AGENDA

Town Council Meeting – Town Council Chambers
May 19th, 2026
6:00 p.m.

Doc Ref:

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1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the Regular Town Council Meeting held on May 4th, 2026

4) Proclamations and Announcements:

a) AccessAbility Week- May 31st-June 6th, 2026

5) Delegations/Presentation: NONE

6) Correspondence:

Action:

a) Letter- Chamber of Commerce re: Shelburne VIC- Future Collaboration	D26-087

Information:

a) Letter- Municipal Affairs re: 12 Month Notice Letter to NSFM- 2027/28	D26-088
b) Letter to NS Health & Dept of Health & Wellness re: Dental Health Advocacy	D26-089

7) Council Items:

a) General Operating Budget FY 2026-27- Approval	D26-090
b) Preliminary Capital Budget FY 2026-27	D26-091
c) Tax Sale Policy Amendment	D26-092
d) Advocacy re: Nova Scotia Power Residential Rates	

8) Committee Reports: NONE

9) Staff Reports:

a) Development Updates & Development Officer Appointment	D26-093
b) Municipal Heritage Designation- Old Kirk Burial Grounds	D26-094
c) Visitor Information Centre Lease & Potential Land Sale	D26-095
d) Sewer Charges Bylaw Updates	D26-096
e) Volunteer Recognition Program	D26-097
f) Building Inspector's Report- April 2026	D26-098
g) SVFD Monthly Report- April 2026	D26-099

10) In Camera Session:

a) MGA (22) (2) (a) acquisition, sale, lease and security of municipal property
b) MGA (22) (2) (a) acquisition, sale, lease and security of municipal property
c) MGA (22) (2) (g) legal advice for solicitor-client privilege

11) New Business:

12) Upcoming Meetings/Events:

a) Reminder: Tax Bills due May 29th, 2026
b) Next Council Meeting, Monday June 1st, 2026, 6pm, Council Chambers, 63 King Street
c) Save the Date, Town Wide Yard Sale, Saturday June 6th, 2026, Rain or Shine

13) Adjournment

Town of Shelburne
Minutes of the Regular Council Meeting
May 4th, 2026

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Elizabeth Acker
Councillor Donnie Acker
Councillor Therese Cruz
Councillor Sheldon Ringer

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development, Mike Kahn

Call to Order

Mayor Jacklin called the Council meeting to order at 6:01pm and thanked everyone for coming.

Approval of the Agenda

THAT the Agenda for the May 4th, 2026, Council Meeting be approved as amended to include Staff Report 9 (h) Eastern Shelburne County Equity & Anti-Racism Advisory Committee-Community Representatives, and an In-Camera Session pursuant to MGA Section 22 (2) (e)-Contract Negotiations.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on April 20th, 2026.

D. Acker - Ringer

MOTION CARRIED

Proclamations and Announcements:

a) Canadian Mental Health Week- May 4-10, 2026

b) International Day Against Homophobia, Transphobia and Biphobia- May 17, 2026

Delegations/Presentations: **NONE**

Correspondence

Action:

a) Letter- CEJ re: Decommissioning of the Town Dump

THAT Council acknowledge receipt of the April 27th, 2026 correspondence from the Centre for Environmental Justice (CEJ) regarding the Morvan Road Landfill Decommissioning Project, and direct staff to respond, expressing appreciation for CEJ's interest and advising that the Town will engage with stakeholders, including CEJ, as part of its ongoing community consultation process related to this matter.

E. Acker – D. Acker

M26-045

MOTION CARRIED

Information:

a) Letter- Municipal Affairs re: Amendments to the Municipal Governance Act

b) Letter to Prime Minister Mark Carney re: Landfill Decommissioning Project

Council Items:

a) REMO Bylaw- Second Reading

THAT Council approve Second Reading of the Regional Emergency Management Organization (REMO) Bylaw.

M26-046

Cruz - Ringer

MOTION CARRIED

b) General Operating Preliminary Budget FY 2026-27

c) Community Concerns- Access to Dental Services

THAT Council acknowledge community concerns regarding access to dental services in the Town of Shelburne;

AND THAT Council direct staff to prepare and send correspondence to the Department of Health and Wellness and Nova Scotia Health to communicate these concerns and advocate for provincial intervention and supports to help maintain access to dental care in the community.

M26-047

E. Acker – D. Acker

MOTION CARRIED

Committee Reports: NONE

Staff Reports

a) SVFD Training Facility Update

THAT Council directs staff to continue to work with the Shelburne Volunteer Fire Department to enable storage of the training equipment at the Salt Shed, and work towards a regional firefighter training solution.

E. Acker - Ringer

M26-048

MOTION CARRIED

b) Surplus Lands Policy

THAT Council directs staff to develop a new Surplus Lands Policy.

Cruz – D. Acker

M26-049

MOTION CARRIED

c) Regulation of Residential Pools

Deputy Mayor E. Acker declared a conflict of interest.

d) CAO Update

e) SVFD Report- March 2026

f) Water Utility Report

g) Wastewater Report

The above reports are for information only.

h) Eastern Shelburne County Equity & Anti-Racism Advisory Committee- Community Representatives

THAT Council approve the appointment of Louise Delilse, Davie Hartley, Cat Hartley, and Cory Lavandar as community representatives to the Eastern Shelburne County Equity & Anti-Racism Advisory Committee, based on the recommendation of the Nominating Committee.

Cruz- E. Acker

M26-050

MOTION CARRIED

In- Camera Session:

a) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property

b) MGA 22 (2) (e) contract negotiations

c) MGA 22 (2) (e) contract negotiations

THAT Council go in-camera at 7:02pm for matters under MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, MGA 22 (2) (e) contract negotiations, and MGA 22 (2) (e) contract negotiations.

E. Acker - Ringer

MOTION CARRIED

Mayor Jacklin declared a conflict of interest and left the Council Chambers.

Council came out of in-camera at 7:37pm.

Mayor Jacklin returned to the Council Chambers.

Deputy Mayor E. Acker noted that Council is supportive of continuing to work with partners to explore the Community Well Project. No decisions have been made regarding funding or operations at this time.

Motion Coming out of In-Camera:

THAT Council express its willingness to engage with project partners, including SEED and the Municipality of the District of Shelburne, to further explore the operational considerations of the proposed community well at the NSCC location;

AND THAT Council direct staff to participate in ongoing discussions and the project's planning and information-gathering phases, working collaboratively with partners to explore opportunities to improve access to potable water for the community through this initiative;

AND FURTHER THAT any future financial contribution, operating agreement, or formal commitment be subject to a subsequent report and decision of Council.

Cruz – Ringer

M26-051

MOTION CARRIED

New Business:

Mayor Jacklin asked if there was any new business for Council to consider.

Councillor D. Acker

Councillor D. Acker advised that he attended a Chamber of Commerce meeting and continues to hear concerns regarding the Visitor Information Centre (VIC). He requested that the CAO attend the next Chamber meeting with him to further discuss the matter.

Councillor D. Acker also requested a progress update regarding the electrical panel at the Community Centre. The CAO advised that Community Centre upgrades have been incorporated into the budget through a phased approach, beginning with efficiency-related improvements.

Councillor Cruz

Councillor Cruz advised that she attended the Tri-County Youth Summit alongside Deputy Mayor E. Acker, where they engaged with approximately 120 youth participants. He noted that the event was youth-led, the Tri-Counties were well represented, and meaningful discussions took place throughout the summit.

Deputy Mayor E. Acker

Deputy Mayor E. Acker advised that she attended the Tri-County Youth Summit alongside Councillor Cruz and Warden Penny Smith of the Municipality of the District of Shelburne. She noted there was strong consensus throughout the summit that more communication and engagement is needed with youth, including a proposal to attend local schools in the fall to discuss municipal government and how it works. She further noted that youth participants requested more information and updates be shared through Instagram, identifying it as their preferred social media platform to stay informed and engaged.

Deputy Mayor E. Acker also noted that the Port Committee is currently seeking new members and encouraged anyone interested in joining to contact the Town Office.

Deputy Mayor E. Acker provided an update regarding the ongoing CUPE strike, noting it is entering its fourth week. She advised that during a recent visit to the Manor, residents appeared to be feeling isolated due to limited programming and recreation activities not being considered essential services. She further noted that Continuing Care Assistant (CCA) staffing levels have been reduced from approximately 10 staff to 5 staff on the floor and expressed hope for a resolution soon.

Upcoming Meetings/Events

a) Town Office Closed, Monday May 18th, 2026, for Victoria Day
b) Next Town Council Meeting, Tuesday May 19th, 6pm, Council Chambers, 63 King Street
c) Reminder: Tax Bills due May 29th, 2026

Adjournment

THAT the Regular Town Council Meeting of May 4th, 2026, be adjourned at 7:47pm.
D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor	**Sarah Mattatall, CAO**

Shelburne & Area Chamber of Commerce
P.O. Box 1150, Shelburne, NS, B0T 1W0
Phone: 902-875-6956

Document #	
D26-087	
Rec'd by JD	
Date May 5/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

May 4, 2026

Mayor Jacklin & Members of Council
Town of Shelburne
162 Mowatt Street
P.O. Box 670
Shelburne, NS, B0T 1W0

Dear Mayor Jacklin and Members of Council,

Re: Shelburne Visitor Information Centre — Future Collaboration

On behalf of the Shelburne & Area Chamber of Commerce Board of Directors, we are writing to share our thoughts regarding the Visitor Information Centre (VIC) for the 2026 season, and to discuss how our two organizations might strengthen their working relationship going forward.

We are genuinely pleased that the Town has found a solution for the coming season through a partnership with the Shelburne County Museum Complex. We have every confidence that the Museum Director and staff will provide visitors with a warm, knowledgeable, and locally rooted experience. While we continue to believe that the original VIC location offered distinct advantages for welcoming and orienting visitors, we recognize that having a welcoming presence is what matters most, and we are glad that will be in place this summer.

As you may be aware, the Chamber invested considerable time and energy exploring the possibilities for reopening the original Visitor Information Centre. We were encouraged by early discussions that suggested a collaborative partnership with the Town was achievable, and we committed resources accordingly. We had anticipated that we would be kept informed as the process evolved and that a shared path forward might emerge. We were therefore disappointed to learn that the decision had been reached without the fuller dialogue we had expected.

We raise this not to revisit the decision, but because we believe candid communication between our organizations is essential. We feel that clearer and more direct communication throughout the process would have better reflected the spirit of collaboration that was expressed in our earlier conversations. A stronger information

sharing practice, particularly when decisions directly affect the business community we both serve, will benefit everyone.

Tourism is a significant economic driver for Shelburne and the surrounding area, and the Chamber is committed to working constructively with the Town to support it. We believe our organizations are stronger partners than recent events may suggest, and we are reaching out in that spirit. We would welcome the opportunity to meet with you and Council to explore how we can build a more open and productive working relationship — one that ensures both organizations are informed and engaged as decisions that affect our shared community are being considered.

We are open to your thoughts and suggestions, and we look forward to the conversation.

Sincerely,

_____

Board of Directors
Shelburne & Area Chamber of Commerce

NOVA SCOTIA
Municipal Affairs
Office of the Minister

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

Document #	
D26-088	
Rec'd by JD	
Date May 11/26	
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Council	✓
Agenda	✓
Committee	

May 4, 2026

David Mitchell
President, Nova Scotia Federation of Municipalities (NSFM)
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8
Via email: david.mitchell@bridgewater.ca

Dear David Mitchell:

Under the provisions of the *Municipal Government Act,* the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Cybersecurity and Digital Solutions

1) Starting in 2026-27, the Department of Cyber Security and Digital Solutions (CSDS) will begin working with affected municipalities to offboard from the following SAP-related services:
    - Customer Care and Service (CCS) Utilities (e.g., property tax and revenue): Amherst, Annapolis, CBR, Cumberland, East Hants, Queens
    - Materials Management: Amherst, Annapolis, CBRM, Cumberland, East Hants, Queens, HRM
    - HR Pay: CBRM, HRM
    - Environment Health and Safety Management: HRM
    - Success Factors HR: HRM

CSDS is issuing notice and will be communicating with municipalities directly.

.../2

Department of Emergency Management

1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

   With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:
   - conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
   - ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
   - participate in a common records management system.

   The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

   This legislation is part of an ongoing commitment to strengthening the fire service sector through:
   - access to specialized firefighter training and the certification process,
   - education/training for municipal elected officials,
   - procurement support,
   - mutual aid and service agreement templates,
   - the new Fire Records Management System, and
   - a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

Department of Growth and Development

1) A review of the *Peggy's Cove Commission Act* is seeking to modernize planning for the Peggy's Cove area. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example, shifting responsibility for planning approvals.

2) The Department is undertaking a review of the Regional Enterprise Networks (RENS) program. Key areas of focus include improving consistency in service delivery across the province, improving how businesses access and navigate existing programs and services and aligning delivery with provincial economic development priorities. Addressing these areas may involve adjustments to the current REN model, which would have implications for municipal partners.

Department of Intergovernmental Affairs

1) Under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities. Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA), and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

   The threshold values in Canadian dollars for the period of January 1, 2026, to December 31, 2027, are as follows:

FTA	Goods	Services	Construction
CFTA	**Province**		
	$34,700	$139,000	$139,000
	Municipalities and MASH		
	$139,000	$139,000	$347,400
	Crowns, Utilities, etc.		
	$694,700	$694,700	$6,943,900
CETA/TCA	**Province, Municipalities and MASH**		
	$368,000	$368,000	$9,200,000
	Crowns		
	$653,200	$653,200	$9,200,000
	Utilities, etc.		
	$736,000	$736,000	$9,200,000

Department of Justice

1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
    - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
    - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
    - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
    - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.
2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expires on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariate Canada are ongoing. The cost implications cannot be determined at this time.

3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.
4) Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
5) Municipalities in Nova Scotia are prescribed under the *Accessibility Act* which means they must have an accessibility advisory committee, prepare and make publicly available accessibility plans, and comply with accessibility standards (regulations) once they are enacted.
    - The Built Environment Accessibility Standard Regulations under the *Accessibility Act* were approved on March 7, 2025. Compliance with the standard is required beginning April 1, 2026. These regulations apply to newly constructed and newly installed elements of the built environment such as pedestrian facilities, recreational spaces, and outdoor infrastructure. These regulations include technical design requirements for infrastructure. The regulations also introduce requirements for accessibility planning for both new and existing infrastructure, including municipal infrastructure. These infrastructure plans are due April 1, 2026. There is no requirement to retrofit existing infrastructure, and as a result the cost implications are minimal.
    - The Department of Justice is expected to share the proposed accessibility standard for employment, and goods and services for public review in 2026-27. This would be an opportunity for municipalities to review the proposed standard to provide input into the feasibility and cost implications of the proposed standards on municipalities.

Department of Public Works

1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1st, 2027. Manhole and catch basin adjustments will increase from $600 to $1200, and water valve adjustments will increase from $300 to $600.

Department of Service Nova Scotia

1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027 and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,

Honourable John A. MacDonald
Minister of Municipal Affairs

c: Juanita Spencer, Chief Executive Officer, NSFM

TOWN OF
SHELBURNE
NOVA SCOTIA

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COPIES TO:	
Council	✓
Agenda	✓
Committee	

May 7, 2026

Re: Access to Dental Services in the Town of Shelburne

To Whom It May Concern,

The Town of Shelburne Council is writing to express growing concerns regarding access to dental services within our community.

Recently, one local dental practice relocated its operations to Tusket, reducing access to services within the Town of Shelburne. In addition, while the remaining local dentist continues to serve the community, it is recognized that retirement will eventually become a reality in the coming years. This raises ongoing concerns regarding the long-term availability of dental care within the Town.

Access to dental services is an essential part of overall healthcare and community wellbeing. For many residents, particularly seniors, families, individuals with limited transportation options, and vulnerable populations, traveling outside the community for care can create significant barriers. Maintaining these services locally is critical to ensuring equitable access to healthcare.

Council recognizes the challenges associated with recruiting and retaining healthcare professionals in rural communities; however, we strongly encourage Nova Scotia Health and the Department of Health and Wellness to explore supports, recruitment efforts, and potential service models that would help maintain a local dental presence in Shelburne.

Even the availability of partial or alternative services within the community, such as access to a dental hygienist or preventative dental clinic, would provide meaningful support for residents and help address ongoing healthcare needs.

Council respectfully requests that the Province consider opportunities for intervention and support to help ensure residents of Shelburne continue to have access to local dental care services.

Thank you for your attention to this important matter. Council would welcome any opportunity for further discussion regarding potential solutions and supports for rural dental healthcare access.

Sincerely,

Mayor Stanley Jacklin
On behalf of Council
Town of Shelburne

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Council	✓
Agenda	✓
Committee	

Town of Shelburne

DRAFT 3 - May 19, 2026

REVENUE	25-26 BUDGET	25-26 PROJECTED	26-27 BUDGET
GENERAL OPERATING REVENUES			
TAXES			
ASSESSABLE PROPERTY			
RESIDENTIAL	$2,063,349	$2,060,678	$2,191,511
COMMERCIAL	$910,666	$909,127	$910,335
RESOURCE	$35,215	$35,215	$35,133
FOREST PROP TAX(LESS 50,000AC)	$3	$3	$3
	$3,009,233	**$3,005,023**	**$3,136,982**
BUSINESS PROPERTY			
BELL ALIANT	$10,975	$10,975	$11,052
	$10,975	**$10,975**	**$11,052**
OTHER TAXES			
DEED TRANSFER TAX	$130,000	$90,000	$90,000
	$130,000	**$90,000**	**$90,000**
	$3,150,208	**$3,105,998**	**$3,238,034**
GRANTS IN LIEU OF TAXES			
GRANTS IN LIEU - FEDERAL	$11,720	$12,007	$12,510
	$11,720	**$12,007**	**$12,510**
PROVINCIAL GOVERNMENT			
GRANTS IN LIEU - PROVINCIAL	$3,972	$3,972	$4,243
FIRE PROTECTION	$523	$523	$581
	$4,495	**$4,495**	**$4,824**
	$16,215	**$16,502**	**$17,334**
SALE OF SERVICES			
PROTECTIVE SERVICES			
FIRE PROTECTION - MDS	$121,358	$121,358	$128,160
	$121,358	**$121,358**	**$128,160**
ENVIRONMENTAL HEALTH SERVICES			
WASTEWATER CHARGE	**$438,080**	**$438,416**	**$516,514**
SOLID WASTE CHARGE	**$350,410**	**$351,111**	**$248,105**
WASTEWATER CONNECTIONS	$3,000	$1,800	$3,000
	$791,490	**$791,327**	**$767,619**
	$912,848	**$912,685**	**$895,779**
OTHER REVENUE FROM OWN SOURCES			
LICENSES & PERMITS			
VENDOR PERMITS	$1,000	$1,000	$1,000
ZONING/COMFORT LETTERS	$100	$500	$500
DEVELOPMENT PERMITS	$1,500	$450	$1,500
	$2,600	**$1,950**	**$3,000**
FINES			
TRAFFIC VIOLATIONS-COURT FINES	$5,000	$5,000	$5,000
ANIMAL FINES			$500
TRAFFIC VIOLATION -PARKING	$500	$0	$1,000
	$5,500	**$5,000**	**$6,500**
RENTALS			
PROPERTIES	$200		$200
13 GEORGE ST	**$7,901**	**$7,901**	**$7,901**
GOC BUILDING	**$60,000**	**$60,000**	**$60,000**
KING STREET CENTRE	**$12,595**	**$12,678**	**$12,678**
GUILD HALL	$0		$0
	$80,696	**$80,579**	**$80,779**
FIRE STN./COMM CTR. (RENTAL)			
AUDITORIUM	$1,000	$1,000	$1,000
	$1,000	**$1,000**	**$1,000**
RETURN ON INVESTMENT			
BANK INTEREST ON CURRENT ACCT	$32,000	$15,000	$10,000
	$32,000	**$15,000**	**$10,000**
PENALTIES & INTEREST ON TAXES			
INTEREST	$33,000	$33,000	$34,000
	$33,000	**$33,000**	**$34,000**

MISCELLANEOUS			
OTHER REVENUE	$116,370	$124,000	$118,216
	$116,370	**$124,000**	**$118,216**
	$271,166	**$260,529**	**$253,495**
	25-26 BUDGET	**25-26 BUDGET**	**26-27 BUDGET**
UNCONDITIONAL TRANS FRM GOVTS			
PROVINCIAL GOVERNMENT			
CAPACITY GRANT	$359,645	$359,645	$359,645
HST OFFSET	$9,000	$8,345	$9,000
PROV FUEL TAX REFUND	$2,000	$1,832	$1,800
	$370,645	**$369,822**	**$370,445**
	$370,645	**$369,822**	**$370,445**
COND. TRANS. FR. FED & PROV GT			
FEDERAL GOVERNMENT			
JOB GRANTS			
COVID SAFE RESTART GRANT	$0	$0	$12,000
	$0	**$0**	**$12,000**
PROVINCIAL GOVERNMENT			
WATER VOUCHER PROGRAM		$2,075	$0
EMO (CIVIC ADRESSING)	$1,000	$1,000	$1,000
	$1,000	**$3,075**	**$1,000**
COND. TRNSFRS-OTH LOCAL GOVTS			
MDS -FUNDING	$5,000	$6,600	$5,000
TOL - TOURISM & EVENTS			
	$5,000	**$6,600**	**$5,000**
TOTAL CONDITIONAL TRANSF FROM GOVT	**$6,000**	**$7,600**	**$18,000**
OTHER TRANSFERS			
TRANS FROM OTHER FUNDS (OWN RES	$404,526	$364,292	$119,055
	$404,526	**$364,292**	**$119,055**
TOTAL REVENUE	**$5,131,608**	**$5,037,428**	**$4,912,142**

EXPENSES	25-26 BUDGET	25-26 BUDGET	26-27 BUDGET
GENERAL GOVERNMENT SERVICES			
LEGISLATIVE			
MAYOR			
STIPEND	$23,997	$23,997	$24,500
CPP/MEDICAL	$1,220	$1,220	$1,250
TRAVEL & EXPENSES	$2,750	$1,750	$2,500
	$27,967	**$26,967**	**$28,250**
COUNCIL			
STIPEND	$59,991	$59,991	$61,250
CPP/MEDICAL	$6,900	$7,485	$7,150
TRAVEL & EXPENSES	$6,750	$5,500	$3,000
	$73,641	**$72,976**	**$71,400**
COMMITTEE EXPENSE			
COUNCIL INITIATIVE EXPENSE	$1,000	$2,100	$2,000
OTHER COMMITTEE EXPENSE	$750	$250	$500
	$1,750	**$2,350**	**$2,500**
OTHER LEGISLATIVE			
ELECTIONS,PLEBISCITES	$0	$0	$0
NSFM DUES	$3,400	$3,400	$3,470
	$3,400	**$3,400**	**$3,470**
LEGISLATIVE TOTAL	***$106,758***	***$105,693***	***$105,620***
ADMINISTRATION & FINANCE			
CAO			
CAO	$103,000	$106,505	$106,180
CAO EXPENSES	$5,000	$5,000	$5,000
EXECUTIVE CO-ORD	$49,100	$53,160	$51,720
	$157,100	**$164,665**	**$162,900**
ADMINISTRATION			
HR MNGR/ADMIN	$40,205	$47,000	$51,660
OFFICE STAFF - CASUAL	$0	$0	$0
CSR/ADMIN	$39,505	$40,830	$40,550
RECORDS MANAGEMENT/AM	$0	$0	$0
	$79,710	**$87,830**	**$92,210**
FINANCE			
FINANCE MANAGER	$80,000	$82,700	$55,190
DIRECTOR CORPORATE SERVICES	$41,600		$0
FINANCE MANAGER IN TRAINING	$63,700	$40,830	$73,945
FINANCE OFFICER LEVEL TWO	$0	$57,590	$51,545
FINANCE OFFICER LEVEL ONE	$41,340	$19,800	$23,250
	$226,640	**$200,920**	**$203,930**
BENEFITS			
EMPLOYER EI,CPP	$33,560	$33,500	$35,320
EMPLOYER TOWN PENSION	$27,000	$26,500	$29,820
EMPLOYER HEALTH PLAN	$28,550	$27,310	$30,905
WORKERS COMPENSATION	$14,920	$14,800	$14,375
SALARY ADMIN REVIEW	$3,234	$2,000	$3,500
SICK LEAVE EXPENSE	$3,000	$3,000	$3,000
VACATION PAY EXPENSE	$3,000	$3,000	$3,000
	$113,264	**$110,110**	**$119,920**
TRAINING			
STAFF EXPENSES	$1,500	$920	$1,500
STAFF TRAINING	$4,000	$3,800	$3,103
	$5,500	**$4,720**	**$4,603**
TOWN HALL EXPENSE			
162 MOWATT ST - TOWN HALL/CAN POST	$118,393		$0
COUNCIL CHAMBERS - 63 KING ST			$5,000
ENERGY EFFICIENCY UPGRADES			$7,800
162 MOWATT ST -MAINTENANCE & REPAIRS	$0	$12,000	$12,300
162 MOWATT ST - LIGHT & FUEL	$0	$13,600	$14,400
162 MOWATT ST - WATER & INSURANCE	$0	$7,800	$8,000
162 MOWATT ST -JANITORIAL WAGES	$0	$26,000	$26,500
	$118,393	**$59,400**	**$74,000**

GENERAL GOV'T SERVICES			
ASSESSMENT CST RECOVERY	$27,190	$27,189	$29,152
GRANTS TO ORGANIZATIONS	$65,984	$76,084	$82,789
	$93,174	**$103,273**	**$111,941**

	25-26 BUDGET	25-26 BUDGET	26-27 BUDGET
ADMINISTRATION EXPENSE			
LEGAL SERVICES	$30,500	$22,000	$35,000
LEGAL - HUMAN RIGHTS COMMISSION			$0
AUDIT SERVICES	$27,000	$27,000	$30,371
IT-SOFTWARE LICENSES/SUPPORT/SECURITY	$26,900	$26,700	$27,650
OFFICE SUPPLIES	$11,500	$12,000	$12,000
TELEPHONE/INTERNET	$8,400	$7,500	$8,520
ADVERTISING	$7,500	$3,650	$3,000
OFFICE EQUIPMENT	$15,000	$12,500	$15,300
	$126,800	**$111,350**	**$131,841**
OTHER ADMINISTRATION EXPENSE			
LIABILITY/CRIME/RNTL/ COMP DATA INSURAN	$70,000	$64,424	$67,650
OTHER GENERAL ADMIN SERVICES	$13,500	$16,500	$12,411
MERCHANDISE	$500	$500	$500
ASSET MANAGEMENT INITIATIVES	$2,000		$0
ADEI CO-ORDINATOR	$1,000		$0
	$87,000	**$81,424**	**$80,561**
ADMIN & FINANCE TOTAL	***$889,188***	***$923,692***	***$981,906***
DEBT CHARGES			
INTEREST ON LTD			
DEBENTURE INTEREST	$1,299	$1,299	$504
TERM LOAN INTEREST(O/D)	$0		$0
OTH DEBT CHRGS-BNK S/C,ETC	$10,300	$11,100	$10,500
DEBT CHARGES TOTAL	**$11,599**	**$12,399**	**$11,004**
TOTAL GENERAL GOVERNMENT SERVICES	***$1,007,545***	***$1,041,784***	***$1,098,530***

PROTECTIVE SERVICES

POLICE PROTECTION			
DEPT. OF JUSTICE (RCMP SERV.)	$878,638	$884,210	$914,575
	$878,638	**$884,210**	**$914,575**
OTHER PROTECTIVE SERVICES			
EMERGENCY MEASURES	$6,700	$6,954	$4,860
	$6,700	**$6,954**	**$4,860**
	$885,338	***$891,164***	***$919,435***
BY-LAW ENFORCEMENT			
OTHER-BY-LAW ENFORCEMENT OFFIC	$22,599	$21,600	$23,170
EMPLR (EI/CPP)	$1,700	$1,700	$1,700
EMPRL(PENSION)	$1,585	$1,450	$1,625
EMPLR(MEDICAL)	$4,055	$2,650	$2,310
EMPLR (W/C)	$790	$790	$740
BY LAW OFFICER EXPENSE	$2,500	$1,100	$2,500
OTHER-BY LAW EXP	$850	$530	$500
	$34,079	**$29,820**	**$32,545**
FIRE PROTECTION			
ADM - WORKER'S COMPENSATION	$6,700	$5,343	$6,700
FIRE (VOL FORCE ALLOWANCE)	$5,300	$4,800	$5,300
SVFD-BUNKER GEAR,SBCA, ETC	$25,000	$25,000	$25,000
FIRE ALARM SYSTEMS-DISPATCH	$3,300	$3,120	$3,450
WATER SUPPLY AND HYDRANTS	$83,566	$83,566	$83,566
WATER SUPP & HYDTS-FIRE WELLS	$100	$0	$100
TRAINING	$12,000	$2,000	$5,000
OTHER - SUPPLIES,MEALS,ETC	$0	$450	$500
FIRE STATION AND BUILDINGS	$32,500	$31,500	$33,850
FIRE STN- WATER, INS	$17,950	$17,450	$17,850
MAINTENANCE OF EQUIPMENT	$10,000	$10,000	$16,000
MAINTENANCE OF TRUCKS-INC FUEL	$38,000	$39,000	$47,000
MTC/INS OF BOATS-INC FUEL	$1,500	$5,000	$1,500
MTC/INS OF ATV-INC FUEL	$600	$800	$1,500

MTC/INS OF LAFRANCE	$500	$500	$800
COMMUNICATION EQUIP-TRK RADIO	$4,000	$7,100	$5,000
TRUCK & EQUIPMENT INSURANCE	$16,700	$14,120	$15,000
	$257,716	**$249,749**	**$268,116**

	25-26 BUDGET	25-26 BUDGET	26-27 BUDGET
SHARED SERVICES			
FIRE INSPECTION	$15,007	$15,007	$16,303
BLDG INSP-SHARED SERVICES	$63,303	$63,303	$49,622
	$78,310	**$78,310**	**$65,925**
DEBT CHARGES			
OTH DEBT CHRGS-LATE FEES,ETC	$0	$0	$0
DEBENTURE INTEREST	$1,680	$1,680	$1,207
	$1,680	**$1,680**	**$1,207**
TOTAL PROTECTIVE SERVICES	**$1,257,123**	**$1,250,723**	**$1,287,228**

PUBLIC WORKS

OPERATIONS			
WAGES & BENEFITS			
WORKER'S COMPENSATION	$10,528	$9,600	$9,136
EMPLOYER(EI/CPP)	$25,500	$21,900	$22,095
EMPLOYER(PENSION)	$14,354	$11,300	$11,570
EMPLOYER(MEDICAL)	$18,911	$15,500	$16,800
LABOUR	$313,053	$280,000	$276,736
TRAINING	$3,000	$520	$3,000
	$385,346	**$338,820**	**$339,337**
OTHER			
MEMBERSHIPS	$400	$400	$400
CELL PHONES - PUBLIC WORKS	$2,300	$1,900	$2,730
OTHER-OFF.SUPP,PSTG,ADS,ETC	$300	$50	$200
	$3,000	**$2,350**	**$3,330**
TOTAL OPERATIONS	**$388,346**	**$341,170**	**$342,667**
GENERAL EQUIPMENT			
FUELS	$17,000	$19,000	$22,000
INSURANCE-TRUCKS,LDR,ETC	$10,308	$12,724	$13,400
COMMERCIAL CARRIER FEE	$66	$66	$66
SUPPLIES, SMALL TOOLS	$5,000	$4,500	$5,000
	$32,374	**$36,290**	**$40,466**
EQUIPMENT MTC			
MAINTENANCE OF LOADER	$3,000	$7,930	$3,000
MAINTENANCE 2006 YELLOW 5 TN		$1,440	$3,000
MAINTENANCE OF BACKHOE	$4,500	$4,500	$4,500
MTC- '15 KIOTI TRACTOR	$2,000	$2,400	$2,000
MTCE 3 TON-2011	$5,000	$5,400	$5,000
'99 5 TON WHITE TRUCK	$5,000	$3,050	$4,000
2011 1/2 TON TRUCK (BLUE)	$2,000	$3,000	$2,000
MTC-1 TN TRK-DODGE'09	$3,000	$2,000	$3,000
MTC 1/2 TN 2018 DODGE RAM	$1,000	$1,450	$1,000
MTC OF '04 SKIDSTEER	$3,000	$3,000	$3,000
MAINTENANCE OF SMALL EQUIP	$2,200	$700	$2,000
MTCE SNW REMVL EQUIP	$5,000	$5,000	$9,000
	$35,700	**$39,870**	**$41,500**
TOTAL EQUIPMENT	**$68,074**	**$76,160**	**$81,966**
BUILDINGS			
P/W BUILDING & YARD	$9,000	$10,400	$11,350
P/W BLDG - WATER/INSURANCE	$2,860	$2,800	$3,000
SALT & SAND STORAGE BUILDING	$2,370	$2,700	$2,900
	$14,230	**$15,900**	**$17,250**
ROADS AND STREETS			
TREE MTC	$7,000	$7,000	$7,000
SNOW & ICE REMOVAL-inc LABOUR	$25,000	$40,000	$40,000
STORM SEWERS(inc LBR)	$8,000	$4,000	$7,000
STORM WATER MANGMNT(CULVERTS)	$1,000	$0	$1,000
COLD PATCH	$4,000	$4,000	$3,000
SALT/SAND	$40,000	$40,000	$40,000
GRAVEL	$2,000		$2,000

STREET LIGHTING	$19,425	$17,500	$20,260
	$106,425	**$112,500**	**$120,260**

	25-26 BUDGET	25-26 BUDGET	25-26 BUDGET
OTHER ROADS & STREETS			
ROAD ALLOWANCES-PATCHING	$10,000	$0	$0
GRADING STREETS & RDS	$1,500	$0	$1,500
SIDEWALK REPAIRS	$1,000	$415	$6,000
STREET SIGNS	$1,500	$0	$1,500
TRAFFIC LANE MARKING	$15,500	$15,300	$16,100
OTHER - ROADS & STREETS	$4,000	$2,700	$5,000
DOCK STREET FLOWERS	$3,000	$2,900	$3,000
	$36,500	**$21,315**	**$33,100**
PARKS & FACILITIES			
RECREATION COMPLEX	$5,000	$1,500	$4,000
COMPLEX LIGHTS	$260	$260	$260
GEORGE/PARR STREET PLAYGROUND	$500	$0	$1,500
GENERAL PARK EXPENSE	$4,000	$3,200	$4,000
GRAHAM'S SPLASH PARK	$18,140	$16,005	$22,100
TRAILS	$500	$2,560	$500
	$28,400	**$23,525**	**$32,360**
DEBT CHARGES			
OTH DEBT CHRGS-LATE FEES	$0		$0
DEBENTURE INTEREST	$2,765	$2,765	$1,399
	$2,765	**$2,765**	**$1,399**
TOTAL TRANSPORTATION SERVICES	***$644,740***	***$593,335***	***$629,002***

WASTEWATER & SOLID WASTE

WAGES & BENEFITS			
ADMINISTRATION (W/C)	$2,958	$2,965	$2,750
WASTEWATER PLANT OPERATORS	$88,002	$80,000	$88,911
ODRC-OVERALL DIRECT RESPONSIBLE CH	$5,800	$5,400	$5,800
WASTEWATER PLNT OPER-EXPENSES	$2,000	$600	$2,000
PROF DEV(COURSES)	$2,000	$1,000	$2,000
EMPLOYER(EI/CPP)	$6,595	$6,900	$6,655
EMPLOYER(PENSION)	$5,950	$5,440	$6,015
EMPLOYER(MEDICAL)	$5,300	$3,450	$3,635
	$118,605	**$105,755**	**$117,766**
OTHER WASTEWATER			
STORMWATER INFILTRATION STUDY	$0		$0
OFF SUPP, PSTG, ETC	$300	$600	$350
	$300	**$600**	**$350**
VEHICLE EXPENSE			
TRUCK, VAN & TRLR EXPENSE	$4,900	$3,600	$4,500
TRUCK, VAN & TRLR INS	$780	$1,144	$1,300
	$5,680	**$4,744**	**$5,800**
LIFT STATIONS			
WASTEWATER LIFT STNS-POWER	$30,000	$25,000	$30,000
WSTWATER LIFT STNS(MTCE & REPRS)	$36,315	$39,000	$42,000
	$66,315	**$64,000**	**$72,000**
TREATMENT PLANT			
WSTWATER TREATMENT & PLANT-MTCE	$96,000	$50,000	$121,000
TCA - HEAT PUMP INSTALL			$3,300
WSTWATER TREATMENT PLANT-POWER	$70,000	$70,000	$72,000
WSTWATER TRTMNT PLNT-WTR/INS	$28,700	$35,346	$26,400
WATER TESTING	$7,000	$4,700	$5,000
CHEMICALS & ADDITIVES	$8,700	$8,700	$10,000
STORAGE BUILDING- INC POWER	$1,000	$500	$1,000
	$211,400	**$169,246**	**$238,700**
MTC OF LINES			
MTCE OF LINE -PARTS & CONTRACTORS	$3,000	$500	$3,000
MTCE OF LINES - LABOUR	$10,000	$8,000	$10,000
	$13,000	**$8,500**	**$13,000**
DEBT CHARGES			
OTH DEBT CHARGES-LATE FEES	$0		$0
TERM LOAN INTEREST (INC O/D)			$0

DEBENTURE INTEREST	$22,779	$22,779	$21,448
	$22,779	$22,779	$21,448
TOTAL WASTEWATER	**$415,300**	**$352,845**	**$469,064**

WASTE COLLECTION

SOLID WASTE

TCA - LANDFILL PROJECT (PHS 1)	$82,958	$47,195	$35,765
GARBAGE BINS/DOG WASTE STATIONS	$525	$271	$300
	$83,483	$47,466	$36,065
COMPOST			
COMPOST BINS-GREEN CARTS	$2,500	$2,500	$2,500
TOTAL OTHER WASTE COLLECTION	**$85,983**	**$49,966**	**$38,565**

	25-26 BUDGET	25-26 BUDGET	26-27 BUDGET
SHARED SERVICES			
SHARED SERV-GARBAGE & REG QUEENS	$350,410	$350,410	$248,105
TOTAL WASTE COLLECTION	**$350,410**	**$350,410**	**$248,105**
TOTAL WASTEWATER & SOLID WASTE	***$874,472***	***$776,000***	***$755,734***

COMMUNITY/ECONOMIC DEVELOPMENT

PUBLIC HEALTH/WELFARE SERVICES			
MDS - MPAL PROGRAM	$10,000	$10,000	$10,000
CEMETERY	$0		$0
	$10,000	$10,000	$10,000
PLANNING & INSPECTION			
SENIOR PLANNER	$74,620	$76,000	$82,000
SENIOR PLANNER - BENEFITS	$17,950	$12,050	$13,650
PLANNING - EXPENSES	$4,100	$3,912	$5,500
SHARED SERVICES - DEVELOPMENT OFF	$3,000	$500	$500
OTH PROFESSIONAL SERV(ENG,GIS,ETC)	$53,100	$65,000	$39,864
COSTAL COMMUNITIES PROGRAM	$9,450	$14,000	$10,830
	$162,220	$171,462	$152,344
ECONOMIC DEVELOPMENT			
PORT PROJECT	$0	$0	$0
	$0	$0	$0
TOURISM & EVENTS			
TOUR. & MARKETING			
MARKETNG & PROMO	$2,233	$2,233	$0
TOUR & MARKETING- EVENT SIGNS	$2,500	$2,000	$2,550
CHRISTMAS DECORATIONS	$0		$0
EVENTS- SPONSORSHIP	$0	$400	$0
VIC - MAINTENANCE	$500	$0	$500
VIC - INSURANCE	$470	$465	$500
VIC - OPERATIONS	$2,150	$1,780	$1,000
GUILD HALL - PROGRAMMING	$5,000	$5,600	$5,600
PUBLIC ART Mtc	$0		$0
SOUTH SHORE TOURISM TEAM	$950	$828	$900
	$13,803	$13,306	$11,050
TOTAL COMMUNITY & ECONOMIC DEV	***$186,023***	***$194,768***	***$173,394***

FACILITIES MANAGEMENT

BLDGS & FACILITIES			
GOC BUILDING	$0	$58,200	$64,800
COMM CTR-OPER,MTC & REPAIR	$34,700	$31,500	$37,950

COMM CTR-JAN,WTR,INS	$26,406	$25,850	$55,590
LITTLE PEOPLES-DAY CARE	$0	$0	$0
KING ST CTR.(OPER,MTC,REPRS)	$21,150	$27,800	$29,400
KING ST CTR.(WTR & INS)	$8,820	$9,900	$10,200
COX SHIPYARD COMPLEX	$9,225	$18,000	$13,600
13 GEORGE	$7,100	$7,000	$13,750
MACKAY MEM LIBRARY-OPER EXP	$10,600	$9,700	$10,400
LIBRARY JANITORS WAGES	$9,520	$10,635	$21,600
GUILD HALL-MTC & OPERATIONS	$3,985	$3,770	$4,700
DOCK ST- PUBLIC WASHROOMS	$6,200	$5,564	$9,800
TCA-	$0		$0
	$137,706	**$207,919**	**$271,790**
DEBT CHARGES			
DEBENTURE INTEREST (CED)	$89	$89	$46
DEBENTURE INTEREST (REC & CULTURAL)	$6,860	$6,860	$5,265
	$6,949	**$6,949**	**$5,311**
TOTAL FACILITIES MANAGEMENT	***$144,655***	***$214,868***	***$277,101***

	25-26 BUDGET	25-26 BUDGET	26-27 BUDGET
FISCAL SERVICES			
FINANCING/DEBT CHARGES			
DEBENTURE PRINICIPAL	$273,929	$273,929	$150,368
	$273,929	**$273,929**	**$150,368**
UNCOLLECTIBLES			
UNCOLLECTABLE TAXES	$5,000	$5,000	$5,000
DEFICIT - PREVIOUS YEARS			
	$5,000	**$5,000**	**$5,000**
RESERVE TRANSFERS			
CAPITAL RESERVE	**$80,000**	**$80,000**	**$41,250**
OPERATING RESERVE	**$65,083**	**$65,083**	**$0**
	$145,083	**$145,083**	**$41,250**
APPROPRIATIONS-RED TX REV			
REG SCHOOL BRD	$377,024	$377,024	$395,768
REG LIBRARY	$13,400	$13,400	$13,400
DEPT. OF JUSTICE (PROS. FEES)	$4,000	$4,000	$4,000
	$394,424	**$394,424**	**$413,168**
TAXATION EXEMPTIONS			
LOW INCOME TAX EXEMPTION	$22,000	$20,000	$20,000
TAX EXEMPTIONS	$42,331	$42,331	$46,900
CDDIP(COMM DEV DIST IMP PRGRM)	$15,890	$15,890	$14,467
	$80,221	**$78,221**	**$81,367**
TOTAL FISCAL SERVICES	***$898,657***	***$896,657***	***$691,153***
TOTAL EXPENSE	***$5,131,608***	***$4,968,135***	***$4,912,142***
	$0	**$69,293**	**$0**
TOTAL REVENUE	**$5,131,608**	**$5,037,428**	**$4,912,142**
LESS TOTAL EXPENSE	**$5,131,608**	**$4,968,135**	**$4,912,142**
PROFIT/(DEFICIT)	**$0**	**$69,293**	**$0**

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COUNCIL REPORT - FOR DECISION

Subject:	**Preliminary 5 Year Capital Budget FY 2026/27**
Date:	May 15, 2026
Council Date:	May 19, 2026
Prepared by:	Jane Crowell, Manager of Finance Jennifer Perry, Manager of Finance (In Training)

The 2026/27 Town of Shelburne Five-Year Capital Budget totals $8,177,566 over the next five years. The Town has been fortunate to secure grant funding from all levels of government to support the many capital projects planned during this period. Capital projects are funded primarily through the Canada Community-Building Fund (Gas Tax), as well as reserves, operating funds, external funding sources, and, when necessary, borrowing.

To prepare for future development and growth within the Town of Shelburne, infrastructure upgrades will be required to support increasing demands. As future developments are completed, the Town anticipates being in a stronger position to make annual contributions to capital reserves in order to help meet ongoing and future capital needs. Maintaining annual transfers to capital reserves will be essential to achieving this objective.

5 Year Capital Spending by Department

- **Public Works $810,000**-The breakdown for the next five years in spending is - Road Rehab $750,000, Sidewalk Rehab $40,000, Culvert Rehab $10,000, Equipment $10,000.
- **Wastewater $3,980,732 –** The breakdown for the next five years in spending is - Upgrade Infrastructure for future Development $3,679,732, Upgrade Lift Station Pumps $150,000, Upgrade Lift Stations Electrical/SCADA $145,000, and Heat Pump (WWTF) $6,000.
- **Other $2,349,834 –** Breakdown consists of Facility Upgrades $750,000 Graham's Park Expansion, and $1,574,834 Decommission Landfill (Phase1 & 2) and Little Peoples Place (14 St Andrews Lane) $25,000.
- **Water Utility $1,037,000 –** The breakdown for the next five years in spending is -Treatment & Distribution Equipment $37,000, Annapolis Water Tower Painting $800,000 and Bulk Water Fill Station $200,000.

5 Year Capital Funding (pending anticipated Grant and Borrowing approvals)

- Canada Community Building Fund (CCBF) $595,000
- Wastewater Reserve $125,000
- General Special Capital Reserve $35,000
- Sustainable Services Growth Fund (SSGF) $225,000

- General Operating $3,300
- General Operating Reserve $148,617
- Water Depreciation Fund $457,000
- General MFC Borrowing $1,614,866
- Water Borrowing (MFC) $400,000
- External $4,573,783 (Federal, Provincial, Donations, MDS)

Reserve Balances as of March 31, 2026

- Special Equipment Reserve $1,762
- Wastewater Reserve $142,047
- Canada Community Building Fund $291,907
- General Capital Reserve $2,426,759 **AVAILABLE $136,684** (includes funds held-land sales, MCGP, GRID)
- Port Authority Reserve $313,010
- Cenotaph Reserve $24,311
- Water Depreciation Reserve $599,796
- Cemetery Investment $50,406
- Sustainable Services Grant Fund $163,566

Total Special Reserves $4,013,564

General Operating Reserve $1,121,227

Total Combined Reserves $5,134,791

These amounts do not include any 2025/26-year end transfers or adjustments.

CAPITAL RESERVE POLICY

The Town of Shelburne currently has an Operating Reserve Policy in place; however, a Capital Reserve Policy has not yet been established. Developing and approving a Capital Reserve Policy should be considered a priority for Council. To align with the existing Operating Reserve Policy, the Town should work toward maintaining an optimal available capital reserve balance equivalent to 20% of the general operating budget.

DEBENTURE BALANCE UPDATE

As of March 31, 2026, the total principal balance on Debentures is $2,030,528. This total is comprised of:

- **General Outstanding Principal Debt $1,048,659 (12 debentures)**
- **Shelburne Marine Terminal $106,864 (1 debenture)**
- **Water Utility $304,518 (1 debenture)**

There are several capital projects that Council should be aware of which are not currently included in the capital budget. These projects have been excluded due to insufficient reserve balances and confirmed external funding to support them at this time; however, they will require consideration and future planning.

- **Replacement of Public Works Building (13 Mason Lane)**
- **Repaving of Secondary Streets**
- **Sidewalks**
- **Efficiency Upgrades for existing Municipal Buildings**
- **Osprey/Yacht Club Upgrades (Structural Issues)**
- **Cox Muir Shipyard Building (Sailing School) (Structural Issues)**
- **King Street Centre Play Yard Rehabilitation (Drainage and Tree Removal)**
- **Grovestine's Complex Phase 2 (Ballfield Rehab, Fencing and Lights)**
- **Grovestine's Complex Phase 3 (Playground)**
- **Commission Street Rehabilitation of existing Water Mains and Laterals**
- **Watermain Extension (Prince Street)**
- **Watermain Extension (Charlotte & George St)**
- **Roads Standard Study**
- **Stormwater Study**

2026/27 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works							
	SUBTOTAL	**$0**	**$0**	**$0**			
Other	Decommission Landfill- Phase 1 **(CIP-22/23FAC3) Fifth Year**	$265,834	$148,617	$117,217	Oper Reserve	Prv NS-PCAP	Cost to date $209,042 Remainder $56,791
	Decommission Landfill- Phase 2 **(CIP-24/25FAC5)**	$1,309,000	$0	$1,309,000		Prv NS -MCGP & Federal(BSCF)	Cost to date $43,969.20 SSGF (Contingent on Federal Funding. Prov NS-MCGP available until March 31, 2027
	Little Peoples Place(14 St Andrews Ln) **(CIP-26/27FAC4)** Roof Upgrade	$25,000	$25,000	$0	Capital Reserve		
	Graham's Park Expansion **(CIP-25/26FAC2)**	$750,000	$0	$750,000		Donation	Cost to date $64,059 Remainer $685,941
	SUBTOTAL	**$2,349,834**	**$173,617**	**$2,176,217**			
Water	Bulk Fill Station **(CIP-27/28WTR1)**	$200,000	$20,000	$180,000	Water Depreciation	GRANTS (BSCF) $160K MDS $20K	
	Relief Valve - Woodlawn Drive **(CIP-25/26WTR6)**	$20,000	$20,000		Water Depreciation		Cost to date $9,591 Remainder $10,409
	Chlorine Analyzers-Water Plant **(CIP-25/26WTR2)**	$17,000	$17,000		Water Depreciation		
	SUBTOTAL	**$237,000**	**$57,000**	**$180,000**			
Wastewater	Infrastructure Improvements - Roseway Rebuild **(CIP-24/25SWR1)** Wastewater Plant Upgrades to Aeriation, Clarifier & Generator	$1,854,726	$927,363	$927,363	Borrowing MFC	MCGP	Cost to date $137,656 Remainder $1,717,070
	Infrastructure Improvements - North End Development **(CIP-25/26SWR4)** Arthur and Hardy's Lift Stations	$1,825,006	$912,503	$912,503	Borrowing MFC & SSGF	GRID	Cost to date $148,326 Remainder $1,676,680
	Heat pump - Wastewater Plant **(CIP-26/27SWR1)**	$6,000	$3,300	$2,700	General Operating	Efficiency One Grant	
	Lift Station Pump Replacement **(CIP-26/27SWR2)**	$30,000	$30,000		Sewer Reserve		
	SUBTOTAL	**$3,715,732**	**$1,873,166**	**$1,842,566**			
Port							
	SUBTOTAL	**$0**	**$0**	**$0**			
	TOTAL	**$6,302,566**	**$2,103,783**	**$4,198,783**			

FUNDING:		
SEWER	$	30,000.00
CCBF (GAS TAX)	$	-
WATER DEPRECIATION	$	57,000.00
BORROWING	$	1,614,866.00
CAPITAL RESERVE	$	25,000.00
SSGF	$	225,000.00
GENERAL OPERATING RESERVE	$	148,617.00
GENERAL OPERATING	$	3,300.00
	$	**2,103,783.00**

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2027/28 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works	Zero-turn Mower **(CIP-27/28PW1)**	$10,000	$10,000	$0	Capital Reserve		
	Road Rehabilitation **(CIP-25/26PW2)** Water Street	$750,000	$375,000	$375,000	CCBF-Gas Tax	Prov NS-Trunks/Routes	
	SUBTOTAL	**$760,000**	**$385,000**	**$375,000**			
Other							
Water	Annapolis Road Water Tower Painting **(CIP-24/25WTR2)**	$800,000	$800,000		Dep 400K/Bor 400K		
	SUBTOTAL	**$800,000**	**$800,000**	**$0**			
Wastewater	Lift Station Pump Replacement **(CIP-27/28SWR2)**	$30,000	$30,000		Sewer Reserve		
	Upgrade Electrical for SCADA system (1 LIFT STATION) **(CIP-25/26SWR1)** Charlotte St (possible parts reuse from Hardy's Lane lift station upgrade)	$35,000	$35,000		Sewer Reserve		
	SUBTOTAL	**$65,000**	**$65,000**	**$0**			
Port							
	SUBTOTAL	**$0**	**$0**	**$0**			
	TOTAL	**$1,625,000**	**$1,250,000**	**$375,000**			

FUNDING:		
GEN SPC CAP RESERVE	$	10,000.00
SEWER	$	65,000.00
CCBF (GAS TAX)	$	375,000.00
WATER DEPRECIATION	$	400,000.00
WATER BORROWING	$	400,000.00
	$	**1,250,000.00**

2028/29 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works	Sidewalk Improvement **(CIP-28/29PW1)**	$40,000	$40,000		CCBF-Gas Tax		
	Culvert Rehabilitation **(CIP-28/29PW2)**	$10,000	$10,000		CCBF-Gas Tax		
	SUBTOTAL	**$50,000**	**$50,000**	**$0**			
Other							
	SUBTOTAL	**$0**	**$0**	**$0**			
Water							
	SUBTOTAL	**$0**	**$0**	**$0**			
Wastewater	Upgrade Electrical for SCADA system (1 LIFT STATION) Clements Street**(CIP-28/29SWR1)**	$56,000	$56,000		CCBF-Gas Tax		
	Lift Station Pump Replacement **(CIP-28/29SWR2)**	$30,000	$30,000		Sewer Reserve		
	SUBTOTAL	**$86,000**	**$86,000**	**$0**			
Port							
	SUBTOTAL	**$0**	**$0**	**$0**			
	TOTAL	**$136,000**	**$136,000**	**$0**			

FUNDING:		
GEN SPC CAP RESERVE	$	-
SEWER	$	30,000.00
CCBF (GAS TAX)	$	106,000.00
WATER DEPRECIATION	$	-
PORT	$	-
BORROWING	$	-
	$	**136,000.00**

2029-30 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works							
	SUBTOTAL	$0	$0	$0			
Other							
	SUBTOTAL	$0	$0	$0			
Water							
	SUBTOTAL	$0	$0	$0			
Wastewater	Lift Station Pump Replacement **(CIP-29/30SWR2)**	$30,000	$30,000		CCBF-Gas Tax		
	Upgrade Electrical for SCADA system (1 LIFT STATION) **(CIP-26/27SWR1)** Spa Rd	$54,000	$54,000		CCBF-Gas Tax		
	SUBTOTAL	$84,000	$84,000	$0			
Port							
	SUBTOTAL	$0	$0	$0			
	TOTAL	**$84,000**	**$84,000**	**$0**			

FUNDING:		
GEN SPC CAP RESERVE	$	-
SEWER		
CCBF (GAS TAX)	$	84,000.00
WATER DEPRECIATION	$	-
	$	**84,000.00**

2030-31 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT	
Public Works								
	SUBTOTAL	$0	$0	$0				
Other								???
	SUBTOTAL	$0	$0	$0				
Water								
	SUBTOTAL	$0	$0	$0				
Wastewater	Lift Station Pump Replacement (CIP-30/31SWR1)	$30,000	$30,000		CCBF-Gas Tax			
	SUBTOTAL	$30,000	$30,000	$0				
Fire								Just a place holder for discussion
	SUBTOTAL	$0	$0	$0				
	TOTAL	$30,000	$30,000	$0				

FUNDING:		
GEN SPC CAP RESERVE	$	-
SEWER		
CCBF (GAS TAX)	$	30,000.00
WATER DEPRECIATION	$	-
	$	30,000.00

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TOWN OF SHELBURNE

TAX SALE POLICY

1. Purpose

To identify the criteria that will result in a property being placed on the tax sale list, as permitted under Section 134 of the Municipal Government Act (MGA); to establish guidelines for the tax sale process; and, to enable the Treasurer to make tax arrears payment arrangements with property owners.

2. Policy Statement

1) It is the Policy of the Town of Shelburne that all property taxes be collected in a timely manner. Property tax accounts that fall into arrears will be subject to collection efforts that ultimately can result in a tax sale.
2) The Town Treasurer shall prepare annually a list of properties meeting the criteria for tax sale and report that list to Council, oversee the tax sale process, and make tax arrears payment arrangements with property owners.

3. Tax Sale List

1) MGA Section 134 (1) allows property to be sold if taxes are in arrears for one year, while Section 134 (2) indicates property shall be sold if taxes are in arrears for the preceding three years.

   ~~Commencing with the taxation year ending March 31, 2015, and subject to the exceptions below, any property which is in arrears of taxes for the two (2) preceding taxation year, shall be placed on the Tax Sale List as soon as possible after June 30th of the following taxation year.~~

   Commencing April 1, 2027, and subject to the exceptions below, any property that is in arrears of taxes for one (1) preceding taxation year shall be placed on the Tax Sale List as soon as possible after June 30th of the following taxation year.

   If a property owner has entered into a tax arrears payment arrangement and defaulted on the agreement within the three preceding years the property shall be placed on the Tax Sale List when it is in arrears of taxes for one preceding taxation year.

2) The Town of Shelburne will not place any properties on the Tax Sale List if the property owner and the Town have entered into a tax arrears payment arrangement and the property owner is in compliance with the agreement.

3) In preparing the list for the tax sale, no property shall be listed whose outstanding balance is $300 or less. However, this policy does not apply to any property with an annual tax bill totaling less than $300.

4) The Town of Shelburne will not place any properties on the Tax Sale List if the solicitor for the Town advises that a sale of the property would expose the Town to an unacceptable risk of litigation.

5) The Town of Shelburne will not place any properties on the Tax Sale List if the taxes have been deferred pursuant to a by-law.

6) The Town of Shelburne may not place any properties on the Tax Sale List if the property has been put up for sale three times in the preceding three years and no satisfactory offer has been made with respect to it.

7) Subsequent to a property being placed on the Tax Sale List, the Town of Shelburne will follow the provisions of the Municipal Government Act with respect to the manner of carrying out the Tax Sale of a property.

8) The time limit allowed between the date of the preliminary notice to the owners of property on the tax sale list and when procedures are commenced and additional expenses are incurred for title searches, etc. shall be twenty-one (21) days.

9) The Tax Sale List will be reported to Council prior to the commencement of the formal tax sale process.

4. Tax Sale Process

1) MGA Section 141 (1) indicates property liable to be sold for taxes shall be sold at public auction, while Section 141 (2) allows such property to be sold by tender.

   The following properties will be sold by tender:
   a) Properties which are held to be of insufficient size or dimensions to be capable of any reasonable use.
   b) Properties which have been put up for sale in the preceding year, and no satisfactory offer has been made with respect to it.
   c) Additional properties at the discretion of Council

   All other properties will be sold at public auction.

2) The council may direct the Treasurer as to what constitutes an acceptable minimum tender or bid, if the Treasurer is of the opinion that the property might not realize sufficient to cover the outstanding taxes, interest and expenses. The acceptable minimum tender or bid shall constitute the taxes, interest, and expenses for the property unless otherwise directed by Council.

3) The following process shall be followed for sale at public auction:

The Treasurer shall introduce the properties on the Tax Sale List to be sold at public auction by minimum bid in ascending order. The minimum acceptable bid will be announced at the beginning of sale for each property; this bid constitutes the taxes, interest, and expenses for each property. After a bid is made the Treasurer will make the statement "is there any advance on the last bid of X dollars" three times or until another bid is made. When no further bid is forthcoming the Treasurer will make the statement "are there any further bids" three times and where no further bids are made the Treasurer will declare the property sold to the highest bidder. If no bids are made the Treasurer may exercise the right under MGA Section 143 and purchase the property for the Town of Shelburne for the minimum acceptable bid.

Payment of cash, certified cheque, or lawyers trust cheque to cover taxes and expenses must be made at the time of sale. The balance of the purchase price, if any, must be paid in like manner within three (3) business days. If the balance is not paid the Town will retain the initial installment and use that to pay any and all expenses to conduct another sale. Any remaining balance will be refunded once the successful sale is concluded.

4) The following process shall be followed for sale by tender:

The Treasurer will advertise the properties on the Tax Sale List to be sold by tender in the local paper and on the Town's website. The properties will be advertised for a minimum period of three (3) months; a minimum of one advertisement per month will be published in the local paper. Advertisements are to provide the Assessment Account Number, Civic Number, minimum bid and description for each property being sold by tender.

The Town of Shelburne makes no representation on the size of any of the lots described. The Town of Shelburne requires that the buyer at their cost survey the lot before the actual deed is prepared. It is the responsibility of the tendered to satisfy him or himself on the size of the lot on which the tender is submitted.

Tenders are to be enclosed in a sealed envelope clearly marked and include the property number and description of the property being tendered, amount of bid, name and address of the bidder and a telephone number where the bidder can be contacted.

The person whose tender is accepted shall pay the tender price by certified cheque or bank draft within three business days after being notified of the acceptance at which time the Schedule "A" will be forwarded to the purchaser for the migration and deed preparation. The finalized deed will be forwarded to the Town of Shelburne Solicitor for final approval and to apply signatures. The deed will be forwarded to the purchaser to record.

The purchaser will be responsible to pay the Town of Shelburne within forty-five (45) days of the accepted tender for all legal costs including, survey cost, cost of the migration of the property, deed preparation costs, registration fees and applicable taxes before the actual deed is prepared.

The Town of Shelburne reserves the right to reject any or all tenders, not necessarily accept the lowest tender or to accept any tender which it may consider to be in the best interest of

the Town. If all tenders for a property are rejected the Treasurer may again put the land up for sale, by tender or by public auction.

5. Conflict of Interest

1) No council member or employee of the Town, nor a spouse of a council member or employee, nor company in which any of the aforementioned owns or beneficially owns the majority of the issued and outstanding shares, shall purchase the land at the sale either directly or through an agent. MGA Section 144 (3) provides that a person who contravenes this Section is liable, on summary conviction, to a penalty of five thousand dollars and, in default of payment, to imprisonment for a term not exceeding six months. Where there is a conviction pursuant to subsection (3), the relevant person forfeits their office or employment, as the case may be.

6. Tax Arrears Payment Arrangements

1) MGA Section 134 (5) allows Council to adopt a policy permitting tax arrears payment arrangements.

Where the owner of a property approaches the Town of Shelburne and requests to enter in a tax arrears payment arrangement for the property, the Town of Shelburne may enter into such an agreement, as outlined below.

2) Where the property has been identified as eligible for the current fiscal year tax sale proceedings, the Treasurer may contact property owners to enter into such an agreement.

3) The Treasurer shall determine the total of all tax amounts (property, area rates, special rates, etc.) owing to the Town of Shelburne related to the property, and all shall be included in the tax arrears payment arrangement.

4) A tax arrears payment arrangement may include multiple properties. A default on the agreement related to one property will be deemed to be a default on all properties within the agreement.

5) Any tax arrears payment arrangement does not affect the amount of interest owing or the rate at which interest is calculated on outstanding balances.

6) A tax arrears arrangement is valid to the end of the fiscal year in which it is made

7) To calculate the Monthly Payment under the tax arrears payment arrangement for a property, the following formula shall be utilized:

a. Monthly Tax Arrears: total balance owed to the Town at the end of the preceding taxation year, divided by the number of months remaining in the fiscal year.
b. Monthly Interest: total outstanding balance multiplied by current interest rate, divided by the number of months remaining in the fiscal year.
c. Monthly Payment = Monthly Tax Arrears + Monthly interest

8) At the date of signing, the taxpayer may choose to schedule payments to allow for seasonal fluctuation in income. Up to half of the payments may be reduced to as low as 50% of the Monthly Payment, with corresponding increases in the other payments. No payment may exceed 150% of the Monthly Payment.

9) Monthly Payments are due by the close of business on the last business day of the month

10) Any Monthly Payments not received by the dates specified in the agreement, on the first instance, shall be deemed to be a default on the agreement. The tax arrangement is in effect for the remainder of the fiscal year.

11) If a tax arrears payment arrangement is in default, the Town of Shelburne shall proceed to tax sale at the next opportunity.

12) Amendment or renegotiation of tax arrears payment arrangements are at the discretion of the Treasurer where a current agreement exists, and the agreement is not in default. Amendment or renegotiation will not be considered where the agreement is in default.

13) While a tax arrears payment arrangement is in force on a property, the property owner shall not subdivide to make the property smaller or demolish a building on the property in whole or part, without the prior approval of the Treasurer.

14) No repayment shall be made from the Town under policies that may provide repayment of taxes where destruction has occurred (Section 69A of the MGA). Further, no refund will be made to the owner for any reductions in taxes owing as result of an appeal on assessment. Such amounts will be credited to the tax arrears payment arrangement.

15) Proof of insurance must be provided to the Town of Shelburne every six months.

~~16) For property owners with a tax arrears payment arrangement which is not in default, at the date of Council adoption of this policy, the tax arrears payment arrangements shall remain in effect until March 31st, 2015.~~

For property owners with a tax arrears payment arrangement that is not in default, the tax arrears payment arrangement shall remain in effect in accordance with the terms of the agreement.

Executive Coordinator's Notation for Official Policy Book
Date of Passage of Original Policy: December 3rd, 2014
Date of Passage of Current Policy:
I certify that this Policy was adopted by Council as indicated above.

_____ _____

Jessie Dyer, Executive Coordinator Date

Document #	
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COUNCIL REPORT - FOR DECISION

Subject:	**Development Updates and Development Officer Appointment**
Date:	May 5th, 2026
Authority:	MGA 243 (1)
Council Dates:	May 19, 2026
Prepared by:	Mike Kahn, Director of Planning and Development

Background

The Town is seeing increased interest in development in Town, ranging from single lot single building developments to proposed multi-lot subdivisions.

Additionally, the Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw were recently updated, approved by the Province and came into force on May 5, 2026. This also has an impact on the complexity of development approvals as the new planning bylaws cover topics such as accessible parking and stormwater, increasing the work needed in reviewing applications for development.

The Town is in the final phases of launching an e-permitting system, jointly procured with the Municipality of The District of Shelburne, to more efficiently and effectively handle development approvals. The system will take effort to setup and train staff but will save time in the long term.

Analysis:

To respond to increasing development pressure and continue to undertake timely engagement with those undertaking development, ranging from sheds to apartments, staff are proposing three actions:

- Creation of new 'single window' for development inquires and approvals though a single shared email account;
- Launch the e-permitting system for all development approvals and planning bylaw amendments (excluding subdivision approvals) as of June 1, 2026; and
- Appointment of two additional Development Officers.

Development Shelburne Email

Staff have created a new shared email account: devleopment@shelburnens.ca. All development inquires should be directed to this email. This has several advantages:

- Provides the public with a single point of contact for any development inquiry, no need to split water, sewer, planning questions to different staff.
- Staff can refer to previous responses, which reduces duplication and ensures responses are consistent.
- Allows for better staff time management as different staff can oversee responses.

Staff plan to promote this new address on social media and the Towns website.

Update on E-permitting

The Town is hoping to be ready to take permits through the online system by early June. This has the potential to greatly improve the efficiency of the permitting process and improve overall record keeping. The system will link permits with property data and will be able to generate certain notices and letters with minimal oversight.

Appointment of Additional Development Officers

With e-permitting, increased development activity and the need for redundancy of key positions, staff are recommending the appointment of two development officers.

Both proposed appointees have been training to be a development officer with the Director of Planning and Development. This has included training on responding to development inquires to issuing permits to handling appeals and enforcement. There is further training and ongoing support for the new proposed development officers.

One of the two proposed appointments, Daniel MacKay, Human Resources and Administrative Coordinator will, over the coming months, take on most of the day-to-day development officer work involving accessory structures, single houses and small-scale commercial developments. The other proposed appointment, Dana Nash, Bylaw Officer, works with the bylaw enforcement aspect of that role and enables a backup development officer to ensure timely responses to development matters should the other development officers not be available.

Next Steps

The e-permitting system has been customized to the Town's bylaws and has undergone initial testing. The next step will be to start putting new applications into the system, which is hoped to take place by June 1st.

In the fall, staff hope to test and enable a web portal so applicants for permit would be able to apply online. Applicants would still need to provide payment in person.

The Town would look to start processing subdivision approvals in late 2026.

Staff will also continue to monitor development activity. The next statistical update, including population projections, to the MPS is expected in roughly a year, using 2026 Census data which will be collected in the coming months.

Options

	Pros	Cons
Option 1 – Appoint new development officers	• Ensures timely response to development inquires • Succession planning and builds redundancy	• None

Option 2 - Do not appoint new development officers	• Maintains status quo	• Does not ensure timely response to development inquires • Does not plan for succession or builds redundancy

Recommendation

THAT Council appoint Daniel MacKay and Dana Nash as Development Officers for the Town of Shelburne.

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COUNCIL REPORT - FOR DECISION

Subject:	**Municipal Heritage Designation- Old Kirk Burial Grounds**
Date:	May 12th, 2026
Authority:	HPA, s.15
Council Dates:	May 19th, 2026
Prepared by:	*Daniel MacKay, Administration & Human Resources Coordinator* *Mike Kahn, Director of Planning & Development Services*

Purpose

To seek Council direction regarding the proposed municipal heritage designation of the Old Kirk Burial Grounds under the Heritage Property Act.

Background

The Old Kirk Burying Ground is a cemetery located at the corner of Digby and John Streets covering approximately 24,000 square feet. The land was designated a Provincial Heritage Property under the Heritage Property Act (HPA) in 1990.

In 2025, the new owners of 36 John Street requested that property be de-registered from municipal heritage designation. While the Old Kirk Burying Ground remains a Provincial Heritage Property, Council determined that an additional municipal designation under section 15 of the HPA was warranted to ensure continued local protection.

On April 7th, 2026, Council passed Motion M26-037:

"THAT Council directs staff to prepare to register the Old Kirk Burial Ground (PID 82579095) as a Municipal Heritage Property under the Heritage Property Act."

Procedural Compliance

Following Council's direction, staff served Notice of Intent to Register under section 15 of the Heritage Property Act to the landowner by mail on April 7th, 2026. The statutory 30-day notice period expired on May 7th, 2026.

Pursuant to Section 15 of the Heritage Property Act, notice of the proposed registration was provided to the property owner, and the owner was invited to attend the Council meeting and speak to Council regarding the proposed designation prior to Council making a decision on registration.

Analysis

The rationale for municipal designation, as outlined in the March 30th, 2026, staff report, remains unchanged:

- Age - The cemetery has been in use since 1784
- Historicity - Association with historical personages and major trends in the Town's history
- Architecture - Landmark fundamentally inseparable from the public's perception of Shelburne's culture and history
- Eligibility - Burial grounds are specifically eligible for registration under the HPA

All statutory requirements have been satisfied. No objections or concerns have been raised. Staff recommend proceeding with registration.

Recommendation

THAT Council register the Old Kirk Burying Ground (PID 82579095) as a Municipal Heritage Property under section 15 of the Heritage Property Act.

Attachments:

Form A

COUNCIL REPORT - FOR DECISION

Document #	D26-095
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Subject:	**Visitor Information Centre Lease and Potential Sale**
Date:	May 13th, 2026
Authority:	MGA s 50
Council Dates:	May 19th, 2026
Prepared by:	Mike Kahn, Director of Planning and Development

Background

The Town has entered into arrangements with the Museums by the Sea to provide visitor information services. As such, the current Visitor Information Center (VIC), and the corner of Dock and King Streets, is not in use.

The public has shown significant interest the building if it is available. Staff investigated the possibility of subdividing the building onto its own lot, as it is currently part of the King/Dock Street right of way (part of the street itself). This led staff to the fact that there has been infilling of the Harbour for the VIC that may not have been approved by the Federal government as a reduction in the legally defined federal Harbour.

In discussions with surveyors, it is likely to take months or even years to fully resolve these issues and have a land title that could be sold.

Analysis:

The Town could enter into a lease for the VIC, where the renter would be responsible for building upkeep, improvements, utilities, insurance and would have a right of first refusal if the VIC building is separated onto its own lot from the streets and offered for sale.

The nearby sign feature and seating area, to the south of the VIC building, are not included in the proposed lease. There is also subsurface stormwater infrastructure to the north of the existing building that would be part of the potential new lot, but would be subject to an easement, meaning that area would not be able to be built on. It should also be noted the building is not designed for winter operations and is only partially insulated.

While there has been some interest in using the VIC for residential use, staff believe a commercial use would be more appropriate and will be considering commercial uses only. Staff are also recommending the VIC not be rented or sold below market rates, in part due to the public interest that may enable the Town to turn a profit on the land sale and the complexities of sales below market value under the MGA.

While the Town is resolving the Harbour related issues, there may be an opportunity to look at renovations to the VIC, for example if a renter/potential landowner of the VIC wished to have a deck extending over the water, or a dock for boat rentals, they could be handled along with the overall VIC request.

A key piece of this will be the selection of a proposal to first lease but potentially buy the VIC. Staff are planning on developing a request for proposals (RFP) that would use criteria to score the proposals with the top 3 being invited to present to Council who would select the final proposal.

How much rent will be through the interim period and the final price would be part of the RFP response. The Town would reserve the right to require the sale price meet the value determined an independent appraiser, in part to comply with the MGA regarding sale below market value.

Details on potential renovations to the VIC would be part of the RFP. Any additions to the building would be the responsibility of the leaseholder but would require permission from the Town.

Staff are proposing an accelerated schedule so a potential renter could be open for business in early July. A draft timeline is below

May 20-May 29	RFP Development
June 1	RFP to Council for review and approval
June 3	RFP posted
June 18	Responses due
June 19	Notice to top 3 respondents
Week of June 20	Potential Special Council meeting to review top 3 responses and award lease
Week of July 1	Signing of lease

The process for the sale for the VIC would follow the MGA s 50 (5) b and c (sale and lease of municipal property at market value).

Declaring the VIC Surplus

As part of the MGA process, prior to sale, the VIC would need to be declared surplus. That is not being brought forward at this time as the land cannot be declared surplus, as it would include part of the streets. A future motion of Council would be required to declare the newly surveyed VIC surplus at that time, which would trigger the right of first refusal by the leaseholder.

Options

	Pros	Cons
Option 1 – Direct Staff to prepare an RFP to lease the VIC with option to buy, and report back to Council June 1 with a draft RFP.	• Provides new business space • Provides revenue for the Town • Uses high visibility space	• VIC may no longer be available for Town use

	• Responses to requests of numerous persons interested in the property	
Option 2 – Postpone decision on VIC until more information on an RFP to lease and sale options is available	• VIC is available for Town use	• Does not provide new business space • Costly to maintain building • Does not address public interest in the site

Recommendation

THAT Council directs staff to develop a request for proposals to lease the Visitor Information Center, with a right of first refusal to buy the property should Council declare it surplus, reporting back with a draft RFP for Council review at the June 1st Council Meeting.

Document #	
D26-096	
Rec'd by	JD
Date	May 14/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

COUNCIL REPORT - FOR DECISION

Subject:	**Sewer Charges Bylaw Updates**
Date:	May 14th, 2026
Authority:	MGA 49 (1)
Council Dates:	May 19, 2026
Prepared by:	Mike Kahn, Director of Planning and Development

Background

The Town's Sewer charges bylaw needs to be updated, along with other bylaws, to move fees charged by the Town to the fees policy for a single source for all fees charged by the Town.

Analysis:

Staff are proposing amendments to the Sewer Charge Bylaw to instead list the fees in the fees policy. The Sewer charge Bylaw itself is expected to be merged with the Sewer bylaw in future. Repealing the Sewer Charge Bylaw, amending the Sewer Bylaw and changing the fee policy at the same time is more complicated and time consuming, especially where there is some consideration of updates to the Sewer Bylaw.

This change is also part of implementing the 2026-27 operations budget.

Next Steps

If Council approves first reading, staff will post a notice for 14 days of consideration of second reading in keeping with the MGA. Notice of policy amendment would also be provided at this time.

Options

	Pros	Cons
Option 1 – Amend the Sewer Charges bylaw and update the Municipal User Fees policy	• Implements the 2026-27 operating budget • Consolidate fees into one policy as per Council direction	• None
Option 2 - Do not amend the Sewer Charges bylaw	• None	• Does not implement the 2026-27 operating budget

Recommendation

THAT Council give first reading to the amendments to the Sewer Charges bylaw as found in attachment;

AND THAT Council provides notice of amendments to the Municipal User Fees and Charges Policy at the June 1, 2026, Council Meeting.

ATTACHMENT 1

THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BYLAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE DETERMINATION OF SEWER CHARGES.
WHEREAS Section 79 of the Municipal Government Act provides that a Municipality may by by-law, prescribe charges for the provision of services for persons who use or benefit from the service, on a basis to be set out in the by-law.

AND WHEREAS the Town of Shelburne has enacted that user charges and connection fees prescribed under the Public Sewer By-Law will be in such amounts as determined from time to time by the Council by By-Law.
THEREFORE be it enacted by the Council of the Town of Shelburne, as follows:

1. Short Title
This By-Law shall be cited as "Sewer Charges By-Law".

2. Purpose
The purpose of this By-Law is to establish the amounts of user charges and connection fees prescribed under the Public Sewer By-Law.

3. Charge Imposed
As per the provisions of the Public Sewer By-Law every owner of land which is serviced by a public sewer or is fronting on any street or highway within the Town, which street or highway has a sewer line installed as directed by Council pursuant to this By-Law shall pay to the Town an annual charge, known as the Sewer Service Charge, for both the construction and maintenance of such sewage works, and the operation of any sewer treatment facilities in the amount determined from time to time by the Council by By-Law.

The Sewer Service Charge is established in the Town's Municipal User Fees Policy.

4. Connection Fee Imposed
As per the provisions of the Public Sewer By-Law any person requesting a permit, after the original sewer line has been installed, for connecting a building service connection with the public sewer shall pay a fee determined in the Town's Municipal User Fees Policy.

COUNCIL REPORT - FOR DECISION

Document #	D26-097
Rec'd by	JD
Date	May 1/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject:	**Volunteer Recognition Program**
Date:	May 1st, 2026
Council Dates:	May 19th, 2026
Prepared by:	*Jessie Dyer, Executive Coordinator*

Purpose

To seek Council approval to implement an annual Volunteer Recognition Program, including a nomination process led by Council, a formal recognition ceremony during National Volunteer Week, and participation in the Provincial Volunteer Awards.

Background

The Town of Shelburne has historically recognized volunteers through various initiatives, including a former "Volunteer of the Month" program. Following the dissolution of the Community Participation & Volunteerism (CP&V) Committee, formal recognition efforts were discontinued.

In 2025, Council approved a one-time recognition approach that included Council-led nominations and acknowledgment at a Council meeting, along with submission to the Provincial Volunteer of the Year Awards program.

To ensure consistent and meaningful recognition of volunteers, this approach can be formalized and continued on an annual basis.

Analysis

Volunteerism plays a critical role in supporting community programs, events, and overall quality of life within the Town of Shelburne. Establishing a consistent and visible recognition program:

- Strengthens community engagement and civic pride
- Reinforces Council's support for volunteer contributions
- Encourages continued and future volunteerism
- Aligns the Town with provincial recognition initiatives

It is proposed that the Town adopt an annual recognition model with the following structure:

- Each Council member nominates one volunteer annually
- Volunteers are formally recognized at a Council meeting during National Volunteer Week (April)

- A certificate of recognition is presented to each nominee
- Council selects one individual as the Town's Volunteer of the Year
- The selected individual is submitted as the Town's nominee for the Provincial Volunteer Awards

Holding the recognition during a regular Council meeting ensures transparency, accessibility, and visibility, while keeping the program administratively simple and sustainable.

Next Steps

- Council members submit nominations by a specified deadline (early April)
- Staff coordinate and prepare recognition materials (certificates, agenda placement, etc.)
- Recognition ceremony held during a Council meeting in Volunteer Week (April)
- Council confirms Volunteer of the Year selection following the ceremony
- Staff submit provincial nomination within required timelines

Financials

Costs associated with the program are minimal and can be accommodated within the existing operating budget. Anticipated costs include:

- Certificates and printing

Options

	Pros	**Cons**
Approve Annual Volunteer Recognition Program	• Establishes consistent, meaningful recognition • Supports community engagement and morale • Aligns with provincial programming • Low cost and administratively manageable	• Requires annual coordination by staff • Limited number of individuals recognized each year
Maintain Ad Hoc Recognition Approach	• Flexible, no formal process required	• Inconsistent recognition year-to-year • Reduced visibility and impact • Missed opportunity for provincial participation

Recommendation

THAT Council approve the implementation of an annual Volunteer Recognition Program, including Council-led nominations, recognition during National Volunteer Week, and submission to the Provincial Volunteer Awards;

AND THAT staff be directed to implement the program beginning in 2027.

Attachments:

None

Municipality of
Shelburne

Naturally Yours

Document #	
D26-098	
Rec'd by JD	
Date May.1/26	
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Council	✓
Agenda	✓
Committee	

Inspection Department

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

May 1, 2026

Town of Shelburne
ATTN: Sarah Whiteway Mattatall
PO Box 670
Shelburne, NS
B0T 1W0

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of April, 2026.

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued this Month	0	0
Number of Permits Issued to Date	0	0
Construction Value	$ 0.00	$ 0.00
Total Construction to Date	$ 0.00	$ 0.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Manager of Inspection Services

/aad

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

SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
B0T 1W0

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D26-099	
Rec'd by JD	
Date May 1/26	
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Mayor, Councilor's and CAO

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

Total number of calls for service: 10

Calls for service within the Town:4

Calls for service in the Municipality of Shelburne protection area: 9

Call for mutual aid it Liverpoole 1

CALLS FOR SERVICE BREAKDOWN	TOWN	MUNICIPALITY
ALARM SOUNDING	1	1
MEDICAL	1	
MOTOR VEHICLE ACCIDENT		1
STRUCTURE	1	1
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST	1	
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
SMOKE CONDITIONS		1

DEREK MACKENZIE, FIRE CHIEF **ALLEN ALLISON, DEPUTY CHIEF** **MIKE SHAND, PRESIDENT**
shelburnefire@gmail.com