



Town of Shelburne
Minutes of the **Budget Council Meeting**
Thursday, May 14th, 2020
Virtual Via Zoom
5pm

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 5:05 p.m.

Approval of the Agenda

Locke - Ringer

THAT the Agenda for the Regular Budget Meeting of Thursday, May 14th, 2020 be approved with the addition of Council Item (c) Shelburne Harbour Yacht Club – Email – Port of Entry

CARRIED

Council Items

a) CAO Introduction

The CAO introduced this budget meeting as a review of the updated Operating Budget, considering Council's previous discussions, with some assumptions for February through April. There is new information for the fiscal year 2019/20. The CAO also updated Council that the Department of Municipal Affairs are not supporting the Town's TBR but there may be discussion of helping through further grants. The CAO also requested further discussion regarding the King Street Centre.

b) Review of Operating Budget – Finance Manager

c) The Finance Manager introduced the updated draft 2020-21 budget which has been balanced with new data. There is a forecast of \$81,135 surplus for 2019/20 which will no doubt change with additional year end entries and audit. Discussion of Operating Reserve Balance took place regarding the amount available in the General Operating Reserve is still below the 10% of annual budget amount stated in the Town's Policy. COVID-19 has been factored into the 2020/21 revenue projections, but the actual impact on reduced revenue and cash flow is still largely an unknown.

Line By Line Overview

Tax Rates have stayed the same. Sewer Charges are remaining the same. There is a slight increase in solid waste charges due to having to pay HST on tipping. Departmental cuts and Service cuts, particularly in tourism, asset management, economic development, events, seasonal public works, and planning.

Young – Davis

THAT Council budget \$10,000 for the MPAL program with the Municipality of the District of Shelburne to take over administration of the program.

CARRIED

The Finance Manager noted that insurance premiums are going up and the deductible will be raised to \$50,000 due to the number of claims that the Town has put in over the past several years.

There is a new request from the Arena for additional funding to help cover their operating deficit.

Young – Davis

THAT Council increase the Grants to Organizations contribution to Sou’West Nova Transit from \$250 to \$1,250 for operating.

CARRIED

Locke – Davis

THAT Council approve the allocated \$35,033 in the budget for Grants to Organizations.

CARRIED

Young – Davis

THAT Council put the Harbour Cam amount back into the operating budget.

CARRIED

The Town Clerk mentioned that the Public Art Policy will need to be reviewed and a staff report will be prepared for the meeting on Tuesday, May 19th.

The CAO recommended a joint meeting with stakeholders in the King Street Centre to discuss the future of the building and costs of repairs.

The Finance Manager will edit the budget according to the discussion and would like to schedule a follow-up meeting for budget approval.

d) Shelburne Harbour Yacht Club – Email – Port of Entry

Mayor Mattatall wanted to bring an Email from Rob Stork of the Shelburne Harbour Yacht Club to the attention of Council. Due to Covid-19, Shelburne is no longer being considered a port of entry and several parties are concerned about this becoming a permanent decision. The letter will be discussed further at the Council Meeting on Tuesday.

Next Meeting

Thursday, May 21st 5pm Zoom

Adjournment

Locke

THAT the Budget Meeting of Thursday, May 14th, 2020 be adjourned at 7:36 p.m.

CARRIED

Mayor

Clerk