



AGENDA
Town Council Meeting-Council Chambers
May 15th, 2023
6:00 p.m.

Doc Ref:

- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the Special Town Council meeting held on April 26th, 2023
 - 4) Approval of Minutes from the Town Council meeting held on May 1st, 2023
 - 5) Proclamations & Announcements:
 - a) June, National Indigenous History Month
 - b) June, Pride Month
 - 6) Delegations:

None
 - 7) Correspondence:

Action: None

Information:

 - a) Mixed Curling Provincials, thank you letter D23-A146
 - 8) Council Items:
 - a) *Land-Use By-Law* Amendment, Second Reading regarding Pocket Communities
 - b) Town of Shelburne 2023-24 Operating Budget
 - c) OHV use in Town limits- Councillor Davis
 - d) CAO Update
 - 9) Committee Reports:
 - a) Community Participation & Volunteerism Committee minutes, March
 - 10) Staff Reports:
 - a) SVFD Report, April D23-A144
 - b) Building Inspectors Report, April D23-A145
 - c) By-Law Officers Report, April D23-A147
 - 11) New Business:
 - 12) Upcoming Meetings/Events:
 - a) Town Council meeting, June 6th, 6pm, Council Chambers
 - b) Spring Cruise Ships arriving May 27th and June 4th (both at 8am)
 - c) Town-Wide Yard Sale, June 10th
 - 13) In-Camera
MGA 22(2)(g), legal advice
 - 14) Adjournment
-



Town of Shelburne
Special Town Council Meeting Minutes
Shelburne Community Centre
Wednesday April 26th, 2023

Council Members Present

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

Staff Present

Sherry Doane, CAO
Candy Venning, Executive Coordinator
Jane Crowell, Manager of Finance
Jennifer Perry, Finance Officer

Call to Order

Mayor Harold Locke called the Council meeting to order at 5:20pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitek, 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 April 26th, 2023, as presented.

Acker-Davis
CARRIED

Council Items

a) Introduction of Budget Process (CAO)

CAO welcomed Council and staff to the FY2023-24 (April 1st 2023- March 31st 2024) Budget Meeting, thanking all for their efforts. The CAO introduced the budget process to Council, announcing the budgets will apply for the Fiscal Year 2023-24 (April 1, 2023 through March 31, 2024). There were four budgets, with the first three in draft, looking for approval at the meeting and the latter being the General Operating Budget that was a preliminary draft open for discussion but not expected to be approved until public feedback had been gained. The first three were: the Capital Budget, the Marine Budget and the Water Budget.

Before handing it over to the Finance Manager, the CAO then reminded Council of the top priorities they set for FY2023-24 being:

- #1 Financial Capacity
- #2 Fire Services
- #3 Divest in Assets
- #4 Economic Generators
- #5 Consolidation/ Unification

b) Review of Draft Budgets FY 2023-24

i) Capital (5 year) Budget

The 5-Year Capital Budget totals \$4,028,000 over five years. The Town of Shelburne relies on the Canada Communities Building Fund (Gas Tax) for much of its funding for Capital Projects, with the remainder from Reserves, Operating funds, and External funding. The Province recently announced funding to Nova Scotia Municipalities from the SSGF (Sustainable Services Grant Fund) which is a one-time grant to support infrastructure investments in our community. The Town of Shelburne received \$305,015, which is allocated in this 5 Year Capital budget. There are eligibility rules and requirements which need to be met and approved by the Province before the projects are commenced. For the Town of Shelburne to continue meeting the Capital needs of the future, annual transfers to Capital reserves are necessary.

5 Year Capital Spending by Department:

- Public Works \$980,000-The breakdown for the next five years in spending is Road Rehab \$550,000, Sidewalk Rehab \$200,000, Culvert Rehab \$70,000, Equipment \$125,000, and Vehicles \$35,000.
- Wastewater \$749,000 – The breakdown for the next five years in spending is continuing to upgrade lift stations electrical/SCADA \$284,000, Upgrade Lift Station Pumps \$150,000, Wastewater Main Rehab \$105,000, Plant Equipment \$175,000, and Vehicles \$35,000.
- Other \$295,000 – Breakdown consists of Facility Upgrades \$270,000 (162 Mowatt St, Grovestine Complex & Community Ctr) and Planning Strategy & Asset Management \$25,000.
- Fire Protection \$700,000 – Fire Truck (46% Town, 46% MDS and 8% SVFD)
- Shelburne Marine Terminal (Port) \$200,000 – Berlin Wall Rehabilitation
- Water Utility \$1,104,000 – The breakdown for the next five years in spending is -
- Water Laterals (If accessible to water) \$25,000, Water Plant Lagoons \$150,000, Plant Equipment \$33,000, Annapolis Water Tower Painting \$800,000, and Meter/Bluetooth Readers \$81,000

M23-067 *THAT* Council approves the Fiscal 2023-24 5-Year Capital Budget as presented
Davis-Nickerson
CARRIED

ii) Marine Terminal Budget

FY 2023/24 Shelburne Marine Terminal has a budgeting Revenue of \$431,877, Expenses of \$428,629 with a Surplus of \$3,248 (includes \$55,000 transfer to Reserve).

M23-068 *THAT* Council approves the Fiscal 2023-24 Shelburne Marine terminal budget as presented
Acker-Nickerson
CARRIED

iii) Water Utility Budget

FY 2023-24 Water Utility has a budgeting Revenue of \$660,721, Expenses of \$654,691 with a Surplus of \$6,030. The Water Utility is governed by the Rules and Regulations approved by the Nova Scotia Utility and Review Board (UARB).

M23-069 *THAT* Council approves the Fiscal 2023-24 Water Utility Budget as presented.
Ringer-Davis
CARRIED

c) Review of Preliminary Draft Budget FY 2023-24

i. General Operating

The Town of Shelburne Preliminary General Operating Budget for 2023/24 is \$4,374,273. This is an increase of \$493,299 (approximately 9.4% increase). Assessment is up which means Tax Revenue has increased as well. On the other hand, Expenses have increased considerably as well due to the

continuing effects of COVID. The Finance Manager stated that she does not believe the full effects of COVID until next year when assessment and expenses will finally stabilize. Finance determined that the optimal Operating Reserve balance needs to be \$874,855 to remain positive (green rating) with the Province.

A few Revenue highlights were:

- Tax Revenue \$2,645,657 (62%)- Residential/Resource Assessment from PCSC is up approximately 12.43%, largely due to the recent Housing Market and Commercial Assessment up approximately 12.4% as well due to recent sales and renovations to Commercial properties.
- Residential/Resource Tax Rate for 2023/24 is shown as \$2.03/100 of assessment in this draft.
- Commercial Tax Rate for 2023/24 is shown as \$3.88/100 of assessment in this draft.
- Deed Transfer Revenue \$115,000 (3%) – We are budgeting \$115,000 for 23/24 as property sales have not slowed to the degree that was anticipated.
- Grants in Lieu-Federal & Provincial \$11,770 – (less than 1%) Grants received from Federal & Provincial properties in lieu of Taxes.
- Sale of Services-Fire Protection Revenue (MDS) \$87,999 (2%) – As per Fire Services Agreement with MDS based on number of calls and mileage for fire calls in the agreed areas of the Municipality of the District of Shelburne.
- Environmental Health Services Revenue \$628,525 (15%) – Budget shows Wastewater (Sewer) Charge is to remain the same at \$260.00/unit for revenue of \$335,303. Solid Waste expense comes from Shared Services out of MDS for collection and Region of Queens for disposal requiring a total revenue from Taxpayers of \$290,722 which would bring the Solid Waste charge up to \$291.60/unit from \$279.87/unit for last year, which is an increase of \$11.73 (4%).
- Wastewater (Sewer) Charge for 2023/24 is suggested at \$260.00/unit.
- Solid Waste Charge for 2023/24 is suggested at \$291.60/unit, up from \$279.87 per unit.
- Rentals \$89,730 (2%) – Down due to upstairs tenant at the Former GOC building leaving by the end of April 2023
- Return on Investment, Interest and Other Revenue \$177,838 (4%) – Bank Interest is up from budgeting \$5,000 to \$22,000 due to higher bank balances and higher interest rates
- Unconditional Transfers from Provincial Government \$373,745 (8.5%) – Consists of Capacity Grant at \$359,645 (frozen for 10 years), HST Offset \$12,500 and Provincial Fuel Tax Refund \$1,600.
- Conditional Transfers from Federal, Provincial and Other Local Governments \$12,500 (less than 1%) – Consists of Federal Job Grants and Covid Safe Restart Grant, Provincial EMO Civic Addressing and MDS Grants for Splash Park and VIC.
- Other Transfers \$213,209 (4.8%)- Suggesting Transfer from Operating Reserve of \$163,209 which includes \$22,000 Alternate Energy Initiative, \$3,662 balance of King St Ctr project, \$62,547 balance of Shelburne Arena Emergency funding and \$75,000 for 162 Mowatt St Reno/Upgrades. Transfer from General Special Capital Reserve of \$50,000 which includes \$35,000 New (Used) Public Works ½ Ton Truck and \$15,000 for 162 Mowatt St Garage Roof Rehab.

A few Expense highlights were:

- General Government Services \$894,873 (20%)- Includes Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Administration Expense (Legal, Audit, IT, Office Expense), Insurance, Accessibility Planning, and other Administration Expense.
- Protective Services \$1,097,973 (25%) – Includes Police Protection, Emergency Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).
- Public Works \$532,330 (12%) – Includes Personnel Costs, General Equipment, Equipment Maintenance, Public Works Buildings, Roads & Streets, Sidewalks, Parks & Facilities and Debt

Payments.

- Wastewater \$318,269 (7%) – Includes Personnel Costs, Stormwater, Vehicle Expense, Lift Stations, Treatment Plant, Maintenance of Lines and Debt Payments (WWTF). The Wastewater budget now includes a position for Wastewater Assistant at 50% with the remaining 50% working as Water Assistant. With the loss of the current Water Plant Operator, it has become obvious that a Wastewater/Water Assistant is needed to de-risk two important infrastructures that the Town is responsible for. With the addition of this position which will offer assistance and continual training alongside plant Operators, it will also relieve the pressure on the Public Works Department which now covers both plants for vacations, sickness, and other absences. With two positions at each Plant continuing obtaining education and training and also supporting each other will provide succession training.
- Waste Collection \$277,914 (7%) – Solid Waste Collection and Disposal.
- Community & Economic Development \$91,600 (2%) – Includes MPAL, Planning & Inspection, Economic Development and Tourism & Events.
- Facilities Management \$287,565 (7%) – Includes 162 Mowatt St , Community Centre, Little Peoples Day Care, King St Ctr, Cox Shipyard Complex, 13 George Street, MacKay Memorial Library, Guild Hall, and Dock St Washrooms.
- Fiscal Services \$323,313 (7%) – Includes Debenture Principal payments \$166,844, Allowance for Uncollectable Taxes \$5,000 and Transfer to Capital Reserves \$151,469.
- Transfer to Capital Reserve consists of \$11,847 Future Debenture Balloon Payment instead of refinancing balance of Debenture, \$75,000 New Fire Trucks (annual amount), \$40,234 Sewer Reserve and \$24,388 Council Discretion.
- Reduction of Tax Revenue (Payments back to Province of NS) \$445,058 (10%) – Includes Education (Tri-County Schools), Library, Department of Justice, Corrections and Regional Housing.
- Taxation Exemptions \$60,633 (2%) – Includes Low Income Exemption, Non-Profit Tax Exemptions, Commercial District Development Improvement Program.

Council debated the merits and perils of a 2-cent tax decrease. Research was presented on comparison to nearby municipalities and the majority of Council asked Administration to reflect the 2-cent reduction as well as an unanimous request for Administration to not applying a salary increase to Council/Mayor stipend, allowing for the final draft be available starting 1 May online, with a hard copy at the Town office, giving time for Taxpayer to give them feedback before finalizing this budget at the next Council meeting.

M23-070 *THAT* Council request staff to release the Preliminary 2023/24 General Operating Budget with suggested changes, to the Public on May 1, 2023, to review and provide Council their feedback prior to the May 15, 2023 Council Meeting.

Nickerson-Davis

CARRIED

ii. Grants to Organizations

The total being recommended by the CP&V Committee is \$16,220 for the fiscal 2023-24 year that included:

- Shelburne Historical Society \$750
- Shelburne Long Boat Society \$500
- Osprey Art Centre (Ancient River Festival) \$500
- Fidelis House \$500
- Shelburne Garden Club \$200
- Guild Hall Summer Series \$600
- Shelburne Exhibition \$750
- Sou'West Nov Transit \$1,000
- George Street Shipyard Mill Society \$500

- Barrington Ground Search & Rescue (truck) \$3,600
- Black Loyalist Heritage Centre (Journey to Birchtown Event) \$550
- Pet Projects Society \$500
- Shelburne County Rescue Feral Cats/Kittens \$500
- Roseway Hospital Chronic Illness Fund \$500
- Shelburne Pumpkin Festival \$300
- Shelburne Lions Club \$1,470
- Shelburne Guild Hall Market \$500
- Shelburne County Basketball Association \$1,000
- Shelburne Curling Club \$500
- Shelburne County Archive & Genealogical Society \$500
- Shelburne County Special Olympics \$500
- Shelburne Sailing Academy \$500
- (reserve for mid-year requests) \$750

The Finance Manager also suggested to Council that the following “contractual” grants also be approved:

- Dock Street Days \$5,000
- Miracle on Dock Street \$2,000
- Shelburne Long Boat Society (building insurance) \$1,167
- Shelburne Regional High School (bursary) \$500
- Red Cross \$50
- Shelburne County Healthcare Recruitment \$889
- Roseway Hospital Charitable Foundation (Dr housing) \$1,875
- Shelburne County Arena (operating) \$19,890
- Shelburne County Arena (rest of emergency funding) \$62,546.68
- Kids Fair Play Fund \$3,500
- Shelburne County Seniors Safety Program \$6,227.36
- Barrington Ground Search & Rescue (operating) \$1,680

Total Grants to Organizations \$122,295.04 (with impact on Operating Budget of \$59,748.24).

M23-071 *THAT Council approves the Grants to Organization, as amended*

Acker-Ringer

CARRIED

i) Closing Remarks (Mayor Locke)

Thanked Staff and Council for the orderly process that has taken place for the past 3 months building up to this meeting. It has been a pleasure to hear honest discussion, done very diplomatically. Done in a manner that we like for it to happen, thank you all. Kudos to the Finance department for the clarity and proficiency of the documents.

Adjournment

THAT the Special Town Council Meeting of April 26th, 2023, be adjourned at 7:18pm.

Nickerson

CARRIED

Mayor

Executive Coordinator



Town of Shelburne
Minutes of the Regular Council Meeting
Monday May 1st, 2023

Council Members Present

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

Staff Present

Sherry Doane, CAO
Candy Venning, Executive Coordinator

Call to Order

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

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitik, 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 May 1st 2023, with the amendment of removing item 7 a) *Land-Use By-Law* Second Reading regarding Pocket Communities

Davis/Ringer

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the Town Council Meeting held on April 17th, 2023.

Nickerson-Acker

CARRIED

Proclamations & Announcements

a) Volunteer of the Month

Helen Goulden is being recognized as the Volunteer of the Month for May, for her hard work and dedication to our community.

Helen helped organize Founders' Days' (now Dock Street Days) and Parade of Lights, for several years, making sure they were successful events.

Over the years Helen has helped with many things in our Town and surrounding communities – YOLO Relay for Life, serving many meals at Sandy Point Lighthouse Suppers and helping with "Support our Troops" just to name a few.

Helen currently sits on the Shelburne County Arena Board and volunteered many hours in the Canteen. Most recently she has taken on the role of Canteen Manager, making sure it's running smoothly and effectively, and always ready to serve visitors with a smile!

Helen is a person you can call anytime you need a volunteer, she is always happy to help.

For all that Helen has done and continues to do for this community, the CP&V Committee and Town Council recognize Helen as the Volunteer of the Month for May. Thank you!

b) The International Day Against Homophobia, Biphobia and Transphobia

The International Day Against Homophobia, Biphobia and Transphobia was founded in 2004 to draw the attention to the violence and discrimination experienced by lesbian, gay, bi, trans and queer (LGBTQ+) people.

The day is celebrated on 17 May each year to coincide with the World Health Organization's decision to declassify homosexuality as a mental disorder in 1990. It is an opportunity to drive positive change and to remember that there is still a way to go until all LGBTQ+ people are free and safe from harm.

Delegations

None

Correspondence

Action:

None

Information

None

Council Items

None

Committee Reports

None

Staff Reports

a) SVFD Report, March

THAT Council accepts the Shelburne Volunteer Fire Department Report as presented.

Davis-Nickerson

CARRIED

New Business

None

Upcoming Meetings

- a) Town Council meeting, May 15th, 6pm, Council Chambers
- b) Source Water Protection Committee Meeting. May 16th, 10am, Town Hall
- c) To remind, the first cruise ship, Seven Seas Navigator, arrives on May 27th at 8am
- d) Due to an advertising error, the Public Hearing will be repeated for the re-zoning of 37 Bulkley St. and the amendment of the *Land-Use By-Law* for Pocket Communities on Monday, May 15th at 5pm at the Community Centre.

Adjournment

THAT the Regular Town Council Meeting of May 1st, 2023, be adjourned at 6:06pm.

Davis

CARRIED

Mayor

Executive Coordinator

DRAFT



Matthew King
President

Shelburne Curling Centre
144 John St.
Shelburne, N.S.
902-875-6064
matthewking87@gmail.com

May 7th, 2023

Re: Nova Scotia Mixed Curling Provincials

Dear Mayor Locke and Town Council,

On behalf of the Shelburne Curling Centre, I wanted to express our sincere gratitude for the support that the Town of Shelburne provided to us leading up to and during the recent Nova Scotia Mixed Curling Provincials.

Thanks to your assistance, we were able to successfully host this important event and showcase the talents of some of the best curlers in the province. Your support has helped us promote the sport of curling in our community and beyond. With the support of over 60 volunteers, the event attracted a large number of spectators and participants, and we received positive feedback from both curlers and attendees alike.

Please mark your calendar, as next year's event will be held March 28th - April 1st, 2024.

Once again, we cannot thank you enough for your generosity and support. It is because of partners like you that we can continue our mission of promoting and developing the sport of curling in our community.

Sincerely,

Matthew King
President, Shelburne Curling Centre

Document #	D23-A146
Rec'd by	C.V.
Date	May 7/23
COPIES TO:	
Council	✓
Agenda	✓
Committee	

REVENUE

GENERAL OPERATING REVENUES

TAXES

ASSESSABLE PROPERTY

RESIDENTIAL	\$1,816,172
COMMERCIAL	\$781,160
RESOURCE	\$29,933
FOREST PROP TAX(LESS 50,000AC)	\$23

\$2,627,288

BUSINESS PROPERTY

BELL ALIANT	\$10,533
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\$10,533

OTHER TAXES

DEED TRANSFER TAX	\$115,000
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\$115,000

Total Taxes

\$2,752,821

GRANTS IN LIEU OF TAXES

GRANTS IN LIEU - FEDERAL	\$8,480
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\$8,480

PROVINCIAL GOVERNMENT

GRANTS IN LIEU - PROVINCIAL	\$2,830
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FIRE PROTECTION	\$460
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\$3,290

Total Grants

\$11,770

SALE OF SERVICES

PROTECTIVE SERVICES

FIRE PROTECTION - MDS	\$87,999
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\$87,999

ENVIRONMENTAL HEALTH SERVICES

WASTEWATER CHARGE	\$335,303
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SOLID WASTE CHARGE	\$290,722
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WASTEWATER CONNECTIONS	\$2,500
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\$628,525

Total Sales of Service

\$716,524

OTHER REVENUE FROM OWN SOURCES

LICENSES & PERMITS

VENDOR PERMITS	\$200
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ZONING/COMFORT LETTERS	\$100
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DEVELOPMENT PERMITS	\$1,000
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\$1,300

FINES

TRAFFIC VIOLATIONS-COURT FINES	\$5,000
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TRAFFIC VIOLATION -PARKING	\$500
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\$5,500

RENTALS

PROPERTIES	\$130
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13 GEORGE ST	\$7,901
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GOC BUILDING	\$67,949
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KING STREET CENTRE	\$12,600
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GUILD HALL	\$150
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\$88,730

FIRE STN./COMM CTR. (RENTAL)

AUDITORIUM	\$1,000
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\$1,000

RETURN ON INVESTMENT

BANK INTEREST ON CURRENT ACCT	\$22,000
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\$22,000

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

PENALTIES & INTEREST ON TAXES		
INTEREST		\$40,000
		\$40,000
MISCELLANEOUS		
OTHER REVENUE		\$115,838
		\$115,838
<i>Total Other Revenue</i>		\$274,368
UNCONDITIONAL TRANS FRM GOVTS		
PROVINCIAL GOVERNMENT		
CAPACITY GRANT		\$359,645
HST OFFSET		\$12,500
PROV FUEL TAX REFUND		\$1,600
		\$373,745
<i>Total Unconditional Transfers from Governments</i>		\$373,745
COND. TRANS. FR. FED & PROV GT		
FEDERAL GOVERNMENT		
JOB GRANTS		\$2,000
COVID SAFE RESTART GRANT		\$1,000
		\$3,000
PROVINCIAL GOVERNMENT		
EMO (CIVIC ADDRESSING)		\$1,000
		\$1,000
COND. TRNSFRS-OTH LOCAL GOVTS		
MDS -FUNDING		\$8,500
TOL - TOURISM & EVENTS		
		\$8,500
<i>Total Conditional Transfers from Governments</i>		\$12,500
OTHER TRANSFERS		
TRANS FROM OTHER FUNDS (OWN RESERVE)		\$213,209
		\$213,209
TOTAL REVENUE		\$4,354,937

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

EXPENSES

23-24 BUDGET

GENERAL OPERATING EXPENSES
GENERAL GOVERNMENT SERVICES
LEGISLATIVE

MAYOR

STIPEND	\$22,511
CPP/MEDICAL	\$0
TRAVEL & EXPENSES	\$1,000

\$23,511

COUNCIL

STIPEND	\$56,277
CPP/MEDICAL	\$6,965
TRAVEL & EXPENSES	\$1,500

\$64,742

COMMITTEE EXPENSE

COUNCIL INITIATIVE EXPENSE	\$1,000
OTHER COMMITTEE EXPENSE	\$1,000

\$2,000

OTHER LEGISLATIVE

ELECTIONS, PLEBISCITES	\$0
NSFM DUES	\$2,407

\$2,407

LEGISLATIVE TOTAL

\$92,660

ADMINISTRATION & FINANCE

CAO

CAO	\$88,513
CAO EXPENSES	\$4,000
EXECUTIVE CO-ORD	\$43,534

\$136,047

ADMINISTRATION

HR MNGR/ADMIN	\$57,785
OFFICE STAFF - CASUAL	\$0
CSR/ADMIN	\$33,119
RECORDS MANAGEMENT/AM	\$0

\$90,904

FINANCE

FINANCE MANAGER	\$61,953
FINANCE OFFICER/ACCTS PAYABLE	\$46,101

\$108,054

BENEFITS

EMPLOYER EI, CPP	\$24,068
EMPLOYER TOWN PENSION	\$26,500
EMPLOYER HEALTH PLAN	\$15,512
WORKERS COMPENSATION	\$10,462
SICK LEAVE EXPENSE	\$2,000
VACATION PAY EXPENSE	\$2,000

\$80,542

TRAINING

STAFF EXPENSES	\$500
STAFF TRAINING	\$2,000

\$2,500

TOWN HALL EXPENSE

MAINTENANCE & REPAIRS	\$2,500
LIGHT & FUEL	\$19,140
WATER & INSURANCE	\$5,850
JANITORIAL WAGES	\$7,000

\$34,490

GENERAL GOV'T SERVICES

ASSESSMENT CST RECOVERY	\$25,947
GRANTS TO ORGANIZATIONS	\$122,295

\$148,242

ADMINISTRATION EXPENSE

LEGAL SERVICES	\$10,000
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Town of Shelburne, Nova Scotia

OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

AUDIT SERVICES	\$22,260
IT-SOFTWARE LICENSES/SUPPORT/SECURITY	\$22,500
OFFICE SUPPLIES	\$11,000
TELEPHONE/INTERNET	\$8,200
ADVERTISING	\$8,000
OFFICE EQUIPMENT	\$8,000
	\$89,960
OTHER ADMINISTRATION EXPENSE	
LIABILITY/CRIME/RNTL/ COMP DATA INSURANCE	\$68,205
OTHER GENERAL ADMIN SERVICES	\$14,000
OTHER GENERAL GOVERNMENT SERV	
MERCHANDISE	\$0
ASSET MANAGEMENT INITIATIVES	\$0
ACCESSABILITY PLANNING(CO-ORD)	\$16,619
	\$98,824
Total Administration and Finance	\$789,563
DEBT CHARGES	
INTEREST ON LTD	
DEBENTURE INTEREST	\$2,506
TERM LOAN INTEREST(O/D)	\$0
OTH DEBT CHRGS-BNK S/C,ETC	\$8,500
DEBT CHARGES TOTAL	\$11,006
Total General Government Services	\$893,229
PROTECTIVE SERVICES	
POLICE PROTECTION	
CRIME INV,PREV & PROT SVS RCMP	\$0
DEPT. OF JUSTICE (RCMP SERV.)	\$780,793
EMPLOYER(EI/ CPP)	\$0
WORKERS COMPENSATION	\$0
	\$780,793
OTHER PROTECTIVE SERVICES	
EMERGENCY MEASURES	\$6,704
	\$6,704
BY-LAW ENFORCEMENT	
OTHER-BY-LAW ENFORCEMENT OFFIC	\$27,599
EMPLR (EI/ CPP)	\$2,064
EMPRL(PENSION)	\$1,932
EMPLR(MEDICAL)	\$0
EMPLR (W/C)	\$925
OTHER-BY LAW OFFICER EXP	\$4,400
	\$36,920
FIRE PROTECTION	
ADM - WORKER'S COMPENSATION	\$4,000
FIRE (VOL FORCE ALLOWANCE)	\$5,300
OCCUPATIONAL HEALTH & SAFETY	\$0
SVFD-BUNKER GEAR,SBCA, ETC	\$25,000
FIRE ALARM SYSTEMS-DISPATCH	\$2,503
WATER SUPPLY AND HYDRANTS	\$83,565
WATER SUPP & HYDTS-FIRE WELLS	\$0
TRAINING	\$15,000
OTHER - SUPPLIES,MEALS,ETC	\$200
FIRE STATION AND BUILDINGS	\$36,050
FIRE STN- WATER, INS	\$17,555
MAINTENANCE OF EQUIPMENT	\$6,000
MAINTENANCE OF TRUCKS	\$28,000
MTC/INS OF BOATS	\$2,000
MTC/INS OF ATV	\$1,000
MTC/INS OF LAFRANCE	\$810
COMMUNICATION EQUIP-TRK RADIO	\$3,000
TRUCK & EQUIPMENT INSURANCE	\$15,550
	\$245,533
SHARED SERVICES	
FIRE INSPECTION	\$12,049
BLDG INSP-SHARED SERVICES	\$13,491
	\$25,540

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

DEBT CHARGES	
OTH DEBT CHRGS-LATE FEES,ETC	\$0
DEBENTURE INTEREST	\$2,453
	<u>\$2,453</u>
<i>Total Protective Services</i>	<u>\$1,097,943</u>
PUBLIC WORKS OPERATIONS	
WAGES & BENEFITS	
WORKER'S COMPENSATION	\$7,650
EMPLOYER(EI/ CPP)	\$17,636
EMPLOYER(PENSION)	\$9,389
EMPLOYER(MEDICAL)	\$10,533
LABOUR	\$211,250
TRAINING	\$3,000
	<u>\$259,458</u>
OTHER	
SURVEYING	\$6,000
MEMBERSHIPS	\$375
CELL PHONES - PUBLIC WORKS	\$1,900
OTHER-OFF.SUPP,PSTG,ADS,ETC	\$250
	<u>\$8,525</u>
<i>Total PW Operations</i>	<u>\$267,983</u>
GENERAL EQUIPMENT	
FUELS	\$15,000
INSURANCE-TRUCKS,LDR,ETC	\$9,295
COMMERCIAL CARRIER FEE	\$66
SUPPLIES, SMALL TOOLS	\$5,000
	<u>\$29,361</u>
EQUIPMENT MTC	
MAINTENANCE OF LOADER	\$3,000
MAINTENANCE OF BACKHOE	\$2,500
MTC- '15 KIOTI TRACTOR	\$500
MTCE 3 TON-2011	\$5,000
'99 5 TON WHITE TRUCK	\$6,000
2011 1/2 TON TRUCK (BLUE)	\$1,500
MTC-1 TN TRK-DODGE'09	\$2,500
MTC 1/2 TN'09 FORD SILVER	\$0
MTC 1/2 TN TRUCK (NEW-USED)	\$500
MTC 1/2 TN'03 CHV/BRGNDY	\$0
MTC OF '04 SKIDSTEER	\$1,500
MAINTENANCE OF SMALL EQUIP	\$2,000
TCA - NEW USED 1/2 TON TRUCK	\$35,000
MTCE SNW REMVL EQUIP	\$5,000
	<u>\$65,000</u>
<i>Total PW Equipment</i>	<u>\$94,361</u>
BUILDINGS	
P/W BUILDING & YARD	\$10,575
P/W BLDG - WATER/INSURANCE	\$2,570
SALT & SAND STORAGE BUILDING	\$2,018
	<u>\$15,163</u>
ROADS AND STREETS	
TREE MTC	\$5,000
SNOW & ICE REMOVAL-inc LABOUR	\$20,000
STORM SEWERS(inc LBR)	\$5,500
STORM WATER MANGMNT(CULVERTS)	\$2,500
COLD PATCH	\$5,000
SALT/SAND	\$25,000
GRAVEL	\$2,000
STREET LIGHTING	\$19,020
	<u>\$84,020</u>
OTHER ROADS & STREETS	
ROAD ALLOWANCES-PATCHING	\$10,000
GRADING STREETS & RDS	\$1,000

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

SIDEWALK REPAIRS	\$2,000
STREET SIGNS	\$1,000
TRAFFIC LANE MARKING	\$14,000
OTHER - ROADS & STREETS	\$4,000
DOCK STREET FLOWERS	\$6,000
	\$38,000
PARKS & FACILITIES	
RECREATION COMPLEX	\$3,500
COMPLEX LIGHTS	\$0
GEORGE/PARR STREET PLAYGROUND	\$500
GENERAL PARK EXPENSE	\$4,500
GRAHAM'S SPLASH PARK	\$18,025
TRAILS	\$1,000
	\$27,525
DEBT CHARGES	
OTH DEBT CHRGS-LATE FEES	\$0
DEBENTURE INTEREST	\$5,278
	\$5,278
<i>Total Transportation Services</i>	\$532,330
WASTEWATER & SOLID WASTE	
WASTEWATER	
WAGES & BENEFITS	
ADMINISTRATION (W/C)	\$1,660
WASTEWATER PLANT OPERATOR	\$52,546
WASTEWATER PLANT ASSISTANT(50%)	\$30,000
ODRC-OVERALL DIRECT RESPONSIBLE CH	\$5,200
WASTEWATER PLNT OPER-EXPENSES	\$1,150
PROF DEV(COURSES)	\$2,000
EMPLOYER(EI/CPP)	\$3,870
EMPLOYER(PENSION)	\$3,468
EMPLOYER(MEDICAL)	\$2,905
	\$102,799
OTHER WASTEWATER	
STORMWATER INFILTRATION STUDY	\$0
OFF SUPP, PSTG, ETC	\$250
	\$250
VEHICLE EXPENSE	
TRUCK & TRLR EXPENSE	\$3,700
TRUCK & TRLR INS	\$720
	\$4,420
LIFT STATIONS	
WASTEWATER LIFT STNS-POWER	\$28,350
WSTWATER LIFT STNS(MTCE & REPRS)	\$23,650
	\$52,000
TREATMENT PLANT	
WSTWATER TREATMENT & PLANT-MTCE	\$43,500
WSTWATER TREATMENT PLANT-POWER	\$51,000
WSTWATER TRTMNT PLNT-WTR/INS	\$36,000
WATER TESTING	\$9,000
CHEMICALS & ADDITIVES	\$3,700
STORAGE BUILDING- INC POWER	\$3,600
	\$146,800
MTC OF LINES	
MTCE OF LINES - PARTS	\$2,000
MTCE OF LINES - LABOUR	\$10,000
	\$12,000
<i>Total Wastewater</i>	\$318,269
WASTE COLLECTION	
SOLID WASTE	
WASTE STATION -BUILDING/SUPPLIES	
GARBAGE BINS/DOG WASTE STATIONS	\$300
	\$300

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

	23-24 BUDGET
COMPOST	
COMPOST BINS-GREEN CARTS	\$0
	<u>\$0</u>
SHARED SERVICES	
SHARED SERV-GARBAGE & REG QUEENS	\$297,155
	<u>\$297,155</u>
DEBT CHARGES	
OTH DEBT CHARGES-LATE FEES	\$0
DEBENTURE INTEREST	\$25,234
	<u>\$25,234</u>
	<u>\$640,958</u>
COMMUNITY/ECONOMIC DEVELOPMENT	
PUBLIC HEALTH/WELFARE SERVICES	
MDS - MPAL PROGRAM	\$10,000
MEDICAL CENTRE	\$0
	<u>\$10,000</u>
PLANNING & INSPECTION	
LUB/MPS-REWRITE	\$4,000
SHARED SERVICES - DEVELOPMENT OFF	\$500
OTH PROFESSIONAL SERV(ENG,PLNG,ETC)	\$5,000
REGIONAL PLANNING	\$21,100
	<u>\$30,600</u>
ECONOMIC DEVELOPMENT	
ALTERNATE RESOURCE ENERGY AUTH	\$22,000
	<u>\$22,000</u>
TOURISM & EVENTS	
TOUR. & MARKETING	
MARKETNG & PROMO(MDS)	\$5,000
TOUR & MARKETING- EVENT SIGNS	\$3,775
CHRISTMAS DECORATIONS	\$0
MIRACLE ON DOCK STREET	\$0
DOCK STREET DAYS	\$0
EVENTS- SPONSORSHIP	\$0
VIC - MAINTENANCE	\$1,000
VIC - INSURANCE	\$425
VIC - OPERATIONS	\$14,250
GUILD HALL - PROGRAMMING	\$3,500
PUBLIC ART Mtc	\$0
SOUTH SHORE TOURISM TEAM	\$1,050
	<u>\$29,000</u>
	<u>\$91,600</u>
FACILITIES MANAGEMENT	
BLDGS & FACILITIES	
MOWATT BUILDING	\$57,100
COMM CTR-OPER,MTC & REPAIR	\$36,268
COMM CTR-JAN,WTR,INS	\$22,890
LITTLE PEOPLES-DAY CARE	\$0
KING ST CTR.(OPER,MTC,REPRS)	\$16,000
KING ST CTR.(WTR & INS)	\$6,560
HERITAGE HALL (OPER,MTC,RPR)	\$320
HERITAGE HALL (INS)	\$1,630
COX SHIPYARD COMPLEX	\$8,365
13 GEORGE	\$6,550
MACKAY MEM LIBRARY-OPER EXP	\$10,900
LIBRARY JANITORS WAGES	\$8,200
GUILD HALL-MTC & OPERATIONS	\$3,945
DOCK ST- PUBLIC WASHROOMS	\$5,600
TCA-FACILITY IMPROVEMENTS	\$93,662
	<u>\$277,990</u>
DEBT CHARGES	
DEBENTURE INTEREST (CED)	\$167
DEBENTURE INTEREST (REC & CULTURAL)	\$9,408
	<u>\$9,575</u>

Town of Shelburne, Nova Scotia
OPERATING BUDGET (draft as of 1 May 2023)

23-24 BUDGET

<i>Total Facilities Management</i>	\$287,565
FISCAL SERVICES	
FINANCING/DEBT CHARGES	
DEBENTURE PRINCIPAL	\$166,844
	\$166,844
UNCOLLECTIBLES	
UNCOLLECTABLE TAXES	\$5,000
DEFICIT - PREVIOUS YEARS	
	\$5,000
RESERVE TRANSFERS	
CAPITAL RESERVE	\$133,777
OPERATING RESERVE	\$0
	\$133,777
APPROPRIATIONS-RED TX REV	
REG SCHOOL BRD	\$306,258
REG LIBRARY	\$13,400
DEPT. OF JUSTICE (PROS. FEES)	\$4,000
PROT SERV-CORRECTIONS	\$21,400
DEF. REG HOUSNG AUTH	\$100,000
	\$445,058
TAXATION EXEMPTIONS	
LOW INCOME TAX EXEMPTION	\$15,000
TAX EXEMPTIONS	\$40,507
CDDIP(COMM DEV DIST IMP PRGRM)	\$5,126
	\$60,633
<i>Total Fiscal Services</i>	\$811,312
TOTAL EXPENSE	\$4,354,937

\$0

TOTAL REVENUE	\$4,354,937
LESS TOTAL EXPENSE	\$4,354,937
PROFIT/(DEFICIT)	\$0



Meeting Minutes
Community Participation & Volunteerism Committee
Wednesday March 22nd, 2023
6pm- Council Chambers, 168 Water St.

Committee Members Present:

Bonnie Mahaney, Chair / Public Member
Mary Ayer / Public Member
Deby MacAlpine/ Public Member
Harold Locke / Council Member
Holly Renaud / Public Member
Andrea Huskilson-Townsend / Public Member
Ben Nickerson/Council Member
Jill Webb/Town Staff Member

1. Call to Order

Chair Mahaney called the meeting to order at 6:04p.m.

2. Approval of Agenda

Renaud-Huskilson

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for March 22nd, 2023, be approved as presented.

CARRIED

3. Approval of Minutes

Nickerson-McAlpine

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on February 22nd, 2023, be approved as presented.

CARRIED

4. Business Arising

Cruise Dates:

Chair Mahaney asked Jill to give the dates to the members on the upcoming Cruise ships. May 27th and June 4th are the next ships to arrive in Port. Chair Mahaney asked Debbie to be a Coordinator of the Volunteers and to head a subcommittee of organizing all volunteers for the cruise ships. Jill will help her take this on. It was decided that this will be discussed in more detail at the next meeting. Jill to organize a call out for volunteers!

5. Delegations

None

6. Correspondence

Letter to Cheryl Bower:

Jill read the letter that was sent to Cheryl thanking her for her time serving on the CP&V Committee.

7. CP&V Items

a) Volunteer of the Month

The committee discussed volunteers of the month for April, May, and June. It was also discussed that at the next meeting we will look at Volunteer of the Year nominees and Jill will bring a list to go through.

b) CP&V New Member

Holly Renaud suggested a new member of the community to join the CP&V committee and asked if she could invite them to join in on the next meeting, it was agreed for her to invite them along.

8. New Business

Before the vetting began, Jill indicated the dates for the Town Wide Clean-Up. It will be held on Friday, April 21st, 2023, with a rain date of April 24th, 2023. Jill to let the Committee know the start time.

a) Grants to Organizations

The committee again reviewed the applications as they now had an amount to work with from Council for this year's upcoming budget. The committee went through and discussed all applications and allocated monies to organizations. A report will go to Council at the next Budget Council meeting.

Ayer – Renaud

THAT the Grants to Organizations for the 2023-24 fiscal year be sent to Council as a recommendation from the CP&V Committee.

CARRIED

9. Next Meeting

Chair Mahaney informed the committee that the next meeting would be held on April 12th, 2023.

10. Adjournment

McAlpine

THAT the CP & V Meeting for Wednesday March 22nd, 2023, be adjourned at 7:30pm.

CARRIED



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS
BOT 1W0

Document #	D23-A144
Rec'd by	C.V.
Date	May 1/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of April 2023.

Total number of calls for service: 16

Calls for service within the Town: 7

Calls for service in the Municipality of Shelburne protection area: 8

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	1
MEDICAL	2	1 + 1 Mutual Aid
MOTOR VEHICLE ACCIDENT		2
STRUCTURE	1	3
CHIMNEY/FLUE		
VEHICLE FIRE	1	
GRASS, BRUSH, FOREST	1	1
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

May 2, 2023

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 April, 2023.

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	1	4
Number of Permits Issued to Date	1	4
Construction Value	\$ 6,000.00	\$ 1,000,400.00
Total Construction to Date	\$ 6,000.00	\$ 1,000,400.00

Document #	D23-A145
Rec'd by	C.V.
Date	MAY 2ND/23
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca



Document #	D23-A147
Rec'd by	C.V.
Date	May 10/23
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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

May 10, 2023,

By-Law Officer Report April 2023

April calls for service:

- 23-036. Service request: *Complaint about burning garbage causing grass fire- Ongoing investigation.*
- 23-037. Service request: *Complaint of fire in back yard- Fire extinguished by homeowner- Verbal warning*
- 23-038. Service request: *Complaint of Parking in front of Fire Hydrants – 3 Verbal warnings issued in one day*

There were only a few formal complaints made for the month of March. Most of my time has been dedicated to training and learning the Municipal Gov't Act.

Assignments:

- Daily patrol of areas where garbage been dumped- Lots of litter near carpool
- Parking enforcement – *0 citations issued, 12 verbal warnings issued and 3 written warnings.*
- Co-op student from SRHS (Grade 11) attends on Wednesdays from 9-4. They have been enjoying the patrols and learning our by-laws.

Summary of additional By-Law Officer duties and outcomes:

- Completed ICS (Incident command systems) 2-day training course.
- Completed ECC (Emergency Coordination Center) Management 1 day training course.
- Follow ups to various complaints from March- 2 outstanding issue with Land Use. Property owners contacted.

Overall, there seems to be an improvement with compliance without By-Law. Motorists are parking more mindfully and garbage seems to be on the decline. More often than not residents state they were not aware of certain by-laws, especially surrounding waste containers and garbage. We plan on working closely with our Waste Diversion Officer to help identify problem areas and educate violators.

The deer population in the town continues to be an issue for many residents. Deer are being struck and left in the road, have evidence of being caught on fences, and are being an overall nuisance.

Respectfully submitted.

Lewis Chetwynd,

Special Constable

