



Town of Shelburne
Minutes of the **Budget Meeting**
Friday, April 24th, 2020
5 p.m.

Virtual Meeting VIA Zoom due to COVID – 19 Regulations

Council Members Present

Mayor Karen Mattatall
Deputy Mayor Nolan Young
Councillor Rick Davis
Councillor Harold Locke
Councillor Sheldon Ringer

Staff Present

Darren Shupe, CAO
Julie Ferguson, Clerk
Jane Crowell, Finance Manager

Call to Order

Mayor Mattatall called the meeting to order at 5:00 p.m.

Approval of the Agenda

Young - Ringer

THAT the Agenda for the Budget Council Meeting of Friday, April 24th, 2020 be approved.

CARRIED

Council Items

a) CAO Introduction

The CAO introduced the meeting. He noted that there are \$276,000 worth of capital projects on the capital budget for next year and this is with a focus solely on core services. The CAO also noted that the Town's Temporary Borrowing Resolution in the amount of \$124,000 has not yet been approved by the province due to the Town's ability to pay back debt at this time. This money is meant to cover 5 projects which had already taken place within the past few years.

b) Capital Budget Review – Finance Manager

Finance Manager, Jane Crowell, reviewed the Capital Budget Draft line by line. This budget is a projected 2020 – 2024 Potential Capital Projects Budget. (see copy in Council Package)
Councillor Young stressed the need to look at the financial situation for the Town in light of the COVID crisis and future costs to residents for necessary assets, such as the fire truck purchase noted in 2023-2024, which the residents would be billed for above their taxes.

Young – Ringer

THAT Council formally write to the Department of Municipal Affairs asking for information regarding the dissolution process and Frequently Asked Questions.

CARRIED

Role Call Vote Requested

Davis – No

Locke – No

Mattatall – Yes

Ringer – Yes

Young - Yes

c) Update on Marine Terminal Investigations (Pending Engineer's Report)

The CAO discussed Pinto Engineering's email from April 23, 2020 with Town Council. This report recommended hiring a diver to survey the area and further investigate the failure of sheet piling and concrete on the south berthing face of the east ell. Howard Allen, Engineer, suggests replacing the sheet piling and concrete copewall system with a Berlin Wall wave break as was done in other areas. This work would cost approximately \$300,000 including the removal of the existing debris from the seabed. Councillor Locke was opposed to spending this amount of money on the wharf and suggested alternate ways of preventing wave action. The CAO responded that he is concerned about the "T" structure and liability. He requested the diver be hired to investigate further and an engineer study on the remaining concrete. Mayor Mattatall requested feedback from the insurance company to which the CAO responded that they have already been contacted.

d) King Street Centre Staff Report

The CAO reviewed the Staff Report that was presented to Town Council regarding the King Street Centre, provided by the Operations Manager. The report showed that the building fire protection system needed to be upgraded to comply with the Provincial Fire Code and flooring tile from the two remaining storage rooms identified with asbestos floor tile need to be properly mitigated and replaced. The costs already paid to date on the King Street Centre since December 2019 are \$38,918.51 with an additional \$88,174.81 projected to complete these upgrades to meet code. Councillor Davis requested that Andrew Goreham be contacted to review fire code requirements for the building.

e) Other Assumptions to be examined for Operating Budget

Councillor Young asked that the RCMP be contacted to review different policing plans asking if the PPSA could save the Town money.

f) \$100,000 Staff Reductions – Staff Report

A staff report was prepared by the Finance Manager and CAO regarding a previous motion to investigate a \$100,000 savings through reducing staff. The report focused on the responsibilities of the positions under consideration, ongoing efficiency, and the workload of these positions if the staff were removed. Council discussed the necessity of the Operations Manager position and reducing the Front Desk hours from 10-2 to make it more manageable to cover by other staff.

Davis – Locke

THAT Council direct the CAO to terminate the position of Operations Manager according to the labour laws and legal advice.

CARRIED

Locke – Davis

THAT the position of Customer Service Representative (CSR) not be filled at this time and that those duties be carried by existing staff.

CARRIED

Council requested that the CAO contact Ken Smith to inquire about whether he would be interested in helping the Town as an Interim CAO during the hiring process.

g) Arena Funding Request

Council reviewed letters sent by the Arena Board regarding the purchase of a new compressor to be cost shared by municipal units and the arena. As this is a time sensitive request, Council agreed to review this item in advance of the Operating Budget.

Locke – Davis

THAT the Town contribute 20% of the funding request for compressors for the Arena, based on population calculations, if the arena comes up with the additional \$10,000.

CARRIED

Locke – Young

THAT the maximum amount of money that the Town would contribute to the compressor project would be \$4,000.

CARRIED

Next Budget Meeting Date

It was decided to hold the next budget meeting on Thursday April 30th, 2020 at 5 p.m. via Zoom.

Adjournment

Locke

THAT the Budget Council Meeting of Friday, April 24th, 2020 be adjourned at 7:08 p.m.

CARRIED

Mayor

Clerk