



**Town of Shelburne**  
**Minutes of the Special Town Council Meeting**  
Monday March 8<sup>th</sup>, 2021  
Shelburne Community Centre, 63 King St., Shelburne, NS

**Council Members Present**

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

**Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator  
Jane Crowell, Finance Manager  
Jennifer Perry, Finance Officer  
Ken Smith, Interim CAO

**Call to Order**

Mayor Harold Locke called the Council meeting to order at 6pm.

**Approval of the Agenda**

THAT Council approves the Agenda for Monday March 8th, 2021-Special Town Council Meeting.

**Davis-Acker**  
**CARRIED**

**Approval of the Minutes**

THAT Council approves the Council minutes as presented from Monday March 1st, 2021.

**Davis-Nickerson**  
**CARRIED**

**Council Items**

a) Introduction (CAO)

CAO Sherry Doane welcomed Council and Staff to the FY22 (1 April 2021-31 March 2022) Budget Meeting. Sherry thanked Council for their efforts at the budget workshops on setting strategic priorities for the upcoming year that supported the preparation of the draft preliminary General Operating Budget as well as allowing presentation of the drafts version of the 5 Year Capital Budget and the Marine Terminal Budget tonight. It is expected that staff will present the Water Utility Budget at the next Council Meeting.

The CAO explained the desired outcome for tonight is to gain Council approval of said preliminary General Operating Budget with any changes/updates Council determines tonight and have it released to the public by March 15<sup>th</sup> for any community input/feedback to Council before being approved for finalization in April. Staff is also looking for approval of the Capital 5 Year and Marine Terminal budgets tonight.

**b) Review of Preliminary Draft Budgets: 1 April 2021-31 March 2022 (Finance Manager)**

**i. General Operating**

Finance Manager Jane Crowell introduced the preliminary general operating budget and stated the budget was prepared assuming that all tax rates and charges remain the same except for the Solid Waste fee increasing to \$262.75 from \$257.49, an increase of \$5.26 per unit.

The following tax rates would apply for this budget:

- Residential & Resource \$2.06/\$100
- Commercial \$3.88/\$100
- Wastewater charge \$260.00
- Solid Waste fee \$262.75

A few highlights as the Finance Manager went through the preliminary general operating budget under Revenue:

- Fire Protection Services with MDS \$80,690
- Capacity Grant is expected to remain unchanged at \$359,645
- Covid Safe Restart Grant- a portion of the \$83,100 that was allocated to the Town is being used on IT and security upgrades for the Town Office and Public Works
- Anticipating \$15,939 for Job Grants applied for with the Federal Gov't
- Have applied for \$13,410 with MDS for Grants towards the Grahams Park Splashpad, Visitor Information Centre (VIC) and Founders Days
- Transferring \$45,000 from the General Operating Reserve- \$25,000 for replacement of the oil tank at Community Centre and \$20,000 for King St. Upgrades
- A total budget of \$3.841 million

A few highlights under Expenses:

- Mayor/Council Stipends-no increases from last year to this year
- CSR (Customer Service Rep) Increase of hours from 3 hours per day to 5, allowing the office to be open to the public 9am-2pm daily
- Grants to Organizations \$36,677, see report below:

**c) Review of Grants to Organizations (Executive Coordinator)**

Executive Coordinator informed Council that the CP&V Committee met on March 4<sup>th</sup>, 2021 to review the applications for Grants to Organizations for the upcoming fiscal year. The applications were reviewed based on the criteria outlined in the Town's Grants to Organizations Policy and \$15,900 is being recommended by the CP&V Committee for approval to Council pending the final approval of the draft preliminary fiscal year General Operating Budget.

The following organizations and amounts are being recommended to Council for Approval:

Shelburne Historical Society	\$750	-operation of the museum
Shelburne Long Boat Society	\$500	-operating row/ride & insurance
Shelburne Lobster Festival	\$200	-event activities; in person or virtual
Osprey Arts Centre	\$500	-performance fees Lawn Chair Festival
Camp Jordan	\$200	-insurance costs
Guild Hall Summer Series	\$500	-performance fees
Shelburne Exhibition	\$750	-improvements/operating
Sou'West Nova Transit (rides)	\$1000	-subsidy-ride program
Sou'West Nova Transit	\$2000	-operating
Barrington Area Soccer Assoc.	\$1000	-refs/port a potties/Soccer NS
Barrington Ground Search & Rescue	\$1700	-maintain vehicles/training

Pet Projects	\$1000	-spay/neuter/vet costs
Shelb. Co Rescue Feral Cats/Kittens	\$250	-rescue efforts/vet costs
Shelb. Co Chronic Illness Fund	\$750	-travel/medical costs
Shelburne County Seniors Safety	\$3000	-wages/travel/bus/insurance
Shelburne County Mental Health	\$500	-Zoom/promotion/honorariums
Shelburne County Pumpkin Festival	\$300	-event activities
Reserves	\$1000	
<b>TOTAL</b>	<b>\$15,900</b>	

There are a few contractual Grants that are listed below:

SRHS	\$250	-Bursary
Red Cross	\$50	-Annual/General
Shelb. Co Health Care Recruitment	\$889	-Final Year
Shelb. Co Lions Club	\$2500	-Final Year
Shelb. Co. Arena	\$12,000	-Operating
Shelb. Co. Arena	\$5000	-Capital
<b>TOTAL</b>	<b>\$20,689</b>	

**GRAND TOTAL** **\$36,589**

There was discussion regarding a few organizations amounts and it was decided to change the Barrington & Area Ground Search and Rescue amount to what they asked for at \$1788. With that change it would be \$36,677 in the Budget for Grants to Organizations.

THAT Council approves the Fiscal 2021-22 Grants to Organizations as recommended by the CP&V Committee, with the change of \$1788 going to Barrington and Area Ground Search and Rescue as opposed to \$1700 as recommended.

**Acker-Davis**  
**CARRIED**

Finance Manager Jane Crowell continued with some highlights under Expenses of the Preliminary General Operating Budget:

- IT Software at \$19,300 - this is an initial set up of computers/licenses/software/security with funding for this coming from the Covid-19 Safe Restart Funding
- Asset Management Initiatives- there is no budget for this as per Council's priorities, the Committee will be revived and plans we have will be reviewed
- Under RCMP Detachment Assistant position- the amount budgeted reflects the position only being filled for a portion of the fiscal year due to hiring timelines
- SVFD Bunker Gear- you will see an increase, the dept is trying to save to purchase a full set of Bunker Gear soon
- Animal & Pest Control and Shared Services By-Law budgeted at \$10,000; we are hoping to gain a shared service with MDS for these services as our previous By-Law Officer retired last year
- Under Buildings-P/W Building & Yard, it is budgeted at \$13,550 this is due to repairs needed as well as an oil tank replacement
- Tree Maintenance has an extra \$5,000 as there are many trees that are beyond their lifespan in the Town. Increasing as a more pro-active approach for the upcoming year.
- Recreation Complex- \$3,500, the washroom and roof need repairs
- George/Parr St. Park-\$1,000, some repairs are needed for unsafe equipment
- Grahams Park Splash Pad-\$22,350, this amount includes a part that is needed to be replaced to open the season.

- MDS-MPAL Program- \$10,000 towards the program
- Under Planning & Inspection \$10,000 is being budgeted for engineering/planning services
- Tourism/Marketing- there has been \$5000.00 budgeted
- Founders Days \$10,000. The Town has put in a Grant Application with MDS for \$5,000. In hopes that something on a smaller scale can happen pending Public Health guidelines
- The Visitor Information Centre (VIC) has an amount budgeted of \$22,755.00 this amount includes the pending \$15,939 for Job Grants applied for with the Federal Gov't for youths and \$3410 applied for with MDS
- The total payments budgeted to the Provincial Government are listed below
  - Regional Education Centre                      \$287,860
  - Regional Library                                      \$13,400
  - Dept of Justice                                        \$5000
  - Protection Services (Corrections)            \$21,500
  - Deficit Regional Housing                        \$70,000
  - Total    **\$397,760**
- The Low-Income Tax Exemption will remain at \$15,000.
- Debenture principal payment going from \$175,014 to \$167,811 this year
- Capital Reserve Transfer of \$90,487

In closing, the anticipated final surplus is \$49,974 and as per Council Priorities the Finance Manager would ask for a motion for that amount to be transferred to the Operating Reserve. The Finance Manager also brought to Council's attention the projected 2021 Surplus that is showing at \$264,151 which will also go to the Operating Reserve after the Audit is complete. It had been previously stated that the Operating Reserve Account should have an optimum balance of 20% of the total operating budget which we should have of approx. \$720,000. With the anticipated surplus of this current year of \$264,151, the anticipated surplus to go to operating reserve plus the anticipated withdrawals, will bring the operating balance to \$551,000 which is approximately 76.5% of the optimal operating reserve balance. At the beginning of this year, we were at 33% (\$238,000).

The Finance Manager also explained that due to Covid-19 there were many factors that contributed to the significant surplus; some programming that did not happen, operating expenses being lower, some Public Works projects that did not happen.

THAT Council approves the Fiscal 2021-22 preliminary General Operating Budget (with required changes tonight), as presented, to be released to the public on March 15<sup>th</sup>, 2021 to review and provide Council their feedback.

**Davis-Nickerson**

**CARRIED**

THAT Council approves the 2020-21 anticipated Surplus to be transferred to General Operating Reserve.

**Ringer-Davis**

**CARRIED**

THAT Council approves a transfer from the General Capital Reserve to General Operating Reserve in the amount of \$83,100 for the Covid Safe Restart Fund, which was transferred to the former in error.

**Acker-Nickerson**

**CARRIED**

**ii. Capital (5 Year)**

Finance Manger Jane Crowell reviewed the Capital (5 Year) Budgets which is projected for 2021-2026. Some highlights include:

- Road Rehabilitation
- Sidewalk Improvement
- King St Centre Facility Upgrades
- SCADA Installation at Wastewater Facility
- Electrical Upgrade for SCADA (1 Lift Station)

THAT Council approves the Fiscal 2021-22 Capital 5-Year Budget as presented.

**Davis-Acker**

**CARRIED**

**iii. Marine Terminal**

Finance Manger Jane Crowell reviewed the 2021-22 Marine Terminal Budget which was done with the Port Manager for the next 3 years. Some highlights include:

- Increased revenue from Wharf Leases
- Covid Safe Restart Transfer of \$10,616
- Anticipated surplus of \$8968 for 2021/22
- Anticipated expenses of \$339,832 for 2021/22
- \$90,806 Transfer to reserves for 2021/22

CAO Sherry Doane spoke of the Transfer to Reserves for the Port going from \$59,606 to \$90,806 and the Marine Terminal Committee was pleased to make this recommendation to Town Council. The Port Manager has done a fantastic job and was commended by all of Council.

THAT Council approves the Fiscal 2021-22 Marine Terminal Budget as recommended by the Port Committee (with required changes tonight), as presented.

**Acker-Davis**

**CARRIED**

**d) Closing Remarks (Mayor Locke)**

Mayor Locke noted as many are aware the previous Council made deep cuts in the last year's budget as the Town's Finances were headed in the wrong direction a year ago which was a tough decision. The directive and the financial responsibility the staff undertook the past year has benefited the bottom-line results allowing the Town to increase Reserves that are starting us down the path to recovery. As our Finance Manger cited, we are now at 76.5% of the reserve goal standard for municipal entities. We are moving in the right direction which is very pleasing and rewarding.

What Council is cognizant of is not to eliminate all services and programs but instead to balance the spending and reserve allocations in a fiscally responsible manner. This of course needs to be done without increasing property tax. To highlight, we have directed staff to prioritize the

following 4 strategic initiatives, which all of Council independently chose the #1 item on this list of Financial Capacity.

The following are our top 4 priorities:

- 1- Financial Capacity
- 2- Daycare Facilities-improving the environment for our children & grandchildren
- 3- Marine Terminal-ensure it continues to be self sufficient and not rely on taxpayers
- 4- Fire Services-ensure our citizens safety remains our priority

This does not mean other priorities are not important, there are many others, but these are our 4 top priorities currently.

Mayor Locke took time to thank the Municipality of the District of Shelburne Warden and Councillors for their support in programs and services within the Town of Shelburne that benefit their citizens as well. Thank you also to the Federal Gov't for the Covid Safe Restart Fund that support the safety and health of our citizens. Mayor Locke also noted how pleased he is with the Provincial Government by piloting the vaccination of the most vulnerable citizens of 80+ years of age starting tomorrow, here in Shelburne. Also, tomorrow our SVFD will be getting their PPE Training which will allow them to assist in medical callouts again.

In conclusion Mayor Locke expressed thanks to all of Council for their cooperation on the decisions made tonight and during our Budget Workshops. Mayor Locke also commended the staff for the great job done on the Budget this year as well as all the hard work over the past year. Finally, Mayor Locke gave a big thank you Interim CAO Ken Smith for all he has done for the Town of Shelburne over the past 6-8 months.

#### **Upcoming Meetings**

- a) Town Council-Monday March 15th ,2021 at 7pm-Shelburne Community Centre

#### **Adjournment**

**THAT the Regular Town Council Meeting of Monday March 8th ,2021 be adjourned at 7:30pm  
Davis  
CARRIED**

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**Mayor**

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**Executive Coordinator**