



**Town of Shelburne**  
**Minutes of the Special Town Council Meeting**  
Wednesday, March 4<sup>th</sup>, 2020  
Community Centre, Meeting Room A, Shelburne, NS  
5:00 pm

**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, Manager of Finance  
Jennifer Perry, Finance Officer  
Sarah Mattatall, Manager of HR  
Grant Balsdon, Operations Manager

**Call to Order**

Mayor Mattatall called the meeting to order at 5:01 p.m.

**Approval of the Agenda**

**Ringer - Young**

THAT the Agenda for the Special Town Council Meeting of March 4<sup>th</sup>, 2020 be approved with the addition of item 3(a) Minister Chuck Porter – Letter – Consolidation Funding.

**CARRIED**

**Council Items**

**a) Minister Chuck Porter – Letter – Consolidation Funding**

Mayor Mattatall read aloud a letter received from Minister Chuck Porter regarding funding for consolidation.

**Young – Locke**

THAT staff send an invitation to the Municipality of the District of Shelburne and the Town of Lockeport in regards to having a meeting to discuss their consolidation concerns, noting the letter from Minister Porter, and mentioning that there is no cost in having a meeting.

**CARRIED**

**Role – Call Vote:**

**Councillor Davis voted No**  
**Councillor Locke voted Yes**  
**Councillor Ringer voted Yes**  
**Councillor Young voted Yes**  
**Mayor Mattatall voted Yes**

**b) CAO Introduction**

The CAO Introduced the Budget Discussions as follows:

The last budget meeting was centered on our capital budget, today's focus is on our general operating budget. The Town's general operating budget is used to fund the year to year costs that provide the majority of services for town residents as well as annual maintenance costs for equipment and facilities.

We are in a similar position as last year in the sense that we need to make significant cuts to the overall operating costs to present a balanced budget. Last year's budget featured approximately 400k in cuts, this year's budget will require an additional 200k.

The operating budget can be described as containing both mandatory and discretionary service sectors. Mandatory services are those which the town is required to provide by the Province, and include such areas as protective services, wastewater treatment, and roads. We also have discretionary services, which include such sectors as parks, recreation, events, economic and community development.

With our current challenged financial position, in order to continue to be able to provide the mandatory core services, the discretionary services are often the first areas to be scaled back. This was true last year as economic development, tourism, and special projects were all reduced. The assumptions being presented in this year's operating budget continue this trend.

The primary goal of this budget has been to focus on the retention of mandatory operational services. The reduction of discretionary services, which will shortly include a review of town-owned facilities and properties as well as shared services efficiencies, will be noticeable, but short of an Eastern Shelburne County unification, it is the sole means in which an independent town can remain by any measure viable.

Next, I wanted to present an overview of some of the assumptions that went into balancing this draft budget. For the benefit of the public, these are primarily staff assumptions at this point, Council has the ability to modify any or all of the points presented tonight. Any such amendments will be captured in a revised budget to be presented at a future meeting.

**c) Finance Manager Review of Draft Operating Budget**

Finance Manager, Jane Crowell, introduced the budget and went over the overall proposed operating budget. She presented a staff report regarding changes to the Low Income Tax Exemption Policy and budget proposed. Council also reviewed the proposed cuts to the Grants to Organizations Line item.

**Young – Locke**

That Council be provided with information regarding what a 5-year wage freeze on Town Staff and Town Council would look like, including Travel and Expenses.

**CARRIED**

**Ringer – Davis**

THAT staff create a report regarding Council stipends and expenses as compared to other units of similar size.

**CARRIED**

The Finance Manager requested direction from Council in order to make adjustments to the proposed budget to move the process forward.

**Young – Locke**

THAT staff create a report to investigate the PACE program in order to look at options for residents to purchase unopened streets / surplus Town properties.

**CARRIED**

**Young – Davis**

THAT staff create a report to investigate the PPSA (Provincial Policing Service Agreement) regarding the differences between an MPSA (Municipal Policing Service Agreement) and the recently re-negotiated contract.

**CARRIED**

**d) In-Camera Session:**

**a. MGA Section 22:**

- i. Acquisition, sale, lease and security of municipal property**
- ii. Personnel matters**

**Davis – Ringer**

THAT Council go in-camera at 6:41 p.m.

**CARRIED**

**Council came out of in-camera at 7:17 p.m.**

**Business Arising from In-Camera Session**

**Davis – Locke**

THAT staff investigate how an additional reduction in staffing, facilitating up to \$100,000 in savings in the Operating Budget, would affect Town services over a period of 2 years.

**CARRIED**

**Role-Call Vote:**

**Mayor Mattatall voted No**

**Councillor Ringer voted Yes**

**Councillor Locke voted Yes**

**Councillor Davis voted Yes**

**Councillor Young voted Yes**

**e) Council Budget Discussion**

Councillor Young stated that he was not happy with the presented operating budget and that he will not be supporting the cuts.

Mayor Mattatall agreed with Councillor Young's statement regarding cutting services.

**Next Meeting**

The next Special Meeting of Council to discuss the budget is scheduled for Monday, March 23<sup>rd</sup>, 2020.

**Adjournment**

**Locke**

THAT the Regular Town Council Meeting of Monday be adjourned at 7:22 p.m.

**CARRIED**

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**Mayor**

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**Clerk**