



AGENDA
Town Council Meeting-Council Chambers
October 17th, 2022
6:00 p.m.

Doc Ref:

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the Town Council meeting held on October 3rd, 2022

4) Proclamations & Announcements:

Condolences to the Family of Deputy Fire Chief Edgar Allison

Condolences to the Family of Wilmont Hardy

5) Delegations: None

6) Correspondence:

Action:

- a) Letter-Shelburne County Arena

D23-A73

Information: None

7) Council Items:

- a) Land Use By-Law First Reading of PID #80143399
Rezoning from Residential Mobile (R-M) to Residential General (R-1)

D23-A74

8) Committee Reports:

- a) CP&V Committee Meeting Minutes-Sept. 15th, 2022

D23-A75

9) Staff Reports:

- a) SVFD-Monthly Report (September)
b) Building Inspector-Monthly Report (September)
c) By-Law Officer-Monthly Report (September)
d) Staff Report-Bank Transfer

D23-A76

D23-A77

D23-A78

D23-A79

10) New Business:

11) In-Camera:

12) Upcoming Meetings/Events:

- a) Le Bellot (Ponant) Cruise Ship-October 27th, 2022, 1pm-7pm
b) Le Dumont d'Urville (Ponant) Cruise Ship-October 31st, 2022, 1pm-7pm
c) Trunk or Treat-Shelburne Community Centre Parking Lot-October 31st, 2022, 5:30-7pm
d) Accessibility Committee Meeting-November 2nd, 2022-6pm, Lockeport
e) Town Council Meeting-November 7th, 2022, 6pm, Council Chambers

13) Adjournment



Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers

October 3rd, 2022

DRAFT

Council Members Present

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

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator
Lewis Chetwynd, By-Law Enforcement Officer

Others Present:

RCMP Staff Sergeant Mark MacPherson

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:12pm and stated:

“The Town of Shelburne is located on the ancestral and unceded territory of the Mi’kmaq, (Mi’kma’ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.”

Approval of the Agenda

THAT Council approves the Agenda for October 3rd, 2022, as presented

Acker-Nickerson
CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on September 20th, 2022, as presented.

Davis-Ringer
CARRIED

Proclamations & Announcement

a) *Fire Prevention Week-October 9th to October 15th*

This year marks the 100th anniversary of Fire Prevention Week™ (FPW). This year’s FPW campaign, “Fire won’t wait. Plan your escape” works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from home fires. Thank you again to our dedicated Shelburne Volunteer Fire Department for all the do in our community.

b) *Pregnancy & Infant Loss Awareness Day-October 15th, 2022*

As many as one in five pregnancies end in miscarriage, and each year in Canada there are approximately six stillborn infants in 1000 total births.

On October 15, Pregnancy, and Infant Loss Awareness Day, we acknowledge and remember these losses, as well as the unique grief bereaved parents experience. Pregnancy and Infant Loss Awareness Day also provides the opportunity to show support to the many families across Canada who have suffered the loss of a pregnancy or the death of an infant.

c) *Volunteer of the Month for October-Peter Himmelman*

Peter Himmelman is being recognized as the Volunteer of the Month for October for his many years of hard work and dedication to our community.

Peter has volunteered his time over the years with the SRHS Robotics Team, Cross Country and Track and Field clubs and leads the Duke of Edinburgh program at the school. In the community, he serves on the Board of Directors for the Jordan Falls Baptist Church and the Dr. Gurden Robert Mackay Memorial Hospital Charity, which provides funding to the Shelburne County Youth Health and Support Association. He also acts as a Property Guardian for the Nova Scotia Nature Trust.

Peter volunteers with the Nova Scotia International Student Program as a teacher liaison and helps students daily. This past year Peter took some international students backwoods camping at Kejimikujik National Park and spent time teaching them how to cook food and to filter water, along with other survival skills. This spring, Peter organized a walk for students from the Black Loyalist Centre to the Osprey Arts Centre, a 10.8 km trek that was the approximate distance many Black Loyalists would have travelled each day for work. It was a great idea from Peter and a wonderful learning experience for the students.

It is obvious to see that Peter is a true mentor and go to for our youth and we are lucky to have him in our community.

For all that the Peter has done and continue to do, the CP&V Committee and Town Council recognize him as the Volunteer of the Month for October. Thank you!

Delegations

None

Correspondence

Action:

None

Information:

- a) Western Counties Regional Library Newsletter

THAT Council accepts the above for information.

- b) Letter-Municipal Boundary Review Feedback

THAT Council accepts the above for information.

Council Items

- a) RCMP Staff Sgt. Mark MacPherson

THAT Council appoints Staff Sgt. Mark MacPherson as traffic authority for the Town of Shelburne.

Acker-Davis

CARRIED

RCMP Staff Sgt. Mark MacPherson spoke to Council regarding his role, as well reviewed with Council his

M23-029

three initiatives for Shelburne County and staffing for the county. Staff Sgt. MacPherson is committed to policing in Shelburne and his goal is to make the community safe, most importantly through traffic and road safety.

b) Special Constable Appointment, By-Law Enforcement Officer, Lewis Chetwynd

M23-030 **THAT** Council appoints Lewis Chetwynd as Special Constable for the Town of Shelburne.

Nickerson-Ringer

CARRIED

By-Law Enforcement Officer Lewis Chetwynd took his Oath and Mayor Locke presented him with his Special Constable badge and certificate.

c) Shelburne County Mutual Aid Agreement

M23-031 **THAT** Council directs the CAO to sign the updated agreement on behalf of the Town.

Davis-Acker

CARRIED

d) Grovestine's Ball Field

THAT Council directs staff to inform those concerned that it will be addressed during budget discussions and to write a staff report outlining the anticipated costs on an annual basis going forward.

Acker-Ringer

CARRIED

e) CAO Update

Cruise Ships

CAO informed Council and residents that we have two cruise ships arriving this week, the first one on Wednesday October 5th, Oceania Insignia carrying 698 passengers and the second on Thursday October 6th; Seven Seas Navigator carrying 490 passengers. They both have a 7am arrival and 3pm departure time. There are some passengers going on tours coordinated with Ambassatours, as well as some doing local tours. We are offering a hop on-hop off bus, as well as the Chamber of Commerce is doing a "Lobster Experience" at the Shelburne Harbour Yacht Club. There will be vendors set up under the Guild Hall beginning around 10am and local restaurants will be offering special cruise menus. We hope these cruise ship visits will be a great success for the Town and community.

Paving

CAO informed Council that there has been a lot of positive remarks regarding the paving that has happened around Town the past couple of weeks. They are pretty much complete, just have one more day of final patching jobs next week.

King St. Centre

The upgrades at King St. Centre are coming along, with the windows and insulation almost complete and the cement/accessible pad installation started last week. As well, the kitchen is undergoing some renos thanks to Little Peoples Place and some sponsors.

Committee Reports

a) Western Counties Regional Library Meeting Minutes

THAT Council accepts the CP&V Committee Meeting Minutes from May 26th, 2022, as presented.

Acker-Ringer

CARRIED

Staff Reports

- a) Staff Report-Visitor Information Centre

THAT Council accepts this report for information.

Davis-Ringer

CARRIED

- b) Staff Report-NSURB, Municipal Boundary Review

VI23-032 THAT Council approves the submission of Form D of the Nova Scotia Utility and Review Board confirming the number of councillors

Acker-Nickerson

CARRIED

New Business

Councillor Acker

Councillor Acker recently toured the King St. Centre and was most impressed with all the recent renovations and upgrades happening both inside and outside. Councillor Acker noted with the King St. Centre being Council's #2 Priority, how proud Council should be on these achievements to date. Councillor Acker did speak with Susan and will arrange a tour in the spring for municipal officials and staff to see the building.

Councillor Ringer

Councillor Ringer wanted to remind residents with hunting season coming up very soon, that there is no hunting allowed in the Town of Shelburne

Mayor Locke

Mayor Locke thanked everybody for coming to for coming this past weekend to the Council BBQ. It was a great success along with the Town Wide Yard Sale. Mayor Locke thanked those for their donations towards the Shelburne Volunteer Fire Department as well.

Mayor Locke also wanted to bring attention to Council and the viewing public about the recent passings of previous Town Councillors. Robert (Bob) Snelgrove passed on September 21st and on September 22nd, Pat Nickerson passed away who was the first female Shelburne Town Councillor. Mayor Locke wanted to recognize the contributions that both Bob and Pat made to the Town and sends sincere condolences to the families.

In Camera

THAT Council goes in camera at 7:01pm to discuss:

MGA Section 22-2 (e) Contract Negotiations

Acker-Davis

CARRIED

Council came out of in camera at 7:12pm with the following motion:

M23-033 THAT Council agrees to support the Shelburne County Arena project with a funding amount to be determined.

Nickerson-Acker

CARRIED

Upcoming Meetings/Events

- a) Insignia Cruise Ship Visit-October 5th, 2022, 7am-3pm
- b) Seven Seas Navigator Cruise Ship Visit-October 6th, 2022, 7am-3pm
- c) Shelburne County Giant Pumpkin Festival-October 8th, 2022, Waterfront, 9am

d) Town Council Meeting-October 17th, 2022, 6pm, Council Chambers

Adjournment

THAT the Regular Town Council Meeting of October 3rd, 2022, be adjourned at 7:14pm.

Davis

CARRIED

Mayor

Executive Coordinator

DRAFT

October 5, 2022

Dear Ms. Doane,

It is with extreme disappointment that I am writing to you today. My name is Danyelle Rapp and I am the newly appointed President for the Shelburne County Arena Association. I accepted this position with optimism as we had a newly appointed and vibrant board, an innovative new Manager, and an agreement with our municipal units to have an annual balanced budget. I accepted this role because I believe in the important place that the Shelburne County Arena holds in our community. It has been the cornerstone of community connection throughout the county for several generations and still is today.

As you may or may not be aware the Shelburne County Arena has been dealt a significant operational blow in the past couple of weeks. This has forced the Board to make some very difficult decisions and have been left with no choice but to temporarily close the facility while we navigate this current crisis.

To bring you to where we are currently, I would like to provide information as to how quickly this all took place. On September 15th, Andrew Holland, our newly appointed Arena Manager, arrived at the arena to begin preparations for the upcoming season as CIMCO was set to arrive the following Monday to start the chillers and begin the ice making process. Andrew immediately became aware of the smell of ammonia in the compressor room. He assessed the situation and dealt with what we thought was a minor issue from being dormant for the season, he turned the fans on to try and help with the smell.

On Monday 19th, Steve the CIMCO technician came in as scheduled to start up compressors. It was then it became apparent there was a bigger issue, and a leak was discovered in one of the pipes. It was decided to call Ted O'Connor to assist us in fixing the leak. He was able to fix the pipe for CIMCO to complete their start up process as scheduled on Monday the 26th.

Little did we know, on 26th when Garrett, another CIMCO technician arrived, discovered the leaky pipe had caused significant and irreversible damage to the chillers. This damage was caused by the leak of the ammonia being mixed with the brine. I am not technically savvy in this area, exact details of how all that happened would be better explained by CIMCO as they are trained in that field. At this junction, we were directed to not reenter the arena as it was deemed to be unsafe until the system was drained. We had no choice but to clean this up as it was hazardous. CIMCO arrived back on the 29th of September to facilitate a cleanup operation. The estimated costs for this clean-up are between \$15-20,000.00, thus depleting what funds we had accrued to this point.

Since that 29th, I have been in touch with Mark Swain, the account manager at CIMCO exploring our options, which were limited to only a full replacement of the chiller. The cost of this

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Community	<input type="checkbox"/>
Other	<input type="checkbox"/>

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replacements carries a huge financial burden of between \$150,000 - \$200,000, one that we cannot carry alone. We have investigated multiple grants in which deadlines have passed for 2022, and/or they do not provide emergency relief. This brings us to a place where we need to lean into the support of our local municipal units to help us.

COPIES TO: [REDACTED]
We have set up donation options for the people of Shelburne County, who time and again support us through many localized initiatives, however this is an extremely time sensitive situation. If we have any hopes at being able to open our doors to the many patrons that rely on our facility to be operational, we need immediate financial help.

COPIES TO: [REDACTED]
We appreciate the support that we have received in the past and hope we can lean again on you now. Thank you for your time and understanding. I look forward to hearing from you.

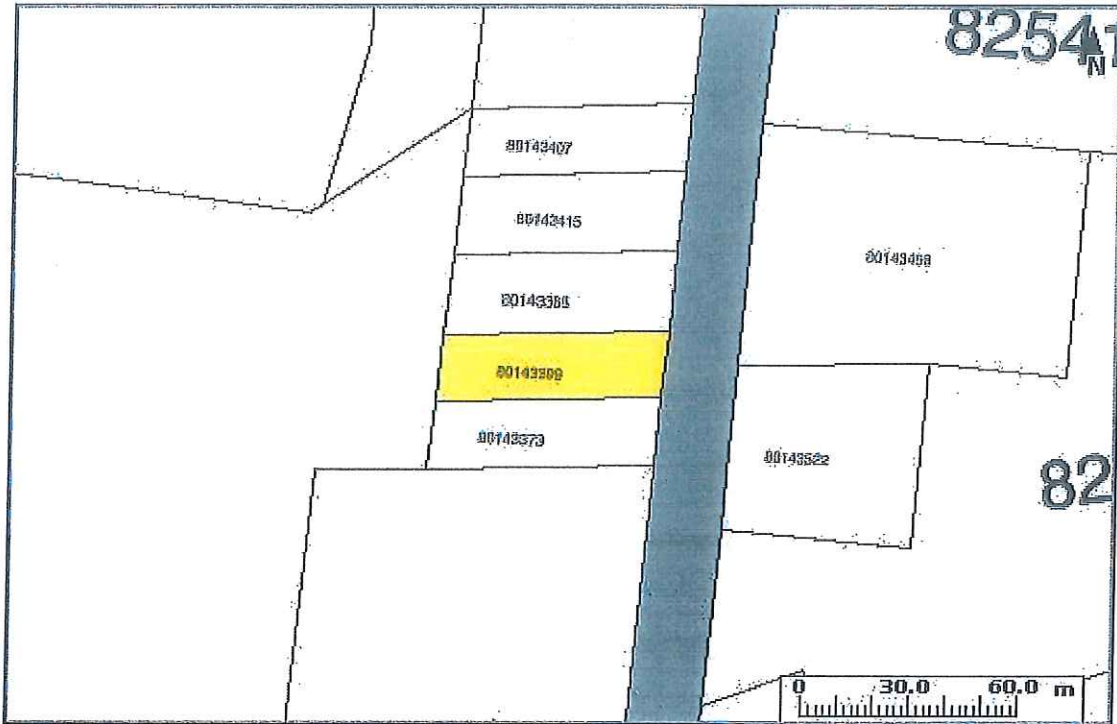
You can reach me by email at shelburnearena@gmail.com Or by phone at 902-874-1898.

Kind regards,
Danyelle



Property Online Map

Date: Oct 6, 2022 12:18:12 PM



PID: 80143399 **Owner:** **AAN:** 02639823
County: SHELBURNE COUNTY **Value:** \$8,000 (2022 RESIDENTIAL TAXABLE)
LR Status: LAND REGISTRATION **Address:** 73 ANNAPOLIS ROAD SHELBURNE

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

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Document #	D23-174
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Date	Oct 6/22
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Council	✓
Agenda	✓
Committee	



Meeting Minutes
Community Participation & Volunteerism Committee
Thursday September 15th, 2022
6pm- Council Chambers, 168 Water St.

Committee Members Present:

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Cheryl Bower / Public Member
- Robin Smith / Town Staff Member
- Holly Renaud / Public Member
- Andrea Huskilson-Townsend / Public Member
- Deby MacAlpine / Public Member
- Ben Nickerson / Council Member
- Val Kean / Shelburne Events Committee

Document #	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Regrets:

Rick Davis / Council Member

1. Call to Order

Chair Mahaney called the meeting to order at 6:03p.m.

2. Approval of Agenda

Huskilson-Bower

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday May 26th, 2022, be approved as presented.

CARRIED

3. Approval of Minutes

Huskilson-Nickerson

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on May 26th, 2022, be approved as presented.

CARRIED

4. Business Arising

None

5. Delegations

None

6. Correspondence

Executive Coordinator informed Committee that a Thank You Card had been received from Clara Jurgenliemk and was put through at the last Council meeting for the SRHS Bursary Award.

7. CP&V Items

a) Volunteer of the Month

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community.

b) Provincial Volunteer Awards Ceremony

Executive Coordinator informed the Committee that the Provincial Volunteer Awards Ceremony is being held Monday September 26th at Alderney Landing in Dartmouth, NS. Mary Ayer is our Provincial Volunteer of the Year for the Town of Shelburne and will be attending with her grandson. We are looking into if our one municipal official ticket can also be used by Mary so her daughter can attend as well.

c) Volunteer Reception-October 4th, 2022

Our local volunteer reception is being planned for Tuesday October 4th at 3:30pm at the Guild Hall and if weather is not favorable, we will hold it indoors at the Community Centre. It is the Town of Shelburne's turn to host, and we will be honoring our Volunteers in the Community along with the Town of Lockeport and Municipality of the District of Shelburne. Executive Coordinator will organize the certificates and keychains for all our volunteers along with cupcakes, coffee, tea, and water. A few of the members volunteered to come help with set-up for the reception.

d) Whirligig & Weathervane Festival

This coming weekend the Whirligig & Weathervane Festival is being held on the Shelburne Waterfront. Executive Coordinator informed Committee that if anyone was able and wanting to help, the group has said they would love to have some volunteers at the information booth between 11-3pm or help with taking down/setting up.

e) Cruise Ship Welcoming Committee

Chair Bonnie Mahaney informed the Committee that she had attended a Cruise Committee Meeting and they are looking for the CP&V Committee to be the Cruise Ship Welcoming Crew. The role will be to greet and welcome those coming off the ships and to provide them with maps, information and answer any questions they may have. Some will be doing tours that they have already purchased on board, and some will be looking for local things to do or just walk along the waterfront. There will also be a gift basket for each ship with local items and we will be getting them to fill out their names so a draw can be made, and the basket sent back with one of the last people heading back to the ship.

We informed the committee of the dates and times of the cruises and agreed on some times to be working at the Cruise Ship Welcoming table for the October 5th and 6th cruises.

f) Shelburne County Giant Pumpkin Festival

Val Kean attended the meeting to inform the Committee about some plans for the Shelburne County Giant Pumpkin Festival. The festival has been organized for many years by Bob Sinden and all the regular events and weigh in are happening in the morning on Saturday October 8th. Val heard earlier this year that Windsor would not be able to host their annual Pumpkin Regatta and contacted the Dill Family. Val was offered some pumpkins for Shelburne to be able to host. It very quickly turned into a large event through some

social media posts and interviews. Val is looking to put on a good quality festival this year, keeping it small and grow it over the years. There was some discussion amongst the group about vendors, food etc. and some ideas were talked about to look into possibly doing. The CP&V Committee said if there was a way to get some corn from the valley, they would organize doing/selling corn on the cob that afternoon during the festival.

g) Who-Ville/Shelburne Celebrates Christmas

Discussion was held around the upcoming Christmas season and Shelburne Celebrates Christmas/Who-Ville Weekend. Andrea has a great idea to expand and would love to incorporate a Grinch light show of sorts. The Committee has asked if the Town can have an electrician look into the power/wattage information at Atlantic House Park to see if something more can be done for power options there. Executive Coordinator will check into. We will discuss more at our next meeting.

h) Miracle on Dock Street

Val Kean was in attendance on behalf of Shelburne Events Committee, and she indicated planning is just in preliminary stages for the event. The group did meet last Thursday, and the date has been decided; December 3rd, 2022. There has been information and advice taken from the feedback they received after last year. As more information becomes available and confirmed, Val will provide it to Executive Coordinator to share with the CP&V Committee.

8. New Business

None

Adjournment

Huskilson

THAT the CP & V Meeting for Thursday September 15th, 2022, be adjourned at 7:26pm.

CARRIED



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 September 2022.

Total number of calls for service: 10

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 7 (2 Handled by Chief)

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 Chief)	2	2 (Handled by
MEDICAL		1
MOTOR VEHICLE ACCIDENT		
STRUCTURE 3		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST 1		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		

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MA	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



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

October 4, 2022

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
BOT 1W0

Dear Ms., Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of September, 2022.

Fiscal Year	2022/2023	2021/2022
Number of Permits Issued this Month	0	1
Number of Permits Issued to Date	13	8
Construction Value	\$ 0.00	\$ 8,000.00
Total Construction to Date	\$ 1,954,200.00	\$ 566,683.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Document #	D23-177
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Committee	<input type="checkbox"/>

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



P.O. Box 670
 168 Water Street
 Shelburne, N.S.
 B0T 1W0
 Phone: (902) 875-2991
 Cell : (902) 874-2476
 Fax: (902) 875-3932

lewis.chetwynd@shelburnens.ca
www.shelburnens.ca

October 12, 2022

By-Law Officer Report September 2022

September calls for service:

- 22-91. Service request: Complaint of man sleeping in building on Town property- Patrol made, question was not there but his belongings were present- RCMP assisted, and situation is resolved.
- 22-92. Service request: Complaint of household garbage being dumped on Town property. Patrol evidenced gathered- Subject in question removed the discarded waste within deadline. Resolved.
- 22-93. Service request: Complaint of barking dog- Patrol made, Dog was barking INSIDE of a home. No answer at the door-
- 22-94. Service request: Citizen requesting exception from land use by-law-(Mowing) deferred until 2023
- 22-95. Service request: Complaint of person living in a camper trailer- Ongoing
- 22-96. Service request: Complaint of unsightly grass – Patrol made; Parties agreed to mow - resolved
- 22-97. Service request: Complaint of Dog barking during the day- Patrol made- Dogs were not barking.
- 22-98. Service request: Complaint of loud vehicles and speeding vehicles on Water St and Falls Lane- Ongoing
- 22-99. Service request: Landlord requested to move garbage piled by building- Resolved
- 22-100. Service Request: Complaint of overnight camping- Patrol made- Campers ordered to move- Resolved
- 22-101. Service Request: Complaint of garbage dumped on Morvan Road- Garbage removed- Ongoing
- 22-102. Service Request: Follow up to Dangerous or Unsightly Order- Did not comply- ongoing
- 22-103- Service Request: Follow up to unsightly property- Ongoing as there is still work to be done

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subject in Council	✓
Agenda and Committee	✓

Assignments:

- Daily patrol of areas where garbage been dumped.
- Working towards Special Constable designation
- By-law and policy reviews
- Working with group regarding a lengthy clean up effort of a Dangerous / Unsightly

Summary of additional By-Law Officer duties and outcomes:

The Special Constable for the Region of Queens has been assisting us with our request for Summary Offence Tickets and the procedures that accompany them.

Frequent patrols have revealed many traffic violations such as parking at stop signs, hydrants, and disabled parking spaces. Also, vehicles have been noted using what appears to be excessive speed and making unnecessary noise from heavy throttling on Falls Lane and Water Street. Tinted windows, excessively wide tires, and using cell phones while driving are also seen daily.

Respectfully submitted,

Lewis Chetwynd

Special Constable
By-Law Enforcement



Town of Shelburne
October 17, 2022
Staff Report to Council
Bank Transfer

General Overview:

This staff report is intended to gain Council approval for a transfer that needs to be made as presented by Belliveau Veinotte Inc. to the Audit Committee on September 6, 2022.

Background:

Ron Chute, CPA, CA, from Belliveau Veinotte Inc., reviewed the audited 2021-2022 Financial Statements with the Town of Shelburne Audit Committee on September 6, 2022.

Belliveau Veinotte Inc during the presentation noted a transfer from the General Operating Reserve #91-02612 to General Capital Reserve #91-03015 in the amount of \$4,709.95 had not been completed in a previous year.

Recommendations:

THAT Council approve a transfer of \$4,709.95 from General Operating Reserve to Capital Reserve.

Respectfully Submitted,
Jane Crowell, Finance Manager

Document #	D23-A79
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Committee	<input type="checkbox"/>
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