



STAFF REPORT

TO: Shelburne Municipal Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 14, 2026

SUBJECT: **Personnel Matters – Reallocation of Budgeted Funds**

ORIGIN

Reallocation of budgeted funds as previously discussed in camera.

BACKGROUND

The Municipality's 2026-27 budget included a project line item for "By-law Enforcement/Public Works Supervisor (Succession Planning)" in the amount of \$30,000.

DISCUSSION

As discussed in camera in Spring 2026, it was agreed that these funds be reallocated to allow for coverage for a Casual Operations Support position required due to the extended leave of a current public works employee and various operations projects.

There is no change to the budget. A formal motion is required from Council in order to properly transfer already budgeted funds related to this change. The By-law Enforcement/Public Works Supervisor (Succession Planning) line item will be moved to budget discussions for 2027-28.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approves the reallocation of \$30,000 from By-law Enforcement/Public Works Supervisor (Succession Planning) to Casual Operations Support. Funds to come from Operating Reserves and expensed through GL 0024210221.

ATTACHMENTS

None