



# Town of Shelburne

## Special Town Council Meeting Minutes

Shelburne Community Centre  
Wednesday April 13<sup>th</sup>, 2022

### **Council Members Present**

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

### **Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator  
Jane Crowell, Manager of Finance

### **Call to Order**

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

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitek, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

### **Approval of the Agenda**

*THAT* Council approves the Agenda for April 13<sup>th</sup>, 2022, as presented.

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

### **Approval of the Minutes**

*THAT* Council approves the minutes from the regular Town Council Meeting on April 4<sup>th</sup>, 2022, with the addition of motion number M23-001 under Council Item (b) Potential Off-Leash Dog Park

**Acker-Ringer**  
**CARRIED**

### **Council Items**

#### **a) Introduction (CAO)**

CAO welcomed Council and staff to the FY23 (1 April 2022-31 Mar 2023) Budget Meeting, thanking all for their efforts at the budget workshops that included Council setting the strategic priorities for this upcoming year that then guided Council in directing budgetary feedback. To remind all, their set priorities are as follows:

- #1 Financial Capacity
- #2 Daycare Facilities
- #3 Healthcare
- #4 Fire Services
- #5 Housing

Realizing the influence of NS Health rules on meetings due to covid, the CAO reminded all that this year's process did not follow quite the same timing and path as last year. As such, we are over a month later than last year which has allowed for staff to be more accurate in some of the figures for costs (such as Shared Services and RCMP). It also has the Port budget coming for Council approval directly rather than up through the Shelburne Port Committee, which isn't due to meet until next week, for the first time since last October.

Based on these established priorities from Council, the CAO stated that the desired outcome for tonight is to gain Council feedback and then approval/finalization of the following budgets tonight:

- Town of Shelburne Marine Terminal Budget FY2022-23,
- Town of Shelburne Water Utility Budget FY2022-23, and
- Town of Shelburne 5-Year Capital Projects Budget FY2022-23 plus 4 years.

Further, based on Council's continued desire for transparency and influenced by their strategic priorities, the CAO said that the final desired outcome is for Council to review the preliminary version of the Town of Shelburne Operating Budget FY2022-23 (post review, either as-is or with requested changes) and have it released to the public by April 14th (tomorrow) to allow time for any community input/feedback to Council before being approved as final at the next Council meeting on April 19th.

And finally, the CAO gave a special thanks to our Treasurer and Manager of Finance, Jane Crowell for her decades of dedication to all that is finance with the Town of Shelburne.

#### **b) Review of Preliminary Draft Budget- 1 April 2022-31 March 2023 (Finance Manager)**

##### **i. General Operating**

Finance Manger Jane Crowell introduced the preliminary General Operating Budget which is set at \$3,880,974.00.

A few highlights as the Finance Manager went through the Preliminary General Operating Budget under Revenue:

- Tax Revenue amount is \$2,363,208. Residential Assessment from PVSC is up approximately 6%. Resource and Commercial Assessment is down approximately 1%.
- Deed Transfer Revenue is being budgeted at \$115,000 as property sales have not slowed to the degree that was anticipated.
- Wastewater Sewer Charge to remain the same at \$260/unit.
- Solid Waste charge to increase to \$276.47 per unit up from \$263.70 per unit. (\$12.77 increase). This is due to increase in Solid Waste Management from MDS Shared services agreement and Region of Queens.
- Staff suggesting Wastewater connections for new residential development increase from \$200 to \$400 and commercial/institutional/industrial increase from \$200 to \$1000. Finance Manager noted in her 30 years this price has never changed.
- Rentals revenue will be down due to the upstairs tenant at 162 Mowatt St. (Former GOC Building) leaving by the end of September 2022.
- Other Transfers- staff is suggesting a transfer from the operating reserve for \$20,000 for King St. Centre to continue to upgrade facility.

A few highlights under Expenses:

- General Government Services are \$755,699 which includes Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Legal, Audit, IT & Office Expenses, Insurance, Accessibility Planning and Admin. Expenses.
- Protective Services are \$1,064,388 which includes Police Protection, Emergency

Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).

- Public Works Expenses are \$480,675 which include personnel costs, general equipment, equipment maintenance, public works buildings, roads, streets and sidewalks, parks and facilities and debt payments.
- Wastewater total is \$300,763 and includes personnel costs, stormwater, vehicle expense, lifts stations, treatment plant, maintenance of line and debt payments.
- Waste Collection expenses are \$277,914 and this solid waste collection and disposal.
- Community and Economic Development is \$92,301 which includes MPAL, Medical Centre Commitment, Building & Fire Inspection, Tourism & Events
- Facilities Management is \$247,581 and includes former GOC building, Community Centre, Little Peoples Day Care, King St. Centre, Cox Shipyard Complex, 13 George St, MacKay Memorial Library, Guild Hall, and Dock St. Washrooms.
- Fiscal Services is \$197,501 includes debenture principal payments and transfers to reserves.
- Reduction of Tax Revenue-these are non-negotiable payments back to the Province of NS, \$400,776. This includes education (TCREC), Regional Library, Dept. of Justice, Corrections and Regional Housing
- Taxation Exemptions are at \$63,376 and this includes Low Income Exemption, Non-Profit Tax Exemptions, Commercial District Development Improvement Program.

Staff is proposing a change to the Low-Income Tax Exemptions. The budget amount of \$15,000 to remain the same but to make some changes to the income level as suggested below.

- Total household income of \$22,976 or less to increase to \$23,000 for a rebate of \$400.
- Total household income of \$22,977 to \$28,720 to increase to \$23,001 to \$28,750 for a rebate of \$200.
- Total household income of \$28,721 to \$34,464 to increase to \$28,751 to \$34,500 for a rebate of \$100.

It would continue as before on a “first come, first served” basis until budget limit is reached.

**M23-002** THAT Council approves the Fiscal 2022-23 preliminary General Operating Budget as well as the Top 5 Council Priorities with required changes from tonight, to be released to the public on April 14<sup>th</sup>, for review and provide feedback to Council, prior to the regular Council meeting on Tuesday April 19<sup>th</sup>, 2022.

**Davis-Acker**

**CARRIED**

## **ii. Capital (5 Year)**

Finance Manager reviewed the Capital 5 Year budgets which are projected for 2022-23 to 2026-27. The budget totals \$3,173,000 over 5 years. The Town of Shelburne relies on the Canada Community Building Fund (Gas Tax) for much of its funding for Capital Projects, with the remainder from reserves, operating funds, and external funding. The Town of Shelburne’s focus is now building reserves to meet the Capital needs of the future of the Town. Some highlights of capital spending by department include:

- Public Works \$1,142,000- this includes road rehab, sidewalk rehab, culvert rehab, equipment, vehicles, and accessibility upgrades.
- Wastewater \$470,000- continuing to upgrade lift stations, electrical/SCADA, upgrade lift station pumps, wastewater main rehab, plant equipment and laterals for new development.
- Cemetery \$10,000-road extension and drainage
- Fire Protection \$500,000-fire truck (50% from MDS)

- Water Utility \$1,051,000- water laterals, water plant lagoons, plant equipment, plant upgrade, Water Tower painting and meter/Bluetooth readers.

**M23-003** THAT Council approves the Fiscal 2022-23 Capital 5 Year Budget as presented.

**Ringer-Nickerson**  
**CARRIED**

**iii. Marine Terminal**

Finance Manger reviewed the Marine Terminal Budget for 2022-23. The Shelburne Marine Terminal is budgeting a revenue of \$403,504. Expenses of \$396,899 with a surplus of \$6,605. Expense budget has increased by \$57, 067 from pervious years' budgets due to increased expense for general administration, Shelburne Wharf, and professional fees. The CAO reminded Council and residents that there are no tax dollars from residents that are used as revenue at the Port. This budget comes from revenues of those that used the Marine terminal.

Revenues for the Marine Terminal will come from current leases, the Federal Govt. (Coast Guard & DFO) as well as cruise/recreational and commercial fishing boats. Expenses are general administration, professional fees, common services/other charges.

Discussion was held regarding the Shelburne Marine Terminal Pricing and some changes to have effective April 1, 2002. Staff is suggesting under Fishing Fleets, add "*Self-serve power usage (30 Amp only) to be charged at \$20/day additional to berthage, if used*".

The Port reserve fund at the end of March 31, 2022, has a balance of \$67,012.01 with an anticipated transfer of \$80,000 after fiscal audit is completed the balance would then be \$147, 012. The 2022-23 budget is forecasting transfer to reserve for \$85,000.

**M23-004** THAT Council approves the Fiscal 2022-23 Marine Terminal Budget as presented.

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

**M23-005** THAT Council approves the above rate change for the Shelburne Marine Terminal pricing per updated fee schedule.

**Nickerson-Ringer**  
**CARRIED**

**iv. Water Utility**

Finance Manager reviewed the Water Utility Budget with Council. We are budgeting a revenue of \$637,775, with expenses of \$624,550 and a surplus of \$13, 225. Revenue budget has decreased slightly by \$7,704 due to lesser than expected metered revenue. With covid lockdowns and restrictions decreasing we are hoping to see revenues increased with more businesses open, people travelling more etc. Finance Manager reminded Council that the Water Utility is governed by the rules and regulations approved by the Nova Scotia Utility and Review Board (UARB).

The Water Utility Depreciation Fund at the end of March 31, 2022, has a balance of \$265,209 with an anticipated transfer of \$120,000. After fiscal audit is completed, the balance would be \$385, 209.

**M23-006** THAT Council approves the Fiscal 2022-23 Water Utility Budget as presented.

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

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

Executive Coordinator informed Council that he CP&V Committee met on March 24th, 2022 and reviewed the Grants to Organizations applications for the 2022-23 year. The applications were reviewed based on the Criteria outlined in the Town’s Grants to Organizations Policy and \$15,088 is being recommended to be approved tonight for these organizations and have them applied to the operating budget for the Town. There was \$38,029.53 in applications this year, as well it was noted we had many new applications this year as well.

The following organizations and amounts are being recommend to Council for approval:

Shelburne Historical	\$750.00	-operation of the museum
Shelburne Long Boat Society	\$500.00	-operating costs-row/ride-Insurance
SASI Works	\$500.00	-operating
Osprey Arts Centre	\$500.00	-Ancient River Festival
Hillcrest Academy PTSG	\$500.00	-operating-activities at school
Guild Hall Summer Series	\$500.00	-Event-Performer Fees
Shelburne Exhibition	\$750.00	-operating/improvements
Sou'West Nova Transit (rides)	\$1,000.00	-subsidy for rides
Sou'West Nova Transit	\$1000.00	-operating
George St. Shipyard Mill Society	\$500.00	-operating
Barrington Ground Search & Rescue	\$1,788.00	-maintain vehicles/training
Pet Projects	\$1,000.00	-spay/neuter, Vet costs, food
Shelb. Co Rescue Feral Cats/Kittens	\$500.00	-spay/neuter, Vet costs
Roseway Hospital Chronic Illness Fund	\$500.00	-travel costs/medical costs
Shelburne County Seniors Safety	\$1000.00	-wages/travel/bus/insurance
Kids Fair Play	\$500.00	-reduced fees for kid’s sport etc
Shelburne County Pumpkin	\$300.00	-event activities
Lions Club	\$1,000.00	-Capital project- windows
Shelburne Guild Hall Market	\$500.00	-operating
Shelburne Sailing Academy	\$500.00	-operating
Shelburne Curling Club	\$500.00	-capital project -ice plant
Shelb.County Archives & Genealogical	\$500.00	-operating

The total being recommended by the CP&V Committee is \$15,088 for the fiscal 2022-23 year.

Councillor Acker asked how the amount for the Barrington Ground Search and Rescue was calculated and Executive Coordinator gave the breakdown of what they request from each municipal unit. Councillor Acker also noted that she has been on the CP&V Committee and realizes how hard it is to make these decisions and applauded the Committee for what they do.

Finance Manager also informed Council that the overall amount for Grants to Organizations in the Budget is \$38,564 as there is some contractual commitments that we contribute to such as Shelburne County Arena, Shelburne County Health Care Recruitment, SRHS Bursary and Red Cross.

**M23-007** THAT Council approves the Fiscal 2022-23 Grants to Organizations as recommended by the CP&V Committee, as presented.

**Davis-Ringer**  
**CARRIED**

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

As many Town of Shelburne taxpayers are aware, the deep budget cuts from a few years back, have continued to allow the Town to gain better control of costs. As you heard today, Council’s number one priority for this fiscal year remains to get our financials in a place whereby we continue to increase

our reserves to provincially acceptable levels that will have us back on the road to recovery. Citizens and taxpayers continue to be patient and our administration continues to be sensitive to their needs. Federal and provincial grants are aiding our ability to address outstanding commitments that include improvements to our daycare facility as well as decommissioning our first-generation landfill. We would be remiss if we didn't also thank the Municipality of the District of Shelburne as they too, added their support to events and programs that benefit the community overall.

During our recent budget workshops, Council remained aware of the fine balance of providing services and programs that sustain the health of the town, supporting grants to not-for-profit organizations, and still injecting some funds into the reserves for future needs such as replacing fire trucks, paving roads and maintaining water towers.

Everyone is feeling the effect of the increasing cost of living, whether through rising prices for gas, building material and/or groceries. No one is immune to the residual impact of the international health crisis, or the recent atrocities in eastern Europe, emotionally or financially. As we focus on recovery here at home, Council has commitment to support our taxpayers the best way we can and therefore the Town hereby announces a 3-cent reduction to our Residential/Resource tax rate. This may not sound significant overall but we believe every penny counts and so we are please to offer our citizens this support. We don't know what the year ahead will bring us and perhaps this will be in place for only one year however, it is our hope that this reduction will be a trend and not an exception.

On behalf of Council and administration, thank you to the Town of Shelburne citizens to working together, volunteering your valuable time throughout the many activities and needs that make this such a great town to live, work and raise our children in.

**Adjournment**

*THAT* the Special Town of Shelburne Council Meeting of April 13th, 2022, be adjourned at 7:50 pm.

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator