecological forestry in which biodiversity is a key value. Many of the recommendations are aimed to address the issues being raised, and work is progressing to implement this direction:

- Soils – soil health and productivity initiatives include work to incorporate soil nutrient budget model into landscape and operational level planning, site disturbance guidelines, soil classification and mapping, soil and water restoration through liming to counteract years of acid rain.
- Forest harvesting – revision of Forest Management Guides to recommend more partial harvesting to encourage uneven aged forests, including addition of “irregular shelterwood” methods, introduction of an Interim Retention Guide for clearcut type harvests to mandate much higher retention levels and encourage long-lived shade tolerant species, introduction of Forest Biodiversity Stewardship field guide.
- Landscape level planning – guidelines for long-term maintenance of mature forest cover across landscapes while also ensuring natural levels of immature forest habitat are available to support biodiversity.
- Climate and carbon budgets – addition of climate and carbon modelling to ensure that forest management planning includes resilience to climate change and consideration of carbon budgets and sequestration.

.../2

We continue to implement the recommendations in the Forestry Review and do not plan to put a hold on Crown land harvesting.

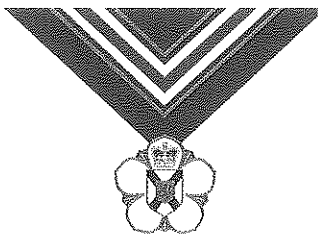
As part of the Forestry Review implementation, Professor Lahey will provide regular assessments of the department's progress. He has assembled an expert team that is currently undertaking the 1-year review which will be reported in coming months. On October 18, 2019, the department released a new Ecological Forestry website (<https://novascotia.ca/ecological-forestry>), which provides project team updates on work being completed as the Province moves towards a triad approach to forest management on Crown land. Additionally, an advisory panel has been appointed to oversee work related to ecological forestry, specifically for the implementation of Professor Lahey's Independent Review of Forest Practices recommendations. A list of the panel members along with additional information can be found at <https://novascotia.ca/news/release/?id=20191018001>.

Thank you for your interest in our forests.

Sincerely,

A handwritten signature in black ink, appearing to read 'Iain Rankin', written in a cursive style.

Iain Rankin
Minister



Order of Nova Scotia

MEMORANDUM

TO: Mayors and Wardens

FROM: Ms. Glennie Langille
Chief of Protocol
Secretary of the Order of Nova Scotia

DATE: January 27, 2020

SUBJECT: ORDER OF NOVA SCOTIA

The Order of Nova Scotia is the highest honour that the province can bestow on an individual. It recognizes people who have made an exceptional contribution to their community and the province. Some individuals who have been invested into the Order of Nova Scotia are household names. Others have enriched the life of our province through acts and deeds that are known to only a few. But they all share one very important thing: they have been nominated by their fellow Nova Scotians for the honour.

As a leader in your community you are in an exceptional position to recognize excellence. I encourage you to promote the Order of Nova Scotia in your community through public speaking opportunities, newsletters, and on social media.

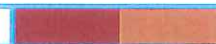



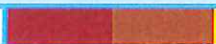



Please find enclosed a poster and nomination form to distribute to your constituents or, direct them to the Protocol Office's website, <http://novascotia.ca/iga/order.asp> where the nomination form can be downloaded. Should you require additional information or material, please contact Mr. Sam Bolton, Coordinator of the Order of Nova Scotia Program at (902) 424-2467, or sam.bolton@novascotia.ca. You can also contact me directly at 902-424-4194 or glennie.langille@novascotia.ca. The closing date for nominations is **Friday, March 20, 2020.**

Thank you for your consideration and co-operation. I look forward to receiving the nominations of deserving Nova Scotians from communities across the province to this prestigious Order.


NOVA SCOTIA
Protocol Office



















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	May	7	
		Notes: 2 outstanding Dangerous & Unsightly citations; 5 new Dangerous and Unsightly citations. 0 Tickets for the month.		
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	2,000 Users	2,700 sessions
		Notes: Top pages: News - News, Tax Sale, Town Council		
2	Vimeo Council Meetings Channel	past 30 days		1,483 plays
		Notes: Monthly time watched = 23 days 2hr 17mins 7sec Most watched: Public Q & A Session		
3	Town Shelburne Facebook Account	past 30 days	667 interactions	334 Shares
		Notes: 38 total posts; 16 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		


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>50%</p> <p>CAO: Clerk has contacted the realtors to allocate the 5 properties between them. Four real estate agreements have been processed, two have closed.</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.</p>
<p>14 Ad for public hearing Jan 6th - Planning & Land Use Bylaw. Copy at front desk for public</p>	<p>Dec 2 2019</p>	<p>2019</p> 	<p>100%</p> <p>CAO - Ads for hearing have been ordered with the Vanguard.</p>
<p>15 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>16 Staff respond to MDS Trudy Payne re: Accessibility Committee</p>	<p>Jan 6 2020</p>		<p>100%</p> <p>CAO: email sent</p>

17	Staff Report re: Engineering Study	Jan 6 2020		Not Yet Completed			
		CAO: Staff report to be prepared for February 18th Council.					
18	TBR approved and ready to sign off on	Jan 20 2020					75%
		TBR sent to DMA for approval.					
19	Email copy of Encroachment bylaw to municipal affairs and place ad in paper	Jan 20 2020					100%
		CLERK - copy sent and ad placed					
20	Amend Tree Policy and place ad for memorial trees	Jan 20 2020					50%
		CLERK - have spoken to Grant to get locations of lost trees and Andrew is creating locations map					
21	Staff to develop information package on provincial water programs through Dept. of Municipal Affairs and Housing	Jan 20 2020					100%
		CLERK - Shared links to Dept. of Housing Grants and Programs for residents (variety of programs not specific to wells).					
22	Staff to develop cost estimate and timeline for Hammond Street public water access station	Jan 20 2020					Remove
		New proposal received regarding well donation. Hammond Street location not being considered at this time.					
23	Schedule a meeting with Dept. of Mun. affairs and housing to discuss water security	Jan 20 2020					Not Yet Completed
		Jan 20 2020					100%

<p>24 respond to Vanessa Fells letter re: attending a future meeting</p>	<p>CLERK - letter drafted and sent</p>			
<p>25 Write to Curling Club notifying them that their funding request is deferred to budget</p>	<p>Feb 3 2020</p>		<p>100%</p>	<p>100%</p>
<p>26 CAO meet with Mr. Hartigan to discuss bait shed project and options for moving it forward</p>	<p>CLERK - letter drafted and sent</p>			
<p>27 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>28 Send out invitations to MDS, Lockeport, and Province to meet re: consolidation</p>	<p>Feb 3 2020</p>	<p>2020</p>		<p>100%</p>
<p>29 Letter of thanks to Robin Smith for her records management work</p>	<p>CAO</p>			
<p>27 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>28 Send out invitations to MDS, Lockeport, and Province to meet re: consolidation</p>	<p>Feb 3 2020</p>	<p>2020</p>		<p>100%</p>
<p>29 Letter of thanks to Robin Smith for her records management work</p>	<p>CAO - letters drafted and sent</p>			
<p>29 Letter of thanks to Robin Smith for her records management work</p>	<p>Feb 3 2020</p>	<p>2019</p>		<p>100%</p>
<p>29 Letter of thanks to Robin Smith for her records management work</p>	<p>CLERK - letter drafted and sent</p>			

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	 70% 
	Notes:			
Public Works - Roads				
1	Road Rehabilitation (annual)	\$60,000	\$2,820.73	 5% 
	Notes: Amount of work was not what originally proposed.			
2	Sidewalk Improvement (annual)	\$10,000	\$11,703.49	 117% 
	Notes: Sidewalk replacement in progress.			
3	Street Extension - New Development (annual)	\$60,000	\$23,985.79	 40% 
	Notes: Hammond St extension			
4	Culvert Rehabilitation (annual)	\$10,000	\$1,500.00	 15%
	Culvert work to commence end November. Two culverts completed to date.			
Facilities				
1	Community Centre/Fire Hall Facilities Upgrade	\$188,972	\$163,823.52	 87%
	Notes: Roofing work has been completed, interior painting is finished, furnishing purchases 90% complete, planning for the electronic sign has commenced.			
2	Muir Cox Facility Improvement - Sailing School	\$100,000	\$40,141.45	 40% 
	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	 92% 
	Notes: Completed			
2	Water Plant Office Improvements	\$25,000	\$2,242.15	 9%
	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	 92%

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: Town of Shelburne commitment of \$56,000, remainder coming from MDS (\$143,000), Develop NS (\$100,000), and the remainder from ACOA. Project has started, section 10 has been removed and inspection will occur after section 13 is opened. OPS		

Town of Shelburne
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 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	36,282.18
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CASH ON HAND

A	01-3-31-1001	CASH IN SAFE	-3,923.67
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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	279,778.28
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	Total CASH ON HAND	275,954.61
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RECEIVABLES

A	01-3-32-0000	INVENTORY	61,832.16
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A	01-3-32-1120	TAXES RECEIVABLE	213,489.52
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A	01-3-32-1130	SOLID WASTE RECEIVABLES	50,493.21
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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	94,224.49
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A	01-3-32-1160	INTEREST RECEIVABLE	30,889.66
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A	01-3-32-2100	DUE FRM FED GOVT & AG(COND)	1,445.88
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A	01-3-32-5000	DUE FROM OTHER LOCAL GOVTS	31,935.15
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A	01-3-32-6100	DUE FR OWN FUNDS-WATER UTILITY	29,979.58
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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	14,661.02
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A	01-3-32-6332	DUE FRM GAS TAX RESERVE	7,792.77
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A	01-3-32-6350	DUE FRM OWN FNDS-PORT AUTHORIT	368,280.32
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	Total RECEIVABLES	989,421.11
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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	73,361.39
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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	58,195.19
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A	01-3-32-7210	ITC-RECOVERABLE	2,671.31
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A	01-3-32-7300	PREPAID EXPENSES	5,751.57
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	Total ACCOUNTS RECEIVABLE - OTHER	139,983.49
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	Total CASH ON HAND & ON DEPOSIT	1,441,641.39
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	Total GENERAL OPERATING ASSETS	1,441,641.39
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	Total ASSETS	\$ 1,441,641.39
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LIABILITIES

GENERAL OPERATING LIABILITIES

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE - GENERAL

L	01-4-42-1200	PREPAID TAXES & SEWER	29,638.45
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L	01-4-42-1300	PREPAID SOLID WASTE CHRGR	1.70
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Town of Shelburne
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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	550,424.52
L	01-4-42-5100	HST COLLECTIONS ACCOUNT	21,176.41
L	01-4-42-5210	EMPLOYEES DED PAY-SUNLIFE	-960.77
L	01-4-42-5220	EMPLOYEES DED PAY - MEDICAL	-1,103.74
L	01-4-42-5236	DUE TO MEPS(Payments Rec'd in Error)	797.58
Total ACCOUNTS PAYABLE - GENERAL			943,846.49
ACCURED PAYABLES			
L	01-4-42-7000	ACCRUED PAYABLES	5,000.00
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			50,730.47
Total ACCOUNTS PAYABLE			994,576.96
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	331,070.29
Total SURPLUS & OTHER EQUITY			331,070.29
Total GENERAL OPERATING LIABILITIES			1,441,641.39
Total LIABILITIES			\$ 1,441,641.39

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE						
1099	GENERAL OPERATING REVENUES						
1100	TAXES						
1105	ASSESSABLE PROPERTY RESIDENTIAL	\$ 1,515,504.86	(\$ 807.52)	\$1,514,697.34	\$ 1,518,490.00	\$ 3,792.66	99.75
I 01-1-11-1000							
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		2,268,216.35	(807.52)	2,267,408.83	2,270,647.00	3,238.17	99.86
1115	BUSINESS PROPERTY BELL ALIANT	12,400.97	0.00	\$12,400.97	12,500.00	99.03	99.21
I 01-1-14-2000							
Totals For: I115		12,400.97	0.00	12,400.97	12,500.00	99.03	99.21
1120	OTHER TAXES DEED TRANSFER TAX	57,519.88	964.50	\$58,484.38	59,000.00	515.62	99.13
I 01-1-19-1000							
Totals For: I120		57,519.88	964.50	58,484.38	59,000.00	515.62	99.13
Totals For: I100		2,338,137.20	156.98	2,338,294.18	2,342,147.00	3,852.82	99.84
1125	GRANTS IN LIEU OF TAXES						
1130	FEDERAL GOVERNMENT GRANTS IN LIEU - FEDERAL	10,501.02	0.00	\$10,501.02	10,435.00	(66.02)	100.63 **
I 01-1-21-1000							
Totals For: I130		10,501.02	0.00	10,501.02	10,435.00	(66.02)	100.63
1135	PROVINCIAL GOVERNMENT GRANTS IN LIEU - PROVINCIAL	0.00	4,221.70	\$4,221.70	6,634.00	2,412.30	63.64
I 01-1-23-1000							
I 01-1-23-3000	FIRE PROTECTION	0.00	430.00	\$430.00	424.00	(6.00)	101.42 **
Totals For: I135		0.00	4,651.70	4,651.70	7,058.00	2,406.30	65.91
Totals For: I125		10,501.02	4,651.70	15,152.72	17,493.00	2,340.28	86.62
1142	SERVICES PROVIDED T'OTH GOVT'S						
1144	OTHER LOCAL GOVERNMENT GIS SERVICES - TOL & MDS	18,788.22	8,094.75	\$26,882.97	39,915.00	13,032.03	67.35
I 01-1-33-4000							
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		86,884.16	8,094.75	94,978.91	108,010.00	13,031.09	87.94
Totals For: I142		86,884.16	8,094.75	94,978.91	108,010.00	13,031.09	87.94
1145	SALE OF SERVICES						
1160	WASTEWATER & SOLID WASTE SEWER CONNECTIONS	200.00	0.00	\$200.00	0.00	(200.00)	0.00
I 01-1-44-1100							
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

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FUND01 - TOWN GENERAL

Income & Expense Statement

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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	0.00	\$1,420.00	3,000.00	1,580.00	47.33
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	320.00	20.00	\$340.00	1,000.00	660.00	34.00
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	1,740.00	20.00	1,760.00	5,600.00	3,840.00	31.43
I175	FINES						
I 01-1-52-1000	TRAFFIC VIOLATIONS-COURT FINES	9,381.54	3,510.61	\$12,892.15	15,070.00	2,177.85	85.55
Totals For:	I175	9,381.54	3,510.61	12,892.15	15,070.00	2,177.85	85.55
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	14,470.00	1,330.00	\$15,800.00	24,550.00	8,750.00	64.36
I 01-1-53-2200	GOC BUILDING	92,771.79	20,453.93	\$113,225.72	145,410.00	32,184.28	77.87
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	5,925.60	658.40	\$6,584.00	7,901.00	1,317.00	83.33
I 01-1-53-3100	COMM CTR-AUDITORIUM	900.00	0.00	\$900.00	1,000.00	100.00	90.00
I 01-1-53-3200	COMM CTR-FIREMEN'S ROOM	1,364.13	0.00	\$1,364.13	0.00	(1,364.13)	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	118,811.52	22,442.33	141,253.85	183,991.00	42,737.15	76.77
I195	RETURN ON INVESTMENT						
I 01-1-55-2000	BANK INTEREST ON CURRENT ACCT	9,417.78	1,542.73	\$10,960.51	3,500.00	(7,460.51)	313.16 **
Totals For:	I195	9,417.78	1,542.73	10,960.51	3,500.00	(7,460.51)	313.16
I200	PENALTIES & INTEREST ON TAXES						
I 01-1-56-2000	INTEREST	43,380.20	5,503.35	\$48,883.55	55,000.00	6,116.45	88.88
Totals For:	I200	43,380.20	5,503.35	48,883.55	55,000.00	6,116.45	88.88
I205	MISCELLANEOUS						
I 01-1-59-1000	OTHER REVENUE	39,520.47	(13,507.86)	\$26,012.61	96,175.00	70,162.39	27.05
I 01-1-59-1001	ROUNDING ACCT-CSH TRNS	0.33	(0.04)	\$0.29	0.00	(0.29)	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	SHELBY CELEBRATES CHRISTMAS	2,108.94	0.00	\$2,108.94	0.00	(2,108.94)	0.00
Totals For:	I205	60,086.15	(13,507.90)	46,578.25	120,000.00	73,421.75	38.82
Totals For:	I165	242,817.19	19,511.12	262,328.31	383,161.00	120,832.69	68.46

Town of Shelburne

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FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
I210	UNCONDITIONAL TRANS FR GOVTS						
I215	PROVINCIAL GOVERNMENT						
I 01-1-62-8300	CAPACITY GRANT(FRMLY EQUILZATION)	179,822.00	89,911.00	\$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		193,209.75	89,911.00	283,120.75	379,645.00	96,524.25	74.58
Totals For: I210		193,209.75	89,911.00	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 ASSMNT	1,565.60	0.00	\$1,565.60	0.00	(1,565.60)	0.00
I 01-1-71-3700	MPAL (SCHOOL CO-ORD)	28,000.00	7,000.00	\$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		29,565.60	7,000.00	36,565.60	49,000.00	12,434.40	74.62
I245	PROTECTIVE SERVICES						
I 01-1-75-2300	EMO-CIVIC NUMBERING	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
Totals For: I245		0.00	0.00	0.00	1,000.00	1,000.00	0.00
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	4,439.44	1,399.35	\$5,838.79	10,200.00	4,361.21	57.24
Totals For: I271		4,439.44	1,399.35	5,838.79	13,753.00	7,914.21	42.45
Totals For: I270		4,439.44	1,399.35	5,838.79	13,753.00	7,914.21	42.45
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		101,590.02	8,399.35	109,989.37	118,263.00	8,273.63	93.00
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		3,589,343.74	130,724.90	3,720,068.64	4,048,641.00	328,572.36	91.88
Totals For: INCM		3,589,343.74	130,724.90	3,720,068.64	4,048,641.00	328,572.36	91.88

Town of Shelburne

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FUND01 - TOWN GENERAL

Income & Expense Statement

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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	\$17,610.49	\$1,956.72	\$19,567.21	\$22,511.00	\$ 2,943.79	86.92
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/CPP	1,746.93	184.80	\$1,931.73	3,573.00	1,641.27	54.06
	Totals For: E110	22,811.38	2,141.52	24,952.90	30,084.00	5,131.10	82.94
E115	COUNCIL						
E 01-2-21-1310	STIPEND	43,442.11	4,826.90	\$48,269.01	56,277.00	8,007.99	85.77
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/CPP	3,373.47	353.83	\$3,727.30	6,750.00	3,022.70	55.22
	Totals For: E115	46,976.90	5,180.73	52,157.63	65,027.00	12,869.37	80.21
E116	COMMITTEE EXPENSE						
E 01-2-21-1410	COUNCIL COMMITTEE	490.57	85.48	\$576.05	1,350.00	773.95	42.67
E 01-2-21-2127	OTHER COMMITTEE EXPENSE	950.20	0.00	\$950.20	5,000.00	4,049.80	19.00
	Totals For: E116	1,440.77	85.48	1,526.25	6,350.00	4,823.75	24.04
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	73,346.77	7,407.73	80,754.50	103,579.00	22,824.50	77.96
E119	ADMINISTRATION & FINANCE						
E120	CAO						
E 01-2-21-2110	CAO	56,860.78	6,181.18	\$63,041.96	80,024.00	16,982.04	78.78
E 01-2-21-2125	TOWN CLERK/SPECIAL PROJ MNGR	30,859.69	3,346.00	\$34,205.69	43,065.00	8,859.31	79.43
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	93,009.23	9,527.18	102,536.41	127,089.00	24,552.59	80.68
E121	ADMINISTRATION						
E 01-2-21-2111	HR MNGR/ADMIN	38,021.24	4,167.80	\$42,189.04	53,651.00	11,461.96	78.64
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	23,640.47	2,571.80	\$26,212.27	33,297.00	7,084.73	78.72
E 01-2-21-2128	RECORDS MANAGEMENT	23,559.05	2,509.71	\$26,068.76	29,845.00	3,776.24	87.35
	Totals For: E121	85,349.32	9,249.31	94,598.63	119,363.00	24,764.37	79.25
E122	FINANCE						
E 01-2-21-2113	FINANCE MANAGER	41,340.30	4,469.22	\$45,809.52	58,100.00	12,290.48	78.85
E 01-2-21-2126	FINANCE OFFICER	27,492.85	2,972.20	\$30,465.05	38,637.00	8,171.95	78.85

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
	Totals For: E122	68,833.15	7,441.42	76,274.57	96,737.00	20,462.43	78.85
	E123 BENEFITS						
E 01-2-21-2123	EMPLOYER EI, CPP	15,588.43	1,502.23	\$17,090.66	21,683.00	4,592.34	78.82
E 01-2-21-2130	EMPLOYER PENSION	11,928.01	2,570.32	\$14,498.33	15,873.00	1,374.67	91.34
E 01-2-21-2140	UNION DUES	(543.10)	543.10	\$0.00	0.00	0.00	0.00
E 01-2-21-2150	HEALTH PLAN	10,725.88	1,106.17	\$11,832.05	15,447.00	3,614.95	76.60
E 01-2-21-2152	WORKERS COMPENSATION	3,954.16	396.80	\$4,350.96	5,798.00	1,447.04	75.04
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	41,653.38	6,118.62	47,772.00	64,801.00	17,029.00	73.72
	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	411.78	1,039.31	\$1,451.09	2,700.00	1,248.91	53.74
E 01-2-21-2115	LIGHT & FUEL	9,380.15	2,514.53	\$11,894.68	14,400.00	2,505.32	82.60
E 01-2-21-2116	WATER & INS	2,304.78	185.89	\$2,490.67	2,425.00	(65.67)	102.71 **
E 01-2-21-2117	JANITORIAL WAGES	4,766.20	564.16	\$5,330.36	6,400.00	1,069.64	83.29
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	17,011.67	4,303.89	21,315.56	26,175.00	4,859.44	81.43
	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	9,705.00	889.00	\$10,594.00	15,000.00	4,406.00	70.63
	Totals For: E131	36,828.64	889.00	37,717.64	42,124.00	4,406.36	89.54
	E135 ADMINISTRATION EXPENSE						
E 01-2-21-2120	LEGAL SERVICES	16,269.34	8,835.43	\$25,104.77	18,000.00	(7,104.77)	139.47 **
E 01-2-21-2122	AUDIT SERVICES	(4,196.54)	0.00	\$-4,196.54	25,000.00	29,196.54	(16.79)
E 01-2-21-2210	OFFICE SOFTWARE LICENSES	10,705.33	289.79	\$10,995.12	11,492.00	496.88	95.68
E 01-2-21-2510	OFFICE SUPPLIES	4,713.87	14.91	\$4,728.78	8,100.00	3,371.22	58.38
E 01-2-21-2511	TELEPHONE/INTERNET	4,533.41	418.87	\$4,952.28	7,500.00	2,547.72	66.03
E 01-2-21-2512	ADVERTISING	5,820.83	642.09	\$6,462.92	13,500.00	7,037.08	47.87
E 01-2-21-2513	OFFICE EQUIPMENT	5,736.73	383.61	\$6,120.34	9,450.00	3,329.66	64.77
	Totals For: E135	43,582.97	10,584.70	54,167.67	93,042.00	38,874.33	58.22
E140	OTHER ADMINISTRATION EXPENSE						

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E 01-2-21-2514	WATER WAGES & BNFTS	88,127.60	5,305.59	\$93,433.19	0.00	(93,433.19)	0.00
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	0.00	\$65,982.50	69,755.00	3,772.50	94.59
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	11,051.73	46.47	\$11,098.20	12,500.00	1,401.80	88.79
Totals For: E140		224,191.47	5,352.06	229,543.53	132,065.00	(97,478.53)	173.81
Totals For: E119		612,399.06	53,466.18	665,865.24	706,746.00	40,880.76	94.22
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	0.00	831.00	\$831.00	827.00	(4.00)	100.48 **
Totals For: E130		64,602.85	831.00	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	16,879.92	683.34	\$17,563.26	19,000.00	1,436.74	92.44
Totals For: E144		23,740.28	683.34	24,423.62	27,924.00	3,500.38	87.46
Totals For: E142		23,740.28	683.34	24,423.62	27,924.00	3,500.38	87.46
E145	PROTECTIVE SERVICES						
E150	POLICE PROTECTION						
E 01-2-22-1300	CRIME INV,PREV & PROT SVS RCMP	263,976.07	133,191.26	\$397,167.33	556,733.00	159,565.67	71.34
E 01-2-22-1305	DEPT. OF JUSTICE (RCMP SERV.)	86,784.00	28,928.00	\$115,712.00	115,711.00	(1.00)	100.00 **
E 01-2-22-1310	RCMP SECRETARY	25,614.87	2,793.76	\$28,408.63	36,083.00	7,674.37	78.73
E 01-2-22-1311	EMPLOYER EI, CPP	1,804.45	193.23	\$1,997.68	2,480.00	482.32	80.55
E 01-2-22-1313	HEALTH PLAN	208.65	28.79	\$237.44	2,469.00	2,231.56	9.62
E 01-2-22-1700	WORKERS COMPENSATION	449.08	47.92	\$497.00	617.00	120.00	80.55
Totals For: E150		378,837.12	165,182.96	544,020.08	714,093.00	170,072.92	76.18
E170	OTHER PROTECTIVE SERVICES						
E 01-2-22-9100	EMERGENCY MEASURES	4,299.75	477.75	\$4,777.50	7,240.00	2,462.50	65.99
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		8,587.75	477.75	9,065.50	11,609.00	2,543.50	78.09

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E 01-2-22-9976	E172 DEBT CHARGES 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	390,400.89	165,660.71	556,061.60	728,636.00	172,574.40	76.32
	Totals For: E100	1,164,489.85	228,048.96	1,392,538.81	1,631,765.00	239,226.19	85.34
E 01-2-22-2900	E145 PROTECTIVE SERVICES E155 BY-LAW ENFORCEMENT BY-LAW ENFORCEMENT OFFICER	1,183.25	47.26	\$1,230.51	4,836.00	3,605.49	25.44
E 01-2-22-2910	EMPLR EI, CPP	79.32	3.23	\$82.55	338.00	255.45	24.42
E 01-2-22-2920	EMPRL PENSION	247.13	39.06	\$286.19	339.00	52.81	84.42
E 01-2-22-2930	HEALTH PLAN	200.62	21.13	\$221.75	300.00	78.25	73.92
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	1,805.72	110.68	1,916.40	6,396.00	4,479.60	29.96
E 01-2-22-4100	E165 FIRE PROTECTION 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	604.86	729.33	\$1,334.19	20,000.00	18,665.81	6.67
E 01-2-22-4220	SUPLIES - OTHER	125.06	166.75	\$291.81	500.00	208.19	58.36
E 01-2-22-4300	FIRE ALARM SYSTEMS-DISPATCH	1,668.56	417.14	\$2,085.70	2,503.00	417.30	83.33
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	16,521.27	4,542.45	\$21,063.72	25,000.00	3,936.28	84.25
E 01-2-22-4710	FIRE STN-JANITOR, WATER, INS	4,927.24	1,142.62	\$6,069.86	9,395.00	3,325.14	64.61
E 01-2-22-4800	MAINTENANCE OF EQUIPMENT	3,383.57	1,329.14	\$4,712.71	10,000.00	5,287.29	47.13
E 01-2-22-4810	MAINTENANCE OF TRUCKS	23,126.47	1,174.20	\$24,300.67	20,000.00	(4,300.67)	121.50 **
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	3,281.13	192.35	\$3,473.48	6,000.00	2,526.52	57.89
E 01-2-22-4910	TRUCK & EQUIPMENT INSURANCE	11,786.00	0.00	\$11,786.00	10,400.00	(1,386.00)	113.33 **

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Totals For:	E165	160,418.09	9,693.98	170,112.07	203,523.00	33,410.93	83.58
E168	SHARED SERVICES						
E 01-2-22-9200	FIRE INSPECTION	8,095.69	899.52	\$8,995.21	10,795.00	1,799.79	83.33
E 01-2-22-9201	BUILDING INSPECTIONS-SHARED SERV	7,718.85	857.65	\$8,576.50	10,292.00	1,715.50	83.33
Totals For:	E168	15,814.54	1,757.17	17,571.71	21,087.00	3,515.29	83.33
Totals For:	E145	178,038.35	11,561.83	189,600.18	231,006.00	41,405.82	82.08
E175	PUBLIC WORKS						
E180	ADMINISTRATION						
E181	WAGES & BENEFITS						
E 01-2-23-1100	WORKER'S COMPENSATION	3,144.80	251.40	\$3,396.20	4,951.00	1,554.80	68.60
E 01-2-23-1110	EMPLOYER(UIC/PPP)	12,304.34	750.47	\$13,054.81	19,545.00	6,490.19	66.79
E 01-2-23-1120	EMPLOYER(PENSION)	5,466.25	927.99	\$6,394.24	8,762.00	2,367.76	72.98
E 01-2-23-1130	HEALTH PLAN	8,727.59	941.98	\$9,669.57	13,802.00	4,132.43	70.06
E 01-2-23-2105	OPERATIONS MNGR-WAGES	42,203.67	4,596.16	\$46,799.83	59,456.00	12,656.17	78.71
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	137,675.73	11,663.52	\$149,339.25	219,050.00	69,710.75	68.18
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	212,615.83	19,131.52	231,747.35	332,566.00	100,818.65	69.68
Totals For:	E180	212,615.83	19,131.52	231,747.35	332,566.00	100,818.65	69.68
E182	OTHER						
E 01-2-23-1205	SPECIAL PROJECTS	1,067.96	0.00	\$1,067.96	29,250.00	28,182.04	3.65
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	677.99	117.84	\$795.83	1,000.00	204.17	79.58
Totals For:	E182	11,510.31	117.84	11,628.15	39,400.00	27,771.85	29.51
E185	GENERAL EQUIPMENT						
E 01-2-23-1380	FUELS	18,064.86	1,772.45	\$19,837.31	15,000.00	(4,837.31)	132.25 **
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	3,650.15	187.71	\$3,837.86	6,000.00	2,162.14	63.96
E186	EQUIPMENT MTC						
E 01-2-23-1310	MAINTENANCE OF LOADER	585.76	0.00	\$585.76	3,000.00	2,414.24	19.53
E 01-2-23-1330	MAINTENANCE OF BACKHOE	1,190.79	1,015.42	\$2,206.21	2,500.00	293.79	88.25
E 01-2-23-1335	MTC- '15 KIOTI TRACTOR	385.44	176.91	\$562.35	1,000.00	437.65	56.24
E 01-2-23-1345	MTC 3 TON-2011	3,655.66	1,000.55	\$4,656.21	5,000.00	343.79	93.12
E 01-2-23-1346	'99 5 TON WHITE TRUCK	1,232.24	1,297.44	\$2,529.68	7,000.00	4,470.32	36.14

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E 01-2-23-1347	2011 1/2 TN FORD-BLUE	338.89	0.00	\$338.89	500.00	161.11	67.78
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	6,287.20	0.00	\$6,287.20	2,500.00	(3,787.20)	251.49 **
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	260.15	136.24	\$396.39	1,500.00	1,103.61	26.43
E 01-2-23-1370	MTC OF SKIDSTEER	549.68	919.55	\$1,469.23	3,000.00	1,530.77	48.97
E 01-2-23-1375	MTC OF SMALL EQUIP	1,532.62	20.77	\$1,553.39	2,000.00	446.61	77.67
E 01-2-23-2365	MTC SNOW REMVL EQUIP	1,167.08	91.78	\$1,258.86	4,000.00	2,741.14	31.47
Totals For: E186		17,781.54	4,658.66	22,440.20	33,500.00	11,059.80	66.99
Totals For: E185		49,415.55	6,618.82	56,034.37	65,066.00	9,031.63	86.12
E 01-2-23-1510	BUILDINGS PW BLDNG(OPERATIONS)	4,048.03	1,359.51	\$5,407.54	7,000.00	1,592.46	77.25
E 01-2-23-1511	PW BLDG - WATER/INSURANCE	4,052.78	155.89	\$4,208.67	4,020.00	(188.67)	104.69 **
E 01-2-23-1530	SALT & SAND STORAGE BUILDING	2,124.58	90.12	\$2,214.70	4,500.00	2,285.30	49.22
Totals For: E190		10,225.39	1,605.52	11,830.91	15,520.00	3,689.09	76.23
E 01-2-23-2322	ROADS AND STREETS 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	3,165.65	76.00	\$3,241.65	6,500.00	3,258.35	49.87
E 01-2-23-2341	STORM WATER MANAGEMENT	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	2,194.89	4,892.28	\$7,087.17	25,000.00	17,912.83	28.35
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	0.00	36.50	\$36.50	26,000.00	25,963.50	0.14
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	11,128.02	1,459.51	\$12,587.53	20,000.00	7,412.47	62.94
Totals For: E200		34,023.78	6,464.29	40,488.07	97,500.00	57,011.93	41.53
E 01-2-23-2310	OTHER ROADS & STREETS 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

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E 01-2-25-1100	E210 PARKS & FACILITIES CEMETERIES & CREMATORIUMS	3,000.00	0.00	\$3,000.00	3,000.00	0.00	100.00
E 01-2-27-1010	E210 RECREATION COMPLEX	806.95	0.00	\$806.95	5,000.00	4,193.05	16.14
E 01-2-27-1011	E210 COMPLEX LIGHTS	6,238.26	0.00	\$6,238.26	8,000.00	1,761.74	77.98
E 01-2-27-1020	E210 GEORGE/PARR ST PLAYGROUND	69.16	0.00	\$69.16	1,500.00	1,430.84	4.61
E 01-2-27-1100	E210 SHELBOURNE ARENA	22,288.68	0.00	\$22,288.68	22,000.00	(288.68)	101.31 **
E 01-2-27-1240	E210 SHELBOURNE ARENA(OIL,PSTG,ETC)	1,271.16	(503.36)	\$767.80	0.00	(767.80)	0.00
E 01-2-27-1510	E210 WATERFRONT PARKS	137.22	0.00	\$137.22	3,000.00	2,862.78	4.57
E 01-2-27-1520	E210 CENOTAPH	300.00	0.00	\$300.00	0.00	(300.00)	0.00
E 01-2-27-1550	E210 GENERAL PARK EXPENSE	4,937.72	80.99	\$5,018.71	6,000.00	981.29	83.65
E 01-2-27-1555	E210 GRAHAMS PARK	15,369.74	1,273.72	\$16,643.46	19,100.00	2,456.54	87.14
E 01-2-27-1568	E210 BIKE RACKS/BENCHES	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2-27-1585	E210 TRAILS	9.37	0.00	\$9.37	2,500.00	2,490.63	0.37
Totals For: E210		54,428.26	851.35	55,279.61	70,600.00	15,320.39	78.30
E 01-2-23-9950	E211 AMORTIZATION TANG CAP ASSTS	1,042.86	0.00	\$1,042.86	0.00	(1,042.86)	0.00
Totals For: E211		1,042.86	0.00	1,042.86	0.00	(1,042.86)	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		410,017.87	34,789.34	444,807.21	660,812.00	216,004.79	67.31
E 01-2-24-2100	E215 ENVIRONMENTAL HEALTH SERVICES E216 WASTEWATER E217 WAGES & BENEFITS ADMINISTRATION (W/C)	496.38	69.75	\$566.13	626.00	59.87	90.44
E 01-2-24-2110	E217 SEWER PLANT OPERATOR	32,266.62	4,091.54	\$36,358.16	36,634.00	275.84	99.25
E 01-2-24-2112	E217 EMPLOYER EI/CPP	1,942.72	129.25	\$2,071.97	2,583.00	511.03	80.22
E 01-2-24-2113	E217 EMPLOYER PENSION	1,606.33	253.89	\$1,860.22	2,565.00	704.78	72.52
E 01-2-24-2114	E217 HEALTH PLAN	1,303.86	137.32	\$1,441.18	1,951.00	509.82	73.87
E 01-2-24-2115	E217 PROF DEV(COURSES)	534.31	0.00	\$534.31	900.00	365.69	59.37
Totals For: E217		38,150.22	4,681.75	42,831.97	45,259.00	2,427.03	94.64
E 01-2-24-2111	E218 OTHER WASTEWATER SEWER PLNT OPER-EXPENSES	403.86	0.00	\$403.86	500.00	96.14	80.77
E 01-2-24-2118	E218 OFF SUPP, PSTG, ETC	228.36	58.15	\$286.51	450.00	163.49	63.67

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	Totals For: E218	632.22	58.15	690.37	950.00	259.63	72.67
	E219 VEHICLE EXPENSE						
E 01-2-24-2120	TRUCK & TRLR EXPENSE	1,171.63	285.66	\$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	2,274.63	285.66	2,560.29	2,600.00	39.71	98.47
	E220 LIFT STATIONS						
E 01-2-24-2300	SEWAGE LIFT STNS- POWER	17,415.59	5,715.82	\$23,131.41	30,000.00	6,868.59	77.10
E 01-2-24-2310	SEWAGE LIFT STNS(MTCE & REPRS)	9,013.99	156.42	\$9,170.41	20,000.00	10,829.59	45.85
	Totals For: E220	26,429.58	5,872.24	32,301.82	50,000.00	17,698.18	64.60
	E221 TREATMENT PLANT						
E 01-2-24-2400	SEWAGE TREATMENT & PLANT-MTCE	19,856.14	355.73	\$20,211.87	11,000.00	(9,211.87)	183.74 **
E 01-2-24-2410	SEWAGE TREATMENT PLANT-POWER	34,981.42	3,630.30	\$38,611.72	36,000.00	(2,611.72)	107.25 **
E 01-2-24-2411	SEWAGE TRTMNT PLNT-WTR/INS	12,578.98	5,362.74	\$17,941.72	9,500.00	(8,441.72)	188.86 **
E 01-2-24-2412	WATER TESTING	8,977.48	407.32	\$9,384.80	10,500.00	1,115.20	89.38
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	385.25	54.76	\$440.01	400.00	(40.01)	110.00 **
	Totals For: E221	81,657.56	9,810.85	91,468.41	68,900.00	(22,568.41)	132.76
	E222 MTC OF LINES						
E 01-2-24-2900	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	7,781.75	843.80	\$8,625.55	7,500.00	(1,125.55)	115.01 **
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	12,678.46	843.80	13,522.26	11,100.00	(2,422.26)	121.82
	Totals For: E216	161,822.67	21,552.45	183,375.12	178,809.00	(4,566.12)	102.55
	E223 WASTE COLLECTION						
	E224 SOLID WASTE						
E 01-2-24-3900	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
	E225 COMPOST						
E 01-2-24-3315	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
	E226 SHARED SERVICES						
E 01-2-24-6000	SHARED SERVICES-WASTE COLLECTION	180,861.47	20,095.72	\$200,957.19	243,453.00	42,495.81	82.54
	Totals For: E226	180,861.47	20,095.72	200,957.19	243,453.00	42,495.81	82.54
	E228 DEBT CHARGES						
	E229 INTEREST ON LTD						

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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		358,945.18	41,648.17	400,593.35	439,014.00	38,420.65	91.25
E250	COMMUNITY/ECONOMIC DEVELOPMENT						
E251	PUBLIC HEALTH/WELFARE SERVICES						
E 01-2-25-7910	SHELBOURNE CO 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	41,982.25	3,960.54	\$45,942.79	61,528.00	15,585.21	74.67
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		49,339.12	3,960.54	53,299.66	71,128.00	17,828.34	74.93
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	1,795.60	202.57	\$1,998.17	2,500.00	501.83	79.93
Totals For: E261		1,795.60	202.57	1,998.17	2,950.00	951.83	67.73
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	1,593.74	191.78	\$1,785.52	0.00	(1,785.52)	0.00
E 01-2-26-2933	TOUR & MARKETING-EVNTS - MARKETNG & F	14,535.69	0.00	\$14,535.69	17,500.00	2,964.31	83.06
E 01-2-26-2934	TOUR & MARKETING- WEB TOOLS	3,874.27	343.05	\$4,217.32	5,550.00	1,332.68	75.99
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)	1,802.74	525.00	\$2,327.74	5,500.00	3,172.26	42.32
E 01-2-26-2964	EVENTS CO-ORDINATOR	18,450.24	842.70	\$19,292.94	26,883.00	7,590.06	71.77
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
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	15,929.43	188.89	\$16,118.32	22,800.00	6,681.68	70.69
E 01-2-26-9128	SOUTH SHORE TOURISM TEAM	350.00	0.00	\$350.00	350.00	0.00	100.00

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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	97,921.20	2,091.42	100,012.62	143,073.00	43,060.38	69.90
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	0.00	\$2,171.06	23,754.00	21,582.94	9.14
Totals For:	E276	2,171.06	0.00	2,171.06	23,754.00	21,582.94	9.14
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	26,216.44	2,942.24	\$29,158.68	38,250.00	9,091.32	76.23
E 01-2-27-1711	SCHOOL CO-ORD/EXPENSES	2,806.93	47.57	\$2,854.50	3,000.00	145.50	95.15
E 01-2-27-1712	SCHOOL CO-ORD-W/C	477.79	50.46	\$528.25	654.00	125.75	80.77
E 01-2-27-1713	SCHOOL CO-ORD-EI/PPP	1,927.83	211.10	\$2,138.93	2,640.00	501.07	81.02
E 01-2-27-1714	SCHOOL CO-ORD-MEDICAL	990.90	103.92	\$1,094.82	1,459.00	364.18	75.04
E 01-2-27-1715	SCHOOL CO-ORD(PENSION)	1,441.72	308.94	\$1,750.66	2,250.00	499.34	77.81
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	710.25	51.23	\$761.48	1,000.00	238.52	76.15
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	679.35	10.95	\$690.30	800.00	109.70	86.29
E 01-2-27-1730	PROJECTS	4,457.53	328.16	\$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	0.00	\$0.00	1,500.00	1,500.00	0.00
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	6,073.83	404.69	\$6,478.52	10,000.00	3,521.48	64.79
Totals For:	E308	6,073.83	404.69	6,478.52	10,200.00	3,721.48	63.51
Totals For:	E307	47,306.92	4,459.26	51,766.18	69,753.00	17,986.82	74.21
Totals For:	E250	234,370.47	10,713.79	245,084.26	320,724.00	75,639.74	76.42
E280	FACILITIES MANAGEMENT						
E310	BUILDINGS & FACILITIES						

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E 01-2-26-9900	COX SHIPYARD COMPLEX	149,136.54	(106,137.41)	\$42,999.13	11,800.00	(31,199.13)	364.40 **
E 01-2-26-9901	OLD BIDC OFF(13 GEORGE)	3,784.29	818.59	\$4,602.88	6,680.00	2,077.12	68.91
E 01-2-27-1215	GOC BUILDING	56,996.96	9,690.92	\$66,687.88	86,000.00	19,312.12	77.54
E 01-2-27-1220	FIRE STN/COMM CTR-MTC & REPAIR	27,042.76	4,634.00	\$31,676.76	31,500.00	(176.76)	100.56 **
E 01-2-27-1221	FIR STN/COMM CTR-JAN,WTR,INS	14,924.03	2,266.24	\$17,190.27	22,620.00	5,429.73	76.00
E 01-2-27-1230	KING ST CTR.(OPER,MTC,REPRS)	30,863.01	628.49	\$31,491.50	21,650.00	(9,841.50)	145.46 **
E 01-2-27-1231	KING ST CTR.(JAN,WTR & INS)	1,796.78	760.89	\$2,557.67	2,900.00	342.33	88.20
E 01-2-27-2500	HERITAGE HALL WORKSHOP	760.68	455.17	\$1,215.85	5,450.00	4,234.15	22.31
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	4,573.38	1,463.30	\$6,036.68	8,400.00	2,363.32	71.87
E 01-2-27-2515	TRNSFR REG LIBRARY	8,739.00	2,913.00	\$11,652.00	11,652.00	0.00	100.00
E 01-2-27-2520	LIBRARY JANITORS WAGES	5,843.40	667.84	\$6,511.24	7,995.00	1,483.76	81.44
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	3,542.85	496.85	\$4,039.70	5,850.00	1,810.30	69.05
Totals For:	E310	312,250.50	(81,342.12)	230,908.38	226,772.00	(4,136.38)	101.82
E311	AMORTIZATION						
E 01-2-27-9950	TANG CAP ASSTS	26,188.01	30,732.04	\$56,920.05	9,187.00	(47,733.05)	619.57 **
Totals For:	E311	26,188.01	30,732.04	56,920.05	9,187.00	(47,733.05)	619.57
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	350,475.13	(50,610.08)	299,865.05	251,734.00	(48,131.05)	119.12
E315	FISCAL SERVICES						
E320	FINANCING/DEBT CHARGES						
E 01-2-28-1310	DEBENTURE PRINCIPAL	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)	0.00	30,090.95	\$30,090.95	10,000.00	(20,090.95)	300.91 **
Totals For:	E325	0.00	30,090.95	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
E340	APPROPRIATIONS-RED TX REV						
E 01-2-22-2600	DEPT. OF JUSTICE (PROS. FEES)	3,616.62	0.00	\$3,616.62	8,850.00	5,233.38	40.87

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E 01-2-22-2610	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	209,658.54	23,295.38	\$232,953.92	279,545.00	46,591.08	83.33
Totals For: E340		229,304.16	23,295.38	252,599.54	369,767.00	117,167.46	68.31
Totals For: E315		363,123.16	53,386.33	416,509.49	513,586.00	97,076.51	81.10
Totals For: E099		3,059,460.01	329,538.34	3,388,998.35	4,048,641.00	659,642.65	83.71
Totals For: EXPN		3,059,460.01	329,538.34	3,388,998.35	4,048,641.00	659,642.65	83.71

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

FUND01 - TOWN GENERAL

Income & Expense Statement

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
		\$ 3,589,343.74	\$ 130,724.90	\$ 3,720,068.64	\$ 4,048,641.00	\$ 328,572.36	91.88
		3,059,460.01	329,538.34	3,388,998.35	\$ 4,048,641.00	659,642.65	83.71
		<u>\$ 529,883.73</u>	<u>\$(198,813.44)</u>	<u>\$ 331,070.29</u>	<u>\$ 0.00</u>	<u>\$(331,070.29)</u>	<u>8.18</u>

Note: The items marked with ** are over budget

Town of Shelburne
Fiscal Year Period April 01,2019 To January 31,2020
FUND02 - WATER UTILITY

Balance Sheet

Printed: 1:18:46PM 02/13/2020

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Accttype

ASSETS

WATER UTILITY ASSETS

CASH ON HAND & ON DEPOSIT

A	02-3-31-1000	CASH ON HAND	1,136.06
A	02-3-31-2000	CASH IN BANK- RESERVED ACCOUNT	245,433.28
Total CASH ON HAND & ON DEPOSIT			246,569.34

ACCOUNTS RECEIVABLES

A	02-3-32-1000	CONSUMER ACCT RECEIVABLE	133,746.85
A	02-3-32-1160	INTEREST RECEIVABLE-WTR	759.84
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.	935.56
Total ACCOUNTS RECEIVABLES			244,604.91

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	7,296.43
A	02-3-39-1000	PREPAID EXPENSES	62.08
Total OTHER ASSETS			7,358.51

Total WATER UTILITY ASSETS 516,828.44

Total ASSETS \$ 516,828.44

LIABILITIES

WATER UTILITY LIABILITIES

ACCOUNTS PAYABLES

L	02-4-42-1000	TRADE ACCOUNTS PAYABLE RV ACCT	16,886.15
L	02-4-42-1200	PREPAID WATER	4,295.75
Total ACCOUNTS PAYABLES			21,181.90

DUE TO OTHER FUNDS

L	02-4-42-4100	TOWN GENERAL	28,924.74
Total DUE TO OTHER FUNDS			28,924.74

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
Total ASSET VALUATION ALLOWANCES			14,064.12

Town of Shelburne
Fiscal Year Period April 01,2019 To January 31,2020
FUND02 - WATER UTILITY

Acctype

SURPLUS AND OTHER EQUITY

S	02-4-49-1100	SURPLUS/DEFICIT	452,357.68
Total SURPLUS AND OTHER EQUITY			<u>452,357.68</u>
Total WATER UTILITY LIABILITIES			<u>516,828.44</u>
Total LIABILITIES			<u><u>\$ 516,828.44</u></u>

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

FUND02 - WATER UTILITY

Income & Expense Statement

Printed: 11:55:03AM 02/11/2020

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE						
I299	WATER UTILITY REVENUES						
I300	METERED SALES						
I 02-1-11-1000	RESIDENTIAL	\$ 84,848.04	\$ 50,891.51	\$135,739.55	\$ 180,606.00	\$ 44,866.45	75.16
I 02-1-11-2000	COMMERCIAL/INSTITUTIONAL	103,108.28	55,085.46	\$158,193.74	201,790.00	43,596.26	78.40
I 02-1-11-3000	INDUSTRIAL	36,332.80	14,149.74	\$50,482.54	60,000.00	9,517.46	84.14
I 02-1-11-4000	BULK WATER	50.00	0.00	\$50.00	2,162.00	2,112.00	2.31
Totals For: I300		224,339.12	120,126.71	344,465.83	444,558.00	100,092.17	77.49
I305	FLAT RATE SALES						
I 02-1-12-1000	RESIDENTIAL	24,295.04	12,147.52	\$36,442.56	48,590.00	12,147.44	75.00
Totals For: I305		24,295.04	12,147.52	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	2,152.44	187.98	\$2,340.42	1,560.00	(780.42)	150.03 **
Totals For: I313		2,152.44	187.98	2,340.42	1,560.00	(780.42)	150.03
I320	NON-OPERATING REVENUE						
I 02-1-18-1000	JOBGING AND CONTRACT WORK	627.40	250.00	\$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	0.40	0.07	\$0.47	0.00	(0.47)	0.00
Totals For: I320		1,269.99	250.07	1,520.06	5,500.00	3,979.94	27.64
Totals For: I299		387,689.59	132,712.28	520,401.87	635,841.00	115,439.13	81.84
Totals For: INCM		387,689.59	132,712.28	520,401.87	635,841.00	115,439.13	81.84

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

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	25,505.79	7,502.01	\$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	27,256.58	7,502.01	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	433.21	208.56	\$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)	4,002.46	400.00	\$4,402.46	5,200.00	797.54	84.66
Totals For:	E415	(149.40)	608.56	459.16	90,630.00	90,170.84	0.51
E420	OPERATION SUPPLIES & EXPENSE						
E 02-2-23-3100	CHEMICALS & ADDITIVES	55,441.05	6,068.57	\$61,509.62	66,187.00	4,677.38	92.93
E 02-2-23-3600	CHEMICAL & WATER TESTING	24,943.40	3,023.51	\$27,966.91	31,900.00	3,933.09	87.67
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	81,678.85	9,092.08	90,770.93	99,087.00	8,316.07	91.61
E425	MAINTENANCE OF TREATMENT PLAN						
E 02-2-23-4100	MTCE OF STRUCTURES & IMPROVMENT	1,046.54	77.52	\$1,124.06	5,000.00	3,875.94	22.48
E 02-2-23-4112	MTC OF CL2 BLDGS	2,486.91	297.77	\$2,784.68	2,000.00	(784.68)	139.23 **
E 02-2-23-4200	MAINTENANCE OF TREATMENT EQUIP	18,272.93	22.09	\$18,295.02	5,325.00	(12,970.02)	343.57 **
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	0.00	\$416.10	0.00	(416.10)	0.00
Totals For:	E425	22,907.20	397.38	23,304.58	63,375.00	40,070.42	36.77
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	0.00	\$1,668.58	3,787.00	2,118.42	44.06

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

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	1,124.59	334.51	\$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	40,309.39	334.51	40,643.90	36,087.00	(4,556.90)	112.63
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	0.00	\$69.91	4,000.00	3,930.09	1.75
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	0.00	1,065.91	5,000.00	3,934.09	21.32
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	0.00	\$0.00	34,105.00	34,105.00	0.00
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	0.00	0.00	38,603.00	38,603.00	0.00
E470	GENERAL OFFICE EXPENSES						
E 02-2-25-3100	TELEPHONE & INTERNET	1,990.33	136.81	\$2,127.14	2,575.00	447.86	82.61
E 02-2-25-3300	OFFICE EXPENSES & SUPPLIES	1,508.92	0.00	\$1,508.92	1,500.00	(8.92)	100.59 **
Totals For:	E470	3,499.25	136.81	3,636.06	4,075.00	438.94	89.23
E475	PROFESSIONAL FEES						
E 02-2-25-4100	AUDITORS	(1,233.26)	0.00	\$-1,233.26	7,745.00	8,978.26	(15.92)
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	0.00	15,808.98	27,598.00	11,789.02	57.28
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 January 31,2020

FUND02 - WATER UTILITY

Income & Expense Statement

Printed: 11:55:03AM 02/11/2020

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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	0.00	6,067.33	\$6,067.33	6,000.00	(67.33)	101.12 **
Totals For:	E500	0.03	6,067.33	6,067.36	6,020.00	(47.36)	100.79
Totals For:	E399	318,448.96	24,138.68	342,587.64	693,342.00	350,754.36	49.41
Totals For:	EXPN	318,448.96	24,138.68	342,587.64	693,342.00	350,754.36	49.41

Town of Shelburne

Fiscal Year Period April 01,2019 To January 31,2020

FUND02 - WATER UTILITY

Income & Expense Statement

Printed: 11:55:03AM 02/11/2020

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account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
Total Income:		\$ 387,689.59	\$ 132,712.28	\$ 520,401.87	\$ 635,841.00	\$ 115,439.13	81.84
Total Expenses:		318,448.96	24,138.68	342,587.64	\$ 693,342.00	350,754.36	49.41
Totals:		<u><u>\$ 69,240.63</u></u>	<u><u>\$ 108,573.60</u></u>	<u><u>\$ 177,814.23</u></u>	<u><u>\$(57,501.00)</u></u>	<u><u>\$(235,315.23)</u></u>	<u><u>32.43</u></u>

Note: The items marked with ** are over budget



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

February 4, 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 January 2020.

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued this Month	0	1
Number of Permits Issued to Date	0	16
Construction Value	\$ 0.00	\$ 20,000.00
Total Construction to Date	\$ 693,245.00	\$ 566,278.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



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 January Year 2020

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

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

There are (1) outstanding bylaw infractions in which the property owners have not complied with the bylaw. This is

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.

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 January 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



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 January 2020

Total number of calls for service: 7

Calls for service within the Town: 5

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

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		
MEDICAL	5	
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		1
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Town of Shelburne
Staff Report to Council
Review of Falls Lane/Ohio Road Signage
Report
February 18, 2020

General Overview:

The purpose of this staff report is to provide a review and recommendation based on the report provided by John Wonnacott as directed by Council at the January 6, 2020 Town Council Meeting.

Background:

First planning for the signage program commenced in 2012, with a public meeting being held on December 11, 2012 where information on location and content was garnered. Design of the various elements proceeded through 2013-4 and the project was funded in 2015 in concert with the Guild Hall reconstruction. Project construction was tendered in the summer of 2015 and completed that fall.

During installation, the profile of the sign was minimized based on feedback from the Reddings. From email correspondence dated October 8, 2015 between myself, as Manager of Community and Economic Development, and the CAO of the day it was related that:

He (Bob Redding) has requested that we shift the pins far enough to clear his view. He said that he was happy overall that the sign is going in but wants to ensure the safety of those leaving his property. It looks like this could be achieved by moving the pins slightly (maybe a 1') to the west and south (~6").

The image with the pins marking the location of the sign is attached as Appendix A. A conversation was held with the signage installation company at the time and adjustments were made to the pins as much as possible in consideration of the proximity of underground utilities.

In early 2016, an option was suggested to the Reddings regarding the installation of a driveway mirror but this was rejected by the property owners.

The history of safety concerns was well documented in a letter received from the Reddings on November 7, 2017. A subsequent Council motion from the November 15, 2017 meeting directed staff to hire an engineering firm to review the intersection signage. CBCL Ltd. was contacted in February 2018 as part of the traffic study they were to conduct that summer. The transition process of Chief Administrative Officer did not effectively carry this project forward and we did not re-engage, with Roseway Engineering, until December 2019. The report from Roseway Engineering was delivered on December 12, 2019.

Analysis:

To date, two independent positions have been obtained on the safety of the Ohio Road/Falls lane sign and will be summarized below. The full documents have been added to the appendices.

Sgt Ben Parry - July 25, 2017

On July 25, 2017 Sergeant Ben Parry, Senior Detachment NCO for the Shelburne RCMP provided a letter to the Reddings documenting his opinion on the sign placement; *"I agreed that the placement of the sign*

restricted visibility for anyone attempting to exit your vehicle onto Fall Lane as it obscures the area at the stop sign at the intersection of Falls Lane and Ohio Road which was previously visible. In my opinion, the placement of the sign could increase the risk of a vehicle collision while exiting your driveway.”

Roseway Engineering Report – December 12, 2019

The report concludes that the sign does pose a safety issue not only for the Reddings but for drivers utilizing the intersection.

The following remediation options were discussed in the report:

1. Move the sign further back (meaning move to the south) from the edge of the intersection, so that safe lines of sight may be re-established for drivers and people using bicycles.
2. Raise the sign high enough so that people can see underneath the sign and thus have safe lines of sight.
3. Relocate the sign some distance to the east or west, so that the sign does not create a problem.
4. Remove the sign entirely.

Options 2 and 3 were ruled out as not viable solutions in the report and removing the sign entirely in Option 4 was deemed as counter to the original purpose of the signage program. Option 1 of moving the sign closer to the Redding property line was deemed most suitable.

As the role of Traffic Authority has been transferred back to the RCMP, Town Staff do not have a position on the status of the sign relative to its safety but rather rely on the professional opinions noted above. Two independent reports have reached roughly the same conclusion and our own due diligence in managing the risks presented lead to the following options for consideration:

Options:

1. **Do nothing.** Doing nothing is the most immediately affordable option however with the number of significant insurance claims the Town has dealt with in the past two years, failure to heed two independent warnings about the safety of the sign could expose the Town to liability should an incident take place at this intersection.
2. **Reposition the sign.** There are several variants of repositioning the sign, not only those presented in the Roseway Report, but also potentially by selecting a new location on Ohio Road within an appropriate distance to the intersection to make the sign effective. Repositioning the sign in the vicinity of its current location is partially constrained by the presence of underground utility lines.
3. **Remove the sign.** Complete removal of the sign without relocation would alleviate any safety concerns at the intersection however would omit a key piece of the visitor signage program, one which the Town invested significantly in implementing.
4. **Obtain a second engineering opinion.** As confirmed by our Marine Terminal Quality Assurance engineer, traffic engineering is the specific branch of civil engineering that works with the safe movement of people and goods on roadways. Council had budgeted up to \$2,500 from the special operating reserve towards the hiring of an engineering firm. As mentioned above, were this option to be considered, concerns over liability would suggest an expedited course of action.

Financial Analysis:

Construction and installation of the welcome sign totaled approximately \$30,000 for fabrication and installation and \$5,000 for design. The sign represents a significant component of the Town's visitor wayfinding program and thus any actions require careful consideration.

There are two types of financial risk associated with actions going forward, liability and operating budget programming. The risk of the liability associated with an accident occurring at this intersection has been described above in terms of our recent insurance claims. Any costs associated with relocating the sign pose additional pressure on our overall financial situation and would impact our operating reserves. An estimate should be obtained for electrical, concrete and crane services. Given the constraints of time and resources, the following recommendation has been prepared for Council's consideration.

Recommendation:

THAT Council direct staff to remove and store the Community Welcome sign, located at the intersection of Falls Lane and Ohio Road, until such time that funds are available for its relocation.

Respectfully submitted,



Darren Shupe, Chief Administrative Officer

Appendix A: Photo of Sign Pin Placement

Appendix B: Letter from Sgt. Parry

Appendix C: Engineering Report from John Wonnacott

Roseway Engineering

P.O. Box 34 Shelburne,
NS, Canada, B0T 1W0

12 Dec 2019

Town of Shelburne
PO Box 699
168 Water Street
Shelburne, NS, B0T 1W0
Attn: Chief Administrative Officer
Darren Shupe

Re: Welcome Sign – Intersection Falls Lane and Ohio Road

Dear Sir:

Further to your request of December 5, 2019 I have conducted a brief engineering investigation regarding the location of the subject sign. I have considered whether the sign presents a public safety concern, in my opinion, and if it does, what solution I would recommend to eliminate or reduce the safety concern.

Investigation

I began my investigation by visiting the sign location, and while I was there, I took several photographs to record the situation. I also consulted the owners of the property just south of the sign – Robert and Glenna Redding. Then I obtained a copy of the property survey plan for the Redding property – to learn where the sign currently is located, with regard to that property line. I returned to the site again this morning, to take measurements and determine as accurately as I could, where the sign is located.

Figure 1 shows the Welcome Sign. I observed the obvious facts – that the sign is a large, red, steel sign that measures 17 feet long, sitting on an 18-foot-long concrete foundation.

I determined that the Welcome Sign is about 6 feet north of the Redding property line, and I found that there is a large rock just behind the sign, which appears to sit on the Redding property line. See Figure 2. I took several measurements using a tape measure – to determine the distance from the Redding residence to the end of their driveway, and the approximate location of the survey pin located just west of the driveway end. I am satisfied that the configuration of Shelburne streets, the Redding property line, the Welcome sign and large rock behind the sign - are quite accurately recorded in the drawing shown at Figure 2.

Safety Issue

In my professional opinion, the Welcome sign presents a safety hazard to drivers using the Falls Lane / Ohio Road intersection, particularly drivers approaching the intersection along Falls Lane as they travel east. There is also a safety hazard to drivers using the Redding driveway. The hazard which I am identifying, arises from the lack of adequate sight distance between drivers using

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P.O. Box 34 Shelburne

NS, Canada, B0T 1W0

the intersection, and drivers using the Redding driveway. The Welcome sign causes a hazard for the following reasons:

1. The sign is so large that it physically blocks the view between vehicles using Falls Lane, and vehicles exiting the Redding driveway.
2. The sign is painted bright red, and it is illuminated, so it represents a significant visual distraction to drivers who are prone to focus on the sign and not notice vehicles or pedestrians behind or near it.
3. One principle of safe Defensive Driving, is to allow drivers to observe vehicle movements as they approach an intersection. As this applies to the Falls Lane /Ohio Road intersection, it would not be sufficient for drivers using the Redding driveway to be able to observe vehicles that have stopped directly in front of the Falls Lane stop sign (which the Welcome Sign prevents). A clear view of the end of Falls Lane is also needed, so that drivers can take appropriate evasive action, if vehicles do not stop at the Falls Lane stop sign. The Welcome Sign prevents this required safe view of the end of Falls Lane.
4. People on bicycles, who either drive along the side of the road or on the sidewalk, heading east from Falls Lane, have their vision obstructed, of vehicles using the Redding driveway.

Remediation Options

When I reviewed this matter, I considered several options for remedying the safety hazard represented by the location of the Welcome sign. These were:

1. Move the sign further back (meaning move to the south) from the edge of the intersection, so that safe lines of sight may be re-established for drivers and people using bicycles.
2. Raise the sign high enough so that people can see underneath the sign and thus have safe lines of sight.
3. Relocate the sign some distance to the east or west, so that the sign does not create a problem.
4. Remove the sign entirely.

At first, I favored option 2, as I thought that may be the least expensive alternative that would allow the sign to remain in about the same location. However, when I investigated more carefully, I learned that the sign is quite massive and heavy; and it has a large surface area that would “catch” a lot of wind during storms. I formed the opinion that a significant steel framework would be needed to support the sign if it was to be raised, and furthermore, a new concrete foundation would also need to be installed behind the sign, so that a diagonal brace can be incorporated into the steel support framework. Since the necessary steel framework and new diagonal brace foundation would be quite expensive, and since the new construction would still represent a partial obstruction to drivers’ safe sight lines, I rejected option 2.

In regard to option 3, I examined the intersection and was not able to identify any other location where the sign can be viewed by drivers heading south

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on Ohio Road, where there are acceptable sight lines to the sign. So I concluded Option 3 is not viable.

From a safety aspect, Option 4 is certainly a viable and cost-effective solution, however it fails to achieve the Town's presumed objective of welcoming visitors to Shelburne.

Recommendation

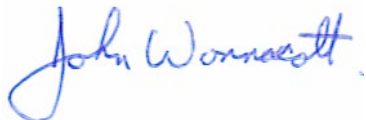
I recommend that Option 1 be chosen, and that the Welcome sign be relocated about 6 feet to the south, measuring from the current location of the sign. Specifically, this means that I recommend:

1. Use a metal detector if necessary, to locate the relevant survey pins that mark the north property line of the Redding property, and use this property line to determine the precise location for the Welcome sign.
2. The existing sign has an electrical connection to power the illumination. This power line will need to be disconnected and re-established in the new foundation.
3. Remove the old foundation before installing the new foundation, so that vibration from the concrete removal does not damage the new sign foundation.
4. Construct a new concrete foundation similar to the existing one which supports the Welcome sign. The foundation should be located about 6 feet further south, so that the south side of the foundation is just clear of the Redding property line. The existing large rock is located at about the edge of the property boundary and this should be used as a visual reference when considering this recommendation.

I trust that this letter report is satisfactory, however if any further information is desired, please contact me by email at:

johnwonnacott7@gmail.com or by telephone at 902 875 1676.

Sincerely,



John Wonnacott, P.Eng.
Roseway Engineering

CC: Robert and Glenna Redding (by email)

Att: Figures 1 to 5

Roseway Engineering

P.O. Box 34 Shelburne
NS, Canada, B0T 1W0



Figure 1: The Shelburne “Welcome” Sign, located at the intersection of Falls Lane and Ohio Road. This photo was taken looking west, with Falls Lane in the background. This sign is about 17 feet wide, and it sits on a concrete foundation that is about 18 feet wide. Note the large rock behind the sign foundation – this rock appears to sit approximately on the north property line of Mr & Mrs Robert and Glenna Redding.

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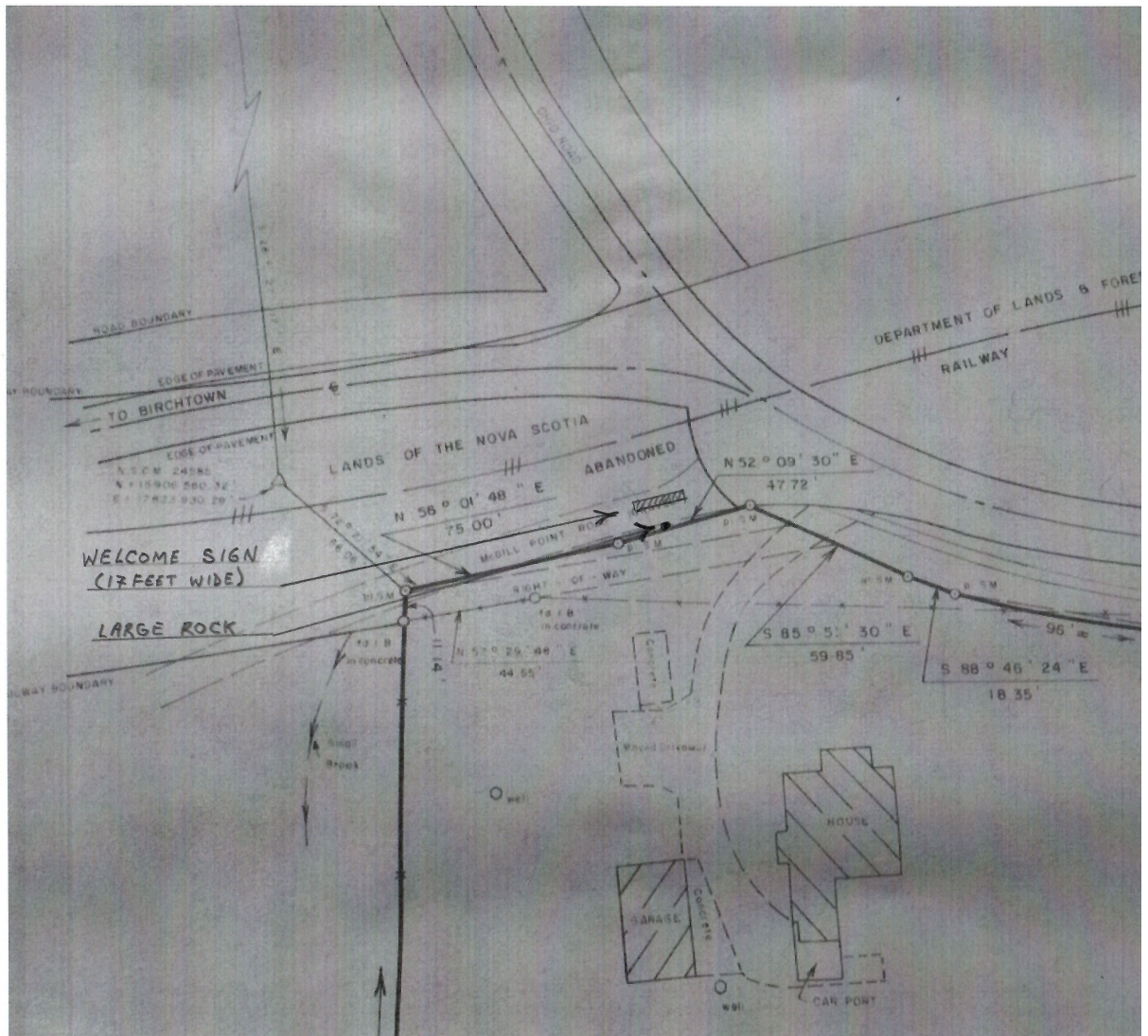


Figure 2: Welcome Sign Location with respect to intersection of Falls Lane and Ohio Roads. Note the Redding property line boundary to the south. This sign location is reasonably accurate, but approximate, based on measurements taken by John Wonnacott, P.Eng. The east edge of the sign foundation is about 23 feet west of the survey pin that is a few feet west of the Redding driveway. The south edge of the sign foundation is about 6 feet north of the Redding property boundary.

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P.O. Box 34 Shelburne
NS, Canada, B0T 1W0



Figure 3. This is the view, when standing in the Redding Driveway, looking northwest. Ohio Road is in the right side of the photo, and Falls Lane is on the left.

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NS, Canada, B0T 1W0



Figure 4. This is the view to the west, from a vehicle stopped near the end of the Redding driveway, when the front of the vehicle is just south of the sidewalk. Note large white truck on Falls Lane, which has stopped in front of the stop sign. The truck driver cannot see a vehicle stopped at the end of the Redding driveway.

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NS, Canada, B0T 1W0



Figure 5. This is the view to the west, from a vehicle stopped in the Redding Driveway, when the front of the vehicle partly obstructs the sidewalk. Note that the Welcome Sign blocks the driver's view of part of Falls Lane, where vehicles need to stop for the stop sign. Look at this photo, and imagine what the driver's view would be, if the sign is moved to the south (left in this photo), with the edge of the sign foundation located at the edge of the large rock (which is hard to see in this photo – so look at Figure 4 to see where the rock is located).



SGT B. A PARRY
NCO i/c Shelburne RCMP
Box 339
Shelburne NS B0T 1W0

Your File

Ms Glenna REDDING

Our File

2016-07-25

Traffic Safety Concern - Falls Lane (Highway 3) & Ohio Road, Shelburne NS

Ms REDDING.

Per our discussion please accept this letter as documentation of the concerns regarding the sign installed at the intersection of the Ohio Road and Falls Lane in Shelburne NS.

I was contacted by you with regard to the location of the sign placed by the Town at the intersection of Falls Lane and the Ohio Road. Following the discussion we had on the phone I attended your residence and observed the location of the sign. I then proceeded to exit your driveway onto Falls Lane and, following that, I met with you to discuss your concerns. I agreed that the placement of the sign restricted visibility for anyone attempting to exit your vehicle onto Falls Lane as it obscures the area of the Stop sign at the intersection of Falls Lane and the Ohio Road which was previously visible. In my opinion the placement of the sign could increase the risk of a vehicle collision while exiting your driveway. I shared my concerns with you and subsequently discussed them with the CAO for the Town, Mr Dylan HEIDE. Following these discussions the Town of Shelburne took responsibility for maintaining a "Traffic Authority" and agreed that the services of an engineer would be of assistance in future decisions impacting traffic flow and design.

If I can be of further assistance please do not hesitate to contact me.

SGT B.A. (Ben) PARRY
NCO i/c Shelburne RCMP