Municipality of Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday November 10, 2021
6:00 pm
A G E N D A

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
   October 27, 2021
4. **Business Arising:**
5. **Administration:** (*Resolution Prepared)
   a. EMO Update - Mike Shand, EMO Coordinator (Pg. 9-24)
6. **Finance:** (*Resolution Prepared)
   a. Financial Update – Trudy Payne, CAO, Michelle Williams, Erin Hartley, Adam Dedrick, Warren MacLeod (Pg. 25-45)
7. **Other:** (*Resolution Prepared)
   a. Monthly Building Report – October 2021 (Pg. 46)
   b. Correspondence Regarding PVSC's Tusket Office (Pg. 47-48)
   c. Correspondence Regarding Drought Conditions (Pg. 49)
8. **In Camera:**
   a. MGA Section 22(2)(e) Contract Negotiations – Adam Dedrick, Director of Recreation and Parks
   b. MGA Section 22(2)(g) – Legal Advice
9. **Adjournment:**

Municipality of Shelburne | Naturally Yours

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REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
October 27, 2021

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, October 27, 2021, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:
Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Sherry Thorburn Irvine
Councillor Doris Townsend
Trudy Payne, CAO

ALSO IN ATTENDANCE:
Val Kean, Community Development Coordinator
Erin Hartley, Director of Corporate Services
Morgen Balletto, Recording Secretary
Warren MacLeod, Director of Economic Development
Melissa Stratton, Shelburne County Arts Council

1. **CALL TO ORDER:**

The meeting was called to order at 6:00 pm by Warden Penny Smith.

2. **APPROVAL OF AGENDA:**

MOTION: APPROVAL OF AGENDA – October 27, 2021

Being duly moved and seconded, be it resolved that the Agenda of October 27, 2021, be approved with the following additions:

9. In Camera

(a) Contract negotiations MGA section 22(2)(e)
(b) Land negotiations MGA section 22(2)(a)

- **MOTION CARRIED**

3. **APPROVAL OF MINUTES:**
   a. October 20, 2021

MOTION: APPROVAL OF MINUTES – October 20, 2021

Being duly moved and seconded, be it resolved that the Minutes of October 20, 2021, be approved with clarification made to item 10.

- **MOTION CARRIED**

4. **BUSINESS ARISING:**
   There was no business arising from the minutes to be discussed.

5. **ADMINISTRATION:** (*Resolution Prepared)
   a. Grants to Organizations, Christmas Event Funding – Val Kean, Community Development Coordinator
   b. Community Art Fund – Val Kean, Community Development Coordinator
   c. Website Development – Warren MacLeod, Director of Economic Development
   d. Associations, Boards and Committees – Council Member Appointments - Erin Hartley, Director of Corporate Services
   e. Municipal By-Election 2021 – District 4 – Erin Hartley, Director of Corporate Services

5(a) Val Kean, Community Development Coordinator presented the Grants to Organizations, Christmas Event Funding Report. Ms. Kean provided background information of the application process where applicants were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Grant categories include an Operating Grant (programs/services/events) 50% of costs (excluding salary and wages) up to a maximum of $5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of $2,500. Applications are accepted in paper form and through the online application on the Municipal website. Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget). Late applications for Grants to Organizations are reviewed as needed, until all funding has been distributed. Funds remained as they did in this case due to the cancellation of the Founders' Days Event due to COVID-19.

Discussion was held regarding the budget, a total of $67,250 was approved in the Municipality's 2021/2022 Operating Budget for Grants to Organizations. To date, Council has approved a total of 39 applications using $67,094 of allocated funds. Included in the approved applications is $5,000 for the Shelburne Founders' Day celebration which, due to COVID-19 restrictions, did not happen in 2021. Throughout the past month staff have established an informal Events Committee and approached several existing committee organizations, including the Town of Shelburne, Shelburne Historical Society, Acadian First Nations, Shelburne County Exhibition, Shelburne Market, Shelburne Volunteer Fire Department, with the intentions of working collaboratively on the development of community events in Shelburne. This initiative has been met with great enthusiasm from all committees and all wish to proceed with planning a Christmas Celebration. The event, named "Miracle on Dock Street" will replace Shelburne's traditional Christmas parade with stationary floats and flowing foot traffic. Shelburne Market is planning a Christmas market, businesses and organizations will decorate floats and food/beverage vendors will be invited participate. Town of Shelburne will

shut down portions of Water and Dock Street where the event will take place. It has been agreed that there will be a time slot prior to the street closure for seniors and those with mobility struggles to be able to drive through to observe the lights and floats. Town of Shelburne has agreed to host and cover insurance for the event as well as use their allotted funds for Shelburne Founders Day for fireworks. Staff are recommending that Council consider approving the funds originally allotted for Founders' Day as contribution to this event – to be used for prizes, fireworks etc. Shelburne Historical Society and Acadian First Nations has also committed funds to support fireworks and the events committee will be seeking business support as well. It was noted that similar events in the past have been very well attended and enjoyed by the community.

MOTION: GRANTS TO ORGANIZATIONS – CHRISTMAS CELEBRATION SUPPORT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve $5,000, to come from the 2021/2022 Grants to Organizations GL#00-21950-791, for "Miracle of Dock Street" Christmas Celebration.

- **MOTION CARRIED**

5(b) Val Kean, Community Development Coordinator, presented the Community Art Fund Staff Report. Ms. Kean provided background on the partnership with the Shelburne County Arts Council (SCAC), for the administration of the Community Art Fund Policy. Local artists were invited to submit proposals for projects that will engage our communities during the creative process, resulting in the creation of something tangible for the community to enjoy, including but not limited to, the creation of a short-term or permanent artwork or an artistic enhancement to a neighborhood or publicly accessible space. Based on the advice and artistic direction from SCAC, it is recommended that Council approve the submission "Animal Sightings" by artist Alex Balkam for the design, build and installation of an outdoor public art piece to be placed in locations deemed suitable by the Municipality.

Municipal staff did raise safety concerns with SCAC for this project. After further discussion it was agreed this project would be best suited for temporary installation, with a promotional campaign, to avoid concern or complacency. The review committee is very pleased with the community engagement piece of the proposal.

There was discussion amongst Councillors regarding the artistic merit of the piece, safety concerns, location, and accessibility to the public and potential for theft and/or vandalization. Val Kean informed staff that all these considerations have been thought of and that this project was in the early stages and these matters would be addressed as the project progresses. The question of public visibility was raised as to whether the location on a trail might exclude members of the public who do not regularly use the trails. Trudy Payne, CAO offered that other communities have placed publicly funded art on their trails, and it has been shown to increase trail use.

Melissa Stratton, Member at Large of the Shelburne County Arts Council provided information regarding the selection process and the decision to choose this particular work.

MOTION: COMMUNITY ART FUND

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne support the Shelburne County Arts Council Community Art Project "Animal Sightings" by artist, Alex Balkam, in the amount of $6,000.

Councillor Townsend did not support the motion.

- **MOTION CARRIED**

5(c) Warren MacLeod, Director of Economic Development, presented to Council the benefits of seeking proposals for the support and development of a new municipal website. Mr. MacLeod asked Council to consider the website the

Municipality's face or front door. He stated that we should be using the website as a marketing tool for the purpose of improved industry and resident attraction for the Municipality and surrounding areas. The declining population and declining commerce have put the Municipality and many others in a dire situation. In reference to that, over the last several months staff have been analyzing the functionality and design of our current website and determined that it is deficient in allowing staff the ability to manipulate and change the design of the website, manage all the content within the website (requiring third party intervention), providing a manageable tool for asset mapping and providing the ability to engage in online marketing. Our Municipal website is hosted in partnership with the Association of Municipal Administrators of Nova Scotia (AMANS) as part of the Municipal Website Venture (MWV) with a three-year agreement, which expires in January 2022. This agreement not only limits the Municipality's ability to manage the website, it does not allow us the ability to differentiate ourselves from all the other municipalities participating in the MWV, who all use similar design templates.

The Municipality has the ability to provide AMANS with a one-year notice to withdraw from the venture, during which time the new website can be designed. The ideal launch time for the new website would be late winter or early spring 2022, prior to the 2022 summer season. The current annual cost for the hosting and support is $3,500, and $65/hour for all additional support overages.

Mr. MacLeod noted that with the completion of the Municipality's high speed internet project staff have identified an opportunity to market our beautiful location to professionals, entrepreneurs, students, and families who may be looking to establish businesses and home offices outside of urban centers. An attractive and functional municipal website will also be used to recruit physicians, residents, and other healthcare professionals to our area. The development of a new Municipal website will focus on a marketing theme centered around the concept of "Explore Here, Live Here, Work Here", allowing staff the capacity to manipulate content and design to adapt promotion to target audiences as well as keep our municipal business consistent with design templates that will not require coding to be updated and changed, as desired.

One function that staff see as a valuable addition to our website is the ability to apply mapping capabilities to desired pages, ie. Business directory, trails, facilities etc. It is important that this function be incorporated into a new site as a regional asset mapping tool (that also provides marketing for our businesses and other community assets), while also allowing staff full control over the design application. Staff will also work on the development of additional website pages to include housing, physician recruitment and retention, economic development, as well as establish a specific location for press releases, special projects, and external organization promotion.

Through an RFP process, staff will be seeking the following: 1. New Website - Design and build a new unified Municipal website to promote "Explore here, Live here, Work here". 2. Website Training & Ongoing Support – Provide training to municipal staff to be able to effectively manage the new website, including access to ongoing support in the event assistance is required by the municipal staff to effectively manage the new website. 3. Digital Marketing Plan - Develop and execute a practical digital marketing strategy and associated marketing materials, with a focus on "Explore here, Live here, Work here" and will incorporate strategic marketing tactics to increase audience and build brand recognition. Funds used for the development and marketing of the new website total up to $18,000.

Council overwhelmingly supported the idea and agreed the current website is not user-friendly for the public or staff. Mr. MacLeod has worked with some a number of web design programs and stated that outside of the learning curve the software is easy to use. Discussion was held regarding additional costs that can come with such a change including training, updating and user support.

MOTION: WEBSITE DEVELOPMENT

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne allocate funding up to $18,000 for website development and associated marketing campaign, funds to come from a

combination of ICSP GL#00-26221-500, Healthcare GL#00-24970-000 and Economic Development GL# 00-02621-050.

- **MOTION CARRIED**

5.(d) Erin Hartley, Director of Corporate Services advised Council of the vacancies on Associations, Boards and Committees due to the passing of Councillor Terry McIntyre. Ms. Hartley stated that the following vacancies exist:

- Fire Advisory Committee – second Council member
  - Deputy Warden Richardson is the other Council member on the Committee
- Shelburne County Arena Association – second Council member
  - Councillor Ron Coole is the other Council member on the Association
- Audit and Internal Control Committee – alternate Council member
  - Councillor Sherry Thorburn Irvine will move to regular member and a new alternate could be chosen
  - Councillor Ron Coole is the other Council member on the Committee
- Roseway Manor Board – alternate Council member
  - Councillor Heidi Wagner will move to regular member and a new alternate could be chosen
- Shelburne Port Authority – alternate Council member
  - Warden Penny Smith will move to regular member and a new alternate could be chosen

There are three options for how to proceed under these circumstances:

- Appoint Council Member to ABC's that require a second council member only - A motion would need to be made to appoint a Council member for Fire Committee and Arena Board.
- Appoint members to all ABC'S with a Vacancy - A motion would need to be made to appoint a Council member to all ABCs with a vacancy noted above (second members and alternate members).
- Status Quo - All ABCs currently have a Municipal Council representative (either a second member or an alternate member) to represent the Municipality until after the by-election.

It was agreed to maintain status quo until the by-election when a discussion can be held, and a decision made to either:

a) Review the appointments to all ABC's based on the new Council Member's strength and interests; or
b) To have the new Council Member take over Councillor McIntyre's previous positions.

5.(e) Erin Hartley, Director of Corporate Services advised Council of the requirement to hold a Municipal By-Election due to the passing of Councillor Terry McIntyre.

MOTION: MUNICIPAL BY-ELECTION 2021 – DISTRICT 4

Being duly moved and seconded, be it resolved that:

- Council of the Municipality of the District of Shelburne hold a by-election for the Councillor vacancy in District 4, with the by-election date being set as Saturday, December 18, 2021;
- That electronic voting methods (telephone and online) be used for this by-election;
- That Intelivote be hired as the Municipality of Shelburne's service provider for electronic voting;
- That Council set the advance polling period as December 10 -18, 2021;
- That Erin Hartley be appointed as Returning Officer and Anita DeMings be appointed as Assistant Returning Officer;
- That the Municipality sign the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and

- The Municipality approve up to $5,000 (unbudgeted) from the 2021/22 budget for the by-election using GL 0021910000.

- **MOTION CARRIED**

6. **OTHER**
   a. Correspondence re: Expression of Interest Accessible Housing Discussion Group
   b. Correspondence re: Shelburne County Health Care Student Sponsorship Program
   c. Correspondence to Municipality of Barrington re: Proposed Regulations of the Coastal Protection Act

6.(a) Trudy Payne, CAO, presented Council with correspondence regarding the Expression of Interest Accessible Housing Discussion Group which was first proposed to the Municipality by the Town of Digby Mayor, Ben Cleveland. He was writing to gauge interest from municipal units in Shelburne, Yarmouth, and Digby Counties to form a Southwest Municipalities discussion group on affordable housing. It was proposed to have a zoom meeting between participating southwest municipal groups on a quarterly basis to coordinate affordable housing initiatives and to use a combined voice to move the agenda forward. Ms. Payne advised Council that there is a great deal of interest in affordable housing in the southwest region of Nova Scotia. Councillors agreed that it would be beneficial to attend a meeting. Discussion was held regarding attendance, initiatives, funding opportunities and regional planning. The CAO will reach put to the group and determine participant requirements.

6.(b) Trudy Payne, CAO, presented to Council the correspondence regarding the Shelburne County Health Care Student Sponsorship Program. Ms. Payne read a letter from the Shelburne County Student Sponsorship Committee dated October 4th, 2021, stating their thanks to the Municipality of the District of Shelburne for its contribution.

The Foundation Chair of the Students Sponsorship Committee requested that the Municipality of the District of Shelburne once again consider contributing to the program in the same amount as the last five-year program at $2384.00 a year for five years effective to be effective January 2022. It was the Committees' hope to secure additional funding from the five municipal units, the Roseway Hospital Foundation, and the Roseway Hospital Auxiliary. The success of the program was noted by the Warden.

MOTION: SHELBURNE COUNTY HEALTH CARE STUDENT SPONSORSHIP PROGRAM CONTRIBUTION

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne continue financial contribution to the Shelburne County Health Care Student Sponsorship Program at $2,384.00 a year for five years.

- **MOTION CARRIED**

6.(c) Trudy Payne, CAO, presented to Council the correspondence to Municipality of Barrington as a reply to a joint letter, regarding the Proposed Regulations of the Coastal Protection Act from the Minister of Environment acknowledging the Municipalities' submission.

7. **COMMITTEE REPORTS/RECOMMENDATIONS**
   (a) Audit and Internal Control Report to Council 2021/2022
   (b) AIC Recommended Motion – Commissionaire

7.(a) Audit and Internal Control Report to Council 2021/2022 was reviewed.

Councillor Ron Coole noted that he and Councillor Sherry Thorburn Irvine both attended the last meeting and there was good discussion regarding our financial position.

7.(b) Discussion was held regarding keeping a commissionaire for security reasons and including that in the budget costs of the 2022-2023 budget. Trudy Payne, CAO explained that the commissionaire was brought in for the Department of Motor Vehicles during the COVID-19 pandemic for crowd control and contact tracing. She explained that it was good to have a commissionaire as there were incidents during the pandemic where security was helpful. Safety concerns from the Committee were raised citing that the current Municipal Building is safer for residents, staff, and tenants with a commissionaire present. Council agreed there is value in continuing until the occupation of the new building.

AIC RECOMMENDED MOTION – COMMISSIONAIRE

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne keep the commissionaire for 18-20 hours per week plus expenses until the end of the 2021-2022 fiscal year, and for Council to consider including the costs of having a Commissionaire into the budget for 2022-2023 fiscal budget.

- **MOTION CARRIED**

8. COUNCIL MEMBER UPDATES:

(a) Committee Meeting Updates – Councillor Sherry Thorburn Irvine

8 (a) Councillor Thorburn Irvine reviewed her written update and discussed a quality of life survey session. Ron Coole noted that there has been an appointment of a chair and vice chair for the Arena Board.

9. IN CAMERA

(a) Contract negotiations MGA section 22(2)(e)
(b) Land negotiations MGA section 22(2)(g)

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enter "In Camera" at 7:43 pm, to discuss Contract negotiations and Land negotiations.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne exit "In Camera" at 8:03 pm.

- **MOTION CARRIED**

Direction was provided to staff on the in camera items.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:03 pm. The next Council meeting will be held on Wednesday, November 10, 2021, in the Shelburne Council Chambers.

Morgen Balletto
Recording Secretary

_____
Date

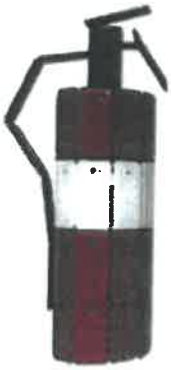
_____
Penny Smith, Warden

_____
Erin Hartley, Director of Corporate Services

5a

ALERT READY
EMERGENCY ALERT SYSTEM

WIRELESS ALERT

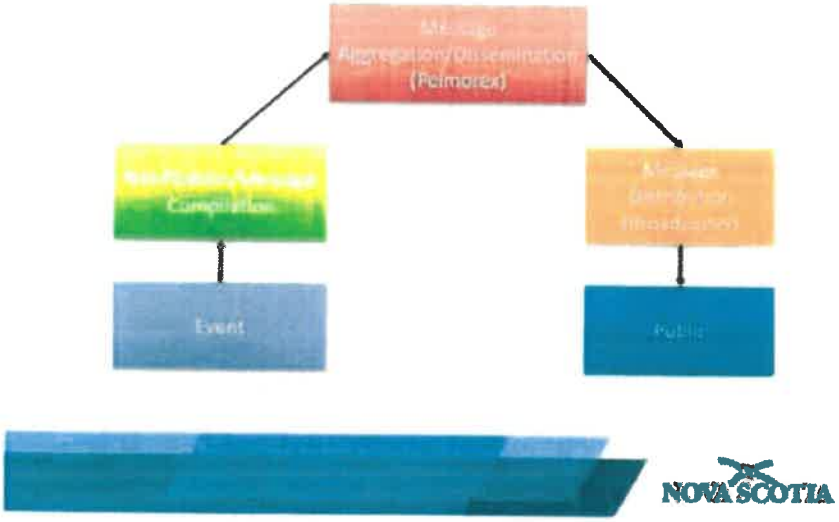


Your phone has the power to save a life.

What's the Value Proposition

- Enhanced ability to raise public awareness of emergencies/serious events.
- An ability to transmit public alerts to the public via existing media infrastructure.
- Facilitate coordinated communication to the public by emergency management stakeholders:
  - Municipal
  - Provincial
  - Federal
  - Critical Infrastructure, etc.

Operational Model



Broadcast Intrusive Messages (32)

- Must be an imminent threat to life & property (immediate & observed):
- There are thirty-two identified broadcast intrusive alerts (Examples):
  - Amber Alert
  - 911 Service Alert
  - Biological Hazard Alert
  - Chemical Hazard Alert
  - Storm Surge Alert
  - Forest Fire Alert

NOVA SCOTIA

Non-broadcast Intrusive Alerts

- Not immediate and/or observed (Examples):
  - Airport Closure
  - Volunteer Request
  - Food/Drug Supply
  - Emergency Support Facilities
  - Bridge/Road Closure

Requesting an Alert

- Who can request and alert?
  - Police
  - Municipalities
  - First Nations
- What qualities for an alert?
  - Broadcast Immediate
  - Non-Broadcast Immediate
- How to initiate an alert.
  - Call Shubie Radio: 1-833-758-4540

NOVA SCOTIA

Date

Jason Mew
Director Incident Management Division
NS Emergency Management Office
PO Box 2581
Halifax, NS B3J 3N5

Dear Jason,

The ## municipalities of XXXX County, comprising the Municipality XXXX, and the Towns of XXXX, XXXXX and XXXXX, have implemented a Regional Emergency Management Organization in XXXX County for the purposes of responding to emergencies.

As all ## Chief Administrative Officers (CAOs) for XXXX County have completed the required NSEMO Alert Ready training, XXXX REMO CAOs are requesting authority to initiate an Alert Ready message that may be warranted within XXXX County by any of the CAOs in XXXX County, and not just specific to their municipal unit.

Submitted for your consideration.

Sincerely,

XXXX XXXX
Chief Administrative Officer
Municipality of XXXX

XXXX XXXX
Chief Administrative Officer
Town of XXX

XXXX XXXX
Chief Administrative Officer
Municipality of XXXX

XXXXX XXXXX
Chief Administrative Officer
Town of XXXXX

Hello,

The Nova Scotia Emergency Management Office (NSEMO) has updated the Alert Ready Request Form that we created to streamline the information exchange between NSEMO and key stakeholders during an emergency. Please find attached the Alert Ready Request Form. Your organizational PIN is [redacted]

Alert Ready Requests

NS Alert Ready is Nova Scotia's comprehensive emergency public alerting program. This program provides critical information about emergencies in real-time so individuals can take action to protect themselves, their families and property. NSEMO is the Authorized Government Agency (AGA) for Public Alerting in Nova Scotia. As the AGA, NSEMO will issue Alert Ready messages for an organization with jurisdiction over the physical location where the Alert is to be provided as well as a mandate over the subject matter of the requested alert. For more information on Alert Ready please visit the Alert Ready Website: https://www.alertready.ca/

Alert Ready Request Instructions

Step 1

If your organization wants to request an Alert Ready, you must call Shubie Radio 1-833-758-4540.

Step 2

You must complete the Alert Ready Request form to request an Alert Ready message

- Definitions and specifications for every element on the form are included following the form.
- A list of event types for which you can request an Alert Ready message are included with Appendix A on the last page of the form.
- Once completed, submit this form to Shubie Radio at SHUBIE@novascotia.ca with written (email suffices) approval from your organization – Police Chief, CAO, Deputy Minister, and/or designate.

Criteria

A public alert cannot be issued until the following has been confirmed:

- Requesting organization has both the jurisdiction over the physical location where the Alert is to be provided as well as a mandate over the subject matter of the requested Alert.
- Request includes approval from the head of the organization – Police Chief, CAO, Deputy Minister, and/or designate.
- Form is completed, meets all requirements, and is submitted electronically to Shubie Radio via email. (SHUBIE@novascotia.ca)

Tips

- Keep the message simple, clear, complete, and concise.
- If you are requesting a bilingual alert message, you are responsible for providing the translation within the request form.
- Do not use industry or work-specific terms.
- Do not use acronyms unless they are common acronyms that the public would know such as RCMP.
- Make sure you are providing the public with information that helps them to make a good decision on how to stay safe.
- Always check your sentence structure and grammar, so your message clearly reflects what you mean to say.

***NSEMO will provide Alert Ready information sessions periodically, please reach out to NSEMO if you have any questions or require assistance.

P.S. For any changes in your Alert Ready Requester or Approver information please send to your requested changes to alertreadyadmin@novascotia.ca.

TESTING SCHEDULE

PROVINCE OR TERRITORY	DATE	TIME
Alberta (info)	Wednesday, November 17, 2021	1:55 PM MST
British Columbia (info)	Wednesday, November 17, 2021	1:55 PM PST
Manitoba (info)	Wednesday, November 17, 2021	1:55 PM CST
New Brunswick (info)	Wednesday, November 17, 2021	10:55 AM AST
Newfoundland and Labrador (info)	Wednesday, November 17, 2021	10:55 AM NST
Northwest Territories (info)	Wednesday, November 17, 2021	9:55 AM MST
Nova Scotia (info)	Wednesday, November 17, 2021	1:55 PM AST
Nunavut (info)	Wednesday, November 17, 2021	2:00 PM EST
Ontario (info)	Wednesday, November 17, 2021	12:55 PM EST
Prince Edward Island (info)	Wednesday, November 17, 2021	12:55 PM AST
Quebec (info)	Wednesday, November 17, 2021	1:55 PM EST
Saskatchewan (info)	Wednesday, November 17, 2021	1:55 PM CST
Yukon (info)	Wednesday, November 17, 2021	1:55 PM PDT

NSEMO Alert Ready Request

EMO EMERGENCY MANAGEMENT OFFICE NOVA SCOTIA

Intro

NS Alert Ready is Nova Scotia's comprehensive emergency public alerting program. This program provides critical information about emergencies in real-time so individuals can take action to protect themselves, their families and property.

Nova Scotia Emergency Management Office (NSEMO) is the Authorized Government Agency (AGA) for Public Alerting in Nova Scotia. As the AGA, NSEMO will issue Alert Ready messages for an organization with jurisdiction over the physical location where the Alert is to be provided as well as a mandate over the subject matter of the requested alert.

Instructions

Step 1 If your organization wants to request an Alert Ready message be issued, you must **Call Shubie Radio: 1-833-758-4540.**

Step 2 You must complete this form to request an Alert Ready message:

- Definitions and specifications for every element on this form are included following the form.
- A list of event types for which you can request an Alert Ready message are included with Appendix A on the last page.
- Once completed, submit this form with written (email suffices) approval from your organization - Police Chief, CAO, Deputy Minister, and/or designate.

Criteria

A public alert cannot be issued until the following has been confirmed:

- Requesting organization has both the jurisdiction over the physical location where the Alert is to be provided as well as a mandate over the subject matter of the requested Alert.
- Request includes approval from the head of the organization – Police Chief, CAO, Deputy Minister, and/or designate.
- Form is completed, meets all requirements, and is submitted electronically to Shubie Radio via email.

Tips

- Keep the message simple, clear, complete, and concise.
- If you are requesting a bilingual alert message, you are responsible for providing the translation within this request form.
- Do not use industry or work-specific terms.
- Do not use acronyms unless they are common acronyms that the public would know such as RCMP.
- Alert Ready message content can include letters, numbers, spaces, newline, tabs, and the following characters: : , . ' \ @ ( ) % & _ - + = : ? /
- Make sure you are providing the public with information that helps them to make a good decision on how to stay safe.
- Always check your sentence structure and grammar, so your message clearly reflects what you mean to say.

NSEMO Alert Ready Request

EMO EMERGENCY MANAGEMENT OFFICE NOVA SCOTIA

1. **Requesting organization:** _____ **Organization PIN:** _____
2. **Requestor name:** _____
3. **Requestor phone number:** _____ _____
4. **Date (dd/mm/yyyy):** _____ **Time (hh:mm):** _____
5. **Alert Ready Message Criteria**
   Choose one for each row
   a. **Message Type:** ○ Alert ○ Update ○ Cancel
   b. **Event Category:** ○ **Broadcast Immediate (BI)** ○ Non-Broadcast Immediate (NBI)
   c. **Urgency:** ○ **Immediate** ○ Expected ○ Future ○ Past ○ Unknown
   d. **Severity:** ○ **Extreme** ○ **Severe** ○ Minor ○ Moderate ○ Unknown
   e. **Certainty:** ○ **Observed** ○ **Likely** ○ Possible ○ Unlikely ○ Unknown
   f. **Event Type:** _____
   See **Appendix A** for a complete list of event types.
   Broadcast Immediate (BI) alerts are highlighted in blue and are bolded.
6. **Alert Ready Message Content** (all entries are mandatory; avoid use of acronyms and 24-hour clock)
   ○ English ○ English and French
   a. **Headline**
   Provide a brief one-line title for the event in progress.
   _____
   b. **Event Description** (Max: 600 characters due to provider limitations)
   Provide a complete summary including:
   - description of the event in progress
   - specific location information
   - any instructions to the public

   _____
   Character count
   c. **Instructions**
   Copy instructions provided in Event Description and place here.
   _____

d. **Area Description**
Enter a description of the selected area (e.g., 5km west of downtown)

e. **Wireless Text** (Max: 600 characters due to provider limitations)
Copy entire Event Description here.

Character count

f. **Broadcast Text** (Max: 900 characters)
Copy entire Event Description here.

Character count

g. **Area**
An area can be the entire province or a smaller portion of the province. The smallest geographic area is a single county. Select at least one county the Alert applies to.

+ :

7. **Attachments to be included** (Total attachment size cannot exceed 800KB)

Attachments **Attachments are included** ○ Yes ○ No

8. **Alert Ready Active Period** (24 hours maximum)
Date and Time the alert will be active on the Alert Ready servers. Anyone coming into the province or connecting to new cellular towers/exiting airplane mode after already having cleared the alert will receive the alert.

○ **Immediately** ○ **Specific Time**

Date (dd/mm/yyyy): **Time** (hh:mm):

9. **Alert Ready Message Issued and Approved by**

Alert Ready Message Issued by:

Issuer Name, Position and Agency:

Alert Ready Message Approved by:

Approver Name, Position and Agency:

Submitting

Have you called and reached Shubie Radio? ○ Yes ○ No

Criteria Confirmation

A public alert cannot be issued until the following has been confirmed:

- ○ Requesting organization has the jurisdiction over the physical location where the Alert is to be provided as well as a mandate over the subject matter of the requested Alert.
- ○ Request includes approval from the head of the organization – Police Chief, CAO, Deputy Minister, and/or designate
- ○ Form is completed and meets all requirements

Definitions/Instructions:

1. **Requesting organization – Name of organization requesting an Alert Ready message**
   Organization PIN – is a security code for verifying your organization's identity. Your PIN will be issued to you by NSEMO. If lost, contact NSEMO.
2. **Requestor name – First and last name of individual requesting Alert Ready message**
3. **Requestor phone number – Phone number of individual requesting Alert Ready message**
4. **Date/time – Date and time of Alert Ready request**
5. **Alert Ready Message Criteria**
   a. **Message type**
      This is a mandatory field denoting the nature of the alert message.
      There are three available options:
      - **Alert** – Initial information requiring attention by targeted recipients
      - **Update** – Updates and supersedes the earlier message(s)
      - **Cancel** – Cancels the earlier message(s)
   b. **Event Category** (required)
      This is a required field denoting the category of alert message.
      Broadcast Immediate – A Broadcast Immediate alert is only to be issued when life and/or safety are under or has the potential to be under immediate threat and time is critical. These alerts are disseminated across all communication platforms including: Radio, TV, and Wireless Messaging.
      Non-Broadcast Immediate – A Non-Broadcast Immediate alert is used when an emergency is occurring or has the potential to occur that can affect the decisions people need to make as the situation has the potential to affect life and safety, protection of their property and or the environment. These alerts will only be disseminated on The Weather Network app.
   c. **Urgency codes** (required)
      - **Immediate** – Responsive action SHOULD be taken immediately
      - **Expected** – Responsive action SHOULD be taken soon (within next hour)
      - **Future** – Responsive action SHOULD be taken in the near future
      - **Past** – Responsive action is no longer required
      - **Unknown** – Urgency not known
   d. **Severity codes** (required)
      - **Extreme** – Extraordinary threat to life
      - **Severe** – Significant threat to life
      - **Moderate** – Possible threat to life
      - **Minor** – Minimal to no known threat to life
      - **Unknown** – Severity unknown
   e. **Certainty codes** (required)
      - **Observed** – Determined to have occurred or to be ongoing
      - **Likely** – Likely ($p > \sim 50\%$)
      - **Possible** – Possible but not likely ($p <= \sim 50\%$)
      - **Unlikely** – Not expected to occur ($p \sim 0$)
      - **Unknown** – Certainty unknown

f. **Event Type** (required)

This is a mandatory field denoting the type of subject event of the alert message. It is shown as a drop-down list containing a comprehensive list of events, which fall in one or more categories as described below for the 'Categories' field. The user can also type in text to this field if s/he/they knows the event name, and an auto list of matching names will be displayed where the required name can be selected.

See Appendix A for a list of all Alert Ready events.

Note: Broadcast Immediate (intrusive) alerts are highlighted in bold text.

6. **Alert Ready Message Content**

a. **Headline**

This should be a short headline for the alert message. It SHOULD be made as direct and actionable as possible while remaining short (Example: 160 characters MAY be a useful target limit for headline.

b. **Event description**

This is an optional field. This is the description the user will provide of the hazard or event that prompted this message.

c. **Instructions**

This is an optional field. It is the text where the user will describe the recommended action to be taken by recipients of the alert message.

d. **Area Description**

This is a mandatory section. This shows one or more areas being affected by the alert message. An alert can be issued for the entire province or to a specific county being impacted by an event.

e. **Wireless text**

This is a mandatory field for a broadcast intrusive alert. The content should reflect the event description. Text is limited to 600 characters for both English and French text.

f. **Broadcast text**

This field is optional for Non-Broadcast Immediate alerts but is mandatory for Broadcast Immediate alerts. It allows issuers to enter exactly the text they want made public by broadcasters. The text from this field is also used for audio generation. There is a 900 characters limit for this field.

g. **Area**

An area can be the entire province or a smaller portion of the province. The smallest geographic area is a single county.

7. **Attachments required**

- **Issuing agency logo if available, any images relevant to the event if available.**
- **Attachments can be sent as a file attached with this form. Max size is 800 Kbytes.**
- **Acceptable file formats are jpg, png, tif and gif.**

8. **Alert Ready Active Period**

The maximum length of time for a Alert Ready message is 24 hours. If required, a message can be updated to renew the message.

9. **Alert Ready Issued by**

Enter the first name, last name, position, and agency of the individuals who issued and approved the Alert.

Appendix A: List of all Alert Ready Events

Broadcast Immediate (intrusive) alerts are highlighted in bold blue text.

Administration

Air Quality

Animal Health
Animal Disease
Animal Feed

Aviation
Notice to Airmen
Airspace Closure
Airport Closure
Aircraft Crash

Civil
Civil Emergency
Public Event
Volunteer Request

Criminal Activity
Dangerous Person
Home Crime
Industrial Crime
Retail Crime
Terrorism
Vehicle Crime

Dangerous Animal

Fire
Wildfire
Industrial Fire
Urban Fire
Forest Fire

Flood
Storm Surge
High Water Level
Overland Flow Flood
Flash Flood
Dam Overflow

Geophysical
Avalanche
Earthquake
Landslide
Magnetic Storm
Tsunami
Meteorite
Lahar
Lava Flow
Pyroclastic Flow
Pyroclastic Surge
Volcano
Volcano Ash Cloud

Hazardous Materials
Chemical Hazard
Biological Hazard
Radiological Hazard
Explosive Hazard
Falling Object

Health
Ambulance
Blood Supply
Drinking Water
Food and Drug Supply
Hospital
Infectious Disease

Ice
Ice Pressure
Rapid Closing of Coastal Leads
Special Ice

Marine
Freezing Spray
Gale Wind
Hurricane Force Wind
Iceberg
Marine Security
Nautical Incident
Special Marine Squall
Storm Force Winds
Waterspout

Missing Person
AMBER Alert
Missing Vulnerable Person
Silver Alert

Public Services
Emergency Support Facilities Emergency Support Services School Bus
School Closure
School Lockdown
Service or Facility
Transit

Preparedness Reminders

Product Safety

Railway
Train Accident

Rescue

Roadway
Bridge Closure
Roadway Closure
Roadway Delay
Hazardous Road Conditions
Traffic Report
Roadway Usage Condition
Motor Vehicle Accident

Storm
Blizzard
Blowing Snow
Dust Storm
Freezing Drizzle
Freezing Rain
Hurricane
Rainfall
Thunderstorm
Snowfall
Snow Squall
Tornado
Tropical Storm
Winter Storm
Weather

Temperature
Artic Outflow
Cold Wave
Flash Freeze
Frost
Heat Wave
High Heat and Humidity
Wind Chill

Test Message

Utility
Cable Service
Diesel Supply
Electricity Supply
Gasoline Supply
Heating Oil Supply
Internet Service
Natural Gas Supply
Satellite Service
Sewer System
Telephone Service
911 Service
Waste Management
Water Supply

Wind

Other

Call Shubie Radio

if there is an imminent threat to life that is not captured in the Alert Ready category list.

6a

STAFF REPORT

To:	Council
From:	Trudy Payne, Michelle Williams, Erin Hartley, Adam Dedrick, Warren MacLeod
Approved by:	Trudy Payne, Chief Administrative Officer
Date:	November 10, 2021
Subject:	Financial Update November 2021

ORIGIN

Financial Update November 2021

BACKGROUND

Information only

DISCUSSION

Please refer to the financial statements and the reports provided by the CAO and each Director summarizing key points pertaining to revenue and expenditures of their departments.

Seven months into the 2021-2022 fiscal year, staff currently are forecasting a surplus of $536,413.

ATTACHMENTS

Financial Statements November 2021
Reserves update November 2021
Update from CAO
Update from Director of Finance
Update from Director of Corporate Services
Update from Director of Recreation
Update from Director of Economic Development

For the Period Ending Mar 2022

Printed: 8:55:24AM 11/03/2021

ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
REVENUE					
TAXES					
ASSESSABLE PROPERTY	4,223,291.00	4,213,316.52	9,974.48	99.76	4,213,316.00
COMMERCIAL	542,612.00	541,577.40	1,034.60	99.81	541,577.00
RESOURCE	639,315.00	637,308.60	2,006.40	99.69	637,307.00
AREA RATES	33,302.00	33,246.05	55.95	99.83	33,246.00
BUSINESS PROPERTY	26,325.00	26,550.00	(225.00)	100.85	26,550.00
OTHER TAXES	240,000.00	384,752.24	(144,752.24)	160.31	545,000.00
TOTAL TAXES	5,704,845.00	5,836,750.81	(131,905.81)	102.31	5,996,996.00
FEDERAL GOVERNMENT AND AGENCIES					
GRANT IN LIEU	5,836.00	5,832.54	3.46	99.94	5,832.00
FEDERAL GOVERNMENT AGENCIES	400.00	400.49	(0.49)	100.12	400.00
TOTAL FEDERAL GOVERNMENT AND AGENCIES	6,236.00	6,233.03	2.97	99.95	6,232.00
PROVINCIAL GOVERNMENT AND AGENCIES					
PROVINCIAL GOVERNMENT	243,836.00	2,438.00	241,398.00	1.00	243,854.00
PROVINCIAL GOVERNMENT AGENCIES	9,311.00	10,467.00	(1,156.00)	112.42	10,467.00
TOTAL PROVINCIAL GOVERNMENT AND AGENCIES	253,147.00	12,905.00	240,242.00	5.10	254,321.00
FEDERAL GAS TAX CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
SALE OF SERVICES	947,855.00	723,141.12	224,713.88	76.29	960,516.93
RETURN ON INVESTMENT	20,000.00	14,254.85	5,745.15	71.27	20,000.00
UNCONDITIONAL TRANSFERS					
PROVINCIAL GOVERNMENT	90,312.00	122,207.24	(31,895.24)	135.32	159,771.00
TOTAL UNCONDITIONAL TRANSFERS	90,312.00	122,207.24	(31,895.24)	135.32	159,771.00
OTHER TRANSFERS					

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
CGC FIRE DEPARTMENT DEBT SERVICE					
TRANSFER FROM CAPITAL RESERVE	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM SPECIAL PURPOSE RESERVE	18,610.00	0.00	18,610.00	0.00	0.00
LOAN PROCEEDS MFC Tofl. 2020 FIRE TRUCK	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OPERATING RESERVE	416,137.00	33,789.49	382,347.51	8.12	134,000.00
TRANSFER FROM GAS TAX RESERVE	96,740.00	86,295.98	10,444.02	89.20	96,740.00
TOTAL OTHER TRANSFERS	531,487.00	120,085.47	411,401.53	22.59	230,740.00
TOTAL REVENUE	7,553,882.00	6,835,577.52	718,304.48	90.49	7,628,576.93

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
EXPENDITURES					
LEGISLATIVE					
WARDEN HONORARIUM	29,556.00	14,120.46	15,435.54	47.78	27,200.00
WARDEN EXPENSE					
DEPUTY WARDEN HONORARIUM	24,457.00	13,487.19	10,969.81	55.15	24,457.00
COUNCILLOR HONORARIUM	100,384.00	56,339.28	44,044.72	56.12	96,100.00
COUNCILLOR TRAVEL	15,000.00	6,024.96	8,975.04	40.17	10,000.00
ELECTIONS	0.00	0.00	0.00	0.00	5,000.00
UNSM FCM DUES	5,000.00	1,100.83	3,899.17	22.02	1,500.00
TOTAL LEGISLATIVE	174,397.00	91,072.72	83,324.28	52.22	164,257.00
ADMINISTRATIVE					
SALARY	331,409.00	164,925.86	166,483.14	49.77	331,409.00
BENEFITS	57,460.00	25,276.12	32,183.88	43.99	57,460.00
INFORMATION TECHNOLOGY	129,170.00	69,894.34	59,275.66	54.11	129,170.00
PROFESSIONAL DUES	4,075.00	1,340.08	2,734.92	32.89	2,500.00
INSURANCE	49,381.00	44,952.82	4,428.18	91.03	44,952.00
CONTRACTED ADMIN SERVICES	92,000.00	28,600.84	63,399.16	31.09	92,000.00
ADVERTISING	22,500.00	12,523.20	9,976.80	55.66	22,500.00
POSTAGE	20,000.00	10,015.06	9,984.94	50.08	20,000.00
OFFICE SUPPLIES	14,000.00	9,112.36	4,887.64	65.09	14,000.00
TELEPHONE	12,780.00	7,968.98	4,811.02	62.36	12,780.00
LEGAL SERVICES	30,000.00	10,100.51	19,899.49	33.67	30,000.00
STAFF RELATIONS	3,000.00	476.67	2,523.33	15.89	2,000.00
OTHER GENERAL ADMIN	10,000.00	5,509.28	4,490.72	55.09	10,000.00
OCCUPATIONAL HEALTH & SAFETY	500.00	0.00	500.00	0.00	500.00
TRAVEL	10,500.00	2,203.10	8,296.90	20.98	5,000.00
STAFF TRAINING	5,000.00	3,847.10	1,152.90	76.94	5,000.00
EMPLOYMENT ASSISTANCE PROGRAM	832.00	883.66	(51.66)	106.21	883.00
TOTAL ADMINISTRATIVE	792,607.00	397,629.98	394,977.02	50.17	780,154.00

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
TAXATION & ACCOUNTING					
SALARY	204,275.00	110,616.80	93,658.20	54.15	184,898.00
BENEFITS	30,904.00	13,845.26	17,058.74	44.80	26,493.00
AUDITING SERVICES	32,000.00	22,986.71	9,013.29	71.83	32,000.00
PROFESSIONAL DUES					
TRAVEL					
LOW INCOME TAX EXEMPTIONS	50,000.00	37,234.97	12,765.03	74.47	50,000.00
TAX EXEMPTIONS - COMMUNITY GROUPS	29,408.00	29,408.01	(0.01)	100.00	29,408.00
ALLOWANCE FOR APPEALS	20,000.00	0.00	20,000.00	0.00	0.00
TAX SALE	36,266.00	5,020.74	31,245.26	13.84	30,000.00
TOTAL TAXATION & ACCOUNTING	402,853.00	219,112.49	183,740.51	54.39	352,799.00
BUILDING SERVICES					
COURT HOUSE - MAINTENANCE & REPAIRS	74,900.00	61,104.31	13,795.69	81.58	130,312.00
COURT HOUSE - INSURANCE	5,897.00	5,584.00	313.00	94.69	5,584.00
PUBLIC WORKS - MAINTENANCE & REPAIRS	9,500.00	4,064.68	5,435.32	42.79	9,500.00
PUBLIC WORKS - UTILITIES	8,200.00	2,261.93	5,938.07	27.58	8,200.00
PUBLIC WORKS-INSURANCE	7,717.00	5,404.00	2,313.00	70.03	5,404.00
PUBLIC WORKS-VEHICLE	5,000.00	3,343.75	1,656.25	66.88	5,000.00
TOTAL BUILDING SERVICES	111,214.00	81,762.67	29,451.33	73.52	164,000.00
POLICE PROTECTION					
RCMP	773,537.00	577,563.75	195,973.25	74.67	773,537.00
DNA	5,393.00	3,775.83	1,617.17	70.01	5,393.00
LOCKUP	118,068.00	63,801.08	54,266.92	54.04	117,328.00
TOTAL POLICE PROTECTION	896,998.00	645,140.66	251,857.34	71.92	896,258.00
FIRE PROTECTION					
MUNICIPAL FIRE DEPARTMENT GRANTS	242,048.00	221,228.25	20,819.75	91.40	249,000.00
SHELBURNE FIRE DEPARTMENT GRANT	80,690.00	0.00	80,690.00	0.00	80,690.00

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
LOCKEPORT FIRE DEPARTMENT GRANT	181,988.00	12,368.27	169,619.73	6.80	22,530.95
FIRE EQUIP-COMPRESSOR REPAIRS	0.00	0.00	0.00	0.00	0.00
CAPITAL ASSISTANCE TO FIRE DPS	35,000.00	40,956.49	(5,956.49)	117.02	61,289.49
FIRE PROTECTION - HYDRANTS	48,549.00	0.00	48,549.00	0.00	48,549.00
FIRE DEPARTMENT TRAINING & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
DRY HYDRANTS	5,000.00	0.00	5,000.00	0.00	5,000.00
FIRE PROTECTION - INSURANCE	16,706.00	8,761.00	7,945.00	52.44	16,706.00
FIRE DEPARTMENT RADIO LICENSE	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE PROTECTION	609,981.00	283,314.01	326,666.99	46.45	483,765.44
BY-LAW ENFORCEMENT					
SALARY AND BENEFITS	89,237.00	50,340.21	38,896.79	56.41	89,237.00
VEHICLE	8,000.00	4,716.19	3,283.81	58.95	8,000.00
TRAVEL	500.00	0.00	500.00	0.00	300.00
PROPERTY CLEAN UP	15,000.00	0.00	15,000.00	0.00	15,000.00
OTHER	3,300.00	506.70	2,793.30	15.35	1,800.00
TOTAL BY-LAW ENFORCEMENT	116,037.00	55,563.10	60,473.90	47.88	114,337.00
ROAD TRANSPORT					
STREET LIGHTING	143,290.00	70,362.09	72,927.91	49.10	143,290.00
CLASS J ROADS	35,078.00	25,974.00	9,104.00	74.05	35,078.00
TOTAL ROAD TRANSPORTATION	178,368.00	96,336.09	82,031.91	54.01	178,368.00
SEWAGE TREATMENT OPERATIONS					
SALARY & BENEFITS	84,375.00	48,019.06	36,355.94	56.91	84,375.00
TRAINING	2,000.00	208.57	1,791.43	10.43	1,000.00
OTHER	2,000.00	3,229.04	(1,229.04)	161.45	3,500.00
TOTAL SEWAGE TREATMENT OPERATIONS	88,375.00	51,456.67	36,918.33	58.23	88,875.00
SEWAGE TREATMENT					
SEWER MAINTENANCE	265,000.00	259.79	264,740.21	0.10	15,000.00

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
PUMPING STATION UTILITY	13,200.00	7,649.88	5,550.12	57.95	13,050.00
PUMPING STATION - MAINTENANCE AND REPAIR	15,000.00	78.21	14,921.79	0.52	15,000.00
PLANT - UTILITY	27,000.00	7,871.79	19,128.21	29.15	25,500.00
PLANT - MAINTENANCE AND REPAIR	25,000.00	8,160.73	16,839.27	32.64	20,000.00
TOTAL SEWAGE TREATMENT	345,200.00	24,020.40	321,179.60	6.96	88,550.00
ENVIRONMENTAL					
ADMINISTRATION	102,277.00	52,684.54	49,592.46	51.51	102,477.00
BUILDING INSPECTION	74,331.00	50,207.45	24,123.55	67.55	73,781.00
FIRE INSPECTION	18,859.00	783.36	18,075.64	4.15	18,859.00
WASTE DIVERSION	109,609.00	56,717.00	52,892.00	51.74	110,109.00
C&D OPERATION	240,153.00	92,283.47	147,869.53	38.43	240,580.00
SOLID WASTE	671,234.00	335,450.68	335,783.32	49.98	671,234.00
TOTAL ENVIRONMENTAL	1,216,463.00	588,126.50	628,336.50	48.35	1,217,040.00
WIND TURBINE					
MAINTENANCE	11,000.00	6,170.30	4,829.70	56.09	11,000.00
INSURANCE	2,280.00	2,137.00	143.00	93.73	2,137.00
TOTAL WIND TURBINE	13,280.00	8,307.30	4,972.70	62.55	13,137.00
COMMUNITY & ECONOMIC DEVELOPMENT					
LITTER ABATMENT	4,500.00	1,200.00	3,300.00	26.67	1,200.00
HEALTH CARE	50,000.00	13,688.26	36,311.74	27.38	50,000.00
ECONOMIC DEVELOPMENT	57,740.00	24,295.98	33,444.02	42.08	57,740.00
SENIOR SAFETY	13,526.00	13,526.37	(0.37)	100.00	13,526.37
ICSP IMPLEMENTATION	59,600.00	24,465.67	35,134.33	41.05	59,600.00
GRANTS TO ORGANIZATION	77,250.00	57,093.75	20,156.25	73.91	77,250.00
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	262,616.00	134,270.03	128,345.97	51.13	259,316.37
RECREATION & CULTURAL SERVICES					
SALARY	125,490.00	71,723.80	53,766.20	57.15	125,490.00

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ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
BENEFITS	21,425.00	12,249.37	9,175.63	57.17	21,425.00
TRAINING	2,500.00	2,376.02	123.98	95.04	2,376.00
SUMMER STAFF SALARY	66,558.00	34,532.90	32,025.10	51.88	34,533.00
SUMMER STAFF BENEFITS	4,397.00	2,108.43	2,288.57	47.95	2,109.00
SUMMER STAFF TRAVEL					
VEHICLE	3,000.00	3,147.25	(147.25)	104.91	3,600.00
MISCELLANEOUS	1,000.00	0.00	1,000.00	0.00	1,000.00
STAFF EXPENSES	2,000.00	525.43	1,474.57	26.27	1,000.00
SUMMER STAFF TRAINING	3,500.00	1,535.55	1,964.45	43.87	1,536.00
OFFICE EXPENSE	2,000.00	198.07	1,801.93	9.90	2,000.00
MEMBERSHIPS	1,000.00	359.79	640.21	35.98	1,000.00
GRANTS TO ORGANIZATION					
ADVERTISING	3,000.00	2,472.96	527.04	82.43	3,000.00
ADVISORY COMMITTEE	0.00	0.00	0.00	0.00	0.00
COMMUNITY USE COORD	10,000.00	10,000.00	0.00	100.00	10,000.00
PROGRAMS	24,000.00	15,699.32	8,300.68	65.41	22,296.00
COMMUNITY USE PROGRAM	9,662.00	2,586.90	7,075.10	26.77	8,463.00
MPAL PROGRAM	58,199.00	23,399.44	34,799.56	40.21	51,273.00
TOTAL RECREATION & CULTURAL SERVICES	337,731.00	182,915.23	154,815.77	54.16	291,101.00
RECREATION AND PARKS FACILITIES					
FACILITIES DEVELOPMENT	30,000.00	16,000.00	14,000.00	53.33	30,000.00
SASI SERVICE AGREEMENT					
MAINTENANCE & EQUIPMENT	19,000.00	14,759.85	4,240.15	77.68	17,500.00
SHELBURNE COUNTY ARENA	20,000.00	0.00	20,000.00	0.00	20,000.00
TOTAL RECREATION AND PARKS FACILITIES	69,000.00	30,759.85	38,240.15	44.58	67,500.00
FISCAL SERVICES					
BANK CHARGE	6,500.00	3,444.14	3,055.86	52.99	6,000.00
PENSION FEE	500.00	0.00	500.00	0.00	500.00
PAYROLL FEE	1,000.00	0.00	1,000.00	0.00	200.00

Printed: 8:55:24AM 11/03/2021

ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
LOANS	1,721.00	860.73	860.27	50.01	1,721.00
VALUATION ALLOWANCE	5,000.00	5,000.00	0.00	100.00	5,000.00
TRANSFERS TO SPECIAL PURPOSE RESERVE	18,902.00	18,846.05	55.95	99.70	18,846.00
TRANSFER TO GAS TAX RESERVE	0.00	0.00	0.00	0.00	0.00
TRANSFER TO CAPITAL RESERVE	209,798.00	209,798.00	0.00	100.00	209,798.00
TRANSFER TO OPERATING RESERVE	0.00	0.00	0.00	0.00	0.00
CAPITAL FROM OPERATING	8,884.00	8,884.00	0.00	100.00	8,884.00
DISTRICT GRANT FUND	35,000.00	35,000.00	0.00	100.00	35,000.00
SOU WEST NOVA TRANSIT	10,000.00	10,000.00	0.00	100.00	10,000.00
TOTAL FISCAL SERVICES	297,305.00	291,832.92	5,472.08	98.16	295,949.00
CONDITIONAL TRANSERS					
CORRECTIONS	80,156.00	57,894.00	22,262.00	72.23	80,156.00
PUBLIC PROSECUTION	4,000.00	450.00	3,550.00	11.25	4,000.00
ASSESSMENT SERVICES	143,695.00	107,771.40	35,923.60	75.00	143,695.00
REGIONAL LIBRARY	34,100.00	14,700.00	19,400.00	43.11	29,400.00
REGIONAL SCHOOL BOARD	1,305,949.00	769,153.60	536,795.40	58.90	1,305,949.00
TOTAL CONDITIONAL TRANSERS	1,567,900.00	949,969.00	617,931.00	60.59	1,563,200.00
UNCONDITIONAL TRANSERS					
HOUSING AUTHORITY	25,438.00	0.00	25,438.00	0.00	25,438.00
AREA RATE	14,400.00	14,400.00	0.00	100.00	14,400.00
TOTAL UNCONDITIONAL TRANSERS	39,838.00	14,400.00	25,438.00	36.15	39,838.00
EMERGENCY MANAGEMENT					
SEARCH AND RESCUE	4,470.00	4,470.00	0.00	100.00	4,470.00
SHELBURNE COUNTY EMO	29,249.00	8,853.36	20,395.64	30.27	29,249.00
TOTAL EMERGENCY MANAGEMENT	33,719.00	13,323.36	20,395.64	39.51	33,719.00
TOTAL EXPENDITURES	7,553,882.00	4,159,312.98	3,394,569.02	55.06	7,092,163.81

The Municipality of the District of Shelburne
General Operating Fund Revenue and Expenses

For the Period Ending Mar 2022

Printed: 8:55:24AM 11/03/2021

ACCOUNT TITLE	2021/2022 Budget	2021/2022 YTD Actual	2021/2022 Bud Remain $	2021/2022 % to Date	2021/2022 Forecast
SUMMARY					
TOTAL REVENUE	7,553,882.00	6,835,577.52	718,304.48	90.49	7,628,576.93
TOTAL EXPENDITURES	7,553,882.00	4,159,312.98	3,394,569.02	55.06	7,092,163.81
SURPLUS/(DEFICIT)	0.00	2,676,264.54	(2,676,264.54)	0.00	536,413.12

Municipality of the District of Shelburne
2021/2022
RESERVES

	Operating Reserve	XRAY Reserve	SCEEMO Reserve	MPAL Reserve	Dry Hydrant Reserve	Solid Start Reserve	FIRE DEPARTMENT Harbour	Sable River	Ingonish Roseway	Little Harbour	Jordan	Carleton Cunning Cove	Upper Middle Ohio	Special Purpose Lockeport	Special Purpose Shelburne	Capital Reserve	Equipment Reserve	Gas Tax Reserve	Total
Approx Balance (as of October 31,2021)	$ 3,644,018	$ 53,000	$ 4,560	$ -	$ 5,000	$ 113,202	$ 10,000	$ 5,000	$ -	$ 12,681	$ 15,851	$ 11,210	$ 2,833	$ 37,452	$ -	$ 2,818,911	$ 74,469	$ 1,008,645	$ 7,814,850
Building Inspection Truck																	-$40,000		-$40,000
New MDS Building	-$1,349,414															-$1,000,000			-$2,349,414
Woodland Trails																		-$4,000	-$4,000
Records Management	-$30,000															-$75,000			-$105,000
Scale C&D Site																		-$100,000	-$100,000
Jordan River Trail																		-$6,000	-$6,000
Gas Tax 2021 2022 Regular Funding																		$244,311	$244,311
SCEEMO			-$4,560																-$4,560
Balance end of Year (approx)	$ 2,364,602	$ 53,000	$ -	$ -	$ 5,000	$ 113,202	$ 10,000	$ 5,000	$ -	$ 12,681	$ 15,851	$ 11,210	$ 2,833	$ 37,452	$ -	$ 1,743,911	$ 34,469	$ 1,141,956	$ 5,651,167

Fire Capital	$ 57,575
EC Reserve	$ 37,452
Specific Project Reserves	$ 171,202
March 31,2022 TOTAL	$ 5,284,838

2021/2022 Comments
The Reserve sheet shows what was approved, but not dispersed (rounded to nearest dollar). Partial disbursements are reflected in the chart or if the project is completed, it is removed from the chart and explained below.
MPAL Surplus funds from the Town of Shelburne has been advanced to MDS $16,791, remaining funds will be transferred at year end.
Town of Lockeport has indicated they are not ready to receive the two years of area rate s that we have collected so the current amount has been moved to the Special Reserves
Septage Sludy Clean up for $250,000 is now removed from the project list as is being delayed to 2022 2023

Transfer to date:
Gas Tax
Woodland Trail advanced $16,000/$20,000 to date.
Marine Terminal $24,255 - project completed
Welburn Park $11,795 + $4,239 advanced to date (as well as $8,245 from the Province and $3904.70 Grant Funding) - project completed
Bell Internet Canada Hill $48,000 - project competed

Operating Reserve
Cyber Risk Fund removed per motion of Council of $5000 and spent on current insurance bill for 2021/2022
New Building advanced $250,586 to date this fiscal

Municipality of the District of Shelburne
District Grant Fund
Year ending March 31, 2022

Date	Chq #	Name	District 1 DT	District 2 PS	District 3 STI	District 4 TM	District 5 HW	District 6 RC	District 7 DR	Total
Apr 1		Balance fwd	$ 2,450.00	$ 5,725.16	$ 340.81	$ 18,988.00	$ 5,954.61	$ 10,736.65	$ 1,996.87	$ 55,887.42
		2020/2021 Allocation	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
			7,450.00	10,725.16	5,340.81	23,988.00	10,954.61	15,736.65	6,996.87	81,192.10
May 9, 2021	959	James Stewart	$ (240.00)							
May 10, 2021	DD	Harbourview Cemetery	$ (600.00)							
May 10, 2021	DD	Pleasant Plain Cemete	$ (600.00)							
Thursday, May 13, 2021	960	Ingomar Community Ce	$ (600.00)							
Thursday, June 24, 2021	961	Harbour Light Pentecostal Church						$ (750.00)		
Wednesday, June 30, 2021	DD	Upper Sandy Point Cemetary			$ (425.00)					
Thursday, September 23, 2021	962	Parish of Christ Church Shelburne			$ (825.00)					
District Grant Fund Balance remaining			**$ 5,410.00**	**$ 10,725.16**	**$ 4,090.81**	**$ 23,988.00**	**$ 10,954.61**	**$ 14,986.65**	**$ 6,996.87**	**$ 77,152.10**

Outstanding $ -

Balance as of October 31, 2021 $ 77,152.10

CAO/Administration Department Financial Update – November 2021

Revenue:

- At the end of October, we are seven months into the fiscal year. With the recent election the new PC government announced that all municipal units receiving equalization payments would be receiving double the amount this year. For the Municipality of Shelburne this means an additional $75,128. The other area the Municipality will likely see an increase in revenue is in building permits - $13,000 was budgeted and as of the end of October $11,621 has been received. The forecasted revenue is at $15,000 which is likely conservative.

- Transfer from Operating Reserves
    - In total $416,137 is budgeted to be transferred from the operating reserve. The amount to be transferred by the end of the fiscal will be approximately $134,000. The amount to be transferred is significantly less as the $250,000 budgeted for the biosolids removal at the treatment plant will not happen now until the spring, in the 2022-2023 fiscal year; the $121,276 to be borrowed for the Lockeport Fire Truck no longer needs to be borrowed – the area rate fees collected each year will now be paid directly to the Town of Lockeport who will be borrowing the full amount for the truck. The $134,000 is made up of cyber insurance, reserves for fire departments, and safe restart funds.

- Transfer from Gas Tax
    - $96,740 was budgeted and the amount transferred to date is $86,296. This represents the final payment for the marine terminal, phase 2 of the internet (Canada Hill) and 80% payment to the Woodland Multi-use trail group.

Expenses:

- Legislative Services (Council) expenses are forecasted to be approximately $15,000 under budget. This represents savings for Warden/Councillors honorariums (Warden's leave of absence and the passing away of Councillor McIntyre; travel and conference fees costs as many meetings and the NSFM and FCM conferences being held virtually).

- Administrative Costs are forecasted to be approximately $8,000 under budget due to virtual meetings and conferences.

- Court house costs are up due to extra COVID-19 costs, primarily due to the upgrades made to the Council Chambers to safely accommodate Council members, staff and public pertaining to social distancing and virtual meetings. The amount budgeted is $13,000 and the forecast is at $68,312. $55,000 is related COVID-19 in which the Safe Restart funds will be transferred from the operating reserves to cover these expenditures. The expenditures include renovations to the council chambers to enable council members, staff and public to adhere to the six feet of

social distancing; the AV equipment in the chambers to accommodate for virtual meetings; and the hiring of commissionaires at the front door.

- Lock-up at this point is on budget and is forecasted to remain on budget.
- Sewer Treatment Operations will be under budget by approximately $250,000 which represent the Bio solids removal happening in the next fiscal and not this one.
- Building and Fire Inspections costs are where they should be at this point in the fiscal year.
- The forecast for the CAO/Administrative portion of the budget is predicting about a $105,000 surplus.

Department of Finance Financial Update – October 31, 2021

Revenue:

- Provincial Grant in lieu report has been submitted to the Province, funding usually is disbursed in the winter.
- DEED Transfer Tax value represents April – September 2021; estimated to be $305,000 overbudget. Budget figures represent five year rolling average that the Municipality has traditionally allocated for each budget year.
- Tax Sale revenue – still two ads and the auctioneer fee to be added in the winter.
- Penalties and Interest represent five months (April – October) of interest charged for overdue accounts.
- Return on investments represent interest on bank accounts from April – September.

Expenses:

- All insurance bills have been paid to date and we are underbudget as the increase from the insurance company did not come in at the top end of the estimates; savings of around $4,000, as mentioned previously the vehicles came in higher but overall, we are underbudget.
- Allowance for Appeals, PVSC has indicated that all 66 assessment appeals have been reviewed and processed; at this time, we do not anticipate using the funds allotted of $20,000.
- Tax Clerk salary and benefits - we do not anticipate using $10,000 as the new Tax Clerk was not hired until June. Also, the casual allowance for both Finance and Administration shows $8,000 available should this be required.
- Auditors to submit final bill and aid with the new PSAS and TCA standards for current fiscal.
- Tax Sale expense invoices has yet to be received concerning the 66 title searches that the law firm has performed.
- Low-income applications to date are displayed in the below chart.

Low Income Amounts	Number of Applications	Amount of Rebate
$35,000 or less	31	$1,550.00
$30,000 or less	19	$2,700.00
$25,000 or less	54	$13,715.31
$20,000 or less	39	$19,269.66
Total	**143**	**$37,234.97**

Finance Department Forecast Surplus 2021 2022

Areas in the Finance Department that may contribute to the overall forecast of the Municipality's surplus for 2021-2022 include the $20,000 in savings for no appeal budget allocation, $10,000 in Tax Clerk salary and benefits not being utilized due to the timing of the new hire, $8,000 in casual wages not utilized by Finance and Administration, insurance savings of $4,000, DEEDs revenue overbudget estimate of $305,000, and Tax Certificate revenue overbudget estimate of $6,000. -> TOTAL $353,000 of the total Municipality Surplus.

Aged Receivables:

As of October 31, 2021, the total uncollected tax/fees were **$399,684** plus interest; of this amount, $101,715 is currently in a tax sale position representing 54 properties.

- Commercial property total $30,884 plus interest
- Residential and Resource and Forest property total $337,564 plus interest
- Tax Sale Fees total $26,732 plus interest
- Private Johns Lake properties total $3,014 plus interest
- Town of Shelburne area rate is $63 plus interest
- Town of Lockeport area rate is $1,427 plus interest

There are seven active PACE loans totaling $40,445 plus interest.

Collections (Tax Clerk):

1) Tax Sale Collections

On the last update, for the Tax Sale scheduled March 01, 2022, there were 59 properties on the tax sale listing. There are now 54 properties on the tax sale listing. This means 5 properties came off the tax sale listing since the last update.

Of the 54 properties that remain:

- 6 properties are ones that did not sell at last years tax sale
- 48 properties are new on the 2020-2021 tax sale listing.
- 3 properties are under the same owner.
- 2 sets of 2 properties are under the same owner.
- 13 properties are international customers, which is more difficult to find contact information
- 3 property owners are making payments. The Tax Clerk is confident this property will come off before tax sale proceedings
- 2 of the properties are non-redeemable

The tax sale listing will be put in the newspaper in January and in February as well as on the web site and social media pages.

2) Residential Collections

On the last update there were 717 collection letters that were sent out to residents with a balance over $50.00. If we were to run the same letter 10-28-2021 there would be 298 letters sent out to residents with a balance over $50.00. This means that 419 residents paid on their account. It should be noted that if we run the same letter without the $50.00 minimum balance that there would be 398 letters. This means that 100 residential owners are not being notified throughout the year that they have a balance – they will only be notified with their tax bill and prewarning tax sale notice if balance is over $5 per the policy.

Residents that send in payments and still have a balance owing are provided with a receipt showing the balance they have remaining.

There were approximately 4 statements that were sent out to residential customers due to a change in ownership with a balance on the account. The Tax Clerk is notified by this in her weekly name change reports from PVSC.

3) Commercial Collections

On the last report it was noted that there were 13 commercial accounts outstanding, currently there are 9 commercial properties with a balance over $50 and 1 property that owes under the $50 minimum. This means 3 properties paid their account in full since the last update.

Of the 10 accounts outstanding:

- 3 is on the current tax sale listing
- 1 account owes under $50.00

Department of Corporate Services Financial Update –November 2021

Note Community Development financials have been transferred from Director of Corporate Services to Director of Economic Development during this period.

Revenue:

- First two quarter payments have been received from the two Towns for their portion of Shared Services billings.
- Other revenue is on track for this time of year.

Expenses:

- Municipal Administration/Other
    - Salaries for Executive Assistants are where they are expected to be for this time of year.
    - Advertising, postage, office supplies and IT related items are all on budget.
    - An unbudgeted overage amount of $5,000 has been included for the Municipal By-Election.
    - Litter Abatement costs came in at $1,200 instead of the budgeted $4,500 due to Covid protocols shutting down the NS Litter Campaign (under budget by $3,300).

- Fire Protection and EMO costs are where they are expected to be for this time of year.
    - Lockeport's new fire truck loan will be undertaken by the Town of Lockeport in full. We will pay the area rate collected annually to the Town each year from special reserves.
    - Capital Assistance to fire departments has been used by a number of departments to date. This has been a combination of the operating budget and special reserves.
    - Operating Grants line item will show an overage of approximately $6,000 due to the difference the Municipality agreed to pay to increase fire department insurance coverage from $2 mil to $5 mil.

- Shared Services Administration costs are where they are expected to be for this time of year.

- Waste Diversion costs are where they are expected to be for this time of year.

- C&D Operation
    - Costs are where they are expected to be for this time of year.
    - The new scale installation has been rescheduled for December.
    - Scrap metal processing will take place in November/December.

- Solid Waste - Collection and Processing costs are where they are expected to be for this time of year.
    - Tipping Fees are on target.

C&D Collections

Collection calls for the C&D accounts are made monthly. An aged receivable list is run and sent to the Director of Corporate Services to determine who needs to be contacted. The Executive Assistant then contacts these residents by phone, or with a letter if she is unable to find a phone number.

As of October 26, 2021, there are 31 C&D accounts outstanding however most are current charges. 2 accounts are under $20.00 and 10 accounts are under $2.00 and do not get monthly statements as per the collections policy.

C&D Collections		
Month	**# of accounts contacted**	**# of accounts who made payment**
August	7	3
September	8	3
October	6	2

In additional to the collection calls that are made each C&D account with a balance over $2.00 is sent a monthly statement which will provide them with an up-to-date balance.

There is one account of concern, where the contractor is no longer operational and didn't pay their bill before shutting down. We are seeking legal advice on the matter.

Two accounts are considered past due and have been suspended until payment is made in full. One is making consistent payments; we have not been able to make contact with the other at this point.

Summary

The Municipal operating budget items for Corporate Services sections should reflect an approximate overage in budget of $7,700 ($6,000 fire department insurance coverage increase + $5,000 by-election costs - $3,300 saving from litter abatement = $7,700).

The Shared Services budget is forecasted to be on budget at this time.

Budget Update – Recreation Department
October 27, 2021

Actuals

- Overall Operational budget is on track at 45% remaining ($151,800)
- Recreation staff salary and related costs are on track at 42% remaining ($64,000)
- Summer staff salary and related costs are at about 50% remaining ($37,000)
- Shelburne Arena contribution ($20,000) has not yet been provided.
- Recreation Programs budget is on track at 38% remaining ($6200)
- Facility Maintenance budget is on track at 20% remaining ($3400)
- Facility Development budget is on track at 47% remaining ($14,000)
- All other Operating budget GLs are at approximately 5% remaining ($7,200)
- Welkum Park Phase 2 Accessibility Upgrades have been completed. Total project cost was $28,188 ($12,153 in grants, $16,035 gas tax).
- Community Use contribution ($10,000) has been provided.
- Community Use of SRHS is currently showing more expenses than revenue due to low participation numbers at drop-in programs and few weekend rentals. However, the weekend rentals have started to increase as basketball season starts up.
- The MPAL budget is on track at 40% spent.

Forecast

- Overall, I am forecasting the Recreation operating budget to be under budget by about $40,000.
- Recreation revenue will come in over budget in the amount of about $12,000 due to receiving three grants in the amount of close to $14,000 that were not originally in the budget.
- Summer programs costs (program, staff salary and related costs CCP, EI, WC) will end under budget by about $37,000 due to hiring less staff than planned and not offering as many week long day camps.
- Forecasting a deficit for Community Use of around $2500. Community Use operates on a cost-recovery basis and generally the costs (Facility Supervisor wages) are higher than the revenue (rental fees, program fees).
- Forecasting a surplus of about $6,000 for the MPAL operational budget. This is mainly due to not having any expenditures during the month of April and few budget items potentially ending under budget. The surplus could be lowered though if the province decides to lower its contribution based on the program not running a full twelve months, which has happened in the past.

Economic Development Financial Update – October 2021

Revenue:

- Wind Turbine 00-14650-000
  - The budgeted revenue was $22,000, however due to the down time of the turbine it is anticipated that the forecasted revenue will drop to $15,500.

Expenses:

Forecasts for the budgeted items remains the same for all GL's.

- Salaries – No change
- Website Maintenance – No change
- Grants to organizations – No change
- Turbine maintenance – No change
- Turbine misc. – No change
- Health Care – No change
- Economic Development – No change
- Senior Safety – No change
- ICSP Implementation – No Change
- South West Nova Transit – No change
- Search & Rescue – No change

7a

Municipality of Shelburne | Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Trudy Payne, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: November 1, 2021

RE: October Monthly Building Report

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued in October	8	9
Number of Permits Issued to Date	83	98
Construction Values for October	$ 8,074,000.00	$ 885,000.00
Total Construction to Date	$ 13,677,350.00	$ 7,103,908.00

Highlights:

- New Municipal Building - $7,084,000.00
- 2 – New Dwellings - $684,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
/aad

7b

Property Valuation Services Corporation
A truly valued Nova Scotia

Suite 200, Park Place II
238A Brownlow Avenue
Dartmouth, NS B3B 2B4

Tel 902.471.2302
Toll 800.380.7775
Fax 902.720.7873
www.pvsc.ca

Russ Adams
VP IT and Corporate Services

November 1, 2021

VIA EMAIL: TRUDY.PAYNE@MUNICIPALITYOFSHELBURNE.CA/2 PAGES

Ms. Trudy Payne, CAO
Municipality of the District of Shelburne
136 Hammond Street
PO Box 280
Shelburne, NS B0T 1W0

Dear Ms. Payne:

Re: Property Valuation Services Corporation (PVSC) - Tusket Office

Delivering high quality assessment services to the municipalities and property owners of Nova Scotia is our top priority. As a non-profit funded by Nova Scotia's 49 municipal units, we are also committed to fiscal responsibility.

As part of that commitment, we regularly review the costs and requirement for our offices. After careful consideration, we have decided not to renew the lease for our Tusket office when the current lease ends. PVSC's Tusket office will be officially closed on December 1, 2021.

While this decision will reduce costs, it is less a financial move and more a reflection of evolving customer expectations. Over the past five years, fewer and fewer property owners have visited our offices, including Tusket. Our experience during COVID-19 has also reinforced this shift in our customers' needs and our ability to meet them.

Following the closure of the Tusket office, your residents and staff will continue to receive high quality, responsive service from PVSC. They can contact us by:

- Phoning our Service Centre at **1.800.380.7775**;
- Emailing inquiry@pvsc.ca; or
- Clicking "Contact Us" on the PVSC website at www.pvsc.ca.

Property owners can talk to a PVSC Assessor over the phone or via video call and can meet with an Assessor in person during an onsite property inspection, or by booking an appointment to meet at the property in question or at another convenient location.

During the 31-day Inquiry and Appeal Period next year, property owners can appeal their assessment by:

- Mailing the signed appeal form to: Suite 6, 15 Arlington Place, Truro, NS B2N 0G9;

- Faxing the signed appeal form to: **1.888.339.4555**; or
- Emailing a photograph or scan of the signed appeal form to: inquiry@pvsc.ca.

If you, your staff or any members of the public, have questions or want more information about the closure of the Tusket office, please do not hesitate to contact Paul Beazley at paulbeazley@pvsc.ca or 902.240.7507.

Sincerely,

Russ Adams
VP IT and Corporate Services

/lar

c Kathy Gillis, Director of Assessment/CEO (via internal delivery)
Geoff Churchill, Facilities Manager (via internal delivery)

NOVA SCOTIA

Municipal Affairs and Housing
Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

September 20, 2021

Penny Smith
Warden, Municipality of the District of Shelburne

VIA EMAIL: Trudy.Payne@municipalityofshelburne.ca

Dear Warden Smith:

Thank you for your letter dated July 15, 2021, regarding the recurring drought conditions affecting access to well water for residents in southwestern Nova Scotia.

I am aware of these challenges in your region and other parts of the province. Staff from Municipal Affairs and Housing and the Nova Scotia Emergency Management Office have been in communication with several municipalities regarding this issue.

Please reach out to your Municipal Advisor, Marilynn Hay, who can schedule a meeting on this issue in collaboration with the Emergency Management Preparedness Officer for your zone. Staff are eager to hear how the Municipality of the District of Shelburne has been affected, the extent of the impacts, as well as possible solutions you may have in mind to provide a sustainable and long-term resolution to this complex problem.

Thank you for educating and informing your residents on water conservation and continuing to be leaders in your community.

Sincerely,

Honourable John A. Lohr
Minister

CC: Marilynn Hay, Municipal Advisor, Department of Municipal Affairs and Housing