



AGENDA
Town Council Meeting-Council Chambers
January 3rd, 2023
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 December 5th, 2022

4) Proclamations & Announcements:

- a) Pay It Forward Day in the Town of Shelburne is January 12th in memory of Carmen Faith Huskison
- b) January 2023 Volunteer of the Month Marilyn Johnston

5) Delegations:

None

6) Correspondence:

Action:

- a) Region 6 Budget D23-A101

Information:

- a) Newsletter from Western Counties Regional Library D23-A106
- b) Code of Conduct Provincial Working Group report D23-A107
- c) Property Valuation Services Corporation report D23-A108

7) Council Items:

None

8) Committee Reports:

- a) Audit Committee September 6 2022 Minutes D23-A109

9) Staff Reports:

None

10) New Business:

11) Upcoming Meetings/Events:

- a) CP&V Committee meeting January 11, 2023
- b) Town Council meeting-Monday January 16 2023, 6pm, Council Chambers

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting

Council Chambers
December 5th, 2022

DRAFT

Council Members Present

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

Council Members Absent

Rick Davies

Staff Present

Sherry Doane, CAO
Candy Venning, Executive Coordinator

(Document #)

Call to Order

Mayor Harold Locke called the Council meeting to order at 6:15pm 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.

I would like to call the meeting to order and my first thing is to welcome Candy Venning to the staff as our new executive coordinator.”

Approval of the Agenda

THAT Council approves the Agenda for November 7th, 2022, as presented.

Ringer - Nickerson

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Town Council Meeting held on November 21st, 2022, as presented.

Acker-Nickerson

CARRIED

Proclamations & Announcements

Councillor Nickerson

International Day for Persons with Disabilities-December 3rd, 2022

The annual observance of the International Day of Persons with Disabilities (IDPD) on December 3rd was proclaimed in 1992 by the United Nations General Assembly resolution 47/3. The observation of the Day aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities.

Councillor Acker:

National Day of Remembrance and Action on Violence Against Women-December 6th, 2022

We would also like to recognize that tomorrow, December 6 as The National Day of Remembrance and Action on Violence Against Women. It has been over 30 years since the murder of 14 young women at Polytechnique Montréal in 1989. This act of violence shook our country and led Parliament to designate today to remember these women, and in recognition we are all wearing a purple ribbon.

Councillor Ringer

Human Rights Day-December 10th, 2022

We would like to recognize December 10th is observed as Human Rights Day. This is a chance every year to reaffirm the importance of human rights in re-building the world we want, the need for global solidarity as well as our interconnectedness and shared humanity.

Mayor Locke:

Volunteer of the Month

Diann Langley is being recognized as the Volunteer of the Month for December for her many years of hard work and dedication to our community.

Diann is presently the National Elder Representative for the Congress of Aboriginal Peoples.

After moving back to Shelburne in 1999, Diann wanted to learn more about her aboriginal background. She sought out information from the Nova Scotia Native Council, which at the time the closest branch was in Yarmouth. After much work by her and other members, the NSNC granted them to become Zone 13. Diann has served on the Council since 2001. She has also served on the National Council for the past three years. Diann keeps busy on several other committees helping to identify needs within the system. Most recently Diann attended the Papal events during Pope Francis' visit to Canada in July of 2022 where she participated in the Holy Mass.

For all that Diann has done for the community and Aboriginal Peoples and continues to do so, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for December. Thank you, Diann.

Mayor Locke:

Holiday Wishes from Council & Staff

On behalf of all Town of Shelburne Council and Staff, I would like to wish everyone a Merry Christmas and a safe and Happy Holiday season!

Delegations none

Correspondence:

Action: none

Information: none

Council Items

Mayor Locke: Town of Shelburne Christmas cards

We were honoured to receive a record number of beautiful artwork submissions from Hillcrest for our town Christmas card. Council and staff took their responsibility seriously in a fair vote tabulation, choosing only 3. The winners are; Phoebe, in grade 1 from Ms. Holmes' class. Alivia, in Grade 6 from Mr. Renaud's class and Josie, in primary from Ms. Firth's class. Honourable mention goes to Quinn, a grade 5 student from Ms. Crawford's class.

CAO Update

a) Community Centre Accessibility Grant

The CAO reported that the administration manager spoke with Colleen of the Department of

Communities, Culture, Tourism and Heritage (CCTH) regarding our accessibility grant. She informed her that we did not receive one bid for our RFT. Sarah also advised her that we reached out to a couple of contractors to see if they'd be interested in bidding and to date, we have not received any confirmation. Sarah is asking for an extension on the grant.

b) Heritage Hall Project (D23-A99)
CAO referenced Compass Nova Scotia, regarding their actual start date and desire for us to move forward with signing the purchase agreement now that they finally have the government funding in place. Council asked and CAO confirmed there will be 5 units built.

Staff Reports

a) Quarterly Staff Report-Waste Diversion Officer (D23-A100)

THAT council accepts the Quarterly Waste Diversion Officers report as presented.

Acker - Ringer
CARRIED

New Business

Councillor Acker: I would like the Town and a letter signed by the mayor, on behalf of Council be sent to Robin Smith, thanking her for her many years of service and wishing her the best in her future endeavors on behalf of all of us.

Councillor Ringer: With cold weather upon us I would like to remind the public that if tow truck operators are out, please slow down and move over, and give them room so they can do their jobs safely.

Upcoming Meetings/Events

Next Town Council Meeting -will be Tuesday January 3rd, 2023, 6pm, Council Chambers.

Adjournment

THAT the regular Town Council Meeting of December 5th, 2022, be adjourned at 6:25 pm.

Nickerson
CARRIED

Mayor

Executive Coordinator



Document #	D23-A101
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PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClave@Region6SWM.ca

Sherry Doane
 Town of Shelburne
 PO Box 670
 168 Water St
 Shelburne, NS B0T 1W0

December 9, 2022

RE: Budget Approval 2023-24

Dear Ms. Doane,

On Friday, December 2, 2022, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2023 – March 31, 2024

The following motion was passed:

MOTION: to recommend approval of the 2023-24 Region 6 Inter-Municipal Committee Budget in the amount of \$121,379.00 to be invoiced to member councils as presented.

M/C

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- 34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Government	
Region 6	
Date	
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Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2023 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,



Christine H. McClare BA Psych
Regional Coordinator

encl.



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,451	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	13,353	89,425	89,425	89,425
Sub-total	\$ 60,447	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	0	75,000	75,000	90,000
Diversion ¹	0	310,000	310,000	350,000
Municipal Approved Programs	0	80,500	80,500	80,500
Interest	1,858	1,858		
Sub-total	\$ 1,858	\$ 467,358	\$ 465,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	97,631	109,422	109,422	127,975
Sub-total	\$97,631	\$109,422	\$109,422	\$127,975
TOTAL	\$ 159,936	\$ 789,883	\$ 788,025	\$ 861,578
Inter-Municipal Reserves Schedule				
	Previous Years Expenses	F2022-23 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	30,000	7,432	30,000	-

EXPENSES	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	33,225	66,450	77,077	85,329
Coordinator Benefits	7,818	12,856	12,856	11,350
Travel (Coordinator)	580	1,161	4,500	3,500
Training and conference	739	1,478	2,000	2,000
Office Rental & Cleaning ³	3,833	7,665	10,000	10,000
Cell phones	356	711	1,100	1,000
Internet/Phone/Fax	519	1,037	1,300	1,300
Office supplies and services	1,605	3,209	3,500	3,500
Computer/materials	524	1,048	1,500	1,500
Insurance	2,582	3,572	3,500	3,700
Administration	-	9,390	9,390	9,390
Legal & Auditor ⁴	8,760	10,000	10,000	10,000
Sub-total	\$ 60,539	\$ 118,576	\$ 136,723	\$ 142,569
EDUCATION				
Education salary	28,535	57,070	59,459	66,305
Educator Benefits	6,314	9,918	9,918	11,279
Travel (education) ⁵	7,580	15,160	10,500	14,000
Advertising	1,570	3,139	1,500	1,500
R6RECYCLES	10,347	11,000	11,000	12,000
Program materials	1,196	2,392	4,000	4,000
Sub-total	\$ 55,542	\$ 98,679	\$ 96,377	\$ 109,084
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	-	75,000	75,000	90,000
Diversion ¹	-	310,000	310,000	350,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	\$ -	\$ 554,925	\$ 554,925	\$ 609,925
TOTAL	\$ 116,081	\$ 772,181	\$ 788,025	\$ 861,578
Revenue/Expenditure	\$ 43,855	\$ 17,702	\$ -	\$ -

Notes to BUDGET:

1. Diversion Credits - \$5 million is available Provincial, up from \$4.1 million available last year. It is expected that a new smoothing agreement will take place during this year.
2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. 2023-24 estimate will be decreased by the 2021-22 surplus of \$6,596.

Actual to be billed to municipal members will be \$121,379.00
3. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.
4. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit.
5. Current projections include added expenses related to the Summer Intern. 2023-24 will be the first full year back since Covid.



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2023-24</i>
Shelburne Shared Services	6,456	6.99%	\$ 8,490.14
Town of Bridgewater	8,790	9.52%	\$ 11,559.53
Town of Mahone Bay	1,064	1.15%	\$ 1,399.24
Municipality of Lunenburg	25,545	27.68%	\$ 33,593.65
Municipality of Barrington	6,523	7.07%	\$ 8,578.25
Town of Clark's Harbour	725	0.79%	\$ 953.43
Municipality of Chester	10,804	11.71%	\$ 14,208.09
Town of Lunenburg	2,396	2.60%	\$ 3,150.93
Region of Queens Municipality	10,486	11.36%	\$ 13,789.90
West Hants Regional Municipality	19,509	21.14%	\$ 25,655.84
Total	92,298	100.00%	\$ 121,379.00



Region 6 Activities Summary 2022-23

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Exit 9 Hwy 103 Carpool lot Litter Reduction Pilot Project. A sign and bag dispenser have been installed and instructed users to take a bag, fill it up and take it home. If the pilot is effective, more sites will be considered.
- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines. This group of volunteers does the clean up and we work with the municipalities for disposal of what is collected. At Cape Sable (Cape Sable Island, Barrington) they have removed over 75,000 pounds of gear including over 1250 lobster traps!
- An on-going Social Media campaign aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- Outreach to educate MJSB residents and businesses on the changes to organics collection (no plastic-like bags in the cart and fast-food packaging as garbage)
- Assisting municipal By-law Enforcement staff to achieve compliance.

Administration

- Continuing to work with the province to work towards implementing Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP). Once implemented over the next several years, municipalities will get paid by the manufacturer to manage their products.
- Working with the Province to mitigate the impact to municipalities with the coming ban on pressure treated lumber. New methods will be required to keep pressure treated timber separate from other wood and be sent for disposal/diversion at Municipal Solid Waste landfills rather than Construction & Demolition (C&D) Disposal sites. Additional changes for some units, will be to have a site operating permit for facilities that process, store or transfer C&D. Currently only disposal sites require.
- Working with units to report Datacall (comprehensive reporting to the Province on full cost accounting for management of solid waste) information in the new system. This reporting is critical to obtaining Diversion Credits and Dairy Funding. It is expected that the new system will allow us to access reports for comparing municipalities costs and performance once the data is tabulated.
- In-depth reporting of fluid milk packaging managed to maximize funding to Region 6 units.

Christine H McClare
Regional Coordinator
Dec 9, 2022



Library Report

Compiled by Ian White

Community shows its love of the library during Adopt-A-Book



Staff profile

Mahala Sears

Mahala Sears has been a library clerk, an automation trainer, and, now, Western Counties Regional Library's programs and services manager.

"My previous roles in the library have helped greatly with my transition to management," she says. "I have already developed strong relationships with the other staff at the library, making it easy and open to work with them."

Her work in the branches and with the branch staff has given her an understanding of the day-to-day work the clerks encounter and valuable experience with programming in the communities.

"Our branch staff are very busy and I have seen first-hand the need for a programs and services manager to take the lead for the region," she says. "This has all allowed me to jump right in and get started developing new programming to come, region-wide."

She believes one of the biggest challenges is providing equitable and accessible programming and developing meaningful partnerships with the library.

She has high praise for the branch clerks who are busy producing regular, well-loved programming, but says there is a gap in regional programming.

"With my new position I aim to build on the programing and services throughout our organization and make connections with the different community groups," she says.



Library staff show their appreciation of the community support for the 2022 Adopt-A-Book campaign, which concluded Nov. 30.

People showed their love of Western Counties Regional Library by adopting 974 books during the 2022 Adopt-A-Book campaign.

The Adopt-A-Book campaign, which ran from Oct. 1 to Nov. 30, crushed its goal of having 750 new books adopted by the public to put on library shelves.

"The support people give this campaign is heartening," says Library Executive Director Erin Comeau. "It shows their love of reading and the library."

"It also is a 'thank-you' to our staff for their hard work and the service they provide," she says.

The fundraiser allows people to adopt (purchase for the library) books to put on their public library's shelves. All 10 branches had books on display that were available to adopt and borrow right away.

The dollar value of the donations to adopt the books was \$28,840, coming at a critical time for the library.

"Our funding is frozen for the next three years. With rising inflation and related-costs of operation, we have to cut back on

the number of new books and other library material we buy," Comeau said at the start of the campaign.

Community support came from all parts of the Tri-Counties and beyond, says Ian White, public relations manager and campaign organizer.

"People knew about the campaign and its importance because our sponsor Radio CJLS was airing campaign advertisements and doing live updates throughout the two-month period," says White. "Financial institutions, community organizations, schools and library Friends groups provided some very large donations in the hundreds and thousands of dollars."

"Individuals are huge contributors," says White. "For some, just having the ability to see and hold the book they are adopting and being able to borrow it makes the campaign easy to support."

The Adopt-A-Book campaign is carried out every two years with the next one coming in 2024. The 14 campaigns have raised \$399,598, putting 17,748 new books on library shelves.

Celebrating services for people with disabilities

Western Counties Regional Library celebrated its services available to people with disabilities in early December.

The event is tied to International Day of People with Disabilities on Dec. 3

“This is a week where we want to highlight services that we offer and showcase materials by, for, and about people with disabilities,” says Lydia Hunsberger, manager of collections and digital services for the library.

Some of the services and items the library offers include:

- Large print books
- Audiobooks and eBooks
- Portable DAISY talking book players
- Access to Centre for Equitable Library Access (CELA) and National Network for Equitable Library Service (NNELS)
- Autism fidget and sensory tool kits
- Borrow-by-Mail and staff-assisted selection
- Videos and DVDs with descriptive text
- Captioned videos and DVDs

Many of these items will be part of displays at library branches during the celebration. The library also has



Lydia Hunsberger of Western Counties Regional Library holds a portable Daisy talking book player next to some of the items and technology available for people with disabilities.

accessible computer workstations at seven of its branches. These stations each have a 27-inch full HD monitor, Adesso 4-times large print keyboard, and a Kensington trackball mouse.

Library staff members are available to help people find books or audiobooks, Hunsberger says. This can be a one-time service or it can be ongoing for people who prefer to have staff supply them with favourite authors and titles in preferred formats.

Available through the library, CELA and NNELS offer downloadable audio and electronic books (DAISY, MP3, and e-text formats), described video, and braille to people with print disabilities. People can sign up to download books to their own devices or computers, or have items delivered directly to their home or library.

“We are celebrating and highlighting these free library services,” Hunsberger says.

AROUND THE BRANCHES

Headquarters



Office Manager Yvonne LeBlanc, left, receives her 35-year work anniversary certificate from Executive Director Erin Comeau on Nov. 30.

Barrington

The Municipality of the District of Barrington has repaired the driveway around the library building.

Digby

The library has become a weekly learning hub for a group of adults, learning English, improving literacy skills and computer technology skills while Digby Area Learning Association’s new facility is being built.

Lockeport

The library is strengthening its connection with Lockeport Elementary School. Primary and Grade 1 and 2 classes are visiting on Friday mornings. This has increased library membership as the students acquire cards and borrow books and other items during their visits.

Shelburne

Friends of the Shelburne Library’s silent auction fundraiser returned for the first time in two years in late November and early December. The Friends group is a huge supporter of the library, providing funds for new, needed items, including a \$4,000 donation during the 2022 Adopt-A-book campaign.

Weymouth

Pictured right, Weymouth library clerk Marguerite Thibault and students from Weymouth Consolidated School hold up Smelly Socks bookmarks, created at the library after reading the Robert Munsch’s book *Smelly Socks* on Nov. 16.



Westport

Pictured right, Westport library has new upgrades, including a wheelchair ramp and an accessible front door.



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WHAT WE HEARD

Code of Conduct Consultation Report

Summary

In August, the Code of Conduct Working Group released a draft model code of conduct for municipalities and villages. The draft code was taken out for consultation with municipalities and villages for 8 weeks and over 160 participants provided feedback on the entirety of the survey.¹ This report summarizes the feedback we received during consultation, indicates some feedback the working group is considering as possible amendments to their recommendations, and future plans for the code of conduct.

Feedback received

- Every circumstance related to a code of conduct violation will need to be assessed individually.
- People with different personalities should be able to express themselves and be outspoken in their opinions.
- The same standards that apply to a municipality should apply to a village.
- Consideration should be given to acting in the interests of the municipality as a whole rather than just a particular district.
- Provisions related to sending emails and messages at appropriate times of the day and attire at business meeting should be considered.
- Some gifts and benefits that go along with being an elected official should be deemed socially acceptable.
- Elected officials should not be able to tender on items such as the sale of older or extra equipment.
- Suggestions that the code of conduct needs to relate specifically to online behaviour including bullying, inciting harm or cyberstalking.
- The code must be able to provide for respectful dissenting opinions at the council table.

97% of respondents agree there should be one standard code for all municipalities and villages.

93% of respondents agree that the code of conduct should apply to elected officials at all times

¹ 160 individuals completed the survey while an additional 179 started to provide feedback on the survey but did not complete it in its entirety, resulting in a total of 339 survey respondents.

- Must make it clear that an individual does not speak on behalf of council but is still able to provide their own opinion.
- Must make it clear that elected officials articulate council's decisions accurately, even if the member was not supportive of the decision.
- Must make it clear that personal statements are allowed as long as they are done respectfully.
- Discrimination should not occur on individuals' religious beliefs.
- Must ensure the code of conduct does not deter people in running for office.
- Consideration should be given on applying this code of conduct to those who are running for office but not yet nominated.
- Must ensure that the code of conduct addresses assault and inappropriate touching.
- A code is rendered useless unless there are repercussions associated with it.
- The code should not be intended to be used as a personal vendetta against members.
- The code of conduct needs consequences for poor conduct otherwise bad behaviour will continue.

Working Group Clarification and Considerations

This section includes some clarifications and considerations based on the feedback received during consultation. The clarification section is intended to clarify parts of the code and approach to the future of the codes of conduct. The considerations are comments received that the working group is reviewing as possible amendments to their recommendations.

Clarifications

- The working group recommends there be one model code for municipalities and one model code for villages. While the terminology will be different, the standards/expectations are the same.
- The code is not intended to silence dissenting opinions.
- This consultation was only to receive feedback on the code provisions. The working group is continuing their efforts on developing recommendations for sanctions and the investigation process. Once these recommendations have been finalized, we will complete a consultation to seek municipal and village feedback.

Considerations

- Behaviour relating to those during an election.
- Elected officials not being able to tender on items of older equipment.
- A statement being made about an identifiable group should be done respectfully.
- Making sure inappropriate touching is addressed in sexual harassment provisions.
- Updating value statements to reflect the municipal units' interests as a whole.

Future Plans for the Code of Conduct

After the survey closed on September 24, 2022, the working group is considering some amendments to their recommendations based on the feedback provided. They are also working on developing sanctions and investigator process recommendations. It is expected these recommendations will be completed by November/December of 2022. Once the sanctions and investigation process recommendations have been completed, a consultation will take place with municipalities and villages to provide feedback on what is being proposed. It is expected these consultations will take place beginning of 2023.

Following the consultation on sanctions and investigator process, the working group will finalize all their recommendations for codes of conduct based on all three components – content, sanctions and investigator process. Once these recommendations have incorporated the feedback received during consultations, there will be one final chance to provide feedback on the entire process through a brief survey. The working group will use the feedback in this survey to finalize and present their recommendations to the Deputy Minister of the Department of Municipal Affairs and Housing for consideration, followed by a submission to Executive Council for final approval.

We look forward to engaging with you again during the next stage of consultation to discuss the sanctions and investigation process recommendations in early 2023.

Sincerely,

Mayor Mood

Code of Conduct Working Group Chair



December 12, 2022

The attached report features four (4) indicators of market growth. The changes reflected in this report are for the 2023 Assessment Roll. This information includes:

1. Value added to the Assessment Roll as a result of new construction or building permits.
2. New lots created as a result of a subdivision and/or Assessment Account Number (AAN) and PID matches.
3. Properties that have sold and therefore been removed from the CAP program.
4. Value changes (either added or removed) as a result of an inspection.

These indicators are standalone features and cannot be added together as the same value may be included in more than one indicator.

If you have any questions, please contact us at 1-800-380-7775.

Regards,

Lloyd MacLeod
Director of Assessment
Property Valuation Services Corporation

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D23-A108	
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Market and New Growth Indicators Report Taxable Classifications Tax Year: 2023

SUMMARY FOR TOWN OF SHELBURNE

New Construction / Building Permits		
Value Class	# of Accounts*	Assessed Value Net Change
01 RESIDENTIAL TAXABLE	32	\$1,505,200
02 COMMERCIAL TAXABLE	8	\$489,500
03 RESOURCE TAXABLE	3	\$29,100
	43	\$2,023,800

*The # of Accounts is the number of accounts that have had a change in value due to a building permit, new construction or demolition. This may also include accounts with a permit carried over from previous years.
Net changes are for new construction, building permits issued and/or demolition.

New Lots / New Accounts				
Value Class	# of New Accounts *	New Value	Main Parcel Adjustment **	Assessed Value Net Change
01 RESIDENTIAL TAXABLE	2	\$27,000	-\$10,000	\$17,000
02 COMMERCIAL TAXABLE	1	\$5,400	-\$2,100	\$3,300
03 RESOURCE TAXABLE	1	\$3,000	-\$200	\$2,800
	4	\$35,400	-\$12,300	\$23,100

* New accounts are defined as the land parcels which did not exist last year (e.g. subdivisions, etc).
** Main parcel adjustment is the assessment adjustment as a result of a subdivision.

Inspections / Physical Changes		
Value Class	# of Accounts *	Assessed Value Net Change
01 RESIDENTIAL TAXABLE	55	\$438,200
02 COMMERCIAL TAXABLE **	4	\$0
03 RESOURCE TAXABLE	2	\$17,100
	61	\$455,300

Inspections are general file maintenance, not including building permits and may include demolitions.
* The # of Accounts represent the number of unique accounts that were inspected.
** Accounts that use the income approach for assessment have been excluded.

New Ineligible CAP Accounts from Sales				
Value Class	# of Accounts	Previous CAP Value	New Assessed Value	Assessed Value Net Change
01 RESIDENTIAL TAXABLE	28	\$2,035,000	\$2,727,400	\$692,400
03 RESOURCE TAXABLE	2	\$18,600	\$47,400	\$28,800
	30	\$2,053,600	\$2,774,800	\$721,200

The identified accounts are the ones which were eligible for 2022 CAP, but not eligible for 2023 CAP because of non-family sales.
The CAP eligibility changes due to sales may not be the sole reason for an assessment increase. It could be the result of a building permit or sales review etc.

Living Units			
Tax District	Previous Dwelling Units	Current Dwelling Units	Difference
000	945	954	9
	945	954	9

There may be more than one living unit per assessment account.
The living unit table displays only those properties classified as "taxable".

December 12, 2022

The attached *Municipal Profile Report* provides an overview of property attributes, assessment data, and market and Capped Assessment Program (CAP) impacts within your municipality.

For 2023, assessments are based on market value as of January 1, 2022. The official 2023 Assessment Roll will be provided to you on December 31, 2022, on the sFTP site.

If you have any questions or would like to discuss this report, please contact us at 1-800-380-7775.

Regards,



Lloyd MacLeod
Director of Assessment
Property Valuation Services Corporation

Property Assessment & Market Overview

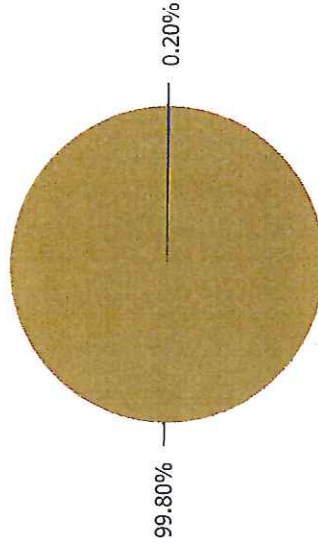
Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM
 Data Current To: Dec 8, 2022 10:36:10 AM

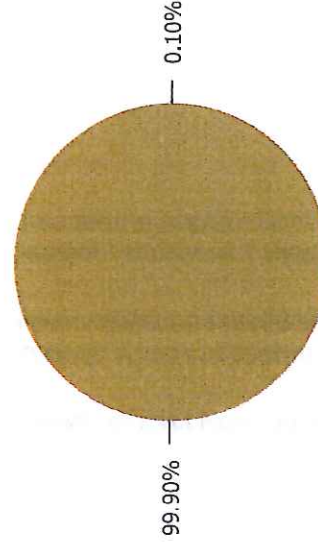
Provincial Assessment Values

	Filed Year: 2023	Filed Year: 2022	Change \$	Change %
Total Assessment	\$147,481,852,500	\$124,644,119,600	\$22,837,732,900	18.32%
Residential Assessment	\$120,604,433,300	\$99,556,529,100	\$21,047,904,200	21.14%
Residential with CAP (taxable)	\$100,096,726,500	\$89,489,042,300	\$10,607,684,200	11.85%
Commercial Assessment	\$26,877,419,200	\$25,087,590,500	\$1,789,828,700	7.13%

Number of Accounts in NS



Total Assessment in NS



■ TOWN OF SHELBURNE

■ REMAINING NS MUNICIPALITIES

■ TOWN OF SHELBURNE

■ REMAINING NS MUNICIPALITIES

Property Assessment & Market Overview

TOWN OF SHELburnE

Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM
Data Current To: Dec 8, 2022 10:36:10 AM

Properties and Assessment Overview:

	Filed Year: 2023	Filed Year: 2022	Change \$	Change %
All Residential Assessed Value	\$107,516,800	\$89,372,700	\$18,144,100	20.30%
Total Residential Taxable Assessed Value	\$90,560,400	\$80,553,700	\$10,006,700	12.42%
Total Residential Taxable Assessed Value not eligible for the CAP	\$22,475,100	\$29,236,900	(\$6,761,800)	-23.13%
Total Residential Taxable Assessed Value eligible for the CAP	\$68,085,300	\$51,316,800	\$16,768,500	32.68%
Total Resource Taxable Assessed Value	\$1,539,200	\$1,211,300	\$327,900	27.07%
Total Residential Exempt Assessed Value	\$1,081,400	\$913,300	\$168,100	18.41%
All Commercial Assessed Value	\$37,056,600	\$34,852,600	\$2,204,000	6.32%
Total Commercial Taxable Assessed Value	\$21,063,400	\$18,867,000	\$2,196,400	11.64%
Total Commercial Exempt Assessed Value	\$15,993,200	\$15,985,600	\$7,600	0.05%

Assessed Value reflects market value as of a specific point in time (base date).
Taxable Assessed Value is used to calculate property taxes and includes eligible Capped Assessments.

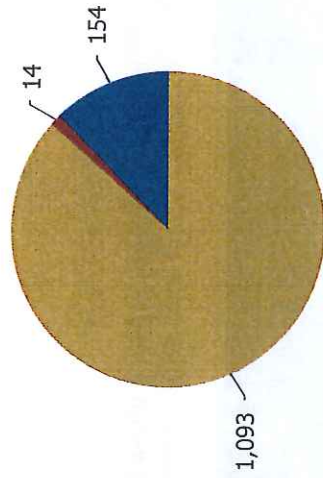
Property Assessment & Market Overview

TOWN OF SHELburne

Assessment Year: 2023

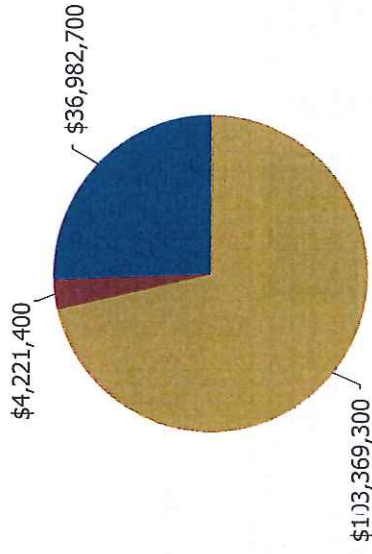
Report Run Date: Dec 8, 2022 10:51:12 AM
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Number of Accounts by Property Type



PROPERTY TYPE
 ■ Residential ■ Apartment * ■ Commercial

Assessed Value by Property Type



PROPERTY TYPE
 ■ Residential ■ Apartment * ■ Commercial

* Properties with more than three self contained living units

Property Assessment & Market Overview

TOWN OF SHELBURNE

Assessment Year: 2023

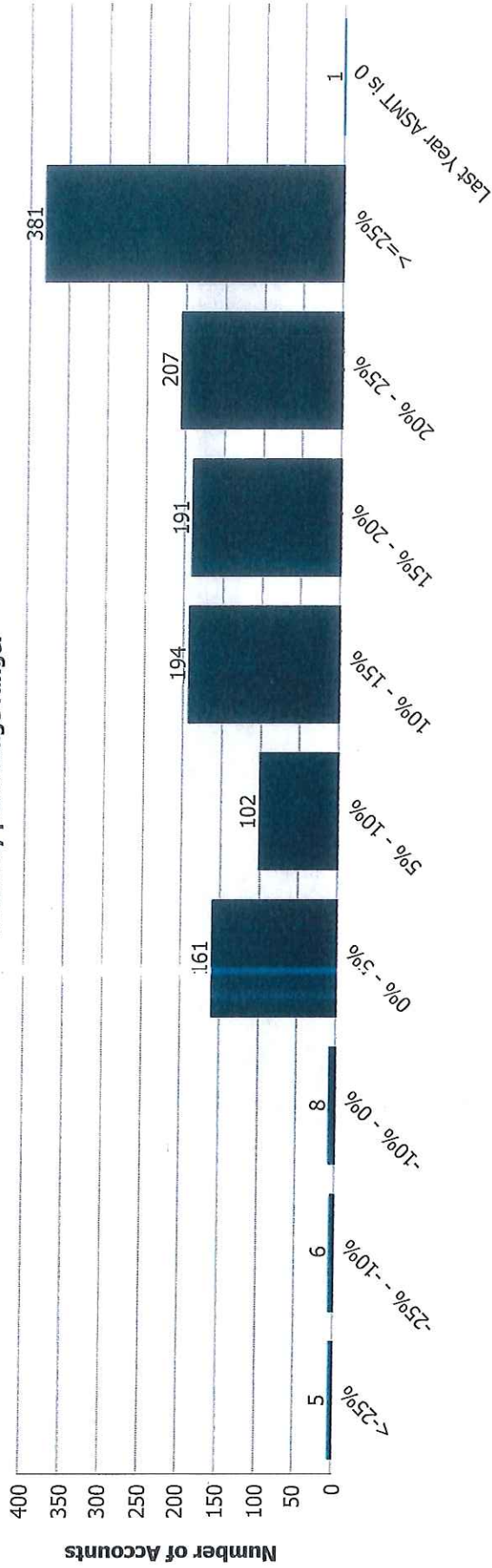
Report Run Date:

Dec 8, 2022 10:51:12 AM

Data Current To:

Dec 8, 2022 10:36:10 AM

Total number of accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



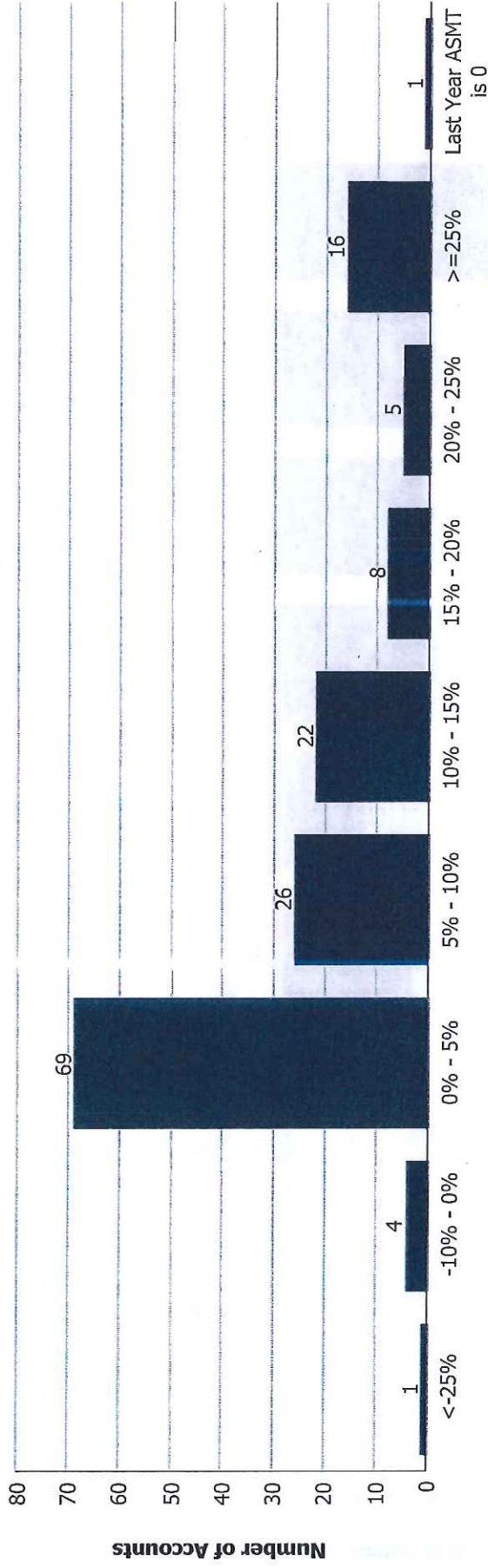
Property Assessment & Market Overview

TOWN OF SHELburne

Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM
 Data Current To: Dec 8, 2022 10:36:10 AM

Total number of commercial accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



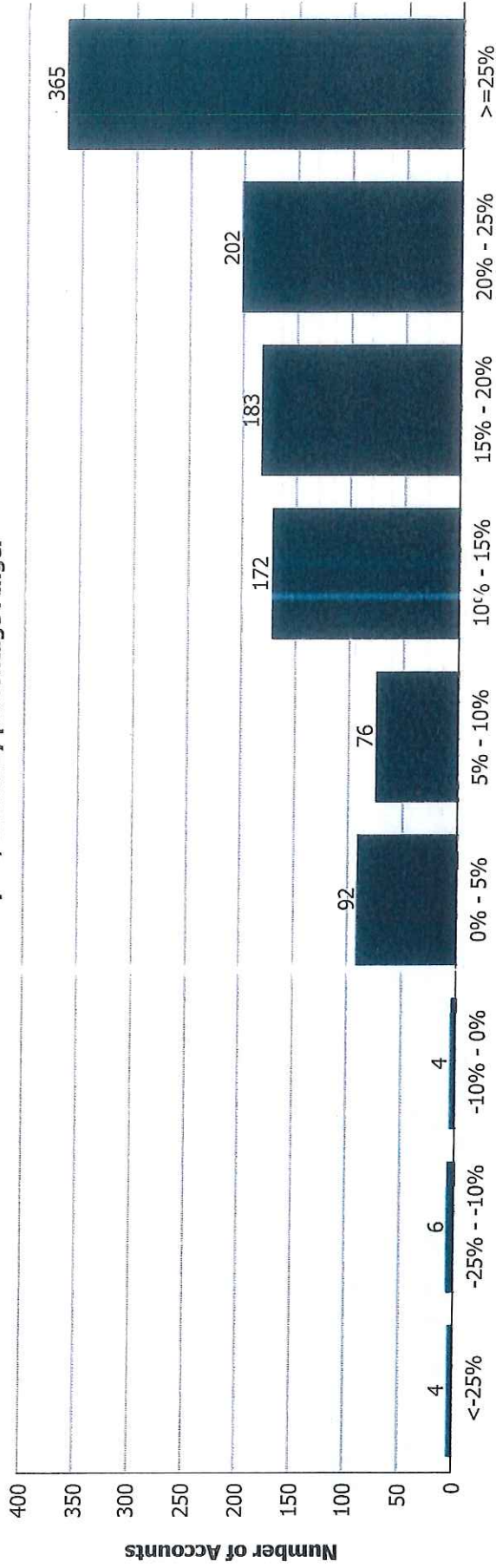
Property Assessment & Market Overview

TOWN OF SHELburne

Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM
 Data Current To: Dec 8, 2022 10:36:10 AM

Total number of residential accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



Property Assessment & Market Overview

TOWN OF SHELburne

Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM
Data Current To: Dec 8, 2022 10:36:10 AM

Market Activity Overview:

This section includes all sales for the current assessment year, excluding \$0, \$1 and unqualified sales.

Sales overview

	Number of Sales
COMMERCIAL SALES	4
RESIDENTIAL SALES	61
APARTMENT (BUILDINGS)	1
CONDO (UNIT)	0
RESIDENTIAL VACANT LAND SALES	5
COMMERCIAL VACANT LAND SALES	1

Unqualified sales: sales that are non-arms length transactions, which may include bankruptcy, tax sales, etc.



Property Assessment & Market Overview

TOWN OF SHELburne

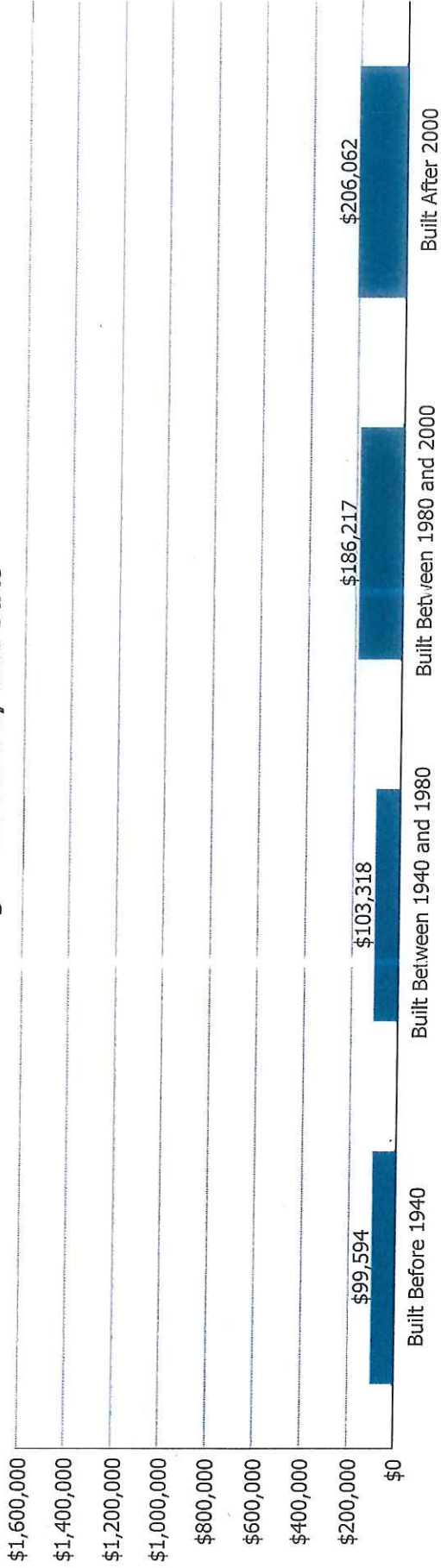
Assessment Year: 2023

Report Run Dates: Dec 8, 2022 10:51:12 AM
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Residential dwelling sales by year built:

	Number of Sales	Average Sales Price
Built Before 1940	9	\$99,594
Built Between 1940 and 1980	14	\$103,318
Built Between 1980 and 2000	23	\$186,217
Built After 2000	8	\$206,062

Average Sales Price By Year Built



Property Assessment & Market Overview

TOWN OF SHELBURNE

Assessment Year: 2023

Report Run Date: Dec 8, 2022 10:51:12 AM

Data Current To: Dec 8, 2022 10:36:10 AM

Residential Dwelling Assessment and CAP Overview:

	Average Assessed Value	Average Taxable Assessed Value	# of Properties	# of Properties Eligible for CAP	% of Accounts Capped
Residential Dwelling	\$130,181	\$111,986	727	611	84%
Condo (Unit)			0		

Assessed Value reflects market value as of a specific point in time (base date).

Taxable Assessed Value is used to calculate property taxes and includes eligible **Capped Assessments**.



Shelburne Audit Committee

September 6, 2022
5:00 pm – 6:00 p.m.

Minutes

Document #	D23-A109
Rec'd by	C.V.
Date	12-19-22
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Present:

Chair: Town Mayor Harold Locke
Town Council: Elizabeth Acker, Rick Davis, Ben Nickerson, and Sheldon Ringer
Public Representative: Bruce Bennett
Town CAO: Sherry Doane
Town Treasurer: Jane Crowell

- 1) **Call to Order** (Chair Harold Locke)
Meeting was called to order at 5p.m.
- 2) **Approval of Agenda**
Mover: Rick Davis, Seconder: Elizabeth Acker
- 3) **Approval of Minutes from Shelburne Audit Committee meeting of July 25, 2022**
Mover: Elizabeth Acker, Seconder: Rick Davis
- 4) **Committee Items:**
 - a) Presentation of the 2021-22 Financial Statements by Belliveau Veinotte Inc.
Ron Chute from Belliveau Veinotte Inc. reviewed the 2021-22 Financial Statements with the Audit Committee.
Recommendations:
THAT Council approve the Financial Statements as presented by Belliveau Veinotte Inc. for the fiscal year ending March 31, 2022.
THAT Council approve a transfer of \$327,883.16 from General Operating to General Operating Reserve.
THAT Council approve a transfer of \$4,709.95 from General Operating Reserve to General Capital Reserve.
Mover: Elizabeth Acker, Seconder: Ben Nickerson
- 5) **Old Business:**
- 6) **New Business:**
- 7)
- 8) **Adjournment:**
Meeting adjourned at 6:10 p.m.
Mover: Elizabeth Acker, Seconder: Rick Davis

