



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**March 18<sup>th</sup>, 2024**  
**6:00 p.m.**

**Doc Ref:**

- 
- 1) Call to Order
  - 2) Approval of Agenda
  - 3) Approval of Minutes from the regular Town Council meeting held on March 4<sup>th</sup>, 2024.
  - 4) Proclamations and Announcements:
    - a) Purple Day, Epilepsy Awareness– March 26<sup>th</sup>, 2024 D24-294
  - 5) Delegations/Presentation:
    - a) Eric MacIntosh – Commissary Accessibility Marina Park Society (CAMPS) D24-295
  - 6) Correspondence:

**Action:**

    - a) Letter – Emily Cowin, Commercial tax rate D24-296
    - b) Letter – Matt MacInnis, Commercial tax rate D24-297
    - c) Letter – The Shelburne Loyalist Food Bank D24-298
    - d) Letter – Kids Fair Play Fund D24-299

**Information:**

    - e) Letter – NS Public Works, speeds on Highway 103 and 203 intersections. D24-300
    - f) Letter – NS Government, the Future of our Coastline. D24-301
  - 7) Council Items: NONE
  - 8) Committee Reports:
    - a) Port Committee Meeting Minutes D24-302
  - 9) Staff Reports:
    - a) Finance – Write offs. D24-288
    - b) By-Law Officer Report – February D24-303
    - c) SVFD Report – February D24-304
    - d) Building Inspector Report – February D24-305
    - e) CAO Update D24-306
  - 10) In-Camera: MGA 22 (2) (e) – contract negotiations.
  - 11) New Business:
  - 12) Upcoming Meetings/Events:
    - a) Burger BUNanza week is happening now until March 24, get out and try some of those tasty burgers!
    - b) Purple Day, March 26<sup>th</sup>, 2024
    - c) Next Council Meeting, Tuesday, April 2<sup>nd</sup>, 2024.
  - 13) Adjournment

Document #	
D24-294	
Rec'd by	
gnw	
Date	
Mar. 7/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**Purple Day Proclamation 2024**

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

**Now, therefore, I do hereby proclaim March 26, 2024, "Purple Day", in an effort to raise awareness of epilepsy in Canada.**

Signed 



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**March 4<sup>th</sup>, 2024**  
**DRAFT**

**Council Members Present**

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

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Deputy Chief Administrator Officer, Ken Smith  
Executive Coordinator, Jill Webb

**Call to Order**

Mayor 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 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 March 4<sup>th</sup>, 2024.

**Acker-Davis**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on February 20<sup>th</sup>, 2024.

**Davis-Ringer**

**CARRIED**

**Proclamations and Announcements:**

a) International Women's Day, March 8<sup>th</sup>, 2024

International Women's Day (IWD) is a global celebration of the social, economic, cultural, and political achievements of women. Each year, this day serves as a powerful reminder of the progress made towards gender equality and highlights the work that still needs to be done.

The 2024 campaign theme is Inspire Inclusion. This emphasizes the importance of diversity and empowerment in all aspects of society. When we inspire others to understand and value women's inclusion, we forge a better world. And when women themselves are inspired to be included, there's a sense of belonging, relevance, and empowerment.

Collectively, let's forge a more inclusive world for women.

### **Delegations/Presentations**

#### a) **Rob Stork – Osprey Arts Centre**

Mayor Locke welcomed Mr. Stork to Council and to begin his presentation. Mr. Stork introduced himself along with Allison Chapel, the Board Chair for the Osprey Centre.

He explained that the Osprey Centre is hoping to offer more programs and is hoping that Council would consider sponsoring. He has attached several levels of sponsorship.

He would like to see MDS, Osprey and the Town work together in planning events. He believes the Osprey is vital to the community as there is nothing like this from Yarmouth to Liverpool.

He then asked for questions, Councillor Acker noted that the best event she ever went to there was a duck calling event and it brought in people that normally wouldn't come to the Osprey Centre, Mr. Stork agreed that they need to plan some events that would suit different community members as well, he thanked her for the suggestion. He also mentioned they will be bringing movies back.

Mayor Locke thanked him for coming and for his presentation.

*THAT Council defer to the budget process.*

**Davis-Nickerson**

**CARRIED**

**M24-172**

#### b) **Chris Frotten, CAO, Municipality of Barrington – Complaints Reporting System**

Mayor Locke then welcomed Chris Frotten, CAO from the Municipality of Barrington to the table to begin his presentation on a system that was brought to Council a few weeks prior.

Mr. Frotten began to explain the reporting system that the Municipality of Barrington had implemented in 2018. He had presented this to the Mayors, Wardens and CAO's at a recent meeting and Ms. Mattatall felt it would be something that the Town of Shelburne should consider and asked Mr. Frotten to come speak to the topic.

Mr. Frotten explained that it is best to have a policy in place before you implement the system, so you have very clear guidelines. He explained that this system has helped manage complaints/issues properly and make sure the right department is receiving the complaints. He told Council that a resident can make a complaint online or in person, however, everything still must be inputted into the system and the system does not allow for anonymous complaints. Residents do have to leave their information. He told Council that when a resident makes a complaint/concern, etc. a ticket is then assigned to the appropriate department and then staff can go on and make notes on how it's being handled, etc. Staff and Council can look up the report and see what the status is so that everyone is knowledgeable on how things are being handled.

Mr. Frotten told Council that it costs approximately \$5000.00 for the set-up and then \$2400.00 annually. He said the Municipality has been very pleased with it.

He also informed Council that if someone clicks on a category that is not the responsibility of the Municipality, it gives them the appropriate information on who to contact. Also, the complainant does get notifications of updates and whether the issue has been resolved, completed, being addressed, etc.

Mayor Locke thanked Mr. Frotten for coming and explaining the process to Council.

*THAT Council defer to the budget process.*

**Davis-Nickerson**

**CARRIED**

**M24-173**

### Correspondence

#### **Action:**

a) Letter from Andrea Davis – Heritage Monument

Councillor Davis spoke to the letter in the package, he felt that the signage did need to be addressed and we needed more information on this topic.

*THAT Council direct staff to investigate maintenance and signage in that area and take to the budget process.*

**Davis-Acker**

**CARRIED**

**M24-174**

b) Shelburne County ATV Association – Letter of Support

*THAT Council direct staff to write a letter of support to the ATV Association.*

**Nickerson-Davis**

**CARRIED**

**M24-175**

#### **Information:**

a) Letter from Municipality of the District of Shelburne – Funding Sources, Wharf

### Council Items

a) Waste App – Region 6

*THAT Council direct staff to promote the app on our social media platforms.*

**Davis-Ringer**

**CARRIED**

**M24-176**

### Committee Reports: NONE

### Staff Reports

a) Finance – Write Offs

Council had some questions regarding the write offs and would like to have the Finance Manager present to answer them.

*THAT Council defer the topic to the next Council meeting to allow the Finance Manager to answer questions.*

**Davis-Ringer**

**CARRIED**

**M24-177**

b) IT – RFP Report

CAO Mattatall spoke to the report regarding our IT Services. She explained there was a committee formed consisting of representatives from MDS, The Town of Shelburne and Municipal Joint Service Board. They received 8 vendor responses and reviewed all tenders and scored them. G23 scored the highest. G23 Technologies was the most cost-effective and could manage all our needs.

Mayor Locke explained that we had to investigate this because our present IT support will no longer be servicing us, they have begun phasing us out.

*THAT Council of the Town of Shelburne award the IT Management and Support Services Request for Proposals to G23 Technologies based on the details outlined in their proposal at a cost to the Town of \$9011.00 + HST.*

**Acker-Ringer**

**CARRIED**

**M24-178**

c) Water Utility Report – February

d) Infrastructure Upgrades – New Roseway Manor Project

Ken spoke to his report in the Council package highlighting that he spoke to Bob Funke to figure out what is needed for our utilities. It is being fast tracked based on the Manor, housing complex, etc. He also told Council he met with Ramsay Duff from the MacLeod Group and explained that we can't guarantee that we can get any services outside of town. Mayor Locke explained that the priority is the nursing home, then the housing needs. He noted that they have not promised anything more but are working on what we can and can't do, the costs associated with this and if our system can handle it. Councillor Ringer noted job well done to the staff!

*THAT Town Council authorize staff to seek professional engineering services to assess our sanitary services network with an amount of up to \$10,000 approved and to report back to Council for further requested funding if required.*

**Davis-Ringer**

**CARRIED**

**M24-179**

e) Regional Material Recovery Facility (RMRF) – Assessment and Recommendations for Compliance with new regulations.

Ken updated Council on the report found in the package. He explained that the RFP did not examine a 4<sup>th</sup> option of looking at another site (i.e. Barrington Landfill Site).

f) GIS Computer Request – Follow up.

This topic was deferred from last meeting. Staff had examined all options, and it was agreed to move forward with the original motion.

*THAT Council approve a transfer from General Operating Reserve up to \$10,000 for the purchase of a GIS laptop and programs.*

**Acker-Davis**

**CARRIED**

**M24-180**

**In Camera:**

**MGA 22 (2)e – Contract Negotiations**

It was moved that we go In Camera at 7:09pm.

**Davis-Nickerson**

**CARRIED**

**Council came out of Camera at 7:39pm. There are no motions coming out of in camera.**

**New Business:**

Deputy Mayor Ringer wanted to congratulate the Shelburne County Special Olympics Floor Hockey team on their gold win!

Mayor Locke wanted to reiterate that as well as to say congratulations to the Shelburne Regional High Senior Girls Basketball team for bringing home the Provincial Banner with a 84-56 win over Springhill. Congratulations to the Lockeport Regional High School Senior Boys Basketball Team brought home a silver medal in the Division 3 Provincial Championship.

And congratulations to Shelburne's own Akaya Shand for winning gold at the Figure Skating Provincials in Amherst. She is moving on to represent Nova Scotia at Atlantics in April!

Town Council and Staff congratulate you all on your hard work and accomplishments, you should all be very proud!!

**Upcoming Meetings/Events**

- a) Internation Women's Day Celebrations, Friday, March 8<sup>th</sup>, 2024, Municipality of the District of Shelburne, 11am-1pm.
- b) Sponsored Family Skate by the Town of Shelburne, Sunday, March 10<sup>th</sup>, 2024, 12-1:30pm, Shelburne Arena.
- c) Next Council Meeting Monday, March 18<sup>th</sup>, 2024, here in Council Chambers.

**Adjournment**

***THAT*** the Regular Town Council Meeting of March 4<sup>th</sup>, 2024, be adjourned at 7:45pm.



**Application  
Request for Delegation/Public Presentation to  
Council/Committees**

Document #	D24-295
Rec'd by	JCW
Date	Jan 11/24
<b>COPIES TO:</b>	
Council Chambers, Council	✓
Agenda	✓
Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.shelburnens.ca](http://www.shelburnens.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Janet Curtis

Address: RR 3, 104 Gouldens Road, Shelburne NS B0T1W0

Phone: (902) 874-2803 Email: janet\_curtis@hotmail.com

- Council/Committee you wish to appear before:
- Town Council
  - Community Participation & Volunteerism Committee
  - Port Committee
  - Asset Management Committee
  - Shelburne County East RCMP Advisory Board
  - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

Present our project to the council and update on our progress. Ask for support for our project. We are not seeking funding

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We want to discuss water/sewer, drainage at Victoria street, cruise ships

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Date of Council/Committee meeting at which you wish to appear: March 16

- Are you representing:
- Yourself
  - An Organization/Society/Club (Name): Commissary Accessibility Marina Park Society
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

1

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

**Please return the completed form to:**

Jill Webb, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, [jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

\_\_\_\_\_ *Janet Burtis*

**For Office Use Only:**

Date Request Received: \_\_\_\_\_

Approved      Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

If Approved, Date of Presentation: \_\_\_\_\_

Signature of Executive Coordinator/Committee Secretary \_\_\_\_\_

**Jill Webb**

**From:** Sarah Mattatall  
**Sent:** March 13, 2024 4:46 PM  
**To:** Jill Webb  
**Subject:** FW: CAMPS request for partnership

Document #	124-295
Rec'd by	gw
Date	3/11/24
<b>COPIES TO:</b>	
Council	
Agenda	
Committee	

**From:** Eric MacIntosh <commarina22@gmail.com>  
**Sent:** Thursday, January 11, 2024 3:02 PM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Subject:** CAMPS request for partnership

**CAUTION:** This email originated from an external sender.

CAMPS would like to formally request a partnering consideration for sewer and water hook-up at no cost to CAMPS. Our project is a public space and as such will enhance the townspeople's experiences and its visitors. The Townspeople and downtown areas will greatly appreciate the CAMP site amenities and accessibility of recreational opportunities.

CAMPS would like to request the town to consider providing water and sewer hookups to the site at #2 Victoria Street.

The benefits to the town are:

Accessibility washroom facilities will be available to anybody coming to downtown Shelburne

Enhanced accessibility and recreation opportunities for all in Shelburne's downtown areas

Enhanced accessibility recreational boating opportunities for all from downtown Shelburne

Encourage and provide accessibility for the essential needs of tourists/visitors passing by or shopping downtown

Provide accessibility to Shelburne Harbour for all

Provide increased commercial sales of boating and aquatic recreation needs

Encourage aquatic business start-ups

Provide in-town park experiences

Provide accessibility/walking and picnic opportunities within walking distance of the main town hub.

Make Shelburne one of the only locations in Nova Scotia with a true accessibility marina and mobility impairment access to water recreation for all.

Encourage business and new residents to see Shelburne for its being a great place to enjoy life and reside.

The CAMP site is a win-win for the town. The society intends to run CAMP independently with public donations, memberships, marina charges and its self-generated resources.

having the town partner with sewer and water would be a great help. If not we will be looking at the most cost-effective solutions (drilling a well or using desalination).

Document #	
D24-295	
Rec'd by	
[Signature]	
Date	
Jan 11/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



# Accessibility Includes Everyone

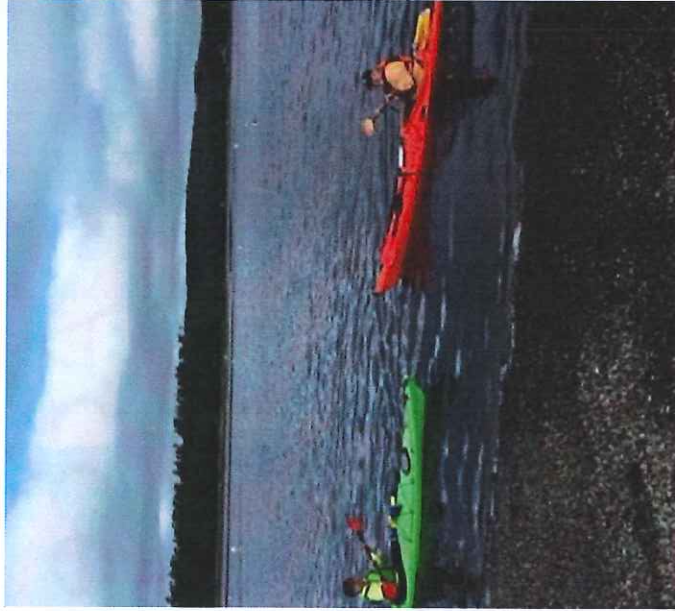
CAMPS and the accessible dream

# Marina Construction



Steel docks

Floating steel docks provide year-round marina access.



Kayakers in harbor

Kayakers explore the protected harbor using the upgraded boat ramp.



Harbor aerial view

An aerial view of the marina's accessible docks extending out into Commissary waters.

# Community Involvement

## Rowing/Paddle Club

- Kayaks
- Canoes
- Paddle Boards
- Shelburne Dory
- \*Long Boats

## Partnerships

CAMPS will partner with the local organizations to provide opportunities for athletes.

## Community Programs

- Bait to Plate – Learn to Fish Program
- 450 Dawn Patrol Walk/Wheel Club
- Tide's Out, Science is In! – Marine biologist

## Volunteer Opportunities

CAMPS will engage volunteers from its membership and general public to support programs and services

## Fundraising Events

- Fun events like water-based poker
- Plant/craft sales; tickets
- Other grass roots fundraising

# Vision

## Welcoming Centre

- CAMPS will build a 1 story, 4000 sq ft Welcoming Centre

## Stunning Views

- The Welcoming Centre will be designed to maximize views of the surrounding waters and land.

## Accessible Design

- The Centre will follow accessibility guidelines to ensure it can be used by all members of the community.

## Outdoor Park Features

- Add accessible trails, picnic/camping areas
- Highlight the History of The Commissary

## Sustainability

- The Centre and park will utilize sustainable building practices and landscaping.

## Community Support

- Communication
- Special Events
- Programs

# Fundraising and Support

Government grants



In-kind labor, machinery/worker, donated materials



Donations, sponsorships



Membership and berthing fees



# Accessibility Features



## Follow provincial accessibility guidelines

CAMPS will adhere to provincial accessibility standards outlined in Access by Design 2030.

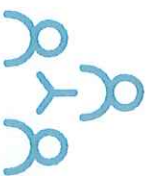


## Provide accessibility aids

CAMPS plans to have equipment like a swing lift to help people get in and out of small crafts.

By following provincial guidelines and providing accessibility aids, CAMPS aims to create an inclusive environment for everyone of all abilities.

# Dedicated Docking



## Quick access

CAMPS accessible docks allows first responders to reach the emergency site quickly.



## Priority berthing

The dedicated dock provides guaranteed docking space for first responder boats.



## Customized design

The dock can be designed and equipped specifically for first responder boats and equipment.

A dedicated dock for first responders improves emergency response times and ensures reliable access.

# Site Plans

- Single story, 4000 sq ft Welcoming Centre
- Gender neutral washrooms
- Kitchen/canteen
- Administrative Space
- Utility Room



# Community Interest

## Families Using New Facilities

Families in the community are making use of the new dock facilities and the feedback is very favorable.

## Increased Traffic

The new facilities may lead to increased traffic around CAMPS site.

## Environmental Concerns

While excitement is high, some community members have expressed concerns

## Community Engagement

Continued community engagement is important. We promise to strive for complete transparency and to make this a community project.

# Looking Ahead

Meet with membership to form committees

Secure grants and donations for building construction

Partnership and Sponsorship

Create in-kind work crews

# Support

Water/Sewer




Drainage at end of Victoria Street

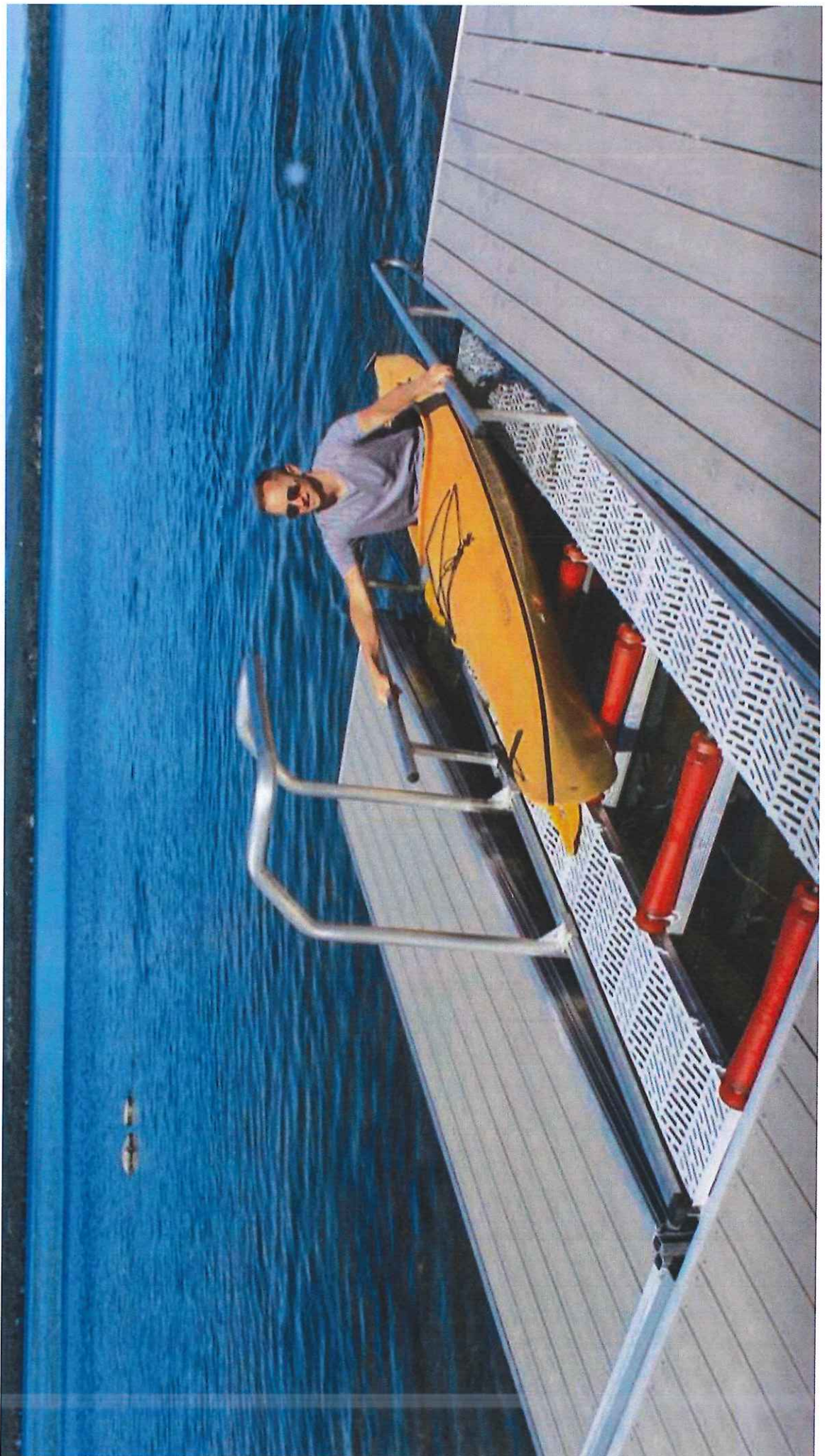


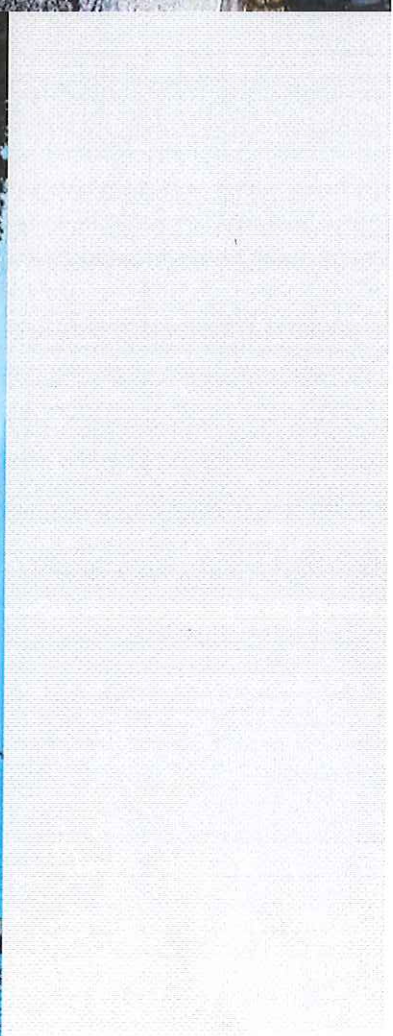
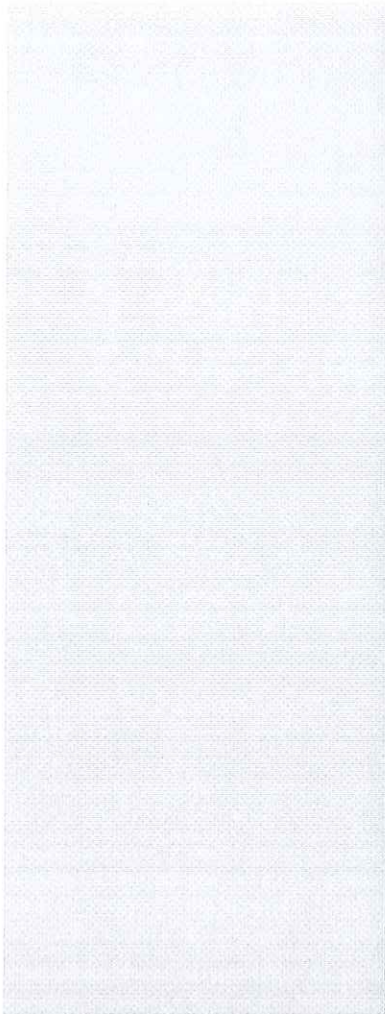
Cruise Ship passengers use CAMPS facilities



Letter of support

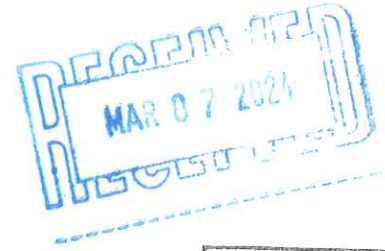








**BOXING ROCK**  
BREWING CO.



March 6, 2024

Mayor Harold Locke  
Shelburne Town Council  
168 Water Street  
Shelburne NS  
BoT1Wo

**Re: Request for Consideration of Commercial Tax Rate Reduction**

Dear Mayor Locke and Members of the Shelburne Town Council,

I am writing as a concerned member of the business community in Shelburne to bring to your attention an issue that I believe deserves careful consideration during the upcoming budget deliberations – the current commercial tax rate.

Document #	D24-296
Rec'd by	gw
Date	Mar. 7/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

I appreciate the hard work and dedication that Town Council has put into ensuring the financial sustainability and well-being of our town over the past several years. Shelburne has thrived under your leadership, and I am confident that your commitment to fostering a vibrant local economy and being fiscally responsible remains steadfast.

However, I would like to draw your attention to the challenges faced by local businesses, particularly in the wake of recent economic conditions and in this period of recovery from the pandemic. Many of our community's entrepreneurs and business owners have been grappling with increased operational costs, decreased revenues and high interest rates on debt incurred to sustain our businesses during the pandemic. On top of this, when we received our property tax assessment in 2024 for our commercial property at 218 Water Street there was an increase of almost 30% from 2023. Because of these challenges, I would like to request that the Council consider a reduction in the commercial tax rate as a means of providing relief to our local businesses.

A reduced commercial tax rate has the potential to stimulate economic growth, attract new businesses, and encourage the expansion of existing enterprises. By lessening the financial burden on our commercial sector, we can create a more favorable environment for businesses to thrive, which, in turn, benefits the entire community through job creation, increased property values, and enhanced local services.

I understand that budget decisions are complex and require careful consideration of various factors. However, I believe that a modest reduction in the commercial tax rate can have a positive ripple effect on the overall economic health of Shelburne and help to alleviate the stresses we are currently experiencing.

**BOXING ROCK BREWING COMPANY LIMITED**

78 Ohio Road, Shelburne, NS, B0T1W0

Phone: (902) 494-9233 www.boxingrock.ca E-Mail: info@boxingrock.ca

I appreciate your time and consideration of this matter. I am confident that the Town Council, with its commitment to the best interests of Shelburne, will carefully weigh the potential benefits of a reduced commercial tax rate during the upcoming budget deliberations.

Thank you for your continued dedication to our community. I look forward to seeing Shelburne's continued growth and stability under your leadership.

Sincerely,



Emily Cowin  
Director, Boxing Rock Brewing Company Limited



Document #	D24-297
Rec'd by	gw
Date	Mar 7/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	

March 6, 2024

Mayor Harold Locke  
Shelburne Town Council  
168 Water Street  
Shelburne NS, B0T1W0

**Subject: Request for Consideration of Commercial Tax Rate Reduction in Budget Deliberations**

Dear Mayor Locke and Members of the Shelburne Town Council,

I am writing to express my concerns regarding the current commercial tax rate in our town. As a resident and small business owner within the community, I have witnessed firsthand the challenges that many businesses face due to the tax burden. Therefore, I urge the council to consider reducing the commercial tax rate during the upcoming budget deliberations.

Small businesses are the backbone of our local economy, providing employment opportunities and contributing to the vibrancy of our community. However, high commercial tax rates place undue strain on these enterprises, making it difficult for them to thrive and grow. In many cases, these taxes can be the determining factor in whether a business can remain operational or not.

By reducing the commercial tax rate, the council would not only alleviate some of the financial pressures faced by local businesses but also incentivize entrepreneurship and investment within our town. Lower taxes can encourage business expansion, attract new enterprises, and ultimately stimulate economic growth, benefiting both businesses and residents alike.

I understand that adjusting tax rates requires careful consideration of various factors, including the town's budgetary needs and revenue sources. However, I believe that a modest reduction in the commercial tax rate can be achieved without compromising essential services or

**TLC Pharmasave**

157 Water Street, Shelburne, NS, B0T 1W0

Phone: 902.875-4852 Fax: 902.875.4428

Web: [www.tlcpharmacy.ca](http://www.tlcpharmacy.ca)

sacrificing the town's fiscal stability. Additionally, any potential short-term revenue loss from tax reduction could be offset by the long-term economic gains generated by a more favorable business environment.

As you deliberate on the upcoming budget, I urge you to prioritize the interests of local businesses and take proactive measures to support their success. Lowering the commercial tax rate would demonstrate the council's commitment to fostering a business-friendly climate and promoting sustainable economic development in our town.

Thank you for considering my request and thank you for your continued personal dedication to the Town of Shelburne.



Matt MacInnis  
Co-Captain



Colleen MacInnis  
Co-Captain

TLC Pharmasave  
Home Port Boutique and Gifts  
Down The Hall Management

**TLC Pharmasave**

157 Water Street, Shelburne, NS, B0T 1W0

Phone: 902.875-4852 Fax: 902.875.4428

Web: [www.tlcpharmacy.ca](http://www.tlcpharmacy.ca)

Shelburne Loyalist Food Bank



# The Shelburne Loyalist Foodbank

A Helping Hand in Shelburne County

Sarah Mattatall  
Town of Shelburne  
168 Water Steet  
Shelburne, NS B0T 1W0

March 1, 2024

Dear Sarah,

I am reaching out on behalf of The Shelburne Loyalist Food Bank with an opportunity for your organization to make a tangible difference in the lives of our neighbours facing food insecurity.

We are embarking on a mission to secure support from local businesses to cover the \$650 monthly rent expense for our facility. We are seeking 12 dedicated partners, each committing to sponsoring one month's rent cost for 2024. With this donation, your organization will be issued a tax-deductible receipt, and this collaboration will help ensure that our food bank remains a stable and reliable resource for those in need in our community.

The food bank serves as a cornerstone for an ever-increasing number of individuals and families grappling with food insecurity. Our 20-year commitment to this cause has been sustained through generous donations from individuals in the community and businesses like yours.

Amidst the escalating cost of groceries, an increase in households accessing services, and an inflationary economy, our food bank is feeling the burden of increased costs. Our rent and operational expenses have increased, and much of our donated financial resources are used directly towards purchasing groceries for our clients. Therefore, your support will play an important role in the continued service of the food bank's mission.

Thank you for considering this request. Please feel free to contact Laurie Jensen at the food bank at (902) 875-3823 or by email at shelburneloyalistfoodbank@gmail.com with any questions you may have.

Warmest regards,

Coordinator of Operations  
The Shelburne Loyalist Foodbank

RECEIVED FEB 28 2024	Document # D24-298
	Rec'd by gw
	Date Feb 28 2024
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Agency	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
To make	<input type="checkbox"/>

Primary Business Address:  
173B Mowatt Street  
Shelburne, NS B0T 1W0

Phone: 902 875-3823  
Email: shelburneloyalistfoodbank@gmail.com

Mailing Address:  
PO Box 1403  
Shelburne, NS B0T 1W0

Shelburne County  
**Kids' Fair Play Fund**  
 Recreation, Sport, Culture for All

A proud partnership between the municipal units of Shelburne County:  
 Town of Shelburne, Town of Lockeport, Town of Clark's Harbour  
 Municipality of Barrington, Municipality of the District of Shelburne

Document # D24-299	
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Date Mar 5/24	
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Council	✓
Agenda	✓
Committee	

Town of Shelburne  
 P.O. Box 670  
 Shelburne, NS  
 B0T 1W0

March 5, 2024

Dear Council,

Kids Fair Play Fund provides financial support to children and youth from Shelburne County to participate in recreation, sport and cultural activities. Funds can be used for registration fees and equipment. The program is a partnership between all five municipal units in Shelburne County and is administered by the Municipality of Shelburne.

The success of KFPF depends on receiving support from the whole County community - Municipal units, community groups, organizations, businesses, and individuals. Children from all areas of Shelburne County are eligible and have received assistance from KFPF since 1998.

On behalf of the Kids Fair Play Fund Committee, I am requesting the Town of Shelburne provide a contribution of \$3,500 to Kids Fair Play Fund for the 2024-2025 fiscal year. Cheques are made payable to Kids' Fair Play Fund. If you should have any questions, please phone me at 875-3544 ext. 225.

Your support is greatly appreciated and continues to make a positive impact on many children and youth in Shelburne County.

Sincerely,



Adam Dedrick  
 Member, Kids Fair Play Fund Committee  
 Director of Recreation & Parks  
 Municipality of the District of Shelburne



14 Hardscratch Road  
P.O. Box 280  
Yarmouth, NS B5A 4B2

Bus: 902-742-2416  
Fax: 902-742-6000

Document # 024-200	
Rec'd by gm	
Date Feb. 16/24	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

February 16, 2024

Harold Locke, Mayor  
Town of Shelburne  
P.O. Box 670  
Shelburne, NS B0T 1W0  
[harold.locke@shelburnens.ca](mailto:harold.locke@shelburnens.ca)

Dear Mayor Harold Locke;

I received a response from the traffic group at the Department of Public Works regarding the evaluation of the Highway 103 and Route 203 intersection.

This intersection was redesigned in 2018 to current Transportation Association of Canada geometric guidelines. Two collisions are on file since that time, one in 2018 as a left turn across opposing traffic and one in 2020 as a rear end collision due to a driver changing lanes without signalling. Accidents since 2020 may not be registered yet.

200 speed samples were collected for vehicles traveling through the intersection. The 85<sup>th</sup> percentile speed, which represents the highest speed obtained by drivers regarded to be prudent and safe, was 108 km/h through the intersection. No trucks were recorded over 112 km/h and the fastest vehicle recorded was a car at 119 km/h. Of the 200 samples taken, 159 were cars/pickups/cube vans and 41 were tandem/tractor trailer. It should be noted the road surface was dry with a cloudy overcast.

Poles and posts within the concrete islands may cause sight interruptions depending on the positioning of the vehicle, however these are only temporary.

As numerous studies indicate the prevailing speed will stay at the 85<sup>th</sup> percentile regardless of the posted limit and in conjunction with the low collision record and relatively low through traffic volume, it is recommended the Maximum 80 limit is not warranted.

Thank you for bringing your concerns forward. If you have any other comments or concerns, please contact me at [pamela.mehlman-shand@novascotia.ca](mailto:pamela.mehlman-shand@novascotia.ca) or by phone at 902-742-2416.

Yours sincerely,

Pamela Mehlman-Shand  
Area Manager, Yarmouth, Shelburne & Clare



February 26, 2024

Dear Mayors, Wardens, and Councillors:

Today, February 26, the Government of Nova Scotia announced *The Future of our Coastline: Nova Scotia's plan to protect people, homes, and nature from climate change.*

This plan has 15 actions for property owners, municipalities, and the province to keep coastal homes, communities, and natural areas safer from the impacts of climate change, such as rising sea level and more frequent and intense storms which lead to coastal flooding and erosion. You can read it at [novascotia.ca/coastal-plan](https://novascotia.ca/coastal-plan).

Nova Scotians are a coastal people, and being near the ocean contributes significantly to our quality of life – people want to live by it and enjoy it safely. As the elected representatives of our communities, we all share the same vision – safe, sustainable, healthy, and climate-resilient communities.

Nova Scotians in every part of the province are now experiencing the negative effects of climate change. Last summer's flooding and wildfires were a heartbreaking reminder of that. Our coast is on the front lines of climate change. In response, we are taking action. We are:

- achieving the ambitious targets set out in the *Environmental Goals and Climate Change Reduction Act*,
- providing important climate information to Nova Scotians through the first provincial Climate Risk Assessment developed since 2005,
- making significant progress on achieving the 68 goals in the Climate Change Plan,
- designating new protected areas,
- implementing a new strategy to achieve 20 per cent land and water protection by 2030, and
- introducing a new coastal protection plan that responds to specific concerns related to the impacts of climate change on our coast such as erosion, rising sea levels and coastal flooding.

We developed this plan after listening to Nova Scotians, municipalities, and other stakeholders. We also did thorough and thoughtful analysis of all possible options. It does not involve proclaiming the *Coastal Protection Act*, which was too limiting in that it only applied to new builds.

This plan is broader, more flexible, and comprehensive. It is about empowering coastal property owners to make informed decisions, supporting municipal leadership, and taking provincial action to empower our people and our communities to adapt to the impacts of climate change. It is about giving municipalities, communities and private property owners options, because one size fits all doesn't work.

Document #	D24-301
Rec'd by	[Signature]
Date	Feb 26/24
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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It is the best and most effective path forward to protect the coast and all homes along it – whether they were built 50 years ago or are being planned for the future.

Municipalities are leaders in climate change adaptation and mitigation, and have been for years. Every day, you are leading the change needed to make sure our communities are climate-resilient. Whether that is installing EV chargers, moving to green energy like wind and solar, greening your municipal fleet, or retrofitting buildings and installing heat pumps, you are helping prepare our province for the future.

As Mayors, Wardens, and Councillors, you are leaders in your communities, and you know them best. At the council table, you navigate difficult decisions regarding land-use planning, zoning, by-laws, policies and permits day-in, day-out. This is why we believe that municipalities are best equipped to take critical action designing and building coastal communities that are safe and resilient to climate change, especially as Nova Scotia is experiencing rapid growth. Your leadership is essential in meeting our goals, and working together we cannot fail.

We know you are working tirelessly to manage many issues and priorities and our aim is that you will see the benefits and embrace the actions in this plan. Our government will support you by:

- investing in more flood line maps for you to use in your zoning and planning work,
- investing in your climate adaptation and mitigation work through funding programs like the Sustainable Communities Challenge Fund and the Community Climate Capacity Program, and
- conducting a province-wide erosion risk assessment, and more.

In the coming months we will continue to thoughtfully engage with municipal leadership through the Nova Scotia Federation of Municipalities, the Association of Municipal Administrators Nova Scotia, and directly with you and your municipality.

By working together, the Province, municipalities and property owners will ensure our coastal communities are designed, planned and built to help protect them from climate change impacts.

With these actions we've set out today, we look forward to continuing to work with you to create thriving, sustainable and resilient communities in Nova Scotia.

Our best regards,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing



Honourable Timothy Halman  
Minister of Environment and Climate Change



# Shelburne Port Committee

February 8, 2024.

3:00 pm Council Chambers

## Minutes

Document #	D24-302
Rec'd by	gw
Date	Mar 14/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**Present:**

- Chair: Town Mayor Harold Locke
- Port Manager: Wayne Langthorne
- Town Councillor: Rick Davis
- Public Member: Percy Cox
- Public Member: Karl White
- Public Member: Herb Locke
- Public Member: Pat Melanson
- Municipal CAO: Warren MacLeod
- Municipal Staff: Val Kean
- Town CAO: Sarah Mattatall
- Town Deputy-CAO: Ken Smith
- Town Staff: Jane Crowell
- Town Staff / Secretary: Jennifer Perry

**Regrets:**

- Public Members: John Garland
- Municipal Councillor: Anthony Gosbee

**1) Call to Order (Chair Harold Locke)**

*Meeting was called to order at 3:00pm by the Chair.*

**2) Approval of 8 February 2024 Agenda**

*Agenda approved. Mover: Karl White, Seconder: Rick Davis*

**3) Approval of Minutes from Shelburne Port Committee meeting held on 16 November 2023.**

*Mover: Rick Davis, Seconder: Percy Cox*

**4) Reports:**

*Port Manager's Report (Port Manager, Wayne Langthorne)*

The Port Manager spoke to the Port operations. The vessel Long Island has left since the last port meeting which now leaves the outer face of the wharf exposed. Invest Nova Scotia visited the port on January 15<sup>th</sup>, 2024 to follow up to the Marine Renewable Energy Infrastructure Assessment of 2011. They are in the process of updating a province-wide database created to support long-term energy development.

*Port Manager's Report accepted. Mover: Pat Melanson, Seconder: Rick Davis*



**Finance Manager's Staff Report (*Finance Manager, Jane Crowell*)**

The Finance Manager submitted a report on current financials to December 31<sup>st</sup>, 2023. It was agreed by the Port Committee to approve the transfer of the budgeted \$40,000 for Capital Expense to the Reserve account if the money is not spent at year end.

*Finance Manager's Report accepted. Mover: Rick Davis, Seconder: Karl White*

**CAO's Staff Repot (CAO, Sarah Mattatall)**

The CAO gave a verbal report regarding the condition of the wharfs located on Water and Dock Street and possible projects in the future.

**5) New Business:**

**Modernization / Expansion Project Proposal**

The Port Committee discussed a project proposal relating to the Modernization and Expansion of the Port. 122MowattSolutions has submitted a proposal which would seek funding on behalf of the Committee from other agencies regarding expansion.

*The Port Committee recommends Council approve spending \$6,000.00 to hire 122MowattSolutions to seek funding for the Port.*

Mover: Pat Melanson, Seconder: Herb Locke

**6) Outcoming Recommendations for Town Council to consider:**

The Port Committee request Council to approve spending \$6,000.00 to hire 122Mowatt Solutions to seek funding for the Port.

Mover: Pat Melanson, Seconder: Herb Locke

**7) Upcoming Meeting:**

Budget review meeting - 7 March 2024 at 3:00 PM

**8) Adjournment**

*Meeting adjourned at 4:10pm. Mover: Rick Davis*



**Town of Shelburne**  
 Staff Report to Council – General and Water Write-Offs  
 2023/24  
 March 4, 2024

Document # D24-288	
Rec'd by JW	
Date Feb 28/24	
COPIES TO:	
Council	✓
for Agenda	✓
Committee	

**General Overview:**

The purpose of this report is to provide Council with a list of write-offs recommended for the 2023/24 fiscal year for General Operating and Water Utility.

**Background:**

In accordance with our standard practice – and the provisions of the Municipal Government Act – an annual review of Taxes, Sewer, Solid Waste, Water and Miscellaneous Billings has been conducted and there have been several amounts identified that should be written off.

**Analysis:**

It is recommended that the following accounts be written off for 2023/24:

**GENERAL OPERATING FUND:**

Doucette, Joel Andrew (Mobile Taxes \$354.75) – This amount is from 2021/22 and 2022/23 for taxes on mobile that was no longer within the Town.

Hipson, Samantha (Mobile Taxes and Tax Sale fees \$5,627.01) – This amount is from 2017/18 up to 2023/24. This mobile has been put up for tax sale three times with not bids forthcoming due to the condition on the mobile. Unable to contact owner of mobile to discuss. Landowner has been ordered to make the mobile secure as it is dangerous and unsightly.

Jones Lang Lasalle (Canada Post Rent \$4,793.35) – This amount originated in late 2016/17 and 2017/18, the first two years the Town of Shelburne owned the former GOC building. It has been lagging forward each year since that time. The probability of Canada Post paying this amount for that period is unlikely.

Municipality of Shelburne (Fire Services \$9,146.55) – This amount is from 2016/17 and 2017/18 for Fire Services before a Fire Services agreement was formalized. Was invoiced \$46,087.00 and received a grant of \$44,939.00 which leaves a balance of \$1,148.00 from 2016/17. Was invoiced \$58,579.55 and received a grant of \$50,581.00 which leaves a balance of \$7,998.55 for 2017/18. Since a formal agreement was not in place and was on a grant basis, with a formal agreement now in place, recommending outstanding amounts be written off.

Parsons, Gloria (Mobile Taxes \$610.61) – This amount is from 2020/21 for taxes on mobile that was no longer within the Town.

**WATER OPERATING FUND:**

3259248 Nova Scotia Limited (Private Hydrant \$200.00) – This amount is from 2021/22 Fire Protection Charge. Property was sold and this amount is outstanding.

Aylward & Harding Boatbuilders (Water \$512.95) – This amount is from water billings in 2020/21 and 2021/22. Property is in the Municipality of Shelburne and was sold, and outstanding water did not get paid in the sale.

Davis, John (Water and Disconnect Fee \$13,244.20) – This amount is for the 2018/19 & 2019/20 due to a water break underneath the mobile due to cold weather. There was an adjustment, and this is what is remaining on the account. Water has been disconnected since 2019/20 and probability of collection is low.

Doucette, Joel Andrew (Disconnect Fee for Water \$50.00) – This amount is from 2021/22 for disconnection of water within Harding's Trailer Park. Mobile is no longer within the Town.

**Financial Analysis:**

**All accounts recommended for write-off have already been posted as uncollectible and are included in the Valuation Allowance under Liability in General and Water Operating Funds.**

These write-offs will have the following financial implications:

**General Operating – Valuation Allowance \$21,818.97**

Total Amount	\$20,532.27
Debit to Valuation Allowance	\$19,232.33
Debit to 2023/24 Interest Revenue	\$ 360.82
Debit to 2023/24 GST/HST collected	\$ 939.12

The impact to the 2023/24 fiscal year will be \$360.82 to current year interest to be written off.

**Water Operating - Valuation Allowance \$15,977.53**

Total Amount	\$14,007.15
Debit to Valuation Allowance	\$12,877.66
Debit to 2023/24 Interest Revenue	\$ 1,129.49

The impact to the 2023/24 fiscal year will be \$1,129.49 to current year interest to be written off.

**Recommendation:**

**THAT** Council approve the write offs contained in the staff report titled "General and Water Write-Offs 2023/24".

Respectfully submitted,  
Jane Crowell, Finance Manager

Document #	
24-303	
gw	
Mar 4/24	
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Council	✓
Agenda	✓
Committee	

March 4<sup>th</sup>, 2024

**By-Law Officer Report - February 2024**

**Calls for Service (Feb. 1 - Feb. 29):**

- 24-010. Service Request:** Complaint 23-004, old wooden dresser blowing around Street was picked up and disposed of - **RESOLVED.**
- 24-011. Service Request:** Public Works mentioned residents parking on Streets during snowstorms and snow removal. Issued two parking warnings under the Winter parking ban By-law – **RESOLVED.**
- 24-012. Service Request:** Complaint of pigs running loose in MDS, forwarded complaint to Darrell Locke – **CLOSED.**
- 24-013. Service Request:** Complaint of Dangerous and Unsightly Property, 143 Water Street, Inspected and found the property to be ok - **RESOLVED.**
- 24-014. Service Request:** Complaint from a customer at a local motel about business being dirty and possible rat infestation – **ONGOING.**

**Assignments:**

- Work on By-law review.
- Install Signage for parking.
- Make post on social media regarding winter parking and snow removal for businesses.
- Assist in RFP for new IT Support.
- Assist in Asset Management research for new development.

**Summary of Additional By-Law Officer Duties and Outcomes:**

- Complaint 23-003 – **ONGOING.**
- Complaint 23-011, 23-021 – **ONGOING.**
- Received an email from Deputy CAO, a resident is enquiring about Councils Code of Conduct as well as asking council to allow the public to speak at the end of meeting.

Respectfully submitted,

Dana Nash



**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 February 2024.

Total number of calls for service: 9

Calls for service within the Town: 7

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

Calls for Mutual Aid to other Municipality of Shelburne Departments:

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

Document # 024-304	
Rec'd by JW	
Date Mar 12/24	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

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

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**



Municipality of  
**Shelburne**

Naturally Yours

**Inspection Department**

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

March 1, 2024

Town of Shelburne  
ATTN: Sarah Whiteway Mattatall  
PO Box 670  
Shelburne, NS  
BOT 1W0

Dear Ms., Mattatall:

**Re: Monthly Building Report**

The following is the Building Inspection Report for the month of February, 2024.

Fiscal Year	2023/2024	2022/2023
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	15	17
Construction Value	\$ 10,000.00	\$ 160,000.00
Total Construction to Date	\$ 1,320,000.00	\$ 2,570,200.00

Document #	D24-305
Rec'd by	gw
Date	Mar. 11/24
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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](mailto:andrew.goreham@municipalityofshelburne.ca)



**Town of Shelburne**  
 Staff Report to Council  
 March 18, 2024  
**CAO Update**

Document #	
D24-306	
Rec'd by	
gw	
Date	
Mar. 14/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**1) Port Budget Meeting**

The Port Committee convened on March 14th, 2024, to deliberate and review the proposed budget for the fiscal year 2024-2025. Please find attached the Port Budget for your review and consideration. The Port Committee moved the following motion:

"THAT the Port Committee recommends to Town of Shelburne Council to approve the 2024-2025 budget as presented."

**2) Town Wharves – 95 Water St & 14 Dock St**

As discussed in previous Council meetings, the wharves at 95 Water Street and 14 Dock Street have sustained significant damages, posing urgent concerns for the Town of Shelburne. To address these urgent issues, the Town allocated \$100,000 from the Port capital reserve.

Given the scale of repairs required, additional financial support was needed, therefore staff approached ACOA, the Province and the Municipality of the District of Shelburne (MDS). It has been determined that an additional \$86,000 is needed to support the repair efforts. Accordingly, staff are proposing to transfer \$20,000 from our operating reserve. Staff also have a letter prepared to send to the Municipality of the District of Shelburne, requesting a matching contribution. Should both the Town and MDS contribute a total of \$40,000, the remaining \$46,000 shortfall is proposed to be covered by transferring funds from the port reserve.

During the March 14<sup>th</sup> Port Committee meeting, a motion was made to recommend to Council to transfer an additional \$46,000 from the Port reserve to support the wharf repairs.

**3) Accessibility Coordinator – Shared Service**

The Accessibility Coordinator Position, a collaborative effort between the Town of Shelburne, Town of Lockeport, and Municipality of the District of Shelburne, operates on a one-year term spanning this fiscal year and the next. Each participating unit approved their respective contribution amounts for the position in their 2023-2024 budgets. Furthermore, the position receives financial support from a grant provided by the Community Works Program (\$25,000), with the Town of Shelburne's approved contribution set at \$16,619.

Recently, the Municipality of Shelburne has requested the full contribution amounts from all participating units. In the event of surplus funds upon the conclusion of the position in January 2025, there exists an option to extend the position for an additional period. Otherwise, any surplus funds, including the Town's portion, will be returned.

Following the departure of our previous Accessibility Coordinator, we are pleased to announce that the position has been filled by Michelle Vacon. Michelle has swiftly transitioned into her role, acquainting herself with the tasks left by her predecessor, reviewing job requirements, and engaging with local partners. She has already initiated accessibility plans and coordinated the upcoming accessibility meeting. Michelle will be attending an upcoming Council meeting to provide a comprehensive update on her progress.

**4) Sale of Town Office – Call for Bids**

We are currently in the final stages of the process for the sale of the Town office.

Staff have taken proactive steps to ensure transparency and diligence throughout this process. Recently, we had a structural engineer assess the building, and an environmental analysis was conducted on both the building and the property. These assessments are important to ensuring that we fulfil our due diligence obligations during the sale process.

I am pleased to inform you that the reports from these assessments are almost complete and will be finalized within the upcoming days. Once we have received them, we will have our draft advertisement finalized by our solicitor and then initiate a call for bids. Our intention is to run the call for bids for a duration of two weeks, allowing interested parties ample time to submit their proposals.

**5) Contracted Planning Services – Michael Khan**

Following Council's decision to contract planning services, Michael Khan, the Town's newly contracted Senior Planner, has been actively engaged. Mr. Khan is assisting with the rezoning request at 194 Rodney Street and undertaking a comprehensive review of the Town's Land Use By-Law. His expertise and experience will be invaluable as we proceed with planning and development initiatives.

*Respectfully Submitted,*

*Sarah Mattatall  
Chief Administrative Officer*

SHELBURNE MARINE TERMINAL

BUDGET 2023/24		BUDGET 2024/25
	<u>PORT AUTHORITY FEES/SALES</u>	
	<u>Federal Government</u>	
15,000	Berthage	19,000
	Top Wharfage	-
	Electrical	-
	Other	-
1,000	Water	1,000
16,000		20,000
	<u>Cruise/Recreational</u>	
20,000	Berthage/Passenger Fee	8,500
-	Electricity	-
20,000		8,500
	<u>Commercial Fishing</u>	
25,000	Berthage	27,000
2,197	Top Wharfage	1,900
107,473	Electricity	131,675
4,000	Water	7,050
138,670		167,625
	<u>Other</u>	
-	Berthage	-
	Water - Other	-
	Electricity	-
	Call Outs-Water,Power, etc	-
12,758	Connect/Disconnects-Water/Power	11,000
27,300	Security Fees	21,000
40,058		32,000
214,728	<b>TOTAL FEES/SALES</b>	228,125
	<u>Revenue from Other Sources</u>	
7,150	Wharf Useage	7,150
186,000	Wharf Lease	186,000
-	Land Lease	-
193,150		193,150
	<u>Return on Investment</u>	
	Interest on Investment	-
6,000	Bank Interest on C/A	8,000
6,000		8,000
	<u>Penalties &amp; Interest</u>	
1,500	Interest	2,020
1,500		2,020
	<u>Misc Revenue</u>	
	Other Revenue	
16,500	Dumpsters-Garbage Removal	21,000
16,500		21,000
	<u>Other Transfers</u>	
	COVID Safe Restart	-
-	Surplus - Prior Years	-
-		-
431,878	<b>TOTAL PORT AUTHORITY REVENUE</b>	452,295

**SHELBURNE MARINE TERMINAL**

**BUDGET  
2023/24**

**BUDGET  
2024/25**

**PORT AUTHORITY EXPENSES**

General Administrative

57,502	Port Management Contract	58,939
250	Port Management Expenses	250
<b>2,091</b>	<b>Port Management Fee (Disc/Conn)</b>	<b>2,143</b>
7,500	Office Bldg/Shed-Mtc & Repair	5,000
1,284	Office Bldg/Shed-Light & Fuel	1,188
458	Office Bldg-Water	435
1,000	Office Bldg-Janitor & Supplies	500
<b>19,550</b>	<b>Security Wages &amp; Expenses</b>	<b>19,550</b>
<b>89,635</b>		<b>88,005</b>

Common Services

1,000	Stationary & Postage	1,000
1,900	Telephone/Internet/Website	1,964
875	Printing & Advertising	500
50	Equipment & Insurance	175
5,500	Membership Dues	6,000
400	Travel	400
13,400	Cruise Expense	1,000
200	Other-Small tools, etc	200
<b>23,325</b>		<b>11,239</b>

Shelburne Wharf

10,500	Mtc & Repairs-Wharf	10,500
3,000	Mtc & Repairs-Equipment -Wharf	15,000
1,500	Snow Removal	1,500
7,378	Wharf Insurance	7,378
<b>4,692</b>	<b>Water Supply</b>	<b>4,818</b>
-	Demolition Boats	-
-	Wharf-Other	-
<b>7,392</b>	<b>Wharf-Garbage</b>	<b>7,920</b>
<b>95,744</b>	<b>Wharf-Power</b>	<b>114,500</b>
<b>5,000</b>	<b>Dock St - Wharf</b>	<b>5,000</b>
<b>135,206</b>		<b>166,616</b>

Professional Fees

2,000	Legal Fees	2,000
5,000	Engineering Services	5,000
	Consultant Fees	6,000
301	Collection Fees	339
26,833	Administration Expense	26,521
5,250	Auditors	5,513
<b>39,384</b>		<b>45,373</b>

Depreciation

-	Depreciation	-
-		-

Other Charges

29,675	Debenture Principal	29,675
11,685	Debenture Interest	10,912
720	Bank Service Charges	750
40,000	Capital Expense from Revenue	-
55,000	Transfer to Reserve	90,000
4,000	Uncollectible Accounts	4,000
<b>141,080</b>		<b>135,337</b>

<b>428,630</b>	<b>TOTAL PORT AUTHORITY EXPENSES</b>	<b>446,570</b>
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<b>3,248</b>	<b>SURPLUS/(DEFICIT)</b>	<b>5,725</b>
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