



**AGENDA**  
**Town Council Meeting-Community Centre**  
**Tuesday April 6<sup>th</sup>, 2021**  
**7:00 p.m.**

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- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on March 15<sup>th</sup>, 2021.**
- 4) **Proclamations:**
  - a) Volunteer Week-April 18<sup>th</sup>-24<sup>th</sup> 2021
- 5) **Delegations: None**
- 6) **Correspondence:**

**Action Required:**

  - a) Letter-SRHS Prom
  - b) TIR-Temporary Count Program

**For Information:**

  - a) Letter-Minister of Municipal Affairs
  - b) Letter-Sou'West Nova Transit
- 7) **Council Items:**
  - a) Finalize-Budget Approval
  - b) Wind-up Roseway Manor Incorporated
- 8) **Committee Reports:**
  - a) WCRL-Minutes and Newsletter
- 9) **Staff Reports:**
  - a) Staff Report-Accessibility Advisory Committee
  - b) Staff Report-Tax Sale
- 10) **New Business:**
- 11) **In-Camera**
- 12) **Upcoming Meetings:**
  - a) CP&V Committee-Thursdays April 8<sup>th</sup>, 2021 at 6pm- Town Hall
  - b) Town Council-Monday April 19<sup>th</sup>, 2021 at 7pm-Shelburne Community Centre
- 13) **Adjournment**





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Monday March 15<sup>th</sup>, 2021  
Shelburne Community Centre, 63 King St., Shelburne, NS  
**DRAFT**

**Council Members Present**

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

**Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator  
Jane Crowell, Finance Manager

**Call to Order**

Mayor Harold Locke called the Council meeting to order at 7pm.

**Approval of the Agenda**

THAT Council approves the Agenda with the following amendments:  
The date for the Town Council Meeting as TUESDAY April 6th and CP&V Committee as APRIL 8th.  
Also, the addition under Proclamations for Volunteer of the Month.

**Acker-Nickerson**  
**CARRIED**

**Approval of the Minutes**

THAT the Minutes of the Special Town Council Meeting held on March 8<sup>th</sup>, 2021 be approved as presented.

**Nickerson-Acker**  
**CARRIED**

**Proclamations**

Mayor Locke proclaimed March 21st- International Day for Elimination of Racial Discrimination and March 26th, 2021 as Purple Day-Epilepsy Awareness. Mayor Locke also recognized Suzanne Mahaney as the Volunteer of the Month for March.

**Delegations**

None

**Correspondence**

For Information:

- a) Letter from Municipal Affairs and Housing-20 April 2020 (misplaced by NSFM)  
That Council accepts the letter from Municipal Affairs and Housing for Information.
  
- b) 211 Shelburne County Stats-Shelburne County Senior Safety  
That Council accepts the data from Shelburne County Senior Safety for information.

**Council Items**

- a) Draft *Water Utility Budget 1 April 2021-31 March 2022*  
Finance Manager Jane Crowell reviewed the Draft Water Utility Budget for 1 April 2020-31 March 2022.  
THAT Council approves the Fiscal 2021-22 Draft Water Utility Budget as presented.

**Acker-Davis**  
**CARRIED**

- b) SHYC-Stairwell Enclosure Proposal  
THAT Council permits as per the Oct 2002 lease, Item 10 between the Town of Shelburne and the SHYC to make structural alterations as deemed desirable per the email of March 5th, 2021 from the Commodore of the SHYC.

**Davis-Ringer**  
**CARRIED**

**Committee Reports**

None

**Staff Reports**

- a) Building Report-Andrew Goreham  
THAT Council accepts the Building Report for information.
- b) SVFD Monthly Report-  
THAT Council accepts the SVFD Monthly Report for information.

**Davis-Ringer**  
**CARRIED**

**Nickerson-Davis**  
**CARRIED**

- c) Staff Report-Preliminary Review of By-Laws/Policies  
THAT Council accepts the staff report for information.

**Nickerson-Acker**  
**CARRIED**

- d) Staff Report-General/Port Write Off's  
THAT Council approves the write offs contained in the staff report titled "General and SMT(Port) Write-Offs 2020/21" except for the MDS Fire Services in the amount of \$9,146.55.

**Davis-Acker**  
**CARRIED**

**New Business**

- a) Councillor Acker recognized Martin Fudge on his recent Award. The Lions International recognizes individuals by bestowing on them an award that is named for its founder, Melvin Jones. The Melvin Jones Fellowship Award presented by the Lions Club International Foundation is the highest form of recognition and embodies humanitarian ideas consistent with the nature and purpose of Lionism. The recipients of this award are model Lions because of their exemplary service to their clubs and community which it serves.  
THAT Council sends a letter of congratulations to Martin Fudge on being the recipient of this prestigious award.

**Acker-Nickerson**  
**CARRIED**

- b) Councillor Acker also spoke of the Kids Play Fair Fund. The Fund provides financial support to children and youth ages 4-18 from Shelburne County to participate in recreational, sport and cultural activities. The application process will see some changes this year and is now going to be streamlined to be a bit more efficient. As with many organizations, due to Covid donations were low this year so there will be some fundraising

#### **In Camera**

**MGA Section 22 (a)-Acquisition, Sale, Lease and Security of Municipal Property**

**THAT Council goes in-camera at 7:30pm**

**Davis-Ringer**

**CARRIED**

**Council came out of in-camera at 7:45pm**

#### **Business Arising from in-Camera**

**THAT Council identifies the present Town of Shelburne property, on the west side of Harriett St, between King St. & John St. as having potential long- term use to the needs of the Town.**

**Ringer-Acker**

**CARRIED**

Mayor Locke apologized for missing something under Proclamations earlier in the meeting. Council would like to begin recognizing the Volunteer of the Month from the CP&V Committee and this month Council is pleased to say Suzanne Mahaney was chosen.

Suzanne is a well-known volunteer in the Town of Shelburne and has been a part of organizing and participating in many events over the years such as Shelburne Celebrates Christmas, the Loyalist Landing in 2008, Shelburne Longboat Society, Christmas Stroll on Dock St. and the Christmas dinner to name a few.

Most recently, in the Spring of 2020 Suzanne stepped up and volunteered to take on the job as the Museum Director for the Shelburne Historical Society. She has transformed the operations of the Society and the Shelburne County Museum as well as the two Provincial sites that the Shelburne Historical Society manages: The Dory Shop and Ross-Thomson House. Suzanne has an amazing ability to write grants and get funding along with great leadership and organizational abilities. She is well known for "getting it done right"!

For all that Suzanne has done and continues to do for the community, the Town of Shelburne's CP&V Committee recognizes her as the Volunteer of the Month for March. Thank you, Suzanne! Council would also like to mention that in January the CP&V Committee recognized the Shelburne Volunteer Fire Dept and in February, Betty Branscombe.

#### **Upcoming Meetings**

- a) Accessibility Advisory Committee Meeting- Wednesday March 17<sup>th</sup>, 2021 at 6pm-Lockeport
- b) Town Council-Tuesday April 5<sup>th</sup>, 2021 at 7pm-Shelburne Community Centre
- c) CP&V Committee- Thursday April 8<sup>th</sup>, 2021 at 6pm-Shelburne Community Centre

#### **Adjournment**

**THAT the Regular Town Council Meeting of Monday February 1<sup>st</sup>, 2021 be adjourned at 7:50pm**

**Davis**

**CARRIED**

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**Mayor**

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**Executive Coordinator**

March 17, 2021

Dear Council,

I am writing on behalf of the parents of the graduating students of Shelburne Regional High School. We have recently been informed that the school is not permitted to host a Prom this year due to COVID-19 restrictions. As such, the parents of the Grads have rallied together to plan a prom (following all guidelines and restrictions of course) for the students so that they may have an event that they have worked so hard for.

We have tentatively booked the Auditorium at the Community Centre, and Guild Hall, as possible venues to host the Prom. We will make a final determination in the next few weeks as to which facility is the best to hold the event. The SVFD Ladies Auxiliary have agreed to host the event.

Here is the situation: we are starting with a zero-account balance; there have been no funds "set aside" for paying for the prom. We are in the process of planning fundraisers and seeking donations from local business. But, in order to keep our costs to a minimum we are hoping that we could have the rental fees, for the facility we choose, waived so that it can be one less expense to be worried about covering. We understand that we are likely going to be required to pay the refundable damage deposit, which is acceptable.

Please consider waiving the rental fee.

The Parents of the Class of 2021



*Transportation and  
Infrastructure Renewal  
Traffic Engineering & Road Safety  
Traffic Census Team*

1672 Granville Street  
P.O. Box 186  
Halifax, Nova Scotia  
B3J 2N2

**Date:** January 2021

**Subject:** Transportation and Infrastructure Renewal 2021 Temporary Count Program

Dear Sir or Madam,

The Traffic Engineering & Road Safety, Traffic Census Team are currently developing the 2021 temporary count program. This program is required to maintain an up to date, centralized traffic volume database serving Departmental programs and satisfying the needs of customers.

Although our program emphasis is the collection of traffic volume counts for the Province, we have some capacity to incorporate volume counts or vehicle classification counts within Municipalities and Towns and on private streets.

The cost of a one-week traffic **volume** count is \$400 and a **classification (vehicle type, also speed if requested)** count is \$450 provided they can be accommodated in our schedule. If counts are not included in the schedule they may be done later, but costs will reflect additional travel and time expense. Costs include placement of equipment, monitoring hoses and data analysis, providing you with a one week, twenty-four hour a day report, which includes an Annual Average Daily Traffic (AADT) calculation.

Should you require traffic volume or vehicle classification information please complete the attached form (it is included as a Word document and PDF) and return it to Stephen Gallant **before April 15, 2021** so that it may be included in this year's count program.

**Enclosed are documents for making a count request and examples of the data we can provide once the count is done. Enclosed are:**

1. **Traffic Count Request Form (Fill out so we can identify the count properly)**
2. **An example map (The best way for you to pin-point exactly where you want the count taken)**
3. **An example of a Traffic Count Report (combined volume report)**
4. **An Example of an Axle Report (Vehicle Class) including Truck % (directional and combined)**
5. **An example of a Speed Report including 85% (directional and combined)**

We are available to discuss the Count Program and answer any questions you may have.



**Municipal Affairs  
Office of the Minister**

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

MAR 11 2021

Mayor Harold Locke  
Town of Shelburne  
PO Box 699  
168 Water Street  
Shelburne, NS B0T 1W0

Dear Mayor Locke:

As the new minister of Municipal Affairs, I want to take a moment to introduce myself and let you know how honoured I am to be able to work with you to make our communities stronger, better places to live.

As municipal leaders, I want to hear from you, and I expect us to remain in close contact. My door will always be open, and my phone will always be on. We need to have an open and honest dialogue if we are going to make sure Nova Scotians have the programs and services they need. You can reach me by phone via my assistant Jacinda Jennings at: (902) 424-5550 and by email at [dmamin@novascotia.ca](mailto:dmamin@novascotia.ca).

To start, I will be scheduling bi-weekly open video calls with all our partners. We will talk about the things you want to talk about, and I expect you to challenge me on the issues we will face together. As a new minister, I will be relying on your advice and expertise. I want to listen to your ideas, and in the very near future I will be making my way around the province to visit as many of your communities as possible.

I know I will be well supported by our new Deputy Minister, Justin Huston, and Associate Deputy Minister Mark Peck. Justin is an integral and highly regarded member of the province's leadership team. He's spent nearly 20 years working for the provincial government, including serving as CEO of the Office of Aboriginal Affairs since 2016 and the Deputy Minister of Communities, Culture & Heritage since 2018. In addition to Municipal Affairs, Justin will continue as CEO of the newly named Office of L'nu Affairs. I'm sure most of you know Mark well and will be pleased to know that we will continue to have available to us his more than 30 years of public service experience, as well as his knowledge of every corner of the province.

Our new Premier has a dynamic and prosperous vision for Nova Scotia, and Municipalities are at the core of that plan. We need your support to ensure our province recovers from the economic impact of the global pandemic, and all Nova Scotians benefit from a cleaner healthier future.

Sincerely

Brendan Maguire  
Minister Municipal Affairs

c NSFM, AMA



## SOU'WEST NOVA TRANSIT ASSOCIATION

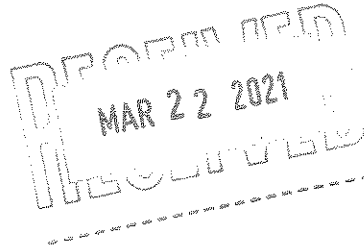
Box 84 / Barrington, Nova Scotia / B0W 1E0  
(844) 637-2572 / [info@souwestnovatransit.ca](mailto:info@souwestnovatransit.ca)

*Serving the Communities of Shelburne County*

March 17, 2021

### Town of Shelburne

Box 670  
Shelburne, NS  
BOT 1W0



To the council and staff of the Town of Shelburne,

We recently received an unexpected cheque of \$1250; thank you for this additional support! While we understand this was meant as an operating grant, we plan to allocate a portion to begin the next fiscal year with fare subsidy available to Town residents with financial need who may not qualify for other sources of assistance.

We appreciate your continued partnership with us in helping Shelburne County residents access the services and opportunities they need to live healthier, more connected lives!

Sincerely,

Renata Tweedy, Manager

On behalf of the Sou'West Nova Transit Board of Directors

**Town of Shelburne  
WORKING BUDGET**

<b>REVENUE</b>	<b>20-21 BUDGET</b>	<b>20-21 PROJECTED</b>	<b>21-22 BUDGET</b>
<b>GENERAL OPERATING REVENUES</b>			
<b>TAXES</b>			
<b>ASSESSABLE PROPERTY</b>			
RESIDENTIAL	\$1,543,146	\$1,541,084	\$1,561,585
COMMERCIAL	\$723,383	\$723,383	\$713,745
RESOURCE	\$23,789	\$24,514	\$25,019
FOREST PROP TAX(LESS 50,000AC)	\$24	\$24	\$23
	<b>\$2,290,342</b>	<b>\$2,289,005</b>	<b>\$2,300,372</b>
<b>BUSINESS PROPERTY</b>			
BELL ALIANT	\$12,341	\$12,341	\$12,350
	<b>\$12,341</b>	<b>\$12,341</b>	<b>\$12,350</b>
<b>OTHER TAXES</b>			
DEED TRANSFER TAX	\$50,000	\$55,000	\$65,000
	\$50,000	<b>\$55,000</b>	\$65,000
	<b>\$2,352,683</b>	<b>\$2,356,346</b>	<b>\$2,377,722</b>
<b>GRANTS IN LIEU OF TAXES</b>			
GRANTS IN LIEU - FEDERAL	\$9,152	\$8,756	\$8,642
	<b>\$9,152</b>	<b>\$8,756</b>	<b>\$8,642</b>
<b>PROVINCIAL GOVERNMENT</b>			
GRANTS IN LIEU - PROVINCIAL	\$5,328	\$5,258	\$5,350
FIRE PROTECTION	\$424	\$430	\$439
	<b>\$5,752</b>	<b>\$5,688</b>	<b>\$5,789</b>
	<b>\$14,904</b>	<b>\$14,444</b>	<b>\$14,431</b>
<b>SALE OF SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
FIRE PROTECTION - MDS	\$75,450	\$74,547	\$80,690
GIS SERVICES - MDS & TOL	\$0	\$0	\$0
	<b>\$75,450</b>	<b>\$74,547</b>	<b>\$80,690</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
WASTEWATER CHARGE	\$334,758	\$335,798	\$335,798
SOLID WASTE CHARGE	\$257,489	\$256,975	<b>\$263,170</b>
WASTEWATER CONNECTIONS	\$0	\$200	\$2,500
	<b>\$592,247</b>	<b>\$592,973</b>	<b>\$601,468</b>
	<b>\$667,697</b>	<b>\$667,520</b>	<b>\$682,158</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>			
<b>LICENSES &amp; PERMITS</b>			
VENDOR PERMITS	\$0	\$200	\$200
DOG LICENSES	\$0	\$0	\$0
ZONING/COMFORT LETTERS	\$50	\$300	\$250
DEVELOPMENT PERMITS	\$200	\$220	\$200
	<b>\$250</b>	<b>\$720</b>	<b>\$650</b>
<b>FINES</b>			
TRAFFIC VIOLATIONS-COURT FINES	\$15,000	\$12,000	\$13,000
TRAFFIC VIOLATION -PARKING	\$0	\$0	\$0
	<b>\$15,000</b>	<b>\$12,000</b>	<b>\$13,000</b>
<b>RENTALS</b>			
PROPERTIES	\$130	\$130	\$130
13 GEORGE ST	\$7,901	\$7,901	\$7,901
GOC BUILDING	\$145,410	\$145,410	\$145,410
KING STREET CENTRE	\$7,250	\$12,910	\$12,600
GUILD HALL	\$0	\$1,425	\$1,500
	<b>\$160,691</b>	<b>\$167,776</b>	<b>\$167,541</b>
<b>FIRE STN./COMM CTR. (RENTAL)</b>			
AUDITORIUM	\$0	\$950	\$1,000
	<b>\$0</b>	<b>\$950</b>	<b>\$1,000</b>
<b>RETURN ON INVESTMENT</b>			
BANK INTEREST ON CURRENT ACCT	\$3,500	\$3,500	\$3,500
	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>
<b>PENALTIES &amp; INTEREST ON TAXES</b>			
INTEREST	\$43,000	\$32,000	\$34,000
	<b>\$43,000</b>	<b>\$32,000</b>	<b>\$34,000</b>
<b>MISCELLANEOUS</b>			
OTHER REVENUE	\$83,360	\$83,000	\$82,500
	<b>\$83,360</b>	<b>\$83,000</b>	<b>\$82,500</b>
	<b>\$305,801</b>	<b>\$299,946</b>	<b>\$302,191</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>UNCONDITIONAL TRANS FR GOVTS</b>			
<b>PROVINCIAL GOVERNMENT</b>			
CAPACITY GRANT	\$359,645.0	\$359,645	\$359,645
HST OFFSET	\$11,969	\$32,611	\$15,000
PROV FUEL TAX REFUND	\$1,553	\$1,623	\$1,600
	<b>\$373,167</b>	<b>\$393,879</b>	<b>\$376,245</b>
	<b>\$373,167</b>	<b>\$393,879</b>	<b>\$376,245</b>
<b>COND. TRANS. FR. FED &amp; PROV GT</b>			
<b>FEDERAL GOVERNMENT</b>			
JOB GRANTS	\$0		\$15,939
COVID 19-WAGE SUBSIDY	\$0	\$0	\$0
COVID SAFE RESTART GRANT		\$20,697	\$14,270
FCM (MAMP)	\$17,844	\$0	\$0
	<b>\$17,844</b>	<b>\$20,697</b>	<b>\$30,209</b>
<b>PROVINCIAL GOVERNMENT</b>			
EMO (CIVIC ADDRESSING)	\$1,000	\$1,000	\$1,000
PCAP-CCTV PROJECT		\$0	
CONNECT 2 FUNDING	\$0		\$0
FRIIP(STORM SURGE STUDY)	\$0	\$0	\$0
MPAL (SCHOOL CO-ORD)	\$0	\$0	\$0
BEAUTIFICATION & STSCAPING PROG	\$0		\$0
COMMUNITY GARDEN	\$0		\$0
	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>COMMUNITY &amp; ECONOMIC DEV</b>			
<b>COMMUNITY USE OF SCHOOLS</b>			
COMMUNITY DEV GRNT-SCHL CO-ORD	\$0	\$780	\$0
PROGRAM REV-FEES.RENTALS	\$0	\$0	\$0
	<b>\$0</b>	<b>\$780</b>	<b>\$0</b>
<b>COND. TRNSFRS-OTH LOCAL GOVTS</b>			
MDS -FUNDING	\$500	\$0	\$13,410
TOL - MPAL,TOURISM & EVENTS	\$0	\$550	\$300
	<b>\$500</b>	<b>\$550</b>	<b>\$13,710</b>
	<b>\$1,500</b>	<b>\$2,330</b>	<b>\$30,649</b>
<b>OTHER TRANSFERS</b>			
TRANS FROM OTHER FUNDS (OWN RES)	\$8,999	\$8,999	\$45,000
	<b>\$8,999</b>	<b>\$8,999</b>	<b>\$45,000</b>
	<b>\$3,742,595</b>	<b>\$3,764,161</b>	<b>\$3,842,666</b>

<b>EXPENSES</b>	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>GENERAL OPERATING EXPENSES</b>			
<b>GENERAL GOVERNMENT SERVICES</b>			
<b>LEGISLATIVE</b>			
<b>MAYOR</b>			
STIPEND	\$22,511	\$22,511	\$22,511
CPP/MEDICAL	\$3,260	\$1,810	\$0
TRAVEL & EXPENSES	\$1,000	\$300	\$1,500
	<b>\$26,771</b>	<b>\$24,621</b>	<b>\$24,011</b>
<b>COUNCIL</b>			
STIPEND	\$56,277	\$56,277	\$56,277
CPP/MEDICAL	\$6,796	\$5,500	\$5,992
TRAVEL & EXPENSES	\$500	\$979	\$1,000
	<b>\$63,573</b>	<b>\$62,756</b>	<b>\$63,269</b>
<b>COMMITTEE EXPENSE</b>			
COUNCIL MEETINGS EXPENSE	\$500	\$22	\$250
OTHER COMMITTEE EXPENSE	\$1,000	\$600	\$1,000
	<b>\$1,500</b>	<b>\$622</b>	<b>\$1,250</b>
<b>OTHER LEGISLATIVE</b>			
ELECTIONS, PLEBISCITES	\$27,000	\$10,520	\$0
NSFM DUES	\$2,245	\$2,246	\$2,293
	<b>\$29,245</b>	<b>\$12,766</b>	<b>\$2,293</b>
<b>LEGISLATIVE TOTAL</b>	<b>\$121,089</b>	<b>\$100,765</b>	<b>\$90,823</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>ADMINISTRATION &amp; FINANCE</b>			
<b>CAO</b>			
CAO	\$58,619	\$45,096	\$84,659
INTERIM CAO	\$32,688	\$60,112	\$0
CAO EXPENSES	\$4,000	\$4,800	\$4,000
EXECUTIVE CO-ORD	\$43,500	\$41,531	\$38,593
	<b>\$138,807</b>	<b>\$151,539</b>	<b>\$127,252</b>
<b>ADMINISTRATION</b>			
HR MNGR/ADMIN	\$54,182	\$53,765	\$55,264
OFFICE STAFF - CASUAL	\$0	\$0	\$0
CSR/ADMIN	\$1,706	\$7,500	\$23,881
RECORDS MANAGEMENT/AM	\$0	\$0	\$0
	<b>\$55,888</b>	<b>\$61,265</b>	<b>\$79,145</b>
<b>FINANCE</b>			
FINANCE MANAGER	\$58,100	\$57,655	\$59,261
FINANCE OFFICER/ACCTS PAYABLE	\$39,403	\$39,100	\$40,185
	<b>\$97,503</b>	<b>\$96,755</b>	<b>\$99,446</b>
<b>BENEFITS</b>			
EMPLOYER EI, CPP	\$17,820	\$18,417	\$20,033
EMPLOYER TOWN PENSION	\$16,035	\$18,150	\$23,589
EMPLOYER HEALTH PLAN	\$11,317	\$8,262	\$12,683
WORKERS COMPENSATION	\$4,395	\$5,067	\$5,555
SICK LEAVE EXPENSE	\$2,000	\$2,000	\$2,000
VACATION PAY EXPENSE	\$4,000	\$4,000	\$2,000
	<b>\$55,567</b>	<b>\$55,896</b>	<b>\$65,860</b>
<b>TRAINING</b>			
STAFF EXPENSES	\$500	\$0	\$500
STAFF TRAINING	\$1,000	\$1,000	\$2,500
	<b>\$1,500</b>	<b>\$1,000</b>	<b>\$3,000</b>
<b>TOWN HALL EXPENSE</b>			
MAINTENANCE & REPAIRS	\$2,500	\$2,000	\$2,500
LIGHT & FUEL	\$15,164	\$12,000	\$12,500
WATER & INSURANCE	\$3,143	\$4,450	\$4,795
JANITORIAL WAGES	\$6,588	\$6,769	\$6,800
MISCELLANEOUS SUPPLIES	\$250	\$600	\$600
	<b>\$27,645</b>	<b>\$25,819</b>	<b>\$27,195</b>
<b>GENERAL GOV'T SERVICES</b>			
ASSESSMENT CST RECOVERY	\$27,308	\$27,308	\$26,730
GRANTS TO ORGANIZATIONS	\$35,033	\$35,033	\$36,677
	<b>\$62,341</b>	<b>\$62,341</b>	<b>\$63,407</b>
<b>ADMINISTRATION EXPENSE</b>			
LEGAL SERVICES	\$27,000	\$12,000	\$20,000
AUDIT SERVICES	\$35,000	\$25,000	\$26,000
IT-SOFTWARE LICENSES/SUPPORT/SECURI	\$11,200	\$11,000	\$19,300
OFFICE SUPPLIES	\$7,500	\$9,000	\$9,500
TELEPHONE/INTERNET	\$8,440	\$7,700	\$8,901
ADVERTISING	\$7,314	\$6,800	\$6,000
OFFICE EQUIPMENT	\$7,500	\$10,000	\$7,500
	<b>\$103,954</b>	<b>\$81,500</b>	<b>\$97,201</b>
<b>OTHER ADMINISTRATION EXPENSE</b>			
PUBLIC LIABILITY INSURANCE	\$53,207	\$53,079	\$55,800
OTHER GENERAL ADMIN SERVICES	\$9,500	\$8,000	\$8,500
ASSET MANAGEMENT INITIATIVES	\$17,844	\$0	\$0
ACCESSABILITY PLANNING	\$0	\$0	\$1,000
	<b>\$80,551</b>	<b>\$61,079</b>	<b>\$65,300</b>
<b>ADMIN &amp; FIN TOTAL</b>	<b>\$623,756</b>	<b>\$597,194</b>	<b>\$627,806</b>
<b>DEBT CHARGES</b>			
<b>INTEREST ON LTD</b>			
DEBENTURE INTEREST	\$3,626	\$3,626	\$3,293
TERM LOAN INTEREST(O/D)	\$5,000	\$0	\$0
OTH DEBT CHRGS-BNK S/C,ETC	\$10,000	\$9,000	\$9,000
<b>DEBT CHARGES TOTAL</b>	<b>\$18,626</b>	<b>\$12,626</b>	<b>\$12,293</b>
<b>TOTAL GENERAL GOVERNMENT SERV</b>	<b>\$763,471</b>	<b>\$700,065</b>	<b>\$730,922</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>PROTECTIVE SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
<b>POLICE PROTECTION</b>			
CRIME INV,PREV & PROT SVS RCMP	\$553,972	\$553,972	\$558,149
DEPT. OF JUSTICE (RCMP SERV.)	\$126,253	\$107,465	\$121,700
DETACHMENT ASSISTANT	\$36,682	\$30,000	\$17,460
EMPLOYER(EI/CPP)	\$2,554	\$2,100	\$1,245
EMPLOYER(PENSION)	\$2,935	\$1,020	\$0
EMPLOYER(MEDICAL)	\$2,693	\$324	\$1,260
WORKERS COMPENSATION	\$631	\$525	\$325
	<b>\$725,720</b>	<b>\$695,406</b>	<b>\$700,139</b>
<b>OTHER PROTECTIVE SERVICES</b>			
EMERGENCY MEASURES	\$6,210	\$6,210	\$6,245
ANIMAL & PEST CONTROL	\$0	\$0	\$5,000
	<b>\$6,210</b>	<b>\$6,210</b>	<b>\$11,245</b>
	<b>\$731,930</b>	<b>\$701,616</b>	<b>\$711,384</b>
<b>BY-LAW ENFORCEMENT</b>			
OTHER-BY-LAW ENFORCEMENT OFFIC	\$4,934	\$3,700	\$0
EMPLR (EI/CPP)	\$350	\$263	\$0
EMPRL(PENSION)	\$395	\$320	\$0
EMPLR(MEDICAL)	\$300	\$205	\$0
EMPLR (W/C)	\$85	\$64	\$0
OTHER-BY LAW OFFICER EXP	\$100	\$0	\$0
SHARED SERVICES - BY LAW	\$0	\$0	\$5,000
	<b>\$6,164</b>	<b>\$4,552</b>	<b>\$5,000</b>
<b>FIRE PROTECTION</b>			
ADM - WORKER'S COMPENSATION	\$4,200	\$4,000	\$4,000
FIRE (VOL FORCE ALLOWANCE)	\$5,500	\$4,546	\$5,450
OCCUPATINAL HEALTH & SAFETY	\$1,000	\$0	\$2,000
SVFD-BUNKER GEAR,SBCA, ETC	\$20,400	\$20,400	\$25,000
FIRE ALARM SYSTEMS-DISPATCH	\$2,553	\$2,503	\$2,500
WATER SUPPLY AND HYDRANTS	\$84,623	\$83,565	\$82,534
WATER SUPP & HYDTS-FIRE WELLS	\$500	\$0	\$500
TRAINING	\$2,000	\$1,840	\$2,000
OTHER - SUPPLIES,MEALS,ETC	\$298	\$0	\$300
FIRE STATION AND BUILDINGS	\$29,951	\$22,000	\$27,000
FIRE STN- WATER, INS	\$7,274	\$9,715	\$10,125
MAINTENANCE OF EQUIPMENT	\$10,000	\$5,000	\$7,500
MAINTENANCE OF TRUCKS	\$22,650	\$22,500	\$25,000
MTC/INS OF BOATS	\$2,000	\$300	\$1,500
MTC/INS OF ATV	\$1,000	\$500	\$1,000
MTC/INS OF LAFRANCE	\$141	\$385	\$750
COMMUNICATION EQUIP-TRK RADIO	\$6,000	\$7,000	\$6,000
TRUCK & EQUIPMENT INSURANCE	\$12,000	\$13,510	\$13,900
	<b>\$212,090</b>	<b>\$197,764</b>	<b>\$217,059</b>
<b>SHARED SERVICES</b>			
FIRE INSPECTION	\$11,149	\$11,149	\$11,875
BLDG INSP-SHARED SERVICES	\$10,255	\$10,255	\$7,231
	<b>\$21,404</b>	<b>\$21,404</b>	<b>\$19,106</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES,ETC	\$0	\$0	\$0
DEBENTURE INTEREST	\$3,158	\$3,158	\$2,938
	<b>\$3,158</b>	<b>\$3,158</b>	<b>\$2,938</b>
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$974,746</b>	<b>\$928,494</b>	<b>\$955,487</b>
<b>PUBLIC WORKS</b>			
<b>OPERATIONS</b>			
<b>WAGES &amp; BENEFITS</b>			
WORKER'S COMPENSATION	\$3,807	\$3,807	\$3,650
EMPLOYER(EI/CPP)	\$15,316	\$15,316	\$14,230
EMPLOYER(PENSION)	\$13,100	\$13,100	\$9,248
EMPLOYER(MEDICAL)	\$11,985	\$11,000	\$10,073
OPERATIONS MNGR-WAGES	\$12,870	\$12,908	\$0
LABOUR	\$177,124	\$177,124	\$157,073
TRAINING	\$2,735	\$1,600	\$2,000
	<b>\$236,937</b>	<b>\$234,855</b>	<b>\$196,274</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>OTHER</b>			
SURVEYING	\$8,519	\$0	\$9,000
MEMBERSHIPS		\$360	\$500
CELL PHONES - PUBLIC WORKS	\$1,834	\$1,932	\$1,737
OTHER-OFF.SUPP,PSTG,ADS,ETC	\$900	\$100	\$500
	<b>\$11,253</b>	<b>\$2,392</b>	<b>\$11,737</b>
TOTAL Operations	<b>\$248,190</b>	<b>\$237,247</b>	<b>\$208,011</b>
<b>GENERAL EQUIPMENT</b>			
FUELS	\$13,000	\$13,000	\$13,500
INSURANCE-TRUCKS,LDR,ETC	\$10,000	\$5,310	\$6,600
COMMERCIAL CARRIER FEE	\$66	\$66	\$66
SUPPLIES, SMALL TOOLS	\$6,000	\$3,000	\$6,000
	<b>\$29,066</b>	<b>\$21,376</b>	<b>\$26,166</b>
<b>EQUIPMENT MTC</b>			
MAINTENANCE OF LOADER	\$1,108	\$750	\$5,000
MAINTENANCE OF BACKHOE	\$4,000	\$750	\$2,500
MTC- '15 KIOTI TRACTOR	\$632	\$100	\$650
MTCE 3 TON-2011	\$5,156	\$5,000	\$5,000
'99 5 TON WHITE TRUCK	\$5,841	\$1,000	\$4,000
2011 1/2 TON TRUCK (BLUE)	\$346	\$500	\$1,000
MTC-1 TN TRK-DODGE'09	\$5,000	\$1,500	\$2,500
MTC 1/2 TN'09 FORD SILVER	\$561	\$561	\$1,000
MTC 1/2 TN'03 CHV/BRGNDY	\$405	\$1,500	\$500
MTC OF '04 SKIDSTEER	\$1,545	\$1,700	\$1,500
MAINTENANCE OF SMALL EQUIP	\$1,585	\$1,500	\$1,600
MTCE SNW REMVL EQUIP	\$1,749	\$2,000	\$10,000
	<b>\$27,928</b>	<b>\$16,861</b>	<b>\$35,250</b>
TOTAL Equipment	<b>\$56,994</b>	<b>\$38,237</b>	<b>\$61,416</b>
<b>BUILDINGS</b>			
P/W BUILDING & YARD	\$7,917	\$7,917	\$13,550
P/W BLDG - WATER/INSURANCE	\$5,239	\$2,000	\$2,400
SALT & SAND STORAGE BUILDING	\$2,355	\$2,355	\$3,000
	<b>\$15,511</b>	<b>\$12,272</b>	<b>\$18,950</b>
<b>ROADS AND STREETS</b>			
TREE MTC	\$5,000	\$5,000	\$10,000
TREE REMOVAL RESERVE			\$0
DRAINAGE DITCHES	\$1,000	\$0	\$0
SNOW & ICE REMOVAL-inc LABOUR	\$23,686	\$20,000	\$24,000
STORM SEWERS(inc LBR)	\$3,450	\$2,000	\$3,400
STORM WATER MANGMNT(CULVERTS)	\$2,500	\$2,000	\$2,500
COLD PATCH	\$6,120	\$6,000	\$5,000
SALT/SAND	\$23,000	\$23,000	\$23,000
GRAVEL	\$1,000	\$700	\$1,500
STREET LIGHTING	\$20,400	\$17,000	\$20,000
	<b>\$86,156</b>	<b>\$75,700</b>	<b>\$89,400</b>
<b>OTHER ROADS &amp; STREETS</b>			
ROAD ALLOWANCES-PATCHING	\$11,743	\$50	\$8,000
GRADING STREETS & RDS	\$1,000	\$0	\$1,000
STREET SIGNS	\$1,700	\$1,500	\$1,700
TRAFFIC LANE MARKING	\$8,909	\$10,074	\$12,000
OTHER - ROADS & STREETS	\$2,541	\$2,500	\$3,500
DOCK STREET FLOWERS	\$0	\$1,991	\$1,350
	<b>\$25,893</b>	<b>\$16,115</b>	<b>\$27,550</b>
<b>PARKS &amp; FACILITIES</b>			
CEMETERIES	\$0	\$0	\$0
RECREATION COMPLEX	\$2,500	\$250	\$3,500
COMPLEX LIGHTS	\$0	\$150	\$0
GEORGE/PARR STREET PLAYGROUND	\$88	\$0	\$1,000
GENERAL PARK EXPENSE	\$7,500	\$2,100	\$5,000
GRAHAM'S SPLASH PARK	\$15,482	\$14,000	\$22,350
TRAILS	\$500	\$100	\$500
DOCK STREET WHARF			\$0
WATERFRONT PARKS	\$0	\$0	\$0
BIKE RACKS & BENCHES	\$0	\$0	\$0
	<b>\$26,070</b>	<b>\$16,600</b>	<b>\$32,350</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES	\$0		\$0
DEBENTURE INTEREST	\$8,100	\$8,100	\$7,017
	<b>\$8,100</b>	<b>\$8,100</b>	<b>\$7,017</b>
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>\$466,914</b>	<b>\$404,271</b>	<b>\$444,694</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>WASTEWATER &amp; SOLID WASTE</b>			
<b>WASTEWATER</b>			
<b>WAGES &amp; BENEFITS</b>			
ADMINISTRATION (W/C)	\$552	\$710	\$800
WASTEWATER PLANT OPERATOR	\$37,270	\$50,000	\$51,400
ODRC-OVERALL DIRECT RESPONSIBLE CH			\$5,200
WASTEWATER PLNT OPER-EXPENSES	\$428	\$100	\$1,077
PROF DEV(COURSES)	\$546	\$550	\$1,000
EMPLOYER(EI/ CPP)	\$2,274	\$3,300	\$2,905
EMPLOYER(PENSION)	\$2,566	\$2,500	\$3,470
EMPLOYER(MEDICAL)	\$1,951	\$1,670	\$3,305
	<b>\$45,587</b>	<b>\$58,830</b>	<b>\$69,157</b>
<b>OTHER WASTEWATER</b>			
OFF SUPP, PSTG, ETC	\$235	\$1,000	\$250
	<b>\$235</b>	<b>\$1,000</b>	<b>\$250</b>
<b>VEHICLE EXPENSE</b>			
TRUCK & TRLR EXPENSE	\$3,428	\$3,428	\$3,500
TRUCK & TRLR INS	\$1,326	\$635	\$700
	<b>\$4,754</b>	<b>\$4,063</b>	<b>\$4,200</b>
<b>LIFT STATIONS</b>			
WASTEWATER LIFT STNS(INCL POWER)	\$30,600	\$30,600	\$30,950
WSTWATER LIFT STNS(MTCE & REPRS)	\$20,400	\$22,000	\$22,000
	<b>\$51,000</b>	<b>\$52,600</b>	<b>\$52,950</b>
<b>TREATMENT PLANT</b>			
WSTWATER TREATMENT & PLANT-MTCE	\$10,000	\$17,000	\$15,320
WSTWATER TREATMENT PLANT-POWER	\$41,800	\$48,593	\$49,500
WSTWATER TRTMNT PLNT-WTR/INS	\$27,580	\$27,000	\$29,000
WATER TESTING	\$9,000	\$3,600	\$6,000
CHEMICALS & ADDITIVES	\$8,460	\$3,500	\$4,000
STORAGE BUILDING-POWER	\$494	\$494	\$500
	<b>\$97,334</b>	<b>\$100,187</b>	<b>\$104,320</b>
<b>MTC OF LINES</b>			
WASTEWATER COND ASSMNT(CCTV)	\$0	\$0	\$0
MTCE OF LINES - PARTS	\$3,000	\$85	\$3,000
MTCE OF LINES - LABOUR	\$8,500	\$9,000	\$15,000
	<b>\$11,500</b>	<b>\$9,085</b>	<b>\$18,000</b>
	<b>\$210,410</b>	<b>\$225,765</b>	<b>\$248,877</b>
<b>WASTE COLLECTION</b>			
<b>SOLID WASTE</b>			
WASTE STATION LABOUR(Morvan Rd)	\$0	\$0	\$0
WASTE STATION -BUILDING/SUPPLIES	\$500	\$10	\$0
GARBAGE BINS/DOG WASTE STATIONS	\$750	\$165	\$500
	<b>\$1,250</b>	<b>\$175</b>	<b>\$500</b>
<b>COMPOST</b>			
COMPOST BINS-GREEN CARTS	\$2,075	\$2,000	\$2,100
	<b>\$2,075</b>	<b>\$2,000</b>	<b>\$2,100</b>
<b>SHARED SERVICES</b>			
SHARED SERVICES-GARBAGE COLLECTION	\$257,489	\$254,875	\$263,830
	<b>\$257,489</b>	<b>\$254,875</b>	<b>\$263,830</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHARGES-LATE FEES	\$0	\$0	\$0
DEBENTURE INTEREST	\$28,558	\$28,558	\$27,478
	<b>\$28,558</b>	<b>\$28,558</b>	<b>\$27,478</b>
<b>TOTAL WASTEWATER &amp; SOLID WASTE</b>	<b>\$499,782</b>	<b>\$511,373</b>	<b>\$542,785</b>
<b>COMMUNITY/ECONOMIC DEVELOPMENT</b>			
<b>PUBLIC HEALTH/WELFARE SERVICES</b>			
MDS - MPAL PROGRAM	\$10,000	\$780	\$10,000
MEDICAL CENTRE	\$25,000	\$25,000	\$25,000
	<b>\$35,000</b>	<b>\$25,780</b>	<b>\$35,000</b>
<b>PLANNING &amp; INSPECTION</b>			
LUB/SEP-REWRITE	\$0	\$0	\$0
SHARED SERVICES - DEVELOPMENT OFF	\$10,000	\$1,000	\$3,000
OTH PROFESSIONAL SERV(ENG,PLNG,ETC)			\$10,000
GIS SERVICES-WGS & BENEFITS	\$0	\$128	\$0
GIS SERVICES-SOFTWARE,LICENSES,ETC	\$2,250	\$2,211	\$0
	<b>\$12,250</b>	<b>\$3,339</b>	<b>\$13,000</b>
<b>CED ADMINISTRATION</b>			
CED MANAGER	\$0		\$0
ECONOMIC DEV(REN)	\$0		\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>TOURISM &amp; EVENTS</b>			
TOUR. & MARKETING	\$0	\$5,000	
TOUR & MARKETING CO-ORD -EXP	\$0	\$0	\$0
TOUR. & MARKETING OFFICE OPERATION	\$0		\$0
MARKETNG & PROMO	\$0	\$0	\$5,000
TOUR & MARKETING- WEB TOOLS	\$5,660	\$4,800	\$4,000
PROMO AUDIO/VIDEO DEVELOPMENT	\$0	\$0	\$0
CHRISTMAS DECORATIONS	\$2,000	\$0	\$0
SHELBURNE CELEBRATES CHRISTMAS	\$0	\$0	\$0
FOUNDERS DAYS	\$0	\$202	\$10,000
EVENTS- SPONSORSHIP	\$0	\$450	\$0
EVENTS CO-ORD(WGS/BNFTS/EXP)	\$0	\$0	\$0
VIC - MAINTENANCE	\$1,000	\$15	\$1,000
VIC - INSURANCE	\$800	\$307	\$325
VIC - OPERATIONS	\$0	\$450	\$22,755
GUILD HALL - PROGRAMMING	\$0	\$1,425	\$1,500
PUBLIC ART Mtc	\$1,000	\$0	\$0
SOUTH SHORE TOURISM TEAM	\$350	\$350	\$350
	<b>\$10,810</b>	<b>\$12,999</b>	<b>\$44,930</b>
<b>TOTAL COMMUNITY &amp; ECONOMIC DEV</b>	<b>\$58,060</b>	<b>\$42,118</b>	<b>\$92,930</b>
<b>FACILITIES MANAGEMENT</b>			
<b>BLDGS &amp; FACILITIES</b>			
GOC BUILDING	\$86,000	\$86,000	\$90,300
COMM CTR-OPER,MTC & REPAIR	\$41,044	\$30,000	\$35,000
COMM CTR-JAN,WTR,INS	\$23,000	\$23,000	\$23,850
LITTLE PEOPLES-DAY CARE			\$3,000
KING ST CTR.(OPER,MTC,REPRS)	\$28,008	\$12,500	\$26,000
KING ST CTR.(WTR & INS)	\$2,185	\$5,000	\$5,250
HERITAGE HALL (OPER,MTC,RPR)	\$2,300	\$500	\$1,000
HERITAGE HALL ( INS)	\$2,700	\$1,237	\$1,300
COX SHIPYARD COMPLEX	\$16,150	\$11,000 *	\$14,700
13 GEORGE	\$5,945	\$5,400	\$6,500
MACKAY MEM LIBRARY-OPER EXP	\$7,961	\$7,000	\$7,800
LIBRARY JANITORS WAGES	\$8,155	\$8,015	\$8,178
GUILD HALL-MTC & OPERATIONS	\$2,396	\$1,200	\$2,100
DOCK ST- PUBLIC WASHROOMS	\$4,000	\$4,700	\$5,300
TCA-FACILITY IMPROVEMENTS	\$40,050	\$19,561	\$45,000
	<b>\$269,894</b>	<b>\$215,113</b>	<b>\$275,278</b>
<b>DEBT CHARGES</b>			
DEBENTURE INTEREST (CED)	\$1,182	\$260	\$231
DEBENTURE INTEREST (FACILITIES)	\$11,842	\$12,016	\$11,205
	<b>\$13,024</b>	<b>\$12,276</b>	<b>\$11,436</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>\$282,918</b>	<b>\$227,389</b>	<b>\$286,714</b>
<b>FISCAL SERVICES</b>			
<b>FINANCING/DEBT CHARGES</b>			
DEBENTURE PRINCIPAL	\$175,014	\$175,014	\$167,811
	<b>\$175,014</b>	<b>\$175,014</b>	<b>\$167,811</b>
<b>UNCOLLECTIBLES</b>			
UNCOLLECTABLE TAXES	\$25,000	-\$10,000	\$15,000
DEFICIT - PREVIOUS YEARS			
	<b>\$25,000</b>	<b>-\$10,000</b>	<b>\$15,000</b>
<b>RESERVE TRANSFERS</b>			
CAPITAL RESERVE	\$50,576	\$50,576	\$90,487
OPERATING RESERVE			\$53,262
	<b>\$50,576</b>	<b>\$50,576</b>	<b>\$143,749</b>
<b>APPROPRIATIONS-RED TX REV</b>			
REG SCHOOL BRD	\$284,440	\$284,440	\$287,860
REG LIBRARY	\$13,400	\$11,652	\$13,400
DEPT. OF JUSTICE (PROS. FEES)	\$6,099	\$6,099	\$5,000
PROT SERV-CORRECTIONS	\$21,034	\$21,034	\$21,500
DEF. REG HOUSNG AUTH	\$60,000	\$77,066	\$70,000
	<b>\$384,973</b>	<b>\$400,291</b>	<b>\$397,760</b>

	20-21 BUDGET	20-21 PROJECTED	21-22 BUDGET
<b>TAXATION EXEMPTIONS</b>			
LOW INCOME TAX EXEMPTION	\$15,000	\$13,000	\$15,000
TAX EXEMPTIONS	\$44,167	\$44,167	\$43,269
CDDIP(COMM DEV DIST IMP PRGRM)	\$1,973	\$2,732	\$6,545
	<u>\$61,140</u>	<u>\$59,899</u>	<u>\$64,814</u>
<b>TOTAL FISCAL SERVICES</b>	<u>\$696,703</u>	<u>\$675,780</u>	<u>\$789,134</u>

<b>\$3,742,595</b>	<b>\$3,500,010</b>	<b>\$3,842,666</b>
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\$0	\$264,151	\$0
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<b>TOTAL REVENUE</b>	<b>\$3,742,595</b>	<b>\$3,764,161</b>	<b>\$3,842,666</b>
<b>LESS TOTAL EXPENSE</b>	<b>\$3,742,595</b>	<b>\$3,500,010</b>	<b>\$3,842,666</b>
<b>PROFIT/(DEFICIT)</b>	<b>\$0</b>	<b>\$264,151</b>	<b>\$0</b>

ROSEWAY MANOR INCORPORATED  
(the "Corporation")

MEMBERS' RESOLUTION

The undersigned, being the members of the Corporation, by their signatures hereby pass the following resolution:

**WHEREAS:**

1. The Corporation was incorporated pursuant to the *Municipal Housing Corporations Act*, RSNS 1989, c 304 ("*MHCA*") by the Town of Shelburne, the Town of Lockeport and the Municipality of the District of Shelburne (collectively, the "**Municipalities**") on October 10<sup>th</sup>, 1974;
2. The Corporation operates a nursing home and is licensed by the Department of Health pursuant to the *Homes for Special Care Act* and its regulations;
3. The Corporation has nine (9) members which consist of two (2) council members and an appointed representative from each of the Municipalities;
4. The Corporation seeks independence from the Municipalities and as such, is seeking to reorganize its corporate structure so that a new organization will continue the operations of the Corporation.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Corporation wishes to be eventually independent from the Municipalities which will allow it to operate without the restrictions or limitations associated with being incorporated pursuant to the *MHCA*. In order to do so, the Corporation will complete a reorganization (the "**Reorganization**") which will involve the following general steps and any such other steps as may be required from time to time:
  - (a) A new organization (the "**New Organization**") will be created which will continue the operations of the Corporation after the reorganization occurs. The New Organization may be a not-for-profit society incorporated pursuant to the *Societies Act*, RSNS 1989, c 435, or such other organization or corporation as may be determined by the Corporation. The New Organization will also be a registered charity;
  - (b) The Corporation will transfer all of its existing assets and liabilities to the New Organization;
  - (c) Upon the transfer of all of its existing assets and liabilities, the Corporation will be wound up pursuant to procedure outlined in the *Companies Winding Up Act*, RSNS

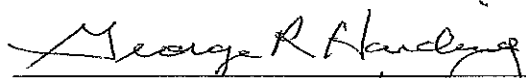
1989, c 82, subject to such variations to the procedure as may be required given that the Corporation is incorporated pursuant to the *MHCA*.

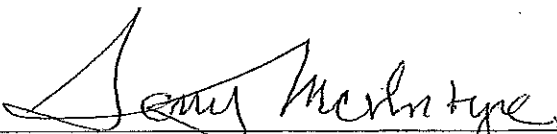
- 2. The Reorganization is subject to the approval of the Municipalities, the Department of Municipal Affairs and the Department of Health.
- 3. This resolution may be signed in any number of counterparts, including facsimile and PDF by email transmission and each such counterpart when so executed and delivered shall be deemed to constitute an original, with the same effect as if all parties hereto had all signed the same document, and all such counterparts when taken together shall constitute one and the same resolution.

**CERTIFICATE**

We, the Chairman and Secretary, hereby certify that the foregoing is a copy of a Resolution enacted by the members of the Corporation at a meeting held on the 17<sup>th</sup> day of March, 2021, whereby all members attended and notice of such meeting was duly given in accordance with the Corporation's bylaws, and such Resolution is now in full force and effect.

**DATED** as of the 17<sup>th</sup> day of March, 2021

  
 \_\_\_\_\_  
 Print Name: George R. Harding  
 Position: Chairman

  
 \_\_\_\_\_  
 Print Name:  
 Position: Secretary  
 TERRY MCINTYRE

**TOWN OF SHELBURNE**  
(the "Town")

**MOTION TO WIND-UP ROSEWAY MANOR INCORPORATED**

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

1. It approves the transfer by Roseway Manor Incorporated (the "Corporation") of all of the Corporation's assets to an independent and newly incorporated not-for-profit organization, not to be owned or controlled by the Town or the Corporation, at such date and time as to be determined (the "Transfer");
2. Upon completion of the Transfer, it approves the wind-up of Roseway Manor Incorporated;
3. The Chief Administrative Officer of the Town, or such other person as may be designed by the Town, is hereby authorized and directed to do, execute, and deliver such things or documents as may be necessary in order to carry out such Transfer and subsequent wind up of Roseway Manor Incorporated.

**DATED** the \_\_\_ day of \_\_\_\_\_, 2021.

**THIS IS TO CERTIFY** that the foregoing is a true copy of the motion passed at a duly called meeting of the Town of Shelburne, held on the \_\_\_ day of \_\_\_\_\_, 2021, in \_\_\_\_\_, Nova Scotia.

\_\_\_\_\_  
Name:  
Position:

# **WESTERN COUNTIES REGIONAL LIBRARY**

## **BOARD MEETING**

December 10, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, December 10, 2020 via Zoom.

Present were:

Councillor Kathy Bourque, Municipality of Argyle  
Councillor Shaun Hatfield, Vice Chair, Municipality of Barrington  
Councillor Carl Deveau, Municipality of Clare  
Councillor George Manzer, Municipality of Digby  
Councillor Sherry Thorburn Irvine, Municipality of Shelburne  
Councillor Patti Durkee, Municipality of Yarmouth  
Councillor Louann Link, Town of Clark's Harbour  
Councillor Kent Balish, Town of Lockeport  
Councillor Elizabeth Acker, Town of Shelburne  
Councillor Jim MacLeod, Town of Yarmouth  
Vacant - Shelburne Library Building Association  
Elizabeth Arenburg, Yarmouth Public Library & Museum  
Pamela Maher, Province of Nova Scotia  
Darryl Wiseman, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

Regrets were received from Maritza Adams

Absent was Ben Cleveland

### **1. CALL TO ORDER**

The meeting was called to order at 1:03 p.m. by Shaun Hatfield, Vice Chair. He thanked everyone for connecting in via Zoom and asked everyone to introduce themselves to the new board.

### **2. ADOPTION OF AGENDA**

One item to be added to the agenda under Business Arising from the Minutes:  
4.5 – Personnel Committee Name Change.

It was moved by Patti Durkee and seconded by Carl Deveau:

"THAT the agenda be approved as amended."

**MOTION CARRIED**

### **3. MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the September 3, 2020 meeting were circulated. It was moved by Kent Balish and seconded by Patti Durkee:

“THAT the minutes of the September 3, 2020 Board Meeting be approved as circulated.”

MOTION CARRIED

The minutes of the Email Voting meeting which took place from October 2 to 12, 2020 were circulated. It was moved by Patti Durkee and seconded by Elizabeth Arenburg:

“THAT the minutes of the Email Voting meeting which took place from October 2 to 12, 2020 be approved as circulated.”

MOTION CARRIED

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Appointment of Slate of Officers**

Carl Deveau presented the Slate of Officers for the 2020-2021 fiscal year:

Chair: Shaun Hatfield

Vice Chair: Ben Cleveland

Past Chair: Vacant

Audit, Risk and Finance Committee Chair: Darryl Wiseman

Personnel Committee Chair: Patti Durkee

After asking three times for further nominations for each position in the Slate of Officers, it was moved by Carl Deveau and seconded by Elizabeth Acker:

“THAT the Slate of Officers for the 2020-2021 fiscal year be approved as presented.”

MOTION CARRIED

#### **4.2 Appointment of Signing Officers**

Carl Deveau indicated that the signing officers are usually the Chair; the Audit, Risk and Finance Committee Chair, and the Director. It was moved by Carl Deveau and seconded by George Manzer:

“THAT the signing officers for the 2020-2021 fiscal year be: the Chair, the Audit, Risk and Finance Committee Chair, and the Director.”

MOTION CARRIED

### 4.3 Committees and Members

A list of the proposed Board Committees for the 2020-2021 fiscal year was circulated. The Chair asked if any member wished to be removed from or added to a committee. Pamela Maher indicated that her appointment as provincial representative had not yet come through therefore the provincial appointee will be listed as Vacant under the Personnel Committee. The Director stated that under the Audit, Risk & Finance Committee, the representative for the Shelburne Library Building Association will also be listed as Vacant until a representative is named. It was moved by Patti Durkee and seconded by Jim MacLeod:

“THAT the proposed Board Committees be accepted with the two changes, and that a copy of the new Board Committee list for 2020-2021 be sent to all board members.”

#### MOTION CARRIED

### 4.4 Appointment LBANS Representative

The Chair indicated that each regional library board, of which there are nine in Nova Scotia, have a representative on the Library Boards Association of Nova Scotia Executive Committee. Erin indicated that a representative is needed to represent WCRL. She will send the link to LBANS to board members.

The Director indicated that a Trustee Manual will be sent to the local branch library associated with each board member. Yvonne will send board members an email when their binders are ready to be picked up at their local library branch.

### 4.5 Personnel Committee Name Change

At the previous board meeting, the then Chair Jimmy MacAlpine suggested that the Personnel Committee be renamed. He suggested HR & Governance Committee. Erin will work on the Terms of Reference for this committee and this can be revisited at the March 2021 board meeting.

## 5. CHAIR'S REPORT

The Chair expressed his gratitude to the board for having confidence in him to be Chair. He is confident that former and new members will all work well together to represent Western Counties Regional Library in the year to come.

## 6. DIRECTOR'S REPORT

Members asked a few questions regarding the Director's Report. A discussion was held on the Branch Managers' roles and it followed with a request for a Management Chart. Erin said she would insert a Management Chart in the Organizational Chart (Trustee Manual). A discussion was also held on this year's AAB campaign as well as the rationale for the self-checkout stations which will soon be installed in 6 branch libraries.

## **7. FINANCIAL STATEMENT**

The October 31, 2020 Financial Statement was circulated. It was moved by George Manzer and seconded by Carl Deveau:

“THAT the October 31, 2020 Financial Statement be approved as presented.”

MOTION CARRIED

## **8. NEW BUSINESS**

### **8.1 Request for Library Development spending**

Erin explained the purpose of the Library Development Fund, and the request to spend up to \$45,879 from the Library Development Fund to re-design the headquarters space to meet health & safety and accessibility requirements. She previously met with the building owners, Yarmouth Public Library & Museum, to discuss the renovations, which they approved.

A discussion was held on whose responsibility it would be to pay if, during renovations, pre-existing issues surfaced and needed repair. Erin said she would speak with the building owners and the contractor again to discuss potential issues and discuss methods for dealing with issues that may arise during construction. It was moved by Darryl Wiseman and seconded by Patti Durkee:

“THAT after the Director meets with the building owners and the contractor regarding potential pre-existing issues and how they are to be handled, the headquarters re-design project may proceed with spending up to \$45,879 as outlined in the Request for Library Development Spending. If the amount is found not to be enough, the Board will be contacted on how to proceed.”

MOTION CARRIED

### **8.2 Policy – Request and Recommendations for change**

A request to change three policies was discussed.

The first request is to change the title of some management staff. It was moved by Jim MacLeod and seconded by Sherry Thorburn Irvine:

“THAT the title of Regional Library Director be changed to Director, and that the title of Branch Co-ordinator be changed to Branch Manager.”

MOTION CARRIED

The second request is to change the terminology on all and existing policies. It was moved by Darryl Wiseman and seconded by Carl Deveau:

“THAT terminology be changed from “his/her” to “his/her/they”, and that terminology be changed from “he/she” to “he/she/they”.”

#### MOTION CARRIED

The third request is that after the installation of self-checkout stations, the regular 4-week loan period will have to be changed once again to the 3-week loan period. It was moved by Patti Durkee and seconded by Carl Deveau:

“THAT the 4-week loan period be changed once again to the 3-week loan period following the installation of all self-checkout stations in the region.”

#### MOTION CARRIED

### 8.3 Diversity Training for Library Boards

Erin informed new board members that regional libraries fall under the Provincial Department of Communities, Culture and Heritage. The Department will be providing diversity training for boards in the new year and will offer multiple dates and times for the training. Provincial Appointees and Board Chairs will be required to attend. Erin will forward information on the training to board members as soon as she receives it from CCH.

### 8.4 Library Logo and Branding

Erin mentioned that the WCRL logo has been in existence for many years and feels it should be refreshed or redesigned. She also mentioned that we are currently looking at redesigning our website. She noted that our Strategic Plan expires in 2020. The board agreed that a logo refresh is in order. Strategic Plan and logo branding will be discussed further at the March board meeting.

## 9. CORRESPONDENCE

There was no correspondence.

## 10. OTHER

The Chair indicated that if any new board member had questions about the library to reach out to either himself or to the Director. Erin indicated that she will gladly meet with any board member at their branch library to get a tour. She will be scheduling tours in the year with interested board members.

## 11. AROUND THE TABLE

Elizabeth Arenburg – welcomed all new board members and thanked Shaun for taking on the Board Chair role.

Sherry Thorburn Irvine – is looking forward to visiting her branch library, which is the McKay Memorial Library in Shelburne. She noted that Doris Townsend enjoyed being on the library board.

Carl Deveau – welcomed all new board members as well as former board members. He also thanked Shaun for agreeing to become Board Chair.

George Manzer – indicated he was glad to be on the library board and said that Jimmy MacAlpine spoke how library board members are very dedicated.

Patti Durkee – thanked Erin, Yvonne and all the library staff for the great job they did during COVID. She also mentioned how she enjoys being on the library board.

## **12. NEXT MEETING**

The next meeting will be held on Thursday, March 18, 2021 at 1:00 p.m. via Zoom.

## **13. ADJOURNMENT**

On a motion from Elizabeth Arenburg and George Manzer, the meeting adjourned at 3:00 p.m.

# Library Report



Compiled by  
Ian White



Staff  
profile

**Shannon Raynard**

Shannon Raynard, Western Counties Regional Library's new Training and Development Manager, says her time as the library's automation trainer helps her in her new position.

"Being the automation trainer prepared me for my new role in so many ways," she says. "It gave me a strong foundation of libraries, in general, and our library's structure and services, specifically."

"It gave me a working knowledge of each of our 10 branches and their uniqueness, as well as the staff who work in them. It helped me to see where our strengths are and also where we can improve what we do to suit the needs of the public even better."

One of those needs, she says, is making the branch staff more comfortable with the available technology and online services offered by the library.

"Over the past year we have introduced several new online platforms which have so much amazing content, but with everything going on it has been hard to make sure everyone is capable and comfortable not only using them but introducing our patrons to them as well," she says.

With a lot on her plate, Raynard says one of her greatest challenges is prioritizing her tasks in an effective and efficient manner.

Although new to the role, she has found some of the little moments rewarding such as when her fellow staff thank her or appreciate her efforts. As she settles into her position, Raynard enjoys the work, the staff and the chance to learn.

"I know that what the library does is so valuable, so it feels great to get to be a part of that."



Left, participants in Weymouth Waterfront Library's A Needlecraft Afternoon work on their projects while enjoying each other's company. Right, a participant in the Digby library's Adult Paint Night shows of her completed work. Each person had their own supply tray to help keep everyone safe during the program.

## Patrons happy to see return of in-person programming

In-person programming has returned to all 10 branches of Western Counties Regional Library, and people are appreciative of being able to participate in the library.

"So far, the people who are coming for the program are very pleased to be able to participate," says Darlene Gaudet, senior library clerk at Senator Ambrose H. Comeau Memorial Library in Meteghan. "The majority are OK with all the restrictions imposed as masks, distancing and sanitizing hands makes them feel safe."

The library is following the health protocols and guidelines set out by the Province of Nova Scotia.

"It was nice for the patrons to be able to come out to a program and they are all thrilled to be able to do this," says Joanna Jarvis, senior library clerk at Isaiah W. Wilson Memorial Library in Digby. "Teaching art to a group scattered around the room is hard because I have to repeat myself many times to be

sure they are all getting it. I have to keep my distance, so it is hard to help them when they get stuck or need more paint. We still have fun, and they are still glad they are able to come."

To be safe, the library is limiting capacity to its in-person programming and no food or drink is allowed. Participants are required to wear masks and pre-registration for programs is encouraged, as space is limited.

"The Lockeport Library Book Club is very happy to be back at the Library," says Lockeport library senior clerk Danielle MacAulay-Williams. "We have had only one meeting in-person, but all agreed that they felt much more at ease discussing the book, when the meeting was in-person. The online platform is not conducive to a free-wheeling and lively discussion. It feels a bit like being in school!"

She adds the book club members had no trouble with social distancing or mask-wearing. All were very used to these kinds of

Continued Page 2

# Benefits outweigh challenges

## From Page 1

requirements for other types of meetings in the community.

Weymouth Waterfront Library has now hosted three in-person needlecraft programs since the end of January, attended by the maximum 10 people allowed.

“Everyone is happy to get out and see other people and knit, rug hook, crochet, and chat,” says senior Weymouth library clerk Marguerite Thibault. “It is a pleasing atmosphere here at the Weymouth Waterfront Library program room. All in all, it is great.”

As for the Digby library’s story time, the dynamics are very different from pre-pandemic times, says Jarvis.

“One of the challenges is not being able to see the smiles of the children or have them see ours. It’s more restrictive and harder to connect with the children because of all the rules,” she says, adding, “but all is good.”

Gaudet says the biggest challenge is space, limiting the number of participants, but adds people are happy to attend.

“The rewards are that people feel it shows a light at the end of the COVID tunnel and in some way helps them feel less isolated,” she says.

There have been location advantages, says Jarvis. The Digby branch is co-located with a daycare.

“We have also been able to take story time to the daycare in the building downstairs,” she says. “Since they are their own bubble, as long as we socially distance from them we can read stories to them and they are thrilled to have us come.”

Virtual programs are also continuing, making some online celebrities in the process.

Although the Lockeport library puppet shows are virtual still, MacAuley-Williams says the children who watch the puppet shows often look up behind the circulation desk to see if she has left any of those crazy characters from *The Pond* out on the shelf.

“If they spot one, they let me know right away,” she says.

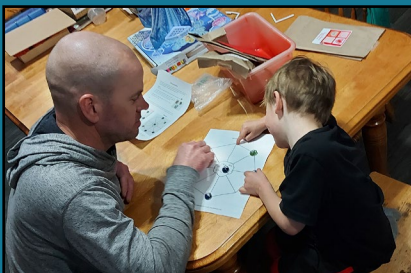
## Happy Retirement!



**Deputy Director Joanne Head, who started as a librarian on Sept. 1, 1989, retired effective Jan. 1, 2021 following 31 years of service to the library. Clockwise from left, Joanne, left, providing help during a Friends of the Library Christmas decorating program at Clark’s Harbour library in 2012; distributing prizes during the April Fools Trivia Challenge in 2008; reading during a story time at Yarmouth library in 1997; and, leading little ones in the singing of *Itsy Bitsy Spider* in 2007 at Burrige Campus, NSCC.**

## AROUND THE BRANCHES

### Clare



Shane, left, and Tyberius Hatt enjoy a game of Shisima at home after picking up the February Grab-&-Go kit from the Clare library.



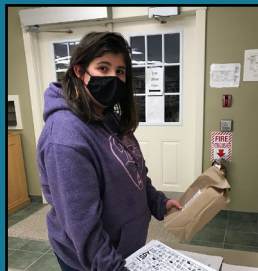
Clare’s newest library clerk Louise Doucet does some shelving at the branch in February.



Clare reserve library clerk Faith Dugas McNeill receives her 5-year certificate on Dec. 17, 2020.

### Clark’s Harbour

Families are excited to see what each Grab-&-Go activity contains, including grandparents who take them to have

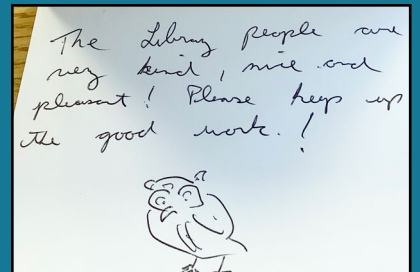


Addison Swaine picks up a Grab-&-Go kit from Clark’s Harbour library.

### Clark’s Harbour (continued)

on-hand for their grandchildren. Kits such as the *I Spy* and others prove popular with all ages, including older adults wanting to keep their minds sharp.

### Digby



A pleased visitor left a kind note for the Digby library staff.

### Weymouth

More patrons are seeking assistance to learn how to access the library’s digital services after receiving mobile devices.

Weymouth library clerk Tammy Sabine received her five-year certificate on Feb. 25.





## Town of Shelburne Staff Report

Accessibility Advisory Committee  
Public Members Recommendations  
March 2021

**To:** Town Council  
**From:** Robin Smith  
**Re:** Accessibility Advisory Committee Public Members Recommendations  
**Date:** March 22<sup>nd</sup>, 2021

### **Origin:**

In the early winter of 2020, a public request was put out to invite community members to submit applications to join the Eastern Shelburne County Accessibility Advisory Committee.

### **Background:**

Bill No. 59, "An Act Respecting Accessibility in Nova Scotia" requires municipalities to create an Accessibility Advisory Committee with at least one half of the members being persons with disabilities or representatives from organizations which represent persons with disabilities. As per the legislation, the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport developed a joint committee called The Eastern Shelburne County Accessibility Advisory Committee.

Based on the Terms of Reference, the Committee shall consist of nine (9) voting members; six (6) community members and three (3) council members. It will also have staff appointed by the three councils to attend meetings as a resource to the Committee. By the fall of 2020, all three councils had appointed their council representatives and staff. The next step was to recruit community members to join the committee.

### **Analysis:**

Six applications from community members were received and the Nominating Committee reviewed them at their first meeting held on March 17, 2021. Three of the individuals are a person with a disability and two represent an organization representing people with disabilities. This meets the requirements for disability representation on the Accessibility Advisory Committee as per the Act.

The following individuals are being recommended to be appointed to the Accessibility Advisory Committee:

Sylvia Snow – Sylvia has volunteer experience with other local committees and has been involved with addressing accessibility issues in her past work experience. She is a resident of the Municipality.

Wanda Buchanan – Wanda volunteers extensively, especially with the Sable River Community Hall. She worked with the provincial government for over 24 years in various capacities: low income, disabled, businesses and a wide range of community resources. She is a resident of the Municipality.

Holly Perry - Holly has been employed with SASI for 16 years. She also holds volunteer executive positions with both SouWest Nova Transit Association and Hillcrest Academy Parent Teach Support Group. She is a resident of the Town of Shelburne.

Elizabeth Chute – Elizabeth works with the SouWest Nova Transit Association. She volunteers with other community groups and in the past worked with the Shelburne Baptist Church in helping to build a senior's residence on Sandy Point road. She is a resident of the Town of Shelburne.

Bil Atwood – Bil is involved with several Town of Lockeport volunteer committees such as economic development, tourism and planning. He is currently working on accessibility audits for the Town. He is a resident of the Town of Lockeport.

Terry Stacey – Terry was chief co-chair of Health and Safety for Bell Canada, Ottawa, which entailed many focuses including accessibility. He is confident he can make knowledgeable and informed contributions to the committee and its work. He is a resident of the Town of Lockeport.

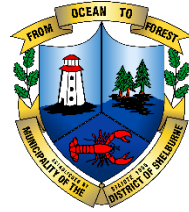
**Recommendations:**

THAT, Council of the Town of Shelburne approve the appointment of the following individuals as members of the Eastern Shelburne County Accessibility Advisory Committee based on the recommendations of the Nominating Committee: Holly Perry, Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey.

**Respectfully Submitted,**

Robin Smith  
Executive Coordinator





Eastern Shelburne County Accessibility Advisory Committee  
**Nominating Committee Meeting**  
Minutes of March 17, 2021

1. Call to Order:

Meeting was called to order at 6:05pm

2. Agenda Approval:

There were no additional agenda items added.

3. Minutes of Last Meeting:

Being the first meeting, there were no previous meeting minutes.

4. Business:

a. Accessibility Planning Toolkit for Municipalities

Adam did a brief overview of the toolkit, highlighting the above three specific areas: Accessibility Act overview, municipal obligations and Advisory Committee launch.

b. Committee Terms of Reference/Mandate

The terms of reference were reviewed and any questions were addressed and discussed.

c. Public member applications – review and recommendations

Six applications were reviewed from the following individuals: Holly Perry, Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey.

Motion: It was duly moved and seconded to recommend to the three Councils that the following individuals be appointed as members of the Eastern Shelburne County Accessibility Advisory Committee: Holly Perry,

Sylvia Snow, Wanda Buchanan, Elizabeth Chute, Bil Atwood and Terry Stacey. Motion Carried.

d. Next steps

- i. The recommendations for the appointment of the community members will go to the three Councils at their next respective council meetings.
- ii. Each community member will be contacted to confirm their membership and invited to attend an orientation session.

5. Other:

Fran noted that moving forward any information sessions or training should be forwarded to all of the committee members.

6. Next Meeting Agenda Items:

- 1) New members orientation
- 2) Determine the length of terms for the community members
- 3) Appointments of Chair and Vice Chair

7. Next Meeting Date:

The next meeting will be the public member orientation, scheduled for April 14<sup>th</sup>, 6pm. Location to be determined.

8. Adjournment:

The meeting was adjourned at 7:02pm.



**Town of Shelburne**  
Staff Report to Council – Tax Sale Update  
April 6, 2021

**General Overview:**

This report is to update Council on two properties that were included in the Tax Sale by Auction held on May 23, 2021 at 10:00 am at the Community Centre Auditorium (63 King Street).

**Background:**

The two properties are listed below:

Jessie Kevin St Clair Doane and Estate Lenwood Harding, (Land Only-Lot 2), 73 Annapolis Road (AAN 02639823)- \$6,078.10 as of March 23, 2021.

**PROPERTY WAS SOLD AT TAX SALE**

Hipson, Samantha, (Mobile – 1974 Paramount 14 X 61), 73 Annapolis Road (AAN 10746485) - \$3,723.91 as of March 23, 2021.

**NO BIDS RECEIVED**

**Analysis:**

Under the MGA (VI)

Section 143 (4) Where no bid is received for any land sufficient to satisfy the full amount of taxes, interest and expenses due in respect of the land and the municipality does not purchase the land, the municipality may, without further notice to the owner and encumbrances, again advertise the property and

- (a) Sell it at auction for the best price that may be obtained; or
- (b) Call tenders for the property and sell it for the highest tender,

And the council may direct the Treasurer as to what constitutes an acceptable minimum bid or tender price.

The mobile home located at 73 Annapolis Road was previously on the 2019/20 Tax Sale with no bids received. The mobile is deteriorated to the point of becoming Dangerous and Unsightly and has been cited. The chances of receiving the amount owing on the account is minimal.

**Financial Analysis:**

If any properties are sold for less than owed for taxes, interest and expenses by way of Tender, the Town would have to write off as uncollectable the unpaid amounts in the year they were sold, this would be an expense in the Town General Operating Fund for the fiscal year. The property may be redeemed within 6 months and if redeemed, it is required to pay all amounts owing at the time of sale including any amounts written off by Council.

**Recommendation:**

**THAT Council direct staff to immediately put the mobile home in the name of Samantha Hipson located at 73 Annapolis Road up for tender and sell it for the highest tender.**

If approved, a letter will be sent to the property owner and any lien holders advising them of Council's decision.

Respectfully submitted,

Jane Crowell, Finance Manager