



Naturally Yours

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**REGULAR SESSION OF THE 52nd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
WEDNESDAY, OCTOBER 12, 2022  
6:00 pm**

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, October 12, 2022, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Deputy Warden Dale Richardson  
Councillor Ron Coole  
Councillor Heidi Wagner  
Councillor Sherry Thorburn Irvine  
Councillor Anthony Gosbee  
Councillor Doris Townsend  
Warren MacLeod, CAO

**ALSO IN ATTENDANCE:**

Erin Hartley, Deputy CAO  
Val Kean, Director of Economic and Community Development  
Michelle Williams, Director of Finance via Microsoft Teams  
Adam Dedrick, Director of Recreation and Parks via Microsoft Teams

**REGRETS:**

Chana Ross, Executive Assistant

**1. CALL TO ORDER:**

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

Warden Smith gave a tribute, followed by a moment of silence, to Edgar Allison. He served as an active member of the Shelburne Volunteer Fire Department for 53 years, having held many positions and made significant contributions to our communities in his lifetime.

**2. APPROVAL OF AGENDA:**

- a. October 12, 2022

**MOTION: APPROVAL OF AGENDA – October 12, 2022**

Being duly moved and seconded, be it resolved that the Agenda for October 12, 2022, be approved with the following amendment:

- **OTHER:**
  - 8(b) Port Clyde Rail Bridge – added

- **MOTION CARRIED**

**3. APPROVAL OF MINUTES:**

- a. September 28, 2022

**MOTION: APPROVAL OF MINUTES – September 28, 2022**

Being duly moved and seconded, be it resolved that the Minutes of September 28, 2022, be approved as circulated.

- **MOTION CARRIED**

**4. BUSINESS ARISING:**

There was no business arising.

**5. MANAGEMENT:**

- a. Financial Update – October 2022 – Management Team

5(a) Warren MacLeod, CAO, presented the financial update to Council, summarizing the key points on departmental revenues and expenditures. In the first half of the fiscal year, initial indications suggest a surplus of \$311,506 will be achieved.

Areas of discussion included Household Hazardous Waste Depot (HHW), streetlight, summer staff, casual administration, and DEED revenues. There have been no additional costs beyond what was initially approved in the capital plan, except for the new municipal building project.

A total of \$1.5 million in Operating Reserves, \$1.1 million in Capital Reserves, and \$140,791.50 in Gas Tax Reserves have been spent (the Gas Tax Reserves still have \$559,208.50 to advance applicable invoices). The first advance of \$624,965.03 was received in September as part of the long-term loan

with MFC. After rebates, the building will cost \$7,271,650, according to an email from the Project Manager on August 11, 2022. In total, Council is spending \$2,740,791.50 on reserves, leaving \$559,208.50 available for gas tax; once those amounts are spent, Council will have approved \$3.3 million in reserves for the new building. Our borrowing agreement with the Minister allows us to borrow up to \$5 million for long-term borrowing.

An overrun of \$200,000 is expected. To cover the shortfall, the project manager proposes using additional Gas Tax reserves. A letter requesting full HST reimbursement for the entire project will be sent to the Municipality in the meantime. Given the future decision from CRA on the Municipality's rebate, the amount borrowed from the long-term loan may be less than \$3,971,650 with both plans implemented.

Discussed was held on the DEED transfer tax, the tax sale process, recreation costs and program sharing.

## **6. FINANCE:**

### **a. Municipal Dynamic Economic Financial Model Request for Proposal**

6(a) Michelle Williams, Director of Finance, presented Council with the Municipal Dynamic Economic Financial Model Request for Proposal staff report.

Council provided direction to staff as part of 2022/23 approved budget to undertake a Request for Proposal for a Municipal, Dynamic Economic Financial Model. On August 4, 2002, the Request for Proposal was posted to the NS Procurement website and the Municipality's website with a closing date of September 9, 2022; three proposals were received.

The scope of the work was to include the following:

- 1. Dynamic Economic Financial Model** - Design and build a new dynamic economic-financial model utilizing Microsoft Excel or any other platform that may be recommended. It is paramount that the proposed design be easy to manage by Municipal staff and provide intuitive results that allow Councillors (who may not have financial backgrounds) to quickly understand the current financial status of the Municipality and identify future economic trends.
- 2. Training** – Provide training to municipal staff to effectively utilize the Model on an ongoing basis.
- 3. Ongoing Support** – Provide ongoing support to answer any Municipal staff questions and modify the Model as requested by the Municipal staff.

On September 14, 2022, the CAO and Director of Finance met to review the proposals, with the Director of Corporate Services overseeing the meeting and scores.

In summary, staff feel Grant Thornton is the best fit for a comprehensive model that will meet the needs of the Municipality of Shelburne. While it is the most expensive, the budget was not the only factor in the evaluation, and this submission exceeds the other two. In the case of this request for proposal, experience and knowledge are crucial to a successful outcome. That experience and

expertise come at an initial cost; however, they will pay off over time with a tool that will benefit the Municipality's long-term budgeting process.

**MOTION: MUNICIPAL DYNAMIC ECONOMIC-FINANCIAL MODEL REQUEST FOR PROPOSAL**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Municipal Dynamic Economic Financial Model Request for Proposal contract to Grant Thornton and give authority to the CAO to negotiate the amount of \$70,000 plus HST, and;

That \$11,600 from Contracted Admin Services #00-21210-300 and \$20,000 from Economic Development #00-26210-050 have already been approved by Council in the 2022/2023 budget, the remaining \$41,401 to be transferred from the Economic Development Reserve Fund.

- **MOTION CARRIED**

**7. BUILDING INSPECTION:**

- a. Monthly Building Report – September 2022

7(a) Council reviewed the monthly building report.

**8. OTHER:**

- a. Correspondence from CIMCO – Re: Shelburne Arena – Items to Address
- b. Port Clyde Rail Bridge

8(a) Warren MacLeod, CAO, informed Council of correspondence from Danyelle Rapp, President of the Shelburne County Arena Association, regarding the recent ammonia leak cleanup and replacement chillers. The board met and discussed the options available and, based on recommendations, requested financial support from the Municipality.

Councillor Gosbee provided a breakdown of the two options currently proposed:

1. Purchase of new chillers
  - Parts: \$53,330
  - Installation: \$86,175
  - Total: \$139,725
2. Purchasing of used chillers: \$55,000

Councillor Gosbee further noted that the Arena Board is leaning towards purchasing modern equipment as it will require less maintenance and comes with a warranty. Option two does not come with a warranty and may not be the best choice for the long term, given the potential issues that may arise from used equipment.

Discussion was held regarding the importance of the arena to the community. Discussion was also held regarding the capital funding for this project following the same percentage breakdown with the three municipal units as operating funding.

**MOTION: SUPPORT FUNDING**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a maximum amount of \$120,000 to be provided to the Shelburne County Arena Association.

- **MOTION CARRIED**

8(b) Councillor Townsend advised the Council of a request from the Shelburne County ATV Association regarding writing a letter in support of the Port Clyde Bridge for maintenance/repairs needed to bring the bridge up to standards.

Discussion was held regarding bridge ownership and potential future projects.

**MOTION: SUPPORT LETTER**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter to the Department of Transportation and Infrastructure Renewal requesting that they include funding in next year's budget to bring the Port Clyde Bridge to a safe, usable standard and to copy the Municipality of Barrington, Member of Legislative Assembly, Member of Parliament, and the Shelburne County ATV Association.

- **MOTION CARRIED**

**9. COMMITTEE REPORTS/WARDEN'S UPDATE:**

- a. Committee Report
- b. 2022/2023 Warden's Update

9(a) Deputy Warden Richardson advised that the Building Committee recently did a site tour of the new building and noted that things are coming along well.

9(b) Warden Smith advised that she attended/provided an update for the following events:

- Municipal Volunteer Recognition– October 4, 2022

Warden Smith sincerely thanked Ms. Kean for all the hard work that went into planning and bringing the Pumpkin Regatta to Shelburne. It was further noted that the event was very successful, with many positive comments.

**10. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:20 pm. The next Council meeting will be held on Wednesday, October 26, 2022, in the Shelburne Council Chambers.

Regular Council Meeting  
October 12, 2022

**Chana Ross**  
**Recording Secretary**

Nov 1, 22  
Date

  
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Penny Smith, Warden

  
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Erin Hartley, Deputy Chief Administrative Officer